Before you begin…

- [ ] **Obtain approval from your Senior Director (or VP if no Senior Director). If approved,** they will place it on the Priority Policy List. The Policy Office will receive a message that your policy has been approved, and we can proceed.
- [ ] The Senior Director will identify the author in the Priority Policy List. The author maybe one person, or a team of people.
- [ ] The author contacts the Policy Office. The Policy Office verifies if the policy development duplicates work already in progress or published.

Author(s): Pre-Writing (pulling together the first draft)

- [ ] Begin an Approval Tracking Form – NSHA (OP3PO150705). Policies will not be approved without one.
- [ ] Go to OP3 and search for all current policies on your topic. Choose the one that best meets your need and use it as a template to start.
- [ ] Search research literature, applicable legislation, and practice standards (consider the assistance of a Librarian).
- [ ] If needed, the policy office will ask the Canadian Policy & Procedure Network for similar policies from across Canada. Policy.office@nshealth.ca
- [ ] Start a reference list (all policies should be referenced).
- [ ] Start thinking about stakeholder groups, including patient reps. Refer to Approval Tracking Form – NSHA (OP3PO150705) for lists of appropriate committees, departments that might need to see your policy (it will help you with planning for timelines).

Write the first draft

- [ ] Use the Policy Template - NSHA (OP3PO150622)
- [ ] Write clearly, aiming for a grade 8 level. Use the OP3 Style Guide & NSHA Style Guide for help.

❑ Identify additional forms, learning modules, patient brochures that support the policy. Must they be created/revised/approved? Factor that into your timeline.
❑ Consider – will you need education to support your policy? Start working on an education plan and how you will implement this (and supporting documentation). Use the NSHA Policy Framework – Communication and Implementation Plan Template to create your communication and implementation plan.
❑ Forward draft to your Policy Lead to review your policy for formatting and placement of content before sending out to your stakeholders.
Gather feedback
❑ Identify your stakeholders. Consider what services, departments and populations your policy touches. If needed, contact the Policy Office for help. *Use a table like the one below to brainstorm this group, and how you wish to communicate with them.*
❑ Use the Stakeholder Feedback Request Form – NSHA (OP3PO150708) to get feedback from your stakeholders. Give stakeholders a firm timeframe for receiving feedback.
❑ On the Stakeholder Feedback Collection by Author Form, keep track of major changes you have made based on input or suggestions, as well as, why you have not incorporated feedback. Attach this list to the Approval Tracking form when stakeholder review is complete.
❑ Some policies require review by certain bodies. *(e.g., Committee meeting schedules may impact on your timelines.)* See Appendix B of the Policy Framework policy AD-AO-001. In particular, most administrative policies require legal review. Send to NSHA.LegalServices@nshealth.ca for a review. When returned, make any necessary adjustments to the policy.
❑ Incorporate feedback and finalize next draft. At any point, if you would like the Policy Office to review your drafts, please contact a Policy Lead.
Preparing Communication and Implementation (includes education)

❑ Using your Stakeholder Feedback Collection by Author Form as a guide, create communication approach if required. **Note: The Policy Office sends a list of all newly published policies to the NSHA News.*	
❑ Consult with the Policy Sponsor (Senior Director/VP) about the need for a communication/implementation (includes education) plan.	
❑ If needed, create a communication and implementation plan for your policy using the provided NSHA Policy Framework – Communication and Implementation Plan Template. If this is a new policy, or one that requires significant changes to how we do business, these documents may be required to be sent with the Policy for approval.	
Approval	
❑ Send final draft, a copy of your Policy Approval/Tracking Form, Stakeholder Feedback Collection by Author Form and any other relevant documents to NSHA Policy Office for editorial review. NSHA Policy Office will send to the Sponsor for their approval, then to final approval.	
❑ When approved, the Policy Office will notify you. You will be asked about an effective date. This is the date the organization will start to follow the policy (implementation plan is in place, education is underway, etc)	
Publication	
❑ The Policy Office will publish the policy to OP3, and notify you. We also sent a notice to the NSHA News.	
❑ Go grab a cup of tea and a cookie…you've done a lot of work. Celebrate your hard work with the team.	

Stakeholder List

Key Stakeholders (Name, title, department, locations)	Best way to engage them (email, in person, focus group, etc).
