

Name change Process

Action	Requirement	Owner
Take proposal to Divisional ODG	Approval	Service
Send to ODG	For information	Lynn Parkinson
Inform EMT	For information	Lynn Parkinson
Inform Communications Partner	Initiate comms plan/actions (see Table 1)	Service
Communications to Commissioner	For information	Service
Communications to ICB comms	Stakeholder communications	Comms
Inform estates	Changes to signage – if required	Service
Inform information governance	To update ODS (Organisation Data Service) Code with NHS Digital	Service
Inform Pharmacy	To update Prescription Cost Centre with NHS BSA	Service
Inform Clinical Digital Team via IT Service Desk	To update Team Details on SystemOne	Service
Inform Business Intelligence	For information	Service
Inform ESR inbox HNF-TR.ESRSupport@nhs.net	For information	Service
Inform E-Rostering HNF-TR.eRostering@nhs.net	For information	Service

Table 1

Communications Actions Required		
Website	Name change/update information	Comms
Intranet		Comms
Change on nhs.uk service pages		Comms
Communications to Trust Staff		Comms
Communications to Trust Services worked with directly	For information	Service
Communication to partners & stakeholders	For information	Service
Update service forms, templates, leaflets	Ensure in line with brand guidelines.	Service