

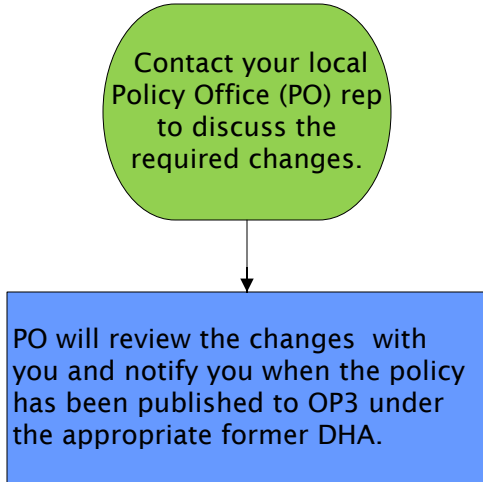
Interim Protocol for Handling Policy Decisions for existing former DHA Policies

NOTE: This document is for non-substantive or urgent changes where a NSHA Policy is not immediately forthcoming, as well as, need for a Policy not available in the Existing Former DHA.

Link to Policy Framework Policy AD-AO-001 Policy Framework

Scenario #2 – Urgent Need to Change an Existing Former DHA Policy

Scenario #1 – Existing Former DHA – Non-Substantive Policy Change



Please Note:

- The existing former DHA template will not be changed; the policy will be published on the former DHA OP3 site.
- The date the policy is to be reviewed will not change (4 years from the initial approval date).
- The effective date will be changed to reflect the date the policy is published; the change made to the policy is reflected in the version history.

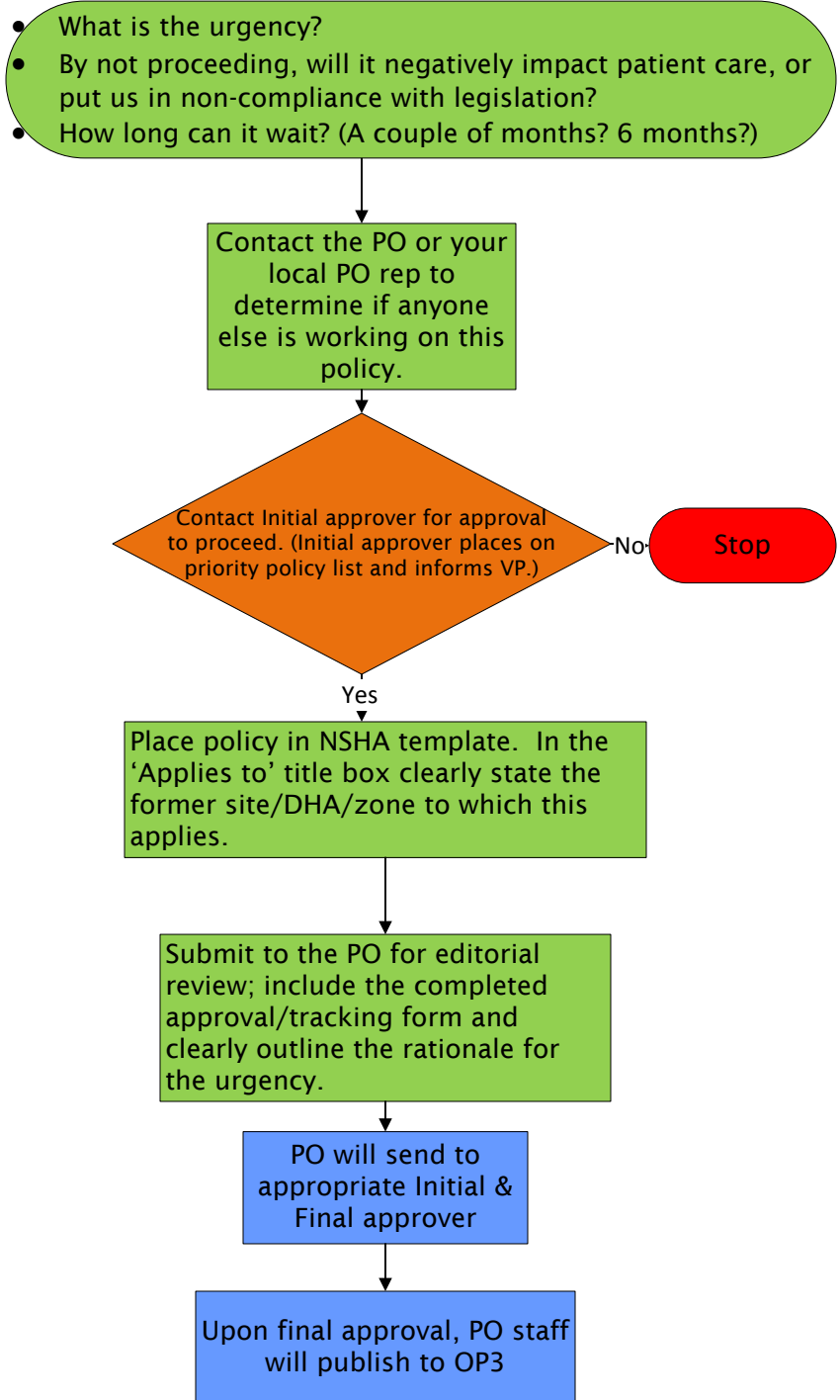
DEFINITIONS

Non-substantive policy change: A minor change or adjustment that does not require education or practice changes. These changes may include position titles, words, definitions, clarifying policy or procedure statements, grammar corrections, etc. (e.g.: - changing the number of people on a committee from four to five, changing a telephone number, etc.)

Policy refers to a Policy, Procedure, Guideline, Practice Guideline, Standard Operating Procedure and Protocol

Urgent: By not proceeding to adopt or make a change to the existing former DHA policy, it will negatively impact patient care, or put NSHA in non-compliance with legislation.

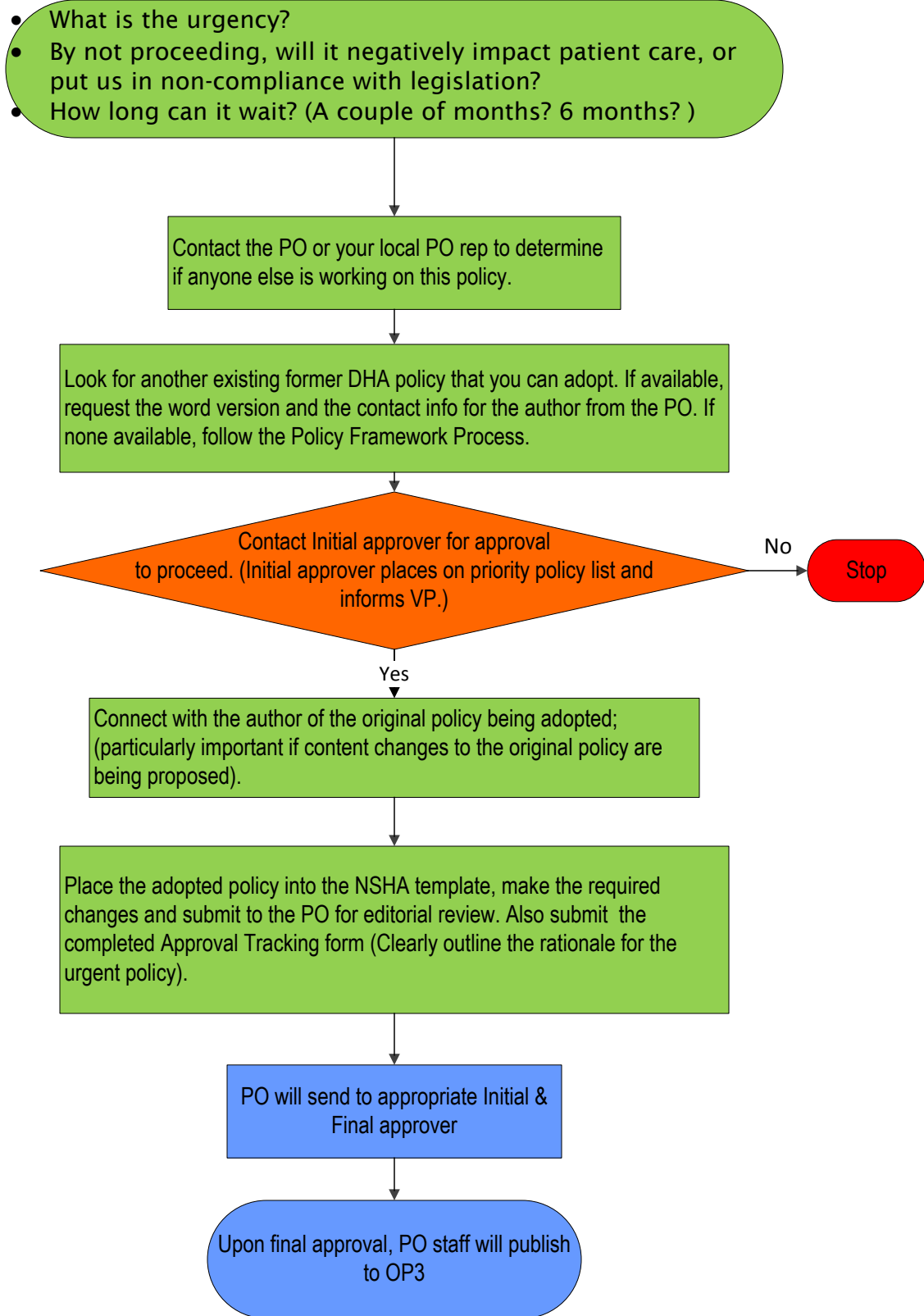
Note: All non-substantive changes are **subject to review** by the NSHA PO.



Please Note:

- The original approval date for the existing former DHA policy remains unchanged. The approval obtained during this process is an interim approval until the existing former DHA policy is revoked.
- The effective date of the interim policy is changed to indicate the date the policy is published; this change of date is also reflected in the version history.

Scenario #3 Urgent Need for a Policy Not Available in the Former DHA



Please Note:

- The original approval date remains unchanged. (The approval obtained during this process is an interim approval until the policy is transitioned to an NSHA Policy and approved).
- The effective date is changed to indicate the date the Policy is published and the change is reflected in the version history.