

 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI	CONTROLLED DOCUMENTS REVIEW STANDARDS	Policy 2.1.2 Protocol 6
CONTROLLED DOCUMENTS PROTOCOL		

STANDARDS

All controlled documents (CDs) (policies, protocols, medication standing orders and forms) must be reviewed within the agreed timeframe and not longer than three (3) years.

CDs may be amended earlier than the review date only if there is an identified risk to patient or staff safety.

STANDARDS TO BE MET

Stage	Action Required	Responsibility
Review initiation & completion	<ul style="list-style-type: none"> • Three (3) months prior to review date CD(s) released for review. OR • Need to amend CD is identified – contact the Controlled Documents to release document(s) • Working folder with a review document(s) established with the Steward provided guidance on the review process to be followed. • Document(s) are reviewed ensuring appropriate research of best practice, professional standards and legislation has been undertaken 	Controlled Documents Steward Controlled Documents Steward
Consultation & Feedback (if required)	<ul style="list-style-type: none"> • Initial consultation is to be completed with immediate stakeholders / professional experts. • A summary of feedback received during consultation is forwarded to the Steward, copying the responders • Feedback is evaluated and incorporated / not incorporated with decision(s) advised to responders 	Controlled Documents Controlled Documents Steward
Endorsement & Approval (if applicable)	<ul style="list-style-type: none"> • Final review document(s) to appropriate Committee or document sponsor for endorsement / approval 	Controlled Documents
Authorisation	<ul style="list-style-type: none"> • Version control completed and forwarded to Authoriser for signoff and return to Policy & Procedure Co-ordinator 	Controlled Documents Authoriser
Publishing	<ul style="list-style-type: none"> • Document(s) published on Controlled Documents site, Steward notified and included in monthly Authorised Controlled Documents List for distribution within two (2) weeks of month end • Agreed organisational controlled documents published on BOPDHB website 	Controlled Documents

Issue Date: Feb 2016 Review Date: Feb 2019	Page 1 of 2 Version No: 6	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Controlled Documents Co-ordinator	Authorised by: GM Governance & Quality	

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ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.1.2 Controlled Documents Development and Review
- Bay of Plenty District Health Board policy 2.1.2 protocol 0 Controlled Documents Development and Review Standards
- Bay of Plenty District Health Board policy 2.1.2 protocol 2 Controlled Documents Development Standards
- Bay of Plenty District Health Board Form FM.C4.6 CD Review Summary
- Bay of Plenty District Health Board Form FM.C4.7 CD Review Summary – Form Only

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