

FNIHB-OR Nursing Policy and Procedure

Section:	Administration	Policy Number:	I - 01
Subject:	Nursing Policy Maintenance	Issued:	2015-03-31
Distribution:	All Nursing Facilities	Revised:	

1. POLICY:

The First Nations and Inuit Health Branch – Ontario Region (FNIHB-OR) shall maintain a standardized process of developing, reviewing and revising the policies and guidelines for the *FNIHB-OR Nursing Policy and Procedure Manual*.

2. PRINCIPLES:

- 2.1 A committee shall be established to review the *FNIHB-OR Nursing Policy and Procedure Manual* and any submissions requesting a policy change. This review committee shall be established under the direction of the Regional Nursing Office and be representative of the nursing workforce across the region.
- 2.2 Maintaining an up-to-date nursing policy and procedure manual is a fundamental element of a quality improvement program. These provisions will ensure safe nursing practice that is based on best practices and current knowledge.
- 2.3 Standardizing policies and procedures across the zones will:
 - 2.3.1 Improve awareness of information and resources available to nurses.
 - 2.3.2 Reduce the incidence of developing duplicate guidelines.
 - 2.3.3 Promote equitable and consistent nursing service delivery throughout the region.
 - 2.3.4 Reduce clinical errors and incidents.
- 2.4 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 and therefore, the contents of the manual must be reviewed at regular intervals.

3. PROCEDURE:

Developing, Revising or Deleting a Policy and/or Procedure

3.1 Originator of the Request: When a staff member has recommended that a policy or procedure be developed, revised or deleted, that staff member requesting the change shall complete the following procedure:

- 3.1.1 Identify the need for developing, revising or deleting of a policy and/or procedure.
- 3.1.2 Notify the Nursing Policy and Practice Committee (NPPC) of the intent to develop, revise or delete a policy or procedure

- 3.1.3 Research applicable legislation and best practices to support the requested change (must include relevant references)
- 3.1.4 Prepare the new or revised policy and/or procedure for stakeholder feedback using a current FNIHB-OR Policy and Procedure Template Form.
- 3.1.5 Save the document as “draft” along with the current date in the document name (i.e. name of doc – draft Jan 2014)
- 3.1.6 Be sure to include a list of all the relevant stakeholders who were consulted on the policy and procedure.
- 3.1.7 Review draft policy with the NPPC Chair (or delegate) for final review before presenting to the NPPC.

NOTE: if the originator of the request is not in a clinical position, then the NPPC will complete actions stated in 3.1.1 to 3.1.7

3.2 NPPC Chair: When a staff member has submitted a request the development, revision or deletion of a policy and/or procedure, that NPPC Chair shall complete the following procedure:

- 3.2.1 Create a draft file to track progress and changes
- 3.2.2 Review and provide feedback on the draft policy with the Originator to ensure formatting is per FNIHB-OR standards and that all essential information has been included.
- 3.2.3 Identify all existing policies and medical directives that may be impacted or replaced by this requested policy change.
- 3.2.4 Distribute the draft policy to the NPPC and arrange a teleconference to review for final approval.
- 3.2.5 Once the policy and procedure receives final approval from NPPC, the NPPC lead will submit the final edited copy to the Regional Nursing Office for senior management approval and signatures.
- 3.2.6 The final edited copy shall be filed along with the (i) completed FNIHB-OR NPPC Review and Feedback Form and the (ii) previous version of the policy and procedure
- 3.2.7 Disseminate the new policy and procedure.
 - Submit the electronic version of the new policy to the designated public folder
 - Arrange for the hard copy of the *Nursing Policy and Procedure* Manual to be updated with the new policy.
 - Prepare an e-mail to be released to all Senior Management Staff, Regional Directors, Zone Managers, Practice Consultants and NPPC members.
 - The Zone Nursing Officer, in consultation with the practice consultant, will be responsible for informing the FNIHB-OR staff in the communities who are affected by the new policy and procedure.
- 3.2.8 When the request for the development, revision and/or deletion of a policy and procedure has been reviewed by the NPPC and the changes were not approved, the NPPC Chair will review FNIHB-OR NPPC Review and Feedback Form with the staff member originating the request.

The NPPC Chair will then file the draft policy along with the completed FNIHB-OR NPPC Review and Feedback Form.

Archiving Old Policy and Procedure(s)

3.3 The NPPC Chair shall maintain a master inventory of all current and archived policies and procedures.

3.4 Archiving will be done electronically as well as by hard copy and must be easily retrievable.

3.5 All Policies and procedures that have been archived are to be retained in records management for a period of seven (7) years from date of revision or deletion.

3.6 After seven (7) years, the records will be transferred to the Archivist who decides whether to retain or destroy the documents.

4. RELATED POLICIES AND LEGISLATION:

Appendix A: FNIHB-OR Nursing Policy Change Request Form

Nursing Act

Approved by:	Effective Date:
	March 31, 2015
Director of Nursing, Ontario Region FNIHB Date:	
Regional Executive, Ontario Region, FNIHB Date:	

HEALTH CANADA
First Nations and Inuit Health Branch - Ontario Region
APPENDIX A: Policy Request Change Form

FNIHB-OR 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:	
RECOMMENDED POLICY REVISIONS (Attach additional sheet if more space is required)	
RATIONALE AND REFERENCES (Attach Supporting Documentation)	
LIST RELATED POLICIES AND PROCEDURES AFFECTED BY POLICY CHANGE:	
Requested By	Date

FOR USE BY REVIEW COMMITTEE

DATE OF REVIEW	
REQUEST APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	POLICY REVISED OR DEVELOPED: <input type="checkbox"/> YES <input type="checkbox"/> NO
POLICY REVISIONS AND RATIONALE:	
DIRECTOR OF NURSING	NPPC CHAIR
DATE	DATE