

**NOVA SCOTIA HEALTH AUTHORITY (NSHA) - BOARD RESOLUTION**  
**APPROVAL – Policy Determination (Development and Approval) Delegation**  
**April 1, 2015**

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**WHEREAS** pursuant to the section 2.1 of the NSHA's Corporate By-laws approved by the Minister of Health & Wellness effective April 1, 2015, the Board determines the policies and procedures of the NSHA, including any delegation of its powers in relation to policies and procedures;

**AND WHEREAS** the Board has decided, for the orderly, safe and efficient operation of NSHA pursuant to its legislative mandate, to delegate some aspects of its authority to determine the policies of the NSHA to the CEO, the senior leadership team and others as set forth in the Policy Approval Framework attached hereto as Schedule A.,

**Be it and it is hereby resolved that the Nova Scotia Health Authority Board of Directors hereby approves the delegation of its policy determination authority in accordance with Schedule A attached hereto.**

## Schedule A –Policy Approval Framework

The Board of Directors of the Nova Scotia Health Authority (NSHA) has overall oversight and authority in relation to policies, procedures, guidelines and protocols (PPGPs) of the NSHA. Where appropriate, the Board delegates to the appropriate Body/Committee (e.g.: Executive Leadership Team (ELT), Zone Medical Executive Directors and Executive Directors (EDs) Health Authority Medical Advisory Committee, etc.) or the appropriate Vice-President, Senior Director, or Department Head as indicated in the table below.

General Principles:

- Initial Approval Body confirms readiness for Final Approval. Policy has no effect until Final Approval.
- Clear and streamlined.
- Decrease the # of required approvals where appropriate. Maximize the stakeholder feedback to get appropriate engagement.

PPGP Content	PPGP Examples	Initial Approval Body	Final Approval Body (New/Major Revisions)	Final Approval Body (Minor Revisions)
Corporate Mission, Vision, Values, Goals, Governance Processes, By-Laws, Rules and Regulations  Delegation of Signing Authorities and Financial Controls  Any Policies having direct application to the Board	Board By-Laws  Conflict of Interest  BOD Code of Conduct and Confidentiality		Board of Directors	Board of Directors
Controversial policies  Policies that could potentially affect NSHA's reputation  High Resource Impact Policies	Restrictions on Foundation Fundraising  Complementary Health Practices  Physician Assisted Suicide	ELT  ELT	Board of Directors  Board of Directors	ELT  ELT
Administrative policies	Personal Health Information Act	Applicable Provincial Senior Director or EDs	ELT	Responsible VP

PPGP Content	PPGP Examples	Initial Approval Body	Final Approval Body (New/Major Revisions)	Final Approval Body (Minor Revisions)
(HR, Finance, IT etc.)	Respectful Workplace  Occupational Health and Safety Rights and Responsibilities	Responsible VP	ELT	Responsible VP
Clinical Policies (Interprofessional or discipline specific)  Includes policies addressing standards of practice	Organ & Tissue Donation  Code Blue  Least Restraint	Applicable Department Head /Administrative Co-lead	Responsible VP	Applicable Department Head /Administrative Director co-leads
Research	Research Ethics Board Jurisdiction  Research Agreements  Intellectual Property	Responsible VP/CEO	Board of Directors	Responsible VP/CEO
Infection Prevention and Control	Outbreak management  Management of Patient Exposures to Blood or Body fluids  Personal Pet Visitation	Senior Director Quality	Responsible VP	Senior Director Quality
Care/Medical Directives  Delegated Medical Functions	Suturing  Flu Immunization Champions	Department Chief/Administrative Co-lead	HAMAC	Department Chief/Administrative Co-lead Director
Policies addressing medication practices	Medicinal Marijuana  Medication Orders  Chemotherapy	Drugs and Therapeutics Committee of HAMAC	HAMAC	Drugs and Therapeutics Committee of HAMAC
Program-based and Department based Policies  (Diagnostic Imaging, Apheresis, Pharmacy Housekeeping, etc)	Therapeutic Platelet Reduction – Plateletpheresis  Environmental Cleaning and Disinfection	Applicable Senior Director/EDs	Responsible VP	Applicable Senior Director/EDs