



Provincial Health Services Authority

PROGRAM PROMOTION AND EDUCATION MATERIALS PROCEDURE: BREAST SCREENING

(PROGRAM INFORMATION AND PROMOTION – SL 001)

Summary of Changes

	NEW	Previous
BC Cancer		December 2017, May 1996

Last Revised:	29/AUG/2023	Next Review:	29/AUG/2026	
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1. Introduction

As a program of BC Cancer, the Breast Screening program must adhere to BC Cancer's graphic standards in relation to the development of education/promotion materials.

1.1. Focus

The focus of this procedure is to outline the steps required to obtain approval for the display of promotion and education materials at BC Cancer Breast Screening Centres.

1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Centres

1.3. Practice Level

- BC Cancer Breast Screening Operations Director
- BC Cancer Breast Screening Centre Manager

1.4. Need to Know

All materials developed and distributed by any facility of the program **must first be reviewed and approved by the Screening Operations Director.**

2. Procedure

2.1. Steps and Rationale

Workflow Step	#	Procedure	Role
Proposed Materials	1.	Submit the proposed education/promotion material for approval to the Screening Operations Director. Include the following information with the submission: <ul style="list-style-type: none">• Purpose• Audience• Key Messages• Medium (e.g. flyer, brochure, poster, etc.)• Distribution method	Centre Manager
Review Materials	2.	Review the proposed materials.	Operations Director
	2.1	Develop new materials, if necessary.	
	2.2	Provide updated materials to centres for use.	

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Final Sign Off:	Name	Title	Date Signed
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	Amanda Padula	Updated to procedure template	30-MAR-2023