

 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI	CONTROLLED DOCUMENTS DEVELOPMENT STANDARDS	Policy 2.1.2 Protocol 2
CONTROLLED DOCUMENTS PROTOCOL		


STANDARD

All new controlled documents (CDs) will follow development process steps which include registration and draft development, consultation and feedback, endorsement / approval, authorisation and publishing.

STANDARDS TO BE MET

Stage	Action Required	Responsibility
Registration & Draft Development	<ul style="list-style-type: none"> • <u>Registration Approval to Proceed OR Registration and Approval to Proceed – Form Only</u> completed, signed by the relevant GM or Service Leader and sent to the Controlled Documents Office. • Working folder with a draft document established with the Steward provided guidance on the process to be followed. • Draft document is developed ensuring appropriate research of best practice, professional standards and legislation has been undertaken. 	Steward Controlled Documents Steward
Consultation & Feedback	<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	<ul style="list-style-type: none"> • Final draft 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 Controlled Documents. 	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 can not 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 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

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