
Regional South Island District Health Boards Policy

Purpose

To provide a framework to specify how Regional South Island (SI) District Health Boards (DHB) policies are created, approved and managed to ensure they are agreed and signed off by all five DHBs and incorporated into each SI DHBs policy document management system.

Policy Statement

For a policy to become a Regional SI DHB policy it must be agreed and signed off by all five SI DHBs through each DHBs existing policy approval processes.

Associated Documents

- Canterbury DHB: Controlled Document Policy
- Canterbury DHB: Controlled Document Procedures
- Nelson Marlborough DHB: Policies, Procedures & Guidelines Management – Policy
- Nelson Marlborough DHB: Policies, Procedures & Guidelines Management – Procedure
- South Canterbury DHB: Controlled Documents - Policies, Protocols, Procedures and Guidelines.
- Southern DHB: Document Control Policy (District)
- Southern DHB: Authorising Documents (District)
- Southern DHB: Document Control Guidelines (District)
- Southern DHB: Delegations of Authority for Authorising Documents
- South Island Alliance (SIA) - Briefing Template
- West Coast DHB: Document Control Policy and Procedure

Scope/Audience

This policy applies to:

- Nelson Marlborough DHB
- West Coast DHB
- Canterbury DHB
- South Canterbury DHB
- Southern DHB
- South Island Alliance
- Regional South Island District Health Board Policies.

Criteria for a policy to be developed as a Regional SI DHB Policy

- SIA Service Level Alliance (SLA)/Workstream/regional activity identifies the need for a regional SI DHB policy.

Regional South Island DHB Policy Development Process

- SIA SLA or Workstream complete a briefing paper for the SIA Strategic Planning and Integration Team (SPaIT) requesting approval to develop the policy. The rationale for the policy, identified benefits and impact and their scale is outlined in the briefing paper.
- The policy is developed by the SLA or Workstream and consulted on widely with experts in the SI health system.

Regional South Island DHB Policy Approval and Authorisation Process

- The draft policy and a briefing paper is provided to the SIA Quality and Safety SLA facilitator by the facilitator of the SLA or Workstream who developed the draft policy. The briefing paper outlines:
 - The policy development process
 - Consulted parties
 - Feedback received
 - Identified impacts of the policy and their scale
 - Transitional period if applicable
 - Recommended implementation processes
 - Recommendation about whether the policy would be included in each DHB's controlled document management system in addition to or instead of any local policy
 - The policy review timeframe
 - The communication strategy for the policy
- The Quality and Safety SLA Facilitator submits the draft policy and briefing paper to the appropriate contact person within each of the five SI DHBs for them to submit within their DHB for approval through the DHBs own internal Policy approval/authorisation processes (refer to DHB policies listed as additional documents).
 - Point of contact for DHBs:
 - Nelson Marlborough DHB: Policy, Procedure, Guideline Coordinator
 - West Coast DHB: Quality and Patient Safety Manager
 - Canterbury DHB: Corporate Document Administrator
 - South Canterbury DHB: General Manager Clinical Governance
 - Southern DHB: Director of Quality
- If required changes are identified during the internal DHB approval process the policy is sent back to the Quality and Safety Facilitator for dissemination back to the SLA or Workstream who developed it, for further consultation to occur. Changes made to the policy require a resubmission of the policy to all five SI DHBs.
- Once the draft policy is approved by the DHB the DHB contact person notifies the SIA Quality and Safety Facilitator of this and submits to them a copy of the completed DHB approval

forms. The SLA or Workstream who developed the draft policy are notified of the DHB approval by the SIA Quality and Safety SLA facilitator.

- The SLA or Workstream who developed the draft policy submit the draft policy, briefing paper and copies of the documented approval of policy from the SI DHBs to SPaIT for endorsement.
- Once SPaIT endorse the draft policy it is submitted to the South Island Alliance Leadership Team (ALT) for final sign off.

Document Control

- All Regional South Island District Health Board Policies display:
 - The five SI DHBs logos and the SIA logo
 - Policy title
 - Policy reference number (Same number will be used for all SI DHBs)
 - Document owner - Name of the SLA or Workstream who developed the policy
 - Authoriser - SIA ALT will be identified as the authoriser
 - Date – the issue and review date
- SIAPO will store the source (master) file in its electronic document management system, and publish the policy on its website <http://www.sialliance.health.nz/>
- SI DHBs are responsible for ensuring the documents are incorporated into their internal controlled document management system.
- A record of all regional SI DHB policies are maintained within the SIAPO controlled document management system

Access and Publishing of Regional South Island Policies

- A communication strategy regarding the policy is developed by the SLA or Workstream who developed the policy.
- Policies will be publicly available on the SIA website <http://www.sialliance.health.nz/>
- Policies are available at each SI DHB, they are located with the DHBs own policies and procedures
- Policies are published electronically, printed copies may not reflect the most recent updates.
- Old versions of policies are archived and filed electronically within the SIAPO electronic document management system

DHB Responsibilities for Regional Policies

- Assist SLA or Workstream with policy development
- Update local DHB policy in line with the regional policy
- Ensure staff follow correct document management procedures
- Promote document consistency and maintain standardisation of documents by using set templates
- Catalogues documents in the DHB documentation database
- Maintain electronic documents and remove obsolete documents from databases

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- Manage publication of printed controlled documents and ensure printer settings for controlled documents are managed within privacy codes and removed when the controlled document is obsolete
 - Is responsible for external printing of documents

Policy Review process

- The SIA maintain a database of Regional DHB polices and the date due for review
- When the policy is due for review the facilitator of the SLA or Workstream who developed the policy will be notified of this.
- The SLA or Workstream who developed the policy are responsible for the review of the policy.
- During the review process the policy is consulted on widely with experts in the SI health system.
- The reviewed policy goes through the same approval process as a newly created policy.
- The standard review timeframe is two years. Urgent review may be undertaken as needed. Document owners or authorisers may specify shorter review times. The issue date is displayed in the policy footer for each authorised version.
- A communication strategy regarding the policy is developed by the SLA or Workstream who developed the policy.