



Standard Operation Procedure (SOP)

Subject:	Procedure to create new/refresh page content NENC Healthier Together platform.
SOP Ref No	HTv1.2
Contact team:	Child Health and Wellbeing Network Integration Project nencicb.northernchildnetwork@nhs.net

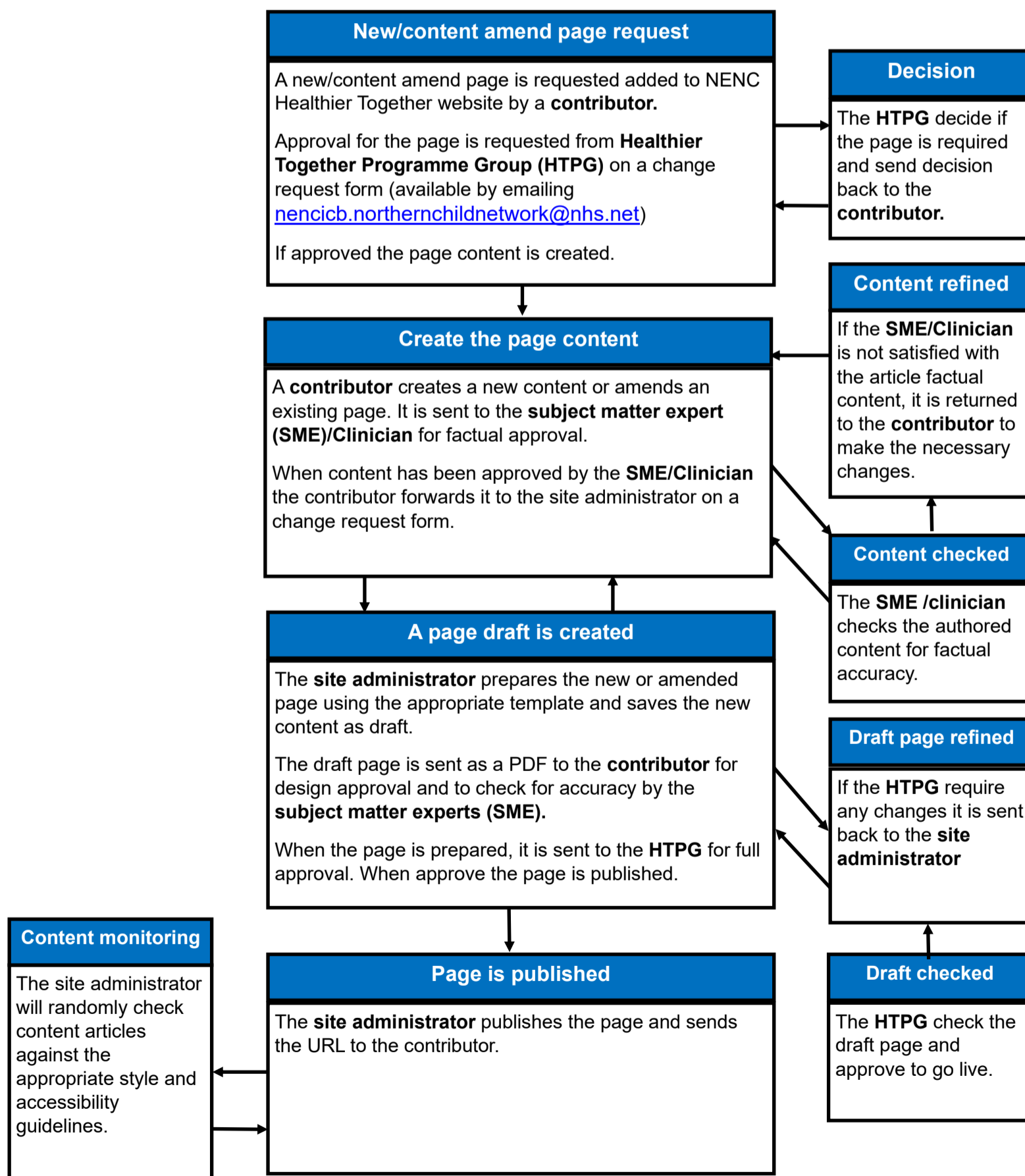
Synopsis

To explain clearly and concisely the procedures to follow when creating or amending NENC Healthier Together content this does not include acute illness core content pages.

Aim

To guide all parties engaged in adding content to NENC Healthier Together website.

Change request form: Email nencicb.northernchildnetwork@nhs.net to get a copy of the form.



Output and deliverables arising from these procedures

Outputs will be accurate, up-to-date websites supported by clear records of all content changes. The annual rolling maintenance program ensures all content is regularly reviewed and updated.

Validation of outputs

The CHWN Delivery Manager – Integration Centre will monitor the NENC Healthier Together content at regular intervals via meetings with the website administrator.

Interpretation of outputs

The Senior Administrator should ensure that all changes to content are requested and authorised in line with the procedures set out in this SOP. The Senior administrator will keep a record of all requested changes including dates, requested by and summary of change requirements.

Risk

Failure to follow these procedures will result in non-suitable or unapproved content being published. This has the potential to cause inaccurate information being communicated and adverse media coverage for NHS. Not adhering to the procedure could result in important content missing deadlines.