

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Administrative	Approved: April 11, 2018
Title: Policy/Procedure Development & Revision	Revised:
Number: SP 1	President: Karrie Yausie

Purpose

To outline the process for new and existing policy and procedure development, review, approval, implementation, and revisions.

Policy

1. Any Executive member may initiate a policy.
2. All policies are reviewed by the Executive and revised as necessary.
3. The general membership will be notified of policies under review and will be given an opportunity to give their feedback.

Structure

The following format must be considered in developing each policy and procedure, but not all headings may be applicable in all situations.

Purpose – rationale for the policy

Policy – rules/position statements

Structure – formal arrangements

Term - for Executive/ chapter membership descriptions – the term of the position

Eligibility Criteria – for Executive membership descriptions, criteria required for election/appointment

Function – responsibilities of a position or group

Procedure – how to implement the functions

References – documents used to develop the policy

Procedure

1. Any chapter member may propose a new policy or revision to an existing policy.
2. The Executive will review all policies on revise as needed.
3. Executive members will review and revise policies related to their position as needed.
4. The general membership will be notified via email of policies that are currently being reviewed. They will be sent a draft copy of the policy and their feedback will be requested via email. All proposed changes or new policies are sent to the President who will review and present the policy to the Executive for discussion and approval. The draft policy will be kept in the Executive part of the SASKPIC website.
5. Once approved, the original policy is signed by the president and placed in a binder in the President's possession. The approved policy is then posted on the website. The President Elect will maintain a second hard copy of the policies.
6. All members are directed to the website to view newly posted policies/procedures.
7. All archived copies are kept on a flash drive which is passed from outgoing Secretary to incoming Secretary.

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada

References

IPAC Eastern Ontario Policy/Procedure Development & Revision #1.1 <https://eo.ipac-canada.org/photos/custom/policymanual/1-1%20P&P%20Development%20&%20Revision.pdf>