

CONTROLLED DOCUMENTS DEVELOPMENT AND REVIEW

POLICY STATEMENT

- Bay of Plenty District Health Board (BOPDHB) will maintain current controlled documents (CDs) (policies, protocols, medication standing orders and forms) to assist staff in providing the best possible standard of care to patients.
- All BOPDHB CDs will be developed and reviewed according to the standards and processes contained in this policy and associated protocols.
- BOPDHB will adopt all guidelines issued by the Ministry of Health (MOH) and will comply with all relevant legislation.

PURPOSE

The purpose of a CDs system is to:

- Reflect best practice evidence, and meet professional standards and legislative requirements
- Minimise risk to patients, employees, contractors and visitors to BOPDHB sites
- Support appropriate, safe and effective service provision
- Provide a safe environment for patients, employees, contractors and visitors to BOPDHB sites
- Ensure rights are acknowledged and privacy and dignity maintained
- Support staff, clarify responsibilities and support interdepartmental relationships
- Facilitate the standardisation of practices across BOPDHB and the Midland region, where applicable.

EXCLUSIONS

Board level CDs.

ASSOCIATED DOCUMENTS

- 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 policy 2.1.2 protocol 6 Controlled Documents Review Standards
- Bay of Plenty District Health Board Form FM.C4.1 CD Registration and Approval to Proceed
- Bay of Plenty District Health Board Form FM.C4.2 CD Registration and Approval to Proceed – Form Only
- 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

Manual Name: Organisational Policy	Page 1 of 1	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Quality & Risk Mgt	Version No: 6	
Policy Steward: GM Governance & Quality	Authorised by: Chief Executive Officer	