

 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI	CONTROLLED DOCUMENTS DEVELOPMENT AND REVIEW STANDARDS	Policy 2.1.2 Protocol 0
CONTROLLED DOCUMENTS PROTOCOL		

STANDARD

All Bay of Plenty District Health Board (BOPDHB) controlled documents (CDs) (policies, protocols, medication standing orders and forms) will:

- Reflect best practice and meet professional standards and legislative requirements
- Are authorised by appropriate professional experts
- Reviewed regularly and revised copies archived i.e. version control
- Are maintained with the current version available electronically at all times

STANDARDS TO BE MET

General


1. All policies will support guidelines issued by the Minister of Health and all relevant legislation.
2. All policies must reference other internal documents, external codes of practice, guidelines, legislation and / or sources of best practice research where they exist.
3. All policies will comprise a clear and concise policy statement or statements, the objective and scope if relevant, exclusions, references and associated documents.
4. All protocols will provide the standards that need to be met and / or procedures to follow, to achieve the expressed outcome of the policy.
5. CDs masters will be held by the Controlled Documents Office (current and archive versions).
6. All CDs will be allocated a unique identifier by the Controlled Documents Office which indicates the department name or manual location, section location and unique number.
7. All CDs will be readily available to staff electronically. If departments wish to hold hard copy manuals they are responsible for ensuring they are current.
8. The electronic version of controlled documents is the most current. Any printed copy cannot be assumed to be the current version.
9. Category A policies will be audited regularly by the Internal Audit department.

Categories

1. Each CD will have a designated category (A, B or C) based on a risk management assessment of the potential implications if the CD is not followed, as per the following table:

Implications	A (High) 1 Year Review	B (Medium) 2 Year Review	C (Low) 3 Year Review
Financial	> \$500,000	\$10,000 to \$500,000	< \$10,000
People	Death, serious harm or permanent disability	Temporary disability	Minor; first aid
Image	National Media / International	Regional or Local, minor media coverage	No media coverage
Legal	Criminal prosecution personal liability of Officers and Directors, fines and imprisonment	Civil action, exemplary and punitive damages, possible personal liability due to Breach of legislation	Little or no legal consequences
Environmental	Permanent, widespread eco-damage, costly restoration	Major eco-damage, not easily fixed. Significant off-site effect	Short-term effects

Issue Date: Feb 2016	Page 1 of 2	NOTE: The electronic version of this document is the most current. Any printed copy can not be assumed to be the current version.
Review Date: Feb 2019	Version No: 6	
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 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

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