 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Nursing Policy Manual Maintenance		Administration	05-001-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		8
APPLIES TO:			
Community Health Nurses			

POLICY:

The Department of Health and Social Services (HSS) shall establish and maintain a process of developing, reviewing and revising the policies and guidelines for the *Community Health Nursing Standards Policies and Guidelines* manual.

HSS shall establish and maintain a process of developing policies and guidelines for the community health nursing standards.

PRINCIPLES:

Provisions for reviewing and revising nursing policies and guidelines are fundamental to a continuous quality improvement program. These provisions will ensure care delivery is based on best practices and current knowledge.

Standardizing policies and guidelines will:

- 1) Improve awareness of information and resources available to nurses.
- 2) Reduce the incidence of developing duplicate guidelines.
- 3) Promote equitable and consistent nursing service delivery throughout the territory.
- 4) Reduce clinical errors/incidents

RELATED POLICIES, GUIDELINES AND LEGISLATION:

Guideline 05-001-01	Nursing Policy Maintenance Guidelines
Template 05-001-02	Nursing Administrative Policy Change Request Form
Guideline 05-001-03	Nursing Policy Development
Guideline 05-001-04	Archiving Nursing Policies and Guidelines

GUIDELINE 05-001-01

GUIDELINES:

- 1) The *Community Health Nursing Standards Policies and Guidelines* Manual is intended for use by the Department of Health and Social Services and its primary healthcare team.
- 2) A committee shall be established to review the *Community Health Nursing Standards Policies and Guidelines* Manual and any submissions requesting a policy change. This review committee shall be established under the direction of the Chief Nursing Officer and be representative of the nursing force across the territory.
- 3) Every effort has been made to ensure the information contained within the manual is reflective of current evidence-based practice. Best practices, however, continue to evolve as new nursing knowledge is developed.
- 4) All users of the *Community Health Nursing Standards Policies and Guidelines* Manual have the opportunity to suggest changes to the policies and guidelines and to participate in the review process. See *Nursing Policy Change Request Form* (Template 05-001-02).



TEMPLATE 05-001-02

All users of the *Community Health Nursing Standards Policies and Guidelines Manual* have the opportunity to request a change to the policies and guidelines.

The *Nursing Policy Change Request Form* shall be completed and submitted electronically to the office of the Chief Nursing Officer.

**Chief Nursing Officer
Department of Health and Social Services
Box 1000, Station 1000
Iqaluit, Nunavut
X0A 0H0**



NURSING POLICY CHANGE REQUEST FORM

REQUESTED CHANGE (check one): <input type="checkbox"/> New <input type="checkbox"/> Deletion <input type="checkbox"/> Revision	
EXISTING POLICY TITLE & NUMBER:	
SUGGESTED POLICY REVISIONS (Attach Policy Revision)	
RATIONALE AND REFERENCES (Attach Supporting Documentation)	
Requested By	Date

FOR USE BY REVIEW COMMITTEE



GUIDELINES 05-001-03

1. POLICY AND/OR GUIDELINE DEVELOPMENT, REVISION OR DELETION (ORIGINATOR)

When a policy or guideline has been identified for development, revision, or deletion, the following steps must be completed by the person requesting the change:

- 1.1 Identify the need for the development, revision or deletion of a policy.
- 1.2 Notify the Policy Revision Coordinator (identified through the Nursing Leadership Advisory Committee) of the intent to develop, revise or delete the policy or procedure
- 1.3 Obtain electronic versions of the following:
 - a) Policy Template
 - b) Nursing Policy Change Request Form
- 1.4 Research Applicable Legislation and Best Practice
 - a) Review and reference all relevant legislation, standards of practice etc. to ensure policy or procedure reflects any legal obligations and current practice
- 1.5 Develop or revise the policy or procedure and obtain stakeholder feedback
 - a) Use the Policy template
 - b) Save each version of the working copy with the word “draft” and the current date in the document name (i.e. name of doc – draft Jan 01 2001)
 - c) On the approval form, include a list of all the relevant stakeholders who were consulted on the new policy or guideline.
- 1.6 Review draft policy with the Policy Revision Coordinator
 - a) Review is for written structure, format and inclusion of all essential information.
 - b) Edit as required
 - c) Complete Nursing Policy Change Request Form and attach to the new/revised/deleted policy. New and Revised policies and guidelines should also have the out-dated version attached in order for the Policy Revision Coordinator to be able to archive these documents.



2. POLICY AND/OR GUIDELINE DEVELOPMENT, REVISION OR DELETION (POLICY REVISION COORDINATOR)

When a policy or guideline has been identified for development, revision, or deletion, the following steps must be completed by the Policy Revision Coordinator:

- 2.1 Create a draft file to track progress and changes
- 2.2 Review draft policy with the Originator
 - a) Review is for written structure, format and inclusion of all essential information
 - b) Edit as required
 - c) Assign Policy number (if applicable)
- 2.3 Identify all existing policies and procedures that are similar to, or will be impacted or replaced by the new, revised, or deleted policy or procedure
- 2.4 Submit the draft policy and the Nursing Policy Change Request Form to the Policy Review Committee and obtain endorsement from the Policy Review Committee.
- 2.5 Submit endorsed new policy to the Chief Nursing Officer for final approval and signatures.
- 2.6 Prepare the final document and distribute
 - a) Final formatting
 - b) File the master copy and the signed Nursing Policy Change Request Form
 - c) Archive deleted, revised or replaced policy or guideline and Nursing Policy Change Request Form
- 2.7 Submit the electronic version of the new policy or guideline to the designated Informatics technician to update the public folder
- 2.8 Update the hard copy of the *Standards Policies and Guidelines Manual*
- 2.9 Insert policy or guideline in the master copy of the *Standards Policies and Guidelines Manual*
- 2.10 Send e-mail to all HSS Regional Directors, Director of Health Programs, and NLAC members with notification of reviewed, new, revised and/or deleted policies and guidelines for the previous month.
- 2.11 The Director of Health Programs will be responsible for informing the staff affected by any new or revised policies or guidelines.
- 2.12 It is the responsibility of the Chief Nursing Officer to inform management of education requirements related to the content of a new or revised policy or procedure.



3. POLICY AND/OR GUIDELINE REVIEW ONLY – NO CHANGES REQUIRED

When a policy or guideline has been reviewed and no changes are required, the following steps must be completed by the Originator and the Policy Review Coordinator:

- 3.1 The Nursing Policy Change Request Form is completed and submitted as outlined in (1).
- 3.2 Review draft policy with the Originator
 - a) Review written structure, format and inclusion of all essential information
 - b) Edit as required
- 3.3 Submit the draft policy and the Nursing Policy Change Request Form to the Policy Review Committee for review and feedback.
- 3.4 The Policy Review Coordinator will notify the Chief Nursing Officer of the submission and the Policy Review Committee's decision to not implement the proposed changes.
- 3.5 The Policy Review Coordinator will notify the originator of the Policy Review Committee's decision not to implement the proposed changes.
- 3.6 The completed Nursing Policy Change Request Form shall be filed.

4. SIGNATURE

Policies will take effect upon final signature from the Chief Nursing Officer and the Deputy Minister of Health and Social Services and implemented upon dissemination to the regions.



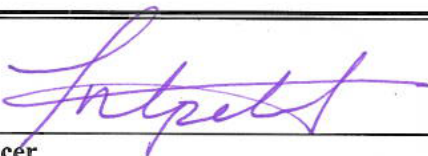

GUIDELINES 05-001-04

1. ARCHIVING

- 1.1 Archiving will be done electronically as well as by hard copy based on the Government of Nunavut Administrative or Operational Records Classification System (ARCS or ORCS) and must be easily retrievable.
- 1.2 Policies and Guidelines that have been deleted, revised or replaced will be retained by the Policy Revision Coordinator until transferred to the Regional Records Management at year end.
- 1.3 All Policies and guidelines that have been transferred to Records Management are to be retained in the warehouse for a period of 7 years from date of revision or deletion.
- 1.4 After the allotted period of 7 years, the records will be transferred to the Archivist who will decide whether to retain or destroy the documents.
- 1.5 Records Management will forward a list of documents set to be destroyed to the appropriate department to ensure that files are not required for audits, etc.

2. INVENTORY

The Policy Review Coordinator will maintain a master inventory list of current and archived policies and procedures.

Approved by:		Effective Date:
Chief Nursing Officer	11 FEB 2011 Date	April 1, 2011
	February 11, 2011 Date	
Deputy Minister of Health and Social Services		

