

### RSS Standard Operating Procedure

<b>Process description</b>	RSS Process/Policy Change implementation
<b>Task completed by</b>	Allyson Kershaw RSS Senior Manager
<b>Systems access required</b>	Email & spreadsheet
<b>When is task completed?</b>	At the end of a 6 week grace period
<b>Process start point</b>	Date change is notified to affected users
<b>Process end point</b>	6 weeks from date of email notification of change

<b>Id</b>	<b>Step</b>	<b>Who</b>	<b>Notes</b>
1	When any change to RSS process, procedure or policy is required a 6 week grace period is given for implementation of the change	Instigator of change to notify RSS Senior Manager	
2	An email must be sent to the practices generic email address and copied to LMC chair notifying them of the details of the change and the date for implementation – in 6 weeks time	RSS Senior manager	
3	The change details and date that the practices have been notified of that change are to be entered onto The 6 weeks Grace Period spreadsheet on the RSS Y drive folder with the end date of the 6 week grace period	RSS Senior Manager	
4	This spreadsheet must be monitored to identify when a grace period expires and notified to the senior manager	RSS Senior Referral Administrator	
5	When the 6 week optimisation period is within seven days of expiring an email will be sent out to the practices generic email addresses and copied to LMC chair to inform them that from a particular date the change will be fully implemented and referrals will be returned if the correct process is not followed	RSS Senior Manager	

### Additional processing notes

Date completed: July 2017	Date of next review: July 2019
Version number: 01	Associated policies: n/a