group policies and procedures

# document approvals policy

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| Category | Corporate Governance  |
| Author | Castleman Healthcare Ltd |
| Responsible Director | Sarah Faulkner |
| Date of issue | June 2023 |
| Next review date | September 2025 |
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**Related policies and guidance**

**Document revision and approval history**

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Approved by | Comments |
| V1 | Apr 2023 | RG | SF & DH |  |
| V2 | May 2023 | RG & FC |  | Comments & edits made |
| V2 | Jun 2023 |  | FC & DH |  |

# Aim

This document defines the procedure for approval and sign off of documents drafted for Castleman Healthcare Ltd including clinical service delivery documents, financial, operational and business reports.

# All DOCUMENTs APPROVAL POLICY

The Policy applies to all documents for Castleman Healthcare Ltd that may or may not contain financial information requiring review, approval and final sign off before publication. This document sets out Castleman Healthcare Ltd’s process to be followed when writing a new document and for obtaining and recording approval and final sign off.

**Policy objective**

The objective of this policy is to ensure that all new documents written are appropriately reviewed, checked and approved by the Castleman Healthcare Ltd Board Directors before publication and release.

Castleman Healthcare Ltd will ensure that the information given in the document is accurate and up to date.

**Scope**

This policy applies to all persons drafting documents on behalf of Castleman Healthcare Ltd.

**Legal risks**

The risk is that inaccurate or out of date information may be released and subsequently relied on by third parties to their detriment leading to a potential claim against Castleman Healthcare Ltd.

By following the guidelines in this policy, the author can minimize the legal risks involved in the release of information. If any user disregards the rules set out in this Policy, the user will be fully liable and may be subject to disciplinary action by Castleman Healthcare Ltd in accordance with Castleman Healthcare Ltd’s Disciplinary Policy.

The author should at all times avoid plagiarism and the infringement of Intellectual Property Rights. All third party materials used must be cited accurately and the source credited accordingly.

**Procedure – Financial, Business & Operational Content**

1. The document should be drafted by the person(s) best placed to write the content applicable. It may be relevant to have various roles, clinical and non-clinical involved in the creation of a document.
2. The document should adhere to Castleman Healthcare Ltd’s style guide and be formatted in accordance with the branding guidelines set by Castleman Healthcare Ltd.
3. The document once drafted by the author(s) should be submitted to the **Director of Operations and/or the CEO** for Castleman Healthcare Ltd.
4. Following approval by the Director of Operations and/or CEO and the incorporation of any required amendments the document should then be submitted to the following:
	1. For financial content send to the **Director of Finance** for approval and sign off on the financial content.
	2. For business content send to the **Chair and/or CEO** for approval and sign off on the business content.
	3. For operational content send to the **Director of Operations** for approval and sign off on the operational content.
5. Following approval by the relevant Directors and the incorporation of any required amendments the document should be submitted to the **CEO** for Castleman Healthcare Ltd for final sign off prior to publication.
6. The document must contain a clear indication of the author’s or authors’ name(s), date and version number.
7. The document should contain the following table at the end to track where it has been for review:

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| Version | Date | Author | Approved by | Comments |
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**Procedure – Clinical Content**

Where the content includes specific clinical information this procedure should be followed:

1. The document should be drafted by the person(s) best placed to write the content applicable. It may be relevant to have various roles, clinical and non-clinical involved in the creation of a document.
2. The document should adhere to Castleman Healthcare Ltd’s style guide and be formatted in accordance with the branding guidelines set by Castleman Healthcare Ltd.
3. The document once drafted by the author(s) should be submitted to the **Director of Operations** for Castleman Healthcare Ltd.
4. Following approval by the Director of Operations and the incorporation of any required amendments the document should be submitted to the **Director of Governance** for Castleman Healthcare Ltd for approval and sign off on the clinical content.
5. Following approval by the Director of Governance and the incorporation of any required amendments the document should be submitted to the **CEO** for Castleman Healthcare Ltd for final sign off.

# Implementation and compliance

**Responsibilities of all Staff**

All staff are obliged to adhere to this policy. It is the responsibility of the individual to ensure that they understand this policy.

Managers at all levels are responsible for ensuring that the staff for whom they are responsible are aware of and adhere to this Policy. They are also responsible for ensuring staff are updated in regard to any changes in this Policy.