

Finding & Using Policy



- Nova Scotia Health's Policy Portal (aka OP3) is the only place to find official Policies & Procedures.
- If you work, volunteer, or learn at a NS Health facility, or for a NS Health Program, you are accountable to know where your policy are located and refer to them.

[Resource: Finding Policy at Nova Scotia Health](#)

Learn more about Policy at <https://library.nshealth.ca/policy>



Finding & Using Policy



- For the purposes of this presentation, when we say “Policy” we also mean Procedures.
- Any document that is on OP3 would be considered a “Policy document”.

[Resource: Finding Policy at Nova Scotia Health](#)

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Finding Policy

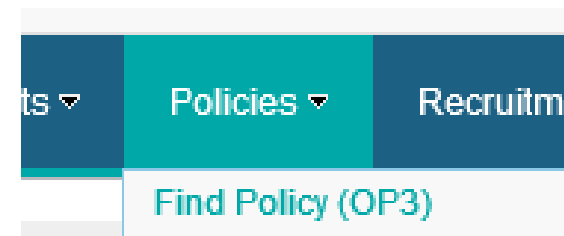


1. Choose your starting point

Desktop
Icon



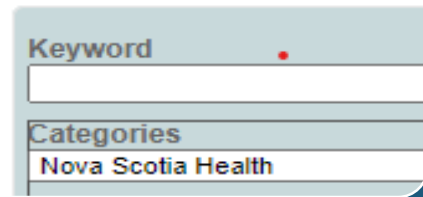
Intranet
homepage



Nova Scotia
Health
Policy Portal
(OP3)

2. Choose how to search

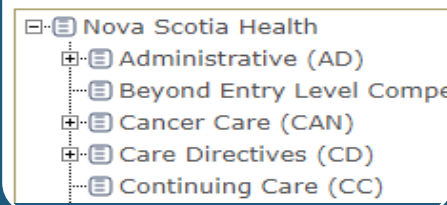
Search



Search

- Click 'Search Policy'
- Use the simplest words possible (e.g., try 'swab' instead of 'swabbing')

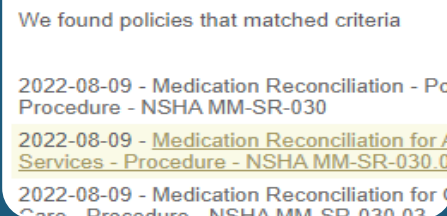
Browse



Browse

- Click 'Browse Policy'
- Click the + sign to open the folders.
- Click on the headings to see what's inside

Results



See What's New

- Click "Most Recently Published"
- Documents published with the last 90 days will appear

3. Select the document

Details

Policy Number

CL-SR-010

Falls and Injury Reduction - Policy and Procedure - NSHA CL-SR-010

Description

This policy provides Team Members with direction on reducing the rate of Falls and related injuries to patients.

Related Documents

Falls and Injury Reduction for Inpatient Population - Procedure - NSHA CL-SR-010.11
Falls and Injury Reduction for Inpatient Rehabilitation Services - Procedure - NSHA CL-SR-010.02
Falls and Injury Reduction in Ambulatory Cancer Care - Procedure - NSHA CL-SR-010.03
Falls and Injury Reduction in Ambulatory Care - Procedure - NSHA CL-SR-010.13
Falls and Injury Reduction in Day Surgery/Invasive Procedures - Procedure - NSHA CL-SR-010.14
Falls and Injury Reduction in Diagnostic Imaging -

- » Click on the **title** to open the policy
- » The title will tell you if it's a policy, procedure/SOP, or guideline. It will also tell you if a procedure/SOP is Zone, Program or Patient Population specific.
- » Read the **description** to get information about the document
- » **Related documents** link to other procedures or documents you might need



Good to know: All policies and procedures on the Policy Portal (OP3) are in effect. The digital version found on this site is the only official version.

Can't find a policy or procedure?



OP3 Site » Nova Scotia Health Policy Home

Check your zone pages for direction. *Hint:* go to the top left hand corner and look for this:

Click on “OP3” and it will give you a list of all the Zone/former DHA pages. Search them like you would the **NSHA page**.

Ask your Manager/Supervisor for help. The direction you are looking for might be in some other type of document. It could be a checklist, a local work instruction or manual.

Learn more about Policy at <https://library.nshealth.ca/policy>



Using Policy



Reviewing the Masthead



Care Directive

Document Type

Care Directive Title: Preoperative Point of Care HCG Urine Pregnancy Testing

Applies To: Nurses in Perioperative Care Areas including Department of Anesthesia, Pain Management & Perioperative Medicine

Who the policy is for

Location Applicability: Central Zone ONLY (other areas TBD) Where the Policy Applies

Approved: April 27, 2022	Effective: (CZ ONLY) August 9, 2022	Next Review: April 27, 2026
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Sponsor: Director Clinical Networks, Perioperative Services
Senior Medical Director Clinical Networks, Perioperative Services

Approval Authority: Health Authority Medical Advisory Committee (HAMAC)

Number: CD-SS-020	Manual: Care Directive
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Your accountability

Know where your policies & procedures are and follow them

Understand your professional accountability

Referring to ‘old policy practices’ or the ‘way we did things’ may contravene current policy, or not be in keeping with your professional standards of practice. Make sure you are using the most up to date policy or guidance.

While policies are important, we don’t need a policy for every little thing. You are also accountable to professional standards set out by your regulatory body, best practice standards established by recognized experts (which are often endorsed by Nova Scotia Health), and the law.

Make sure your Policy comes from OP3

The term “policy” gets used a lot. When someone refers to policy, it’s okay to ask if the “policy” they are referring to is a document that is posted on OP3 or some other form of guidance.

Some units/programs have other supporting documents to guide your work. Talk with your manager/Team Lead about when and how to rely on that direction.



Good to know: Policies outline the official, endorsed direction on how we provide care, how we mitigate risk, how we operate. If you are ever in court because of a practice issue, the policy is the standard against your practice would be judged.

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What to know:

1. If you're working with a print copy, make sure it's up to date by checking against the online copy on OP3.
2. Read the header of the policy carefully to check if it applies to you.
3. If you have questions or concerns about a policy, raise it with your Clinical Nurse Educator/Manager/Team Lead.



Questions?

- Policy.Office@nshealth.ca