



Finding policy is as easy as 1-2-3

1

Does NSHA have a policy ?

- Go to your regular Policy page on OP3. You will see text directing you to [Click here](#) to find ALL NSHA Policies. It will take you directly to the NSHA policy catalogue
- Search for policy using keywords and find information on newly—published policies.

2

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

- Go to your regular Policy page on OP3 and do a policy search again using keywords to help you find all the policies that apply.
- **Please note:** Policies only provide direction in the areas they were approved to be used. Policies from one former DHA cannot be used by staff in another former DHA. If you have questions about this, please ask your manager or the Policy Office.

3

Use the most current electronic version

- If you absolutely need a paper copy, print one for use today but destroy it afterwards. *Digital copies are considered the original and only official version of a policy.* Things can change quickly so do a fresh policy search each time.



Have questions?

If you have questions about anything policy related, contact the Policy Office
Policy.Office@nshealth.ca