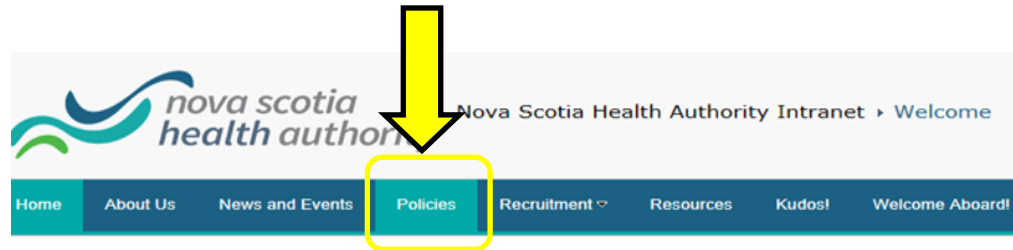


# Finding & Using Policy

## 1 Does NSHA have a policy?

Go to your regular Policy links, or click on **Policies** on the **NSHA Intranet** (see below). You will see text directing you to **Click here to find ALL NSHA Policies**. It will take you directly to the NSHA policy catalogue.



Go to [NSHA Policy Homepage](#) and click the **'Policy Search'** icon on the left side of the screen. Search using keywords to find newly published policies or click the **'Most Recently Published'** icon on the left side.

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

### Policy Sites

Nova Scotia Health Authority (NSHA)  
Annapolis Valley (AVDHA)  
Cape Breton District Health Authority (CBDHA)  
Capital District Health Authority (CDHA)  
Colchester East Hants Health Authority (CEHHA)  
Cumberland Health Authority (CHA)  
Guysborough Antigonish Strait Health Authority (GASHA)  
South Shore Health Authority (SSH)  
Pictou County Health Authority (PCHA)  
South West Nova Health Authority (SWH)

### Welcome

Welcome to OP3 - you  
Authority (NSHA) and  
provides ready access  
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### Click here to find /

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### Nova Scotia Health /

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Go to the left side of the OP3 homepage, click on your former DHA.

You can now either click 'Policy Search' and type in key words or click 'Policy Manuals' and open the manual by clicking on the '+' sign.

**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 If the answer to #2 is "No"...

Notify your manager for direction. In the case of a clinical policy gap, refer to *Perry and Potter 8th Edition* as this is considered 'best practice.'

## 4 Use the most current electronic version

We know people are tempted to keep paper copies of policies and in fact, there are still some old policy binders gathering dust. It is VERY important to refer to the most up-to-date version of any policy and the only way to do this is to refer to a policy found on the NSHA policy page or your DHA policy page.

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?

Contact the Policy Office at [Policy.Office@nshealth.ca](mailto:Policy.Office@nshealth.ca)