

## **Development of Policies, Standard Procedures and Guidelines**

Policies, standard procedures and guidelines were researched and written by Caroline Whelan, Service Governance and Professional Development. Initial drafts were edited and approved by the Clinical Practice Project Group, the composition of which is outlined below.

The documents were then forwarded to the National Consumer Committee, and documents were proof read by a number of consumers. Documents were also forwarded to all service managers and regional managers for dissemination to nursing and care support staff. Feedback from all parties was considered by the Clinical Practice Project Group and appropriate alterations made to documents.

All documents are approved by the National Risk Management Committee, the composition of which is outlined below. Some documents were proof read by Joe Wolfe and Associates.

### **Clinical Practice Project Group**

Caroline Whelan, Service Governance & Professional Development, Chair  
Margaret Moloney, Regional Manager, West and North Region  
James Hayes, Service Manager, St. Laurence's Cheshire Home, Cork  
Geraldyn Jackman, Service Quality Officer  
Karen Fagan, Staff Nurse, Waterford Cheshire

### **National Risk Management Committee**

Maggie Thomas, Head of Finance, Chair  
Paddy O'Brien, Health and Safety  
Niall Byrne, Head of HR and Service Quality  
Jarleth Tunney, Projects Manager  
Caroline Whelan, Service Governance and Professional Development  
Enda Kelly, Regional manager, Eastern Region,  
Margaret Moloney, Regional Manager, West and North Region  
Aileen Courtney, Regional Manager, Southern Region

### **Joe Wolfe and Associates**

The Tannery, Ladywell, Thomastown, Co. Kilkenny. [www.jwolfeassociates.com](http://www.jwolfeassociates.com)  
This organisation provided external consultancy and proof reading for some policies, guidelines and procedures.