

# Headache Pathway Clinical Guideline

**V2.0**

**March 2019**

## 1. Aim/Purpose of this Guideline

This pathway is intended to ensure that all patients who experience headache are able to access timely clinical assessment by an appropriate specialist.

## 2. The Guidance

The Headache Pathway is published as a separate appendix to this document and is available via the Document Library and the Mobile Guidelines website.

## 3. Monitoring compliance and effectiveness

Element to be monitored	Correct completion of the pathway for a sample of patients.
Lead	Dr David Friedericksen, AMU Consultant
Tool	These pathways will be monitored through routine working practices.
Frequency	Ad hoc -
Reporting arrangements	Issues will be reported by exception to the identified lead and reported upwards to the specialty and divisional management meetings as appropriate.
Acting on recommendations and Lead(s)	Required actions will be identified and completed in a specified timeframe
Change in practice and lessons to be shared	Required changes to practice will be identified and actioned within 6 months. A lead member of the team will be identified to take each change forward where appropriate. Lessons will be shared with all the relevant stakeholders

## 4. Equality and Diversity

4.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the ['Equality, Inclusion & Human Rights Policy'](#) or the [Equality and Diversity website](#).

### 4.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

## Appendix 1. Governance Information

<b>Document Title</b>	Headache Pathway Clinical Guideline V2.0		
<b>Date Issued/Approved:</b>	18/01/2019		
<b>Date Valid From:</b>	March 2019		
<b>Date Valid To:</b>	March 2022		
<b>Directorate / Department responsible (author/owner):</b>	Dr David Friedericksen, AMU Consultant		
<b>Contact details:</b>	01872 252517		
<b>Brief summary of contents</b>	This pathway is intended to ensure that all patients who experience headache are able to access timely clinical assessment by an appropriate specialist.		
<b>Suggested Keywords:</b>	Headache, Pathway		
<b>Target Audience</b>	RCHT ✓	CFT	KCCG
<b>Executive Director responsible for Policy:</b>	Medical Director		
<b>Date revised:</b>	January 2019		
<b>This document replaces (exact title of previous version):</b>	Clinical Guideline - Pathway for Patients With Headache V1.0		
<b>Approval route (names of committees)/consultation:</b>	Neurology Governance group		
<b>Divisional Manager confirming approval processes</b>	Naomi Wakeley		
<b>Name and Post Title of additional signatories</b>	Not Required.		
<b>Name and Signature of Divisional/Directorate Governance Lead confirming approval by specialty and divisional management meetings</b>	{Original Copy Signed}		
	Name: Jonathan Stewart		
<b>Signature of Executive Director giving approval</b>	{Original Copy Signed}		
<b>Publication Location (refer to Policy on Policies – Approvals and Ratification):</b>	Internet & Intranet	✓	Intranet Only

<b>Document Library Folder/Sub Folder</b>	Clinical/Neurology
<b>Links to key external standards</b>	None
<b>Related Documents:</b>	None
<b>Training Need Identified?</b>	No

### Version Control Table

<b>Date</b>	<b>Version No</b>	<b>Summary of Changes</b>	<b>Changes Made by (Name and Job Title)</b>
8 Oct 14	V1.0	Initial Issue	Dr David Friedericksen, AMU Consultant
18 Jan 19	V2.0	No changes	N/A

**All or part of this document can be released under the Freedom of Information Act 2000**

**This document is to be retained for 10 years from the date of expiry.**  
**This document is only valid on the day of printing**

### **Controlled Document**


This document has been created following the Royal Cornwall Hospitals NHS Trust Policy for the Development and Management of Knowledge, Procedural and Web Documents (The Policy on Policies). It should not be altered in any way without the express permission of the author or their Line Manager.

## Appendix 2. Initial Equality Impact Assessment Form

***This assessment will need to be completed in stages to allow for adequate consultation with the relevant groups.***

<i>Name of Name of the strategy / policy /proposal / service function to be assessed</i>					
<b>Headache Pathway Clinical Guideline V2.0</b>					
<b>Directorate and service area:</b> Specialist Medicine/Neurology			<b>Is this a new or existing Policy?</b> Existing		
<b>Name of individual completing assessment:</b> Dr Brendan McLean, Consultant Neurologist			<b>Telephone:</b> 01872 250000		
1. <i>Policy Aim*</i>  <i>Who is the strategy / policy / proposal / service function aimed at?</i>	As para 1				
2. <i>Policy Objectives*</i>	As para 1				
3. <i>Policy – intended Outcomes*</i>	As para 1				
4. <i>*How will you measure the outcome?</i>	As para 3				
5. Who is intended to benefit from the <i>policy?</i>	All patients				
6a Who did you consult with	Workforce	Patients	Local groups	External organisations	Other
	X				
b). Please identify the groups who have been consulted about this procedure.	<b>Please record specific names of groups</b>  AMU consultants Neurology governance group				
What was the outcome of the consultation?	Approved				

7. The Impact				
Please complete the following table. <b>If you are unsure/don't know if there is a negative impact you need to repeat the consultation step.</b>				
Are there concerns that the policy <b>could</b> have differential impact on:				
Equality Strands:	Yes	No	Unsure	Rationale for Assessment / Existing Evidence
<b>Age</b>		✓		
<b>Sex</b> (male, female, trans-gender / gender reassignment)		✓		
<b>Race / Ethnic communities /groups</b>		✓		
<b>Disability -</b> Learning disability, physical impairment, sensory impairment, mental health conditions and some long term health conditions.		✓		
<b>Religion / other beliefs</b>		✓		
<b>Marriage and Civil partnership</b>		✓		
<b>Pregnancy and maternity</b>		✓		
<b>Sexual Orientation,</b> Bisexual, Gay, heterosexual, Lesbian		✓		
<p><b>You will need to continue to a full Equality Impact Assessment if the following have been highlighted:</b></p> <ul style="list-style-type: none"> <li>You have ticked "Yes" in any column above and</li> <li>No consultation or evidence of there being consultation- this <u>excludes</u> any <i>policies</i> which have been identified as not requiring consultation. <b>or</b></li> <li>Major this relates to service redesign or development</li> </ul>				
8. Please indicate if a full equality analysis is recommended.			<b>Yes</b>	<b>No</b> ✓
9. If you are <b>not</b> recommending a Full Impact assessment please explain why.				
No adverse impact on any of the protected characteristics.				
Signature of policy developer / lead manager / director Dr David Friedericksen, AMU Consultant			Date of completion and submission 18/01/2019	

Names and signatures of members carrying out the Screening Assessment	1. Dr David Friedericksen 2. Human Rights, Equality & Inclusion Lead	
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**Keep one copy and send a copy to the Human Rights, Equality and Inclusion Lead**  
c/o Royal Cornwall Hospitals NHS Trust, Human Resources Department, Knowledge Spa,  
Truro, Cornwall, TR1 3HD

**This EIA will not be uploaded to the Trust website without the signature of the Human Rights, Equality & Inclusion Lead.**

A summary of the results will be published on the Trust's web site.

Signed: Dr David Friedericksen

Date: 18/01/2019

## **Appendix 3. Headache Pathway**

The Headache Pathway has been published separately as Appendix 1 and can be accessed via the Document Library by searching for 'Headache' or [click here](#).