

20 June 2017

---

## Guideline Governance

**Robyn Wright**

Quality Improvement Coordinator  
Clinical Governance Unit



Policies and procedures

---

## **National Safety and Quality in Healthcare Service Standards (v1 & 2)**

The health service organisation uses a risk management approach to:

- a. set out, review, and maintain the currency and effectiveness of, policies, procedures and protocols
- b. monitor and take action to improve adherence to policies, procedures and protocols
- c. review compliance with legislation, regulation and jurisdictional requirements

## Policy vs Guideline

---

### **Policy**

A statement or set of statements that sets out the organisation's expectations of its staff. It contains material that must be understood by, complied with and implemented across Alfred Health. Policies generally have wide organisational coverage or application.



## Policy vs Guideline

---

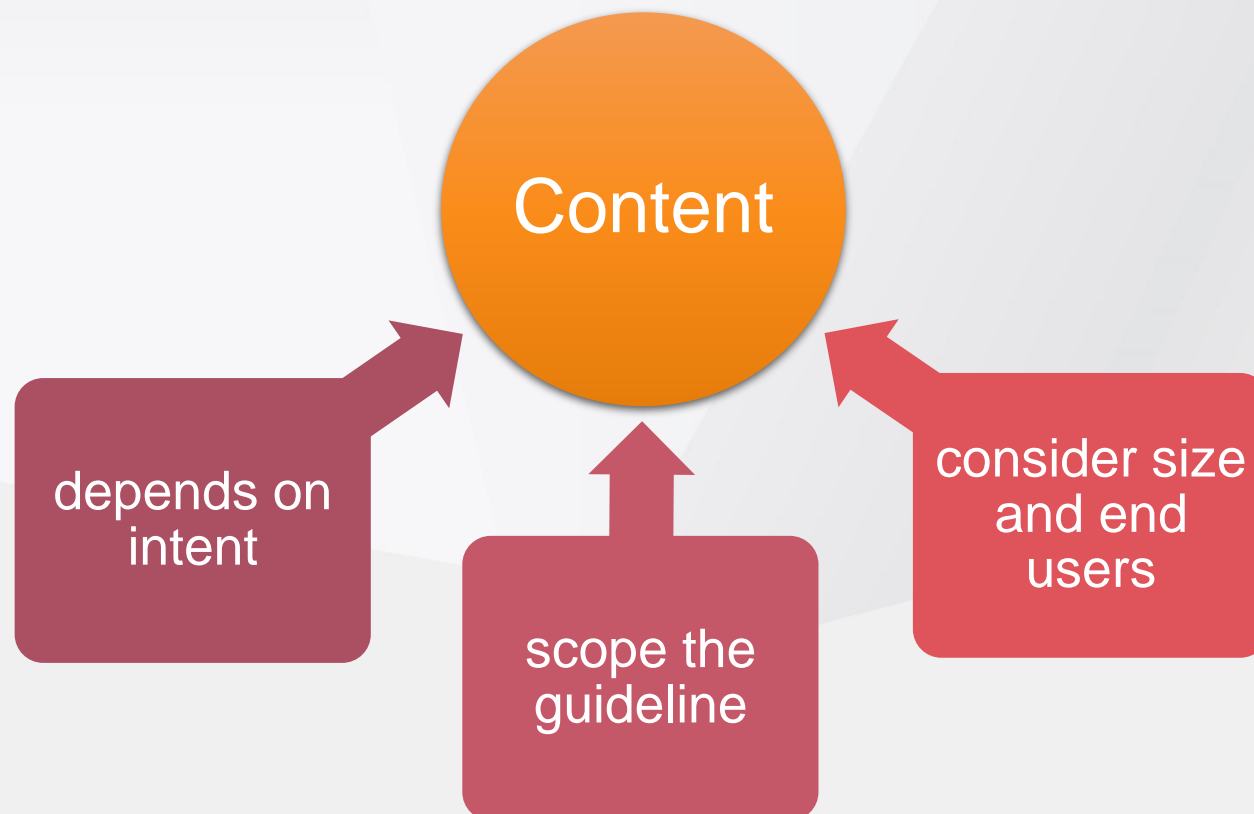
### **Guideline**

A document that establishes best practice for Alfred Health. This may include more detailed instructions (procedures or protocols) required to implement a policy or guideline. Guidelines may have organisational coverage, or be limited to one Program, Division or Department e.g. Pathology, Workforce or Cardiology.



## Guideline Content and Structure

---



## Guideline Content and Structure

---

### Structure

- ✓ Target audience
- ✓ Purpose (*intent, objective, aim.....*)
- ✓ Guideline, procedure, protocol
- ✓ Training/education requirements if relevant
- ✓ *....how this guideline will be evaluated*

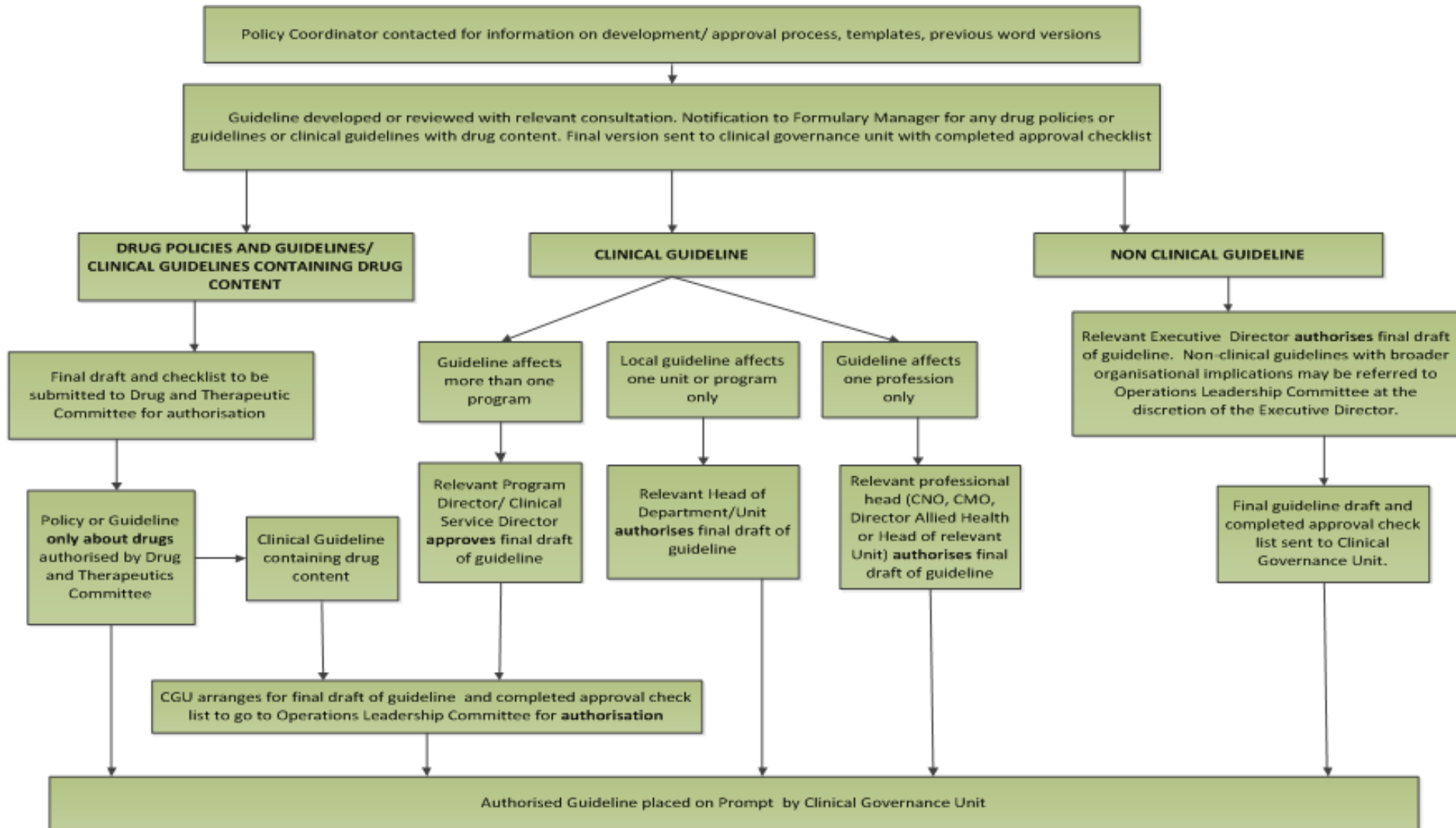
## Guideline Content and Structure

---

### Structure

- ✓ Key related documents
  - Policies and guidelines
  - Legislation, acts and standards
- ✓ References (reflect evidence base)
- ✓ Authors/contributors – key contact
- ✓ Date approved / Review date
- ✓ Version / Document control

# Governance process





## Governance of guidelines

---



## Key messages

---

- New guidelines are a dynamic process
- Think broadly about who your stakeholders are
- Monitor for the potential to introduce a new or unexpected risk