



Policy Name: <p style="text-align: center;">POLICY DEVELOPMENT FRAMEWORK</p>	Policy Number: <p style="text-align: center;">0960</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">MARCH 4, 2008</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <ul style="list-style-type: none"> * Name & content updated to reflect our current practices – no longer separating SOP's * Title changed from Policy Standard Operating Procedures Initiation and Approval to Policy Development Framework * Added where Electronic forms are kept - To be determined * Added where Hardcopy is kept - in Conference Room A, Educator's Office and Nursing Station. * New format being used 	Date Revised: <p style="text-align: center;">October 31, 2018</p> Next Date for Review: <p style="text-align: center;">October 31, 2021</p>
Section: <p style="text-align: center;">Section 09 - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 4</p>

Policy

Agape Hospice will follow a set process in the initiation, revision, and approval of all policies. Agape will incorporate best practice standards set forth from The Salvation Army and Alberta Health Services.

OBJECTIVES

- To outline a framework that is critical to the successful development, approval, implementation, and review of policies and procedures within Agape Hospice.

PRINCIPLES

- The process of policy and procedure development is built upon the commitment to engage and collaborate with staff, physicians, residents, families and volunteers.
- All policies align with the organizational vision, mission and values of The Salvation Army Agape Hospice
- The content of the policies and procedures adheres to current legislation with regulated/unregulated provider and organizational requirements and standards. It takes in to account what is both practical and reasonable.

APPLICABILITY

All Agape Staff



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POLICY ELEMENTS

1. All policies will comply with direction resulting from policies and agreements outlined by: The Salvation Army Headquarters, Alberta Health Services, Accreditation Canada, The United Nurses Association Collective Agreement and other applicable regulatory bodies and legislation. Where The Salvation Army or AHS policies do not align, the highest standard will prevail. If any policy or procedure conflicts with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over said policy and the policy will be immediately reviewed.
2. The Salvation Army Operating Policies and Manuals. In addition to the official Salvation Army Manual of Operating Policies, the following supplementary manuals have been authorized as procedural support within their specific area of content.
 - a. Territorial Finance Manual – for matters of finance and accounting policy.
 - b. Employee Relations (ER) Policies and Procedures Manual – for matters of employment, benefits, and human resources. The UNA/Agape Collective agreement will supersede Union specific ER Policies and procedures.

DEFINITIONS

Accountable: The obligation of an individual or organization to account and be answerable for its activities and to disclose the results in a transparent manner. It also includes the accountability for money or other entrusted property.

Authority: Institutionalized and legal power inherent in a particular job, function, or position that is meant to enable its holder to successfully carry out his or her responsibilities.
It is power that is delegated formally. It includes a right to command a situation and commit resources; it is always accompanied by an equal responsibility for one's actions or a failure to act.

Responsible: A duty or obligation to satisfactorily perform or complete a task (assigned by someone, or created by one's own promise or circumstances) that one must fulfill.

Policy: A policy is developed based on guidelines set out by legislation, governing bodies or contractual agreements outline standards that must be met. It provides a common frame of reference and direction. A policy may also outline an organization's position on a specific subject, plan or course of action.

Procedure: A written document that provides a detailed series of steps for completing a task or that is necessary to fulfill requirements set out in a



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policy. At Agapé Hospice “procedures” will directly follow their accompanying policies as applicable.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS
 Hardcopy forms location – Conference Room A, Educator’s Office, and Nursing Station

1. Hospice Care: Policy and Procedure Manual

REFERENCES

Alberta Health Services, Policy Development and Document Management (Policy and forms development), April 2016, (p1 – 8)
 Accreditation Canada Qmentum (2016) “Standards: Leadership Standards for Small Community-Based Organizations For Surveys Starting After January 01, 2017” Ver. 11
 Alberta Health Services (2016) “Policy Development Framework”, (Prepared by Policy Development & Document Management)
<https://extranet.ahsnet.ca/teams/policydocuments/1/clp-pdf-pol-devt-framework.pdf>
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Continuing Care Health Service Standards: January 2016 (Alberta),
<http://www.health.alberta.ca/documents/Continuing-Care-Standards-Guide-2016.pdf>
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The Salvation Army Operating Policy 0001 Statement of Authority 17 January 2007



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Procedure

Development and revision of policies and SOPs will follow the process as outlined below:

- Step 1:** Identify and define the problem or issue that necessitates the development of a policy or Procedure.
- Need may arise because of change in new published standards and/or new best practice guidelines, or new requirements by AHS or The Salvation Army.
- Step 2:** The Executive Team will oversee the policy development process. The most accountable person to begin the draft/revision will be determined by the committee.
- Step 3:** The accountable person will conduct the research and draft the policy and present it to the Executive team for review.
- The medical director will be consulted as needed for clinical policies.
- Step 4:** Executive team will make suggestions and then approve the policy/procedure.
- The Salvation Army AB and NWT Divisional Headquarters executive consultation/approval will be sought when policies are of an ethical or complex nature
- Step 5:** Draft will be circulated (Brochure Holder/Suggested Revisions for Policies Binder) to stakeholders for a period of one month including staff, residents, and families for review, clarification, and final adjustments.
- Step 6:** Revised policy will be communicated with the time from approval to the implementation no longer than three months. A shorter time frame may be required based on operational requirements.
- Step 7:** Education for policies will be delivered as needed.
- Step 8:** Policies will be reviewed in a three year time span.