

Policy / Protocol Review Process

TITLE	1.0 Kawa Policy (still in draft)	
STEWARD	Gail Bingham, GM Governance & Quality	
REVIEW DUE	August 2002	DATE SENT: 24/11/08
To the Steward:		
This policy / protocol is due for review by you as steward/authoriser. Bay of Plenty District Health Board is required to review documentation within the designated time period (1, 2 or 3 years). This is time consuming and to assist in streamlining the process your options are outlined below. The checklist provided is intended as a guide to assessment of potential courses of action.		
POLICY / PROTOCOL REVIEW CHECKLIST		
Rationale for Action	<input type="checkbox"/> Review date due <input type="checkbox"/> Formatting issues <input type="checkbox"/> Amendment identified <input type="checkbox"/> Legislative / Standards <input type="checkbox"/> Change in practice <input type="checkbox"/> Project work <input type="checkbox"/> Result of audit	
Action Required	Please review the document using the following checklist as a guide to assist you in assessing continued relevance and accuracy	
(√) (x) Content	Comments	
<input type="checkbox"/> Contents still necessary & relevant	The contents of the policy are no longer necessary as they have been superseded by the development of the Maori Health Runanga and the Cultural Safety and Koha policies	
<input type="checkbox"/> Clear & Concise		
<input type="checkbox"/> Correct format - Policy vs Protocol		
<input type="checkbox"/> Logical & clear layout		
<input type="checkbox"/> Purpose clearly defined		
<input type="checkbox"/> Principle Based		
<input type="checkbox"/> Evidence Based		
<input type="checkbox"/> Reflects Current Practice		
<input type="checkbox"/> Consistent with Org wide Policies		
<input type="checkbox"/> Meets Professional Standards		
<input type="checkbox"/> Meets Accreditation Standards		
<input type="checkbox"/> Meets Legislative Requirements		
<input type="checkbox"/> Definitions complete		
<input type="checkbox"/> Reference list complete		
<input type="checkbox"/> No unnecessary information		
<input type="checkbox"/> Cultural Safety Requirements		
<input type="checkbox"/> Duplication Eliminated		
<input type="checkbox"/> Fulfils stated purpose		
<input type="checkbox"/> Review relevant incidents/complaints		
<input type="checkbox"/> Consult with stakeholders		
<input type="checkbox"/> Review any relevant audit results		
<input type="checkbox"/> Request an audit if appropriate		

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<p><input type="checkbox"/> Option 1 – Reviewed with no or minor amendments - Re-issue There have been no/minor changes to this Policy / Protocol, it can therefore be reissued for the designated period or such time as the need for amendment is identified. Any formatting or wording changes and recommendation for renewal are detailed below. <i>(Steward to Authorise)</i></p> <p><input type="checkbox"/> Option 2 – Review with minor amendments This policy/protocol has been reviewed against the criteria provided, with <u>minor</u> amendments made to reflect current practice and to meet operational requirements. Consultation with key stakeholders and staff with appropriate professional expertise has been undertaken and amendments made accordingly. This document may be authorised via the designated pathway. <i>(Steward & Sponsor to Authorise)</i></p> <p><input type="checkbox"/> Option 3 - Review with significant amendments This policy/protocol does not meet legislative and/or professional requirements and requires a complete re-write via the policy development process. The key issues to be addressed are outlined below. <i>(Steward, Sponsor & Authoriser)</i></p> <p><input type="checkbox"/> Option 4 - Roll Over This policy/protocol will be reviewed pending the outcome of an associated organisational review / project and can stay in place for a further 6 months. <i>(Steward to Authorise)</i></p> <p><input checked="" type="checkbox"/> Option 5 – Withdrawal This policy/protocol is no longer relevant or there is duplication identified and needs to be withdrawn from circulation prior to the review date. <i>(Steward & Sponsor to Authorise)</i></p>			
RATIONALE & RECOMMENDATIONS			
<p>This draft policy was developed in 2002, in order to convert the Maori Health Services Kawa policy to DHB policy, no progress has been made on it since that date.</p> <p>The passing years mean that it is no longer necessary to develop the service level Kawa policy as DHB policy as the document has been superseded by the establishment of the Maori Health Runanga and the Cultural Safety and Koha policies.</p> <p>It should also be noted that pursuant to the DHB policy development protocol policy documents cannot exist at a service level.</p> <p>It is therefore the Stewart’s recommendation that the draft DHB policy and the service level Kawa policy be archived.</p>			
	Name	Signature	Date
STEWARD	Gail Bingham		
SPONSOR			
AUTHORISER	Phil Cammish		