

Policy Validation Group - Checklist for policy development/review

Scope and Requirements

POLICY	
Policy Title (proposed or existing) <i>The title of the policy needs to accurately reflect the content of the scope, including age range. (For updates the original title can be used).</i>	
Policy Number	
Type of Policy <i>Commissioning Policy / Service Specification / Policy Position Statement/ Not routinely commissioned Policy Position Statement</i>	
Policy Status (New or update)	
NWJCC TEAMS INVOLVED IN DEVELOPMENT/REVIEW	
Commissioning Team:	
Policy Author:	
Head of Commissioning:	
Executive Lead:	
Associate Medical Director:	
Finance Team:	

Quality Team:		
CHECKLIST	Comments	Policy Validation Group comments
PRIOR TO CONSULTATION		
<p>Need for a new policy or reason for update <i>This should cover the reason for developing a policy or updating an existing policy and should also include if applicable:</i></p> <ul style="list-style-type: none"> • <i>Impact of disease or service</i> • <i>How care is currently being delivered</i> • <i>Workforce issues</i> • <i>Use of an intervention</i> • <i>Legislative or regulatory frameworks</i> 		
<p>Epidemiology (if new policy) <i>This should include information with references on statistics, prevalence data, data on history of the condition</i></p>		
<p>Population covered (if new policy) <i>Detail the patient population that the policy is being developed for.</i></p>		
<p>Main objectives of policy and key issues to be covered or updated</p> <ul style="list-style-type: none"> • <i>Provide detail of the objectives that the development of the policy aims to achieve and detail the important areas that the policy will cover, potential areas could include:</i> <ul style="list-style-type: none"> ○ <i>Current care provision and practice</i> ○ <i>Level of care and support</i> ○ <i>Current practice which isn't best practice or the gold standard</i> ○ <i>Safety concerns that need addressing</i> 		

Service or financial impact	<ul style="list-style-type: none"> No service or financial impact has been identified for this policy. A service or financial impact has already been identified within the IMTP. A service or financial impact has been identified and is outside of the annual planning arrangement, therefore (please enter details on what arrangements are in place) <p><i>* delete as appropriate</i></p>	
Has resource been agreed for this service/treatment?		
What clinical input has been provided in the development of the policy?		
Have the designated centres been agreed and included in the policy?		
Has the patient pathway been agreed and included in the policy?		
Have the KPI's been agreed and included in the policy?		
EWLIA to be completed on final draft for consultation CTM At Our Best - Documents EWLIA completed by: EWLIA approved by:		
Will the medicine be set up on the Blueteq® system?		
Health Impact Assessment (To be completed from 1 April 2027) Completed by:		

Approved by:		
Quality Impact Assessment (QIA) Consideration to be given to whether a QIA should be completed		
ICD-10 and OPCS-4 Codes information received from Information Standards team at DHCW (clinical.coding@wales.nhs.uk)		
Stakeholders for consultation <i>Please list all identified stakeholder groups</i> Patient Groups Medicines Manufacturer		
Has the AMD agreed the policy for consultation? (Name and date)		
FOLLOWING CONSULTATION		
Have all stakeholder comments been addressed?		
Were there any changes to the policy following consultation?		
Have the consultation comments been themed and anonymised for publication on the website?		
EWLIA to be carried out on final draft prior to publication CTM At Our Best - Documents EIA completed by:		

EIA approved by:		
Has the AMD agreed the policy for publication? (Name and date)		
APPROVAL FLOW		
Scope completed on:		
Policy Validation Group meeting to approve policy development/update		
Policy Validation Group meeting to approval policy consultation		
Policy Validation Group meeting to approve policy publication		
Policy Validation Chair sign off for publication		