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

Contact your local Policy Office (PO) rep to discuss the required changes.

PO will review the changes with you and notify you when the policy has been published to OP3 under the appropriate former DHA.

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.

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

What is the urgency?
- By not proceeding, will it negatively impact patient care, or put us in non-compliance with legislation?
- How long can it wait? (A couple of months? 6 months?)

Contact the PO or your local PO rep to determine if anyone else is working on this policy.

Contact Initial approver for approval to proceed. (Initial approver places on priority policy list and informs VP.)

Place policy in NSHA template. In the ‘Applies to’ title box clearly state the former site/DHA/zone to which this applies.

Submit to the PO for editorial review; include the completed approval/tracking form and clearly outline the rationale for the urgency.

PO will send to appropriate Initial & Final approver

Upon final approval, PO staff will publish to OP3

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

- What is the urgency?
- By not proceeding, will it negatively impact patient care, or put us in non-compliance with legislation?
- How long can it wait? (A couple of months? 6 months?)

Contact the PO or your local PO rep to determine if anyone else is working on this policy.

Look for another existing former DHA policy that you can adopt. If available, request the word version and the contact info for the author from the PO. If none available, follow the Policy Framework Process.

Contact Initial approver for approval to proceed. (Initial approver places on priority policy list and informs VP.)

Connect with the author of the original policy being adopted; (particularly important if content changes to the original policy are being proposed).

Place the adopted policy into the NSHA template, make the required changes and submit to the PO for editorial review. Also submit the completed Approval Tracking form (Clearly outline the rationale for the urgent policy).

PO will send to appropriate Initial & Final approver

Upon final approval, PO staff will publish to OP3

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.