



## Finding a policy as easy as 1-2-3

The NSHA Policy Office has received plenty of questions regarding the status of transitioning former district health authority policies to NSHA policies.

Many of those questions relate to where to look for a policy.

In order to make things a little simpler, here are some tips to follow:

### #1 – Is there a NSHA policy that applies?

Go to your regular OP3 page and on the top left just above the *Links* section, you will see the words “OP3 Site”. Click there and you will be directed to the OP3 main page. On the upper left, you will see the words “Policy Sites” and immediately below you will see the NSHA logo. Click on that logo and you will be directed to the NSHA Policy Main Page. From there you can do a policy search using key words and find information on newly—published policies.

In instances where an NSHA policy has been developed and approved, this is the policy you will follow.

### #2 – If the answer to #1 is “No”, then look on your former DHA policy site.

Go to your regular OP3 page and do a policy search again using key words to help you find all the policies that apply.

You are not allowed to use a policy form any other former DHA

### #3 – Be sure to use the most current electronic version of policies!

We know that people are tempted to keep paper copies of policies and in fact, there are still some old policy binders hiding out there gathering dust. It is VERY important to refer to the most up-to-date version of any policy and the only way to ensure you have the right one is to search on OP3.

If you absolutely need a paper copy, it is OK to print one for use today but be sure you destroy it afterwards. Things can change quickly so do a fresh policy search each time.



OP3