








These template documents have been created to assist NHS trusts and other bodies in writing documents for their own organisation.

There is no requirement to use any of the templates, and their use does not guarantee compliance with the NHSLA Risk Management Standards.

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Template Document	Version	Last Reviewed	Produced	Relevant Scheme	Relevant Standard and Criteria	Acknowledgements	
Template document for the development and management of procedural documents	V.3	April 2009	2007/08	All	Criterion 1.2		
Template document for the observation of service users	V.2	April 2009	2007/08	MH&LD	Criterion 4.5		
Template document for the management of the conveyance of patients to a healthcare facility	V.2	April 2009	2007/08	Ambulance	Criterion 4.5		
Template document for the management of clinical diagnostic tests or screening procedures	V.2	April 2009	2007/08	PCT	Criterion 4.10		
Template document for the management of stress	V.2	April 2009	2007/08	All	Criterion 3.10		
Template document for the investigation of incidents, complaints and claims	V.3	May 2009	2007/08	All	Criterion 5.5		

Template Document	Version	Last Reviewed	Produced	Relevant Scheme	Relevant Standard and Criteria	Acknowledgements	
Template document for the management of external agency visits, inspections and accreditations	V.2	April 2009	2007/08	All	Criterion 1.7		
Resuscitation Policy	V.1	April 2008	2007/08	Acute, PCT, IS and MH&LD	Criterion 4.8		
Template document for claims handling	V.2	April 2009	2007/08	All	Criterion 5.4		
Template document for the management of corporate and local induction	V.2	April 2009	2007/08	All	Criteria 2.1 and 2.2		
Template document for the management of incidents, including serious untoward incidents	V.3	May 2009	2007/08	All	Criterion 5.1		
Template document for ensuring a systematic approach to risk management training (including TNA)	V.1	April 2009	2008/09	All	Criteria 2.5 and 2.6		
Template document for the clinical and managerial supervision of all clinical staff	V.1	April 2009	2008/09	MH&LD	Criterion 2.4		
Template document for security management	V.1	April 2009	2008/09	All	Criterion 3.1		
Template document for the management of sickness absences	V.1	April 2009	2008/09	All	Criterion 3.2		

Template Document	Version	Last Reviewed	Produced	Relevant Scheme	Relevant Standard and Criteria	Acknowledgements	
Template document for the management of bullying and harassment	V.1	April 2009	2008/09	All	Criterion 3.8		
Template document for managing the risks associated with resuscitation	V.1	April 2009	2008/09	Ambulance	Criterion 4.8		
Template document for aggregating data and learning from incidents, complaints and claims	V.1	April 2009	2008/09	All	Criterion 5.6		