



POLICY: Policy, Procedure, Standard Guideline,
Supporting Document and Form:
Development and Approval Process

Program Area: Administration

Section: General

Reference Number: ORG.1010.PL.005

Approved by: Regional Lead – Community & Continuing Care and Regional Lead – Acute
Care & Chief Nursing Officer

Date: Issued 2016/May/24
Revised 2024/Feb/23

PURPOSE:

To outline consistent expectations with the development and approval process of Policies, Procedures, Standard Guidelines, Supporting Documents and Forms.

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients
Executive Limitation (EL-03) Treatment of Staff
Executive Limitation (EL-01) Global Executive Restraint Risk Management
Executive Limitation (EL-07) Corporate Risk

POLICY:

Southern Health-Santé Sud recognizes that Policies, Procedures, Standard Guidelines, Supporting Documents and Forms are integral to supporting standardized best practices, and compliance with Southern Health-Santé Sud Board and Manitoba Health, Seniors and Active Living direction.

These Policies, Procedures, Standard Guidelines, Supporting Documents and Forms must receive final approval by a Senior Leadership Team member. The senior leader determines when a policy requires review by the Senior Leadership Team prior to final approval. This occurs when the development or revision impacts resources, involves significant changes in practice, potential media coverage or other significant impacts.

IMPORTANT POINTS TO CONSIDER:

- The issue or revision date represents implementation of the Policy, Procedure, Standard Guideline or form within the organization. It is acknowledged that communication and/or education are required to achieve implementation.
- To mitigate organizational risk and support safe practices, the issue or revised date are:
 - On or after the date of Senior Leader approval,

- Within a reasonable time frame of planned implementation and education i.e. three months, recognizing that some may require a comprehensive roll-out plan that may exceed three months in achieving complete regional implementation (education roll-out plan to be noted on Regional Policy Update memo) and
- Within 30 days of being formally released on Regional Policy Update memo (i.e. Issue/review date is not noted as January 2017 and then released on June 2017).
- Elsevier Clinical Skills is the primary clinical best practice reference used in Southern Health-Santé Sud and as such, further documents are not to be developed where resources are available within this primary source (Use of Elsevier Clinical Skills – CLI.4110.PR.001).
- On occasion, a Southern Health-Santé Sud policy, procedure or standard guideline may still be required in addition to Elsevier best practice for the purpose of clarifying specific regional or provincial elements that pertain to the subject matter. In such cases, the policy, procedure or guideline should remain focused on the necessary elements only and link to the relevant Elsevier Skill(s) for the remainder. Links to Southern Health-Santé Sud policies, procedures, or guidelines and/or provincial resources can also be added to Elsevier Clinical Skills by submitting an Elsevier Clinical Skills - Change Form (CLI.4110.PR.001.FORM.01).
- Document or evidence-informed practice tool selection requires use of the AGREE II instrument. Additional information about the AGREE II instrument is found in the Policy, Procedure, Standard Guideline, Supporting Document and Form: Development and Approval Manual (ORG.1010.PL.005.SD.01).
- Always consider involving clients and families in document development.
- Achieving sustained clinical practice change requires planning and action beyond document development.
- Staff are encouraged to access the electronic version of policies, procedures, standard guidelines and forms directly on the Southern Health-Santé Sud Health Provider Site (HPS) so that the most current information is accessed and so electronic links to other resources can be followed.

PROCEDURE:

Policies, Procedures, Standard Guidelines, Supporting Documents and Forms are developed in compliance with the Policy, Procedure, Standard Guideline, Supporting Document and Form: Development and Approval Manual. When developing a policy, procedure, or standard guideline, information is documented on the Document Development Worksheet (ORG.1010.PL.005.FORM.01) throughout the process. To provide a consistent format, the appropriate Policy Template (ORG.1010.PL.005.FORM.02), Procedure Template (ORG.1010.PL.005.FORM.03) or Standard Guideline Template (ORG.1010.PL.05.FORM.04) must be used.

Once a document has been replaced or determined as not necessary, the former one is archived. The Archive Notice Template (ORG.1010.PL.005.FORM.05) is used to facilitate locating the appropriate replacement document.

SUPPORTING DOCUMENTS:

ORG.1010.PL.005.FORM.01	Document Development Worksheet
ORG.1010.PL.005.FORM.02	Policy Template
ORG.1010.PL.005.FORM.03	Procedure Template
ORG.1010.PL.005.FORM.04	Standard Guideline Template
ORG.1010.PL.005.FORM.05	Archive Notice Template
ORG.1010.PL.005.SD.01	Policy, Procedure, Standard Guideline, Supporting Document and Form: Development and Approval Manual

REFERENCES:

CLI.4110.PR.001	Use of Elsevier Clinical Skills
CLI.4110.PR.001.FORM.01	Elsevier Clinical Skills – Change Form

Registered Nurses Association of Ontario (2012). *Toolkit: Implementation of Best Practice Guidelines (2nd Ed.)* [Electronic version]. Retrieved November 16, 2022, from [Toolkit: Implementation of Best Practice Guidelines, Second Edition | Registered Nurses' Association of Ontario \(rnao.ca\)](#)

Registered Nurses Association of Ontario (2021). *Leading Change Toolkit (3rd Ed.)* [Electronic version]. Retrieved November 16, 2022, from [Leading Change Toolkit™ | RNAO.ca](#)

AGREE Next Steps Consortium (2009). Update December 2017. *The AGREE II Instrument* [Electronic version]. Retrieved November 16, 2022, from <http://www.agreetrust.org>.

Institute of Medicine of the National Academies (2011). *Clinical Practice Guidelines We Can Trust*. Retrieved November 16, 2022, from http://books.nap.edu/openbook.php?record_id=13058&page=5.

Accreditation Canada (2020). Generated November 22, 2021. *Accreditation Standards*. Retrieved November 16, 2022 from [Accreditation Standards » Southern Health-Santé Sud](#)

Prairie Mountain Health (January 2018). *Policy and Document Development and Management Policy (PPG-00619)*.

Winnipeg Regional Health Authority (December 2014). *Evidence Informed Practice Tools Policy (10.50.090)*.