



**ST. ANNE CENTRE**  
*Working Together Toward Excellence in Health and Wellness*

**BOARD OF DIRECTORS MANUAL**

<b>NUMBER: 001</b>
<b>SECTION: BRD</b>

<b>SUBJECT: Board Policy Development</b>	
<b>MOTION #: 07-06-14</b>	<b>DATE OF MOTION: June 11, 2014</b>
<b>CHAIRPERSON: E.H. Souza</b>	<b>DATE SIGNED: Oct. 5 / 17</b>
<b>DATE EFFECTIVE: January 19, 1998</b>	<b>DATE REVISED: June 8, 2014</b>
<b>DATE REVIEWED: June 11, 2014; June 22, 2017</b>	

**TABLE OF CONTENTS:**

TABLE OF CONTENTS: ..... 1

PURPOSE: ..... 2

POLICY: ..... 2

DEFINITIONS: ..... 2

PROCEDURE: ..... 3

    Using the Policy Templates: ..... 3

    Policy Writing Considerations: ..... 4

REFERENCES: ..... 5

RELATED DOCUMENTS: ..... 5

    Appendices ..... 5

**PURPOSE:**

To clarify and standardize the process of policy development for the Board of Directors St. Anne Centre.

**POLICY:**

1. The St. Anne Centre policy templates are used when revising policies or developing new policies. There is a template for the Board of Directors .
2. The OP3 (One Province, One Process, One Policy) Style Guide should be used as a guide for the writing style used in policies.
3. The Board of Directors approves all Board and Board committee policies.
  - 3.1. The Education Committee of the Board reviews and recommends policies prior to presentation to the Board of Directors for approval.
  - 3.2. Board policies bear the motion number signifying board approval.
  - 3.3. The Board Chairperson signs all Board policies.
4. Policies should be reviewed on a 36 month basis (at a minimum). There may be policies requiring more frequent review and this should be indicated within those policies.
5. The CEO is responsible for the posting and distribution of all policies.
  - 5.1. Policies are stored in the appropriate policy manual accessible to those persons to whom the policy applies.
  - 5.2. Electronic copies of Board of Directors Member resource Binder.
6. Management of outdated policies is the responsibility of the CEO.
  - 6.1. Outdated policies should be removed from the policy manual. One signed copy is retained as an archival record and any additional copies are destroyed.
  - 6.2. Electronic copies of outdated policies are also kept on the St. Anne Centre server in a folder labeled "ARCHIVED POLICIES".

**DEFINITIONS:**

**Policy:** Clear formal and authoritative statements directing practice. They enable informed decision-making, prescribe limits, assign responsibilities and/or accountabilities and are secondary and/or subject to relevant legislation, regulations and by-laws. Policies reflect the vision, mission, values and strategic directions of the organization. They can be broad

statements or longer and detailed if required by the subject matter. They must be realistic, achievable and evidence-informed.

**Guiding principles and values:** A broad philosophy that guides an organization. Guiding principles outline the philosophical principles that underlie the policy. These are negotiable statements that serve to further outline practice. They encompass points of emphasis to remember in implementing the policy and procedure.

**Procedures:** Procedures describe a detailed series of steps or outline a sequence of activities. They can be differentiated from policies in that they may be altered in view of professional judgment. When a procedure is associated with a specific policy, it provides the “how-to” of the policy.

**Guidelines:** Written principles that guide actions or decisions. They allow flexibility in the sequence and/or inclusion of specific steps in the process and encourage professional judgment.

## **PROCEDURE:**

### **Using the Policy Templates:**

1. **Heading:** The St. Anne Centre Logo, Name, and Vision Statement followed by the name of the policy manual this policy will be stored in.
2. **Title Block BOARD POLICIES:**
  - 2.1. **NUMBER:** Assigned sequentially.
  - 2.2. **SECTION:** BRD is the acronym assigned to Board policies following the St. Anne Centre Policy Structure (see Appendix).
  - 2.3. **SUBJECT:** A brief descriptive label that accurately reflects, as specifically as possible, what the policy is about.
  - 2.4. **MOTION #:** The number found in the Board of Directors minutes signifying approval of the policy by the members. The next block is for recording the date of that motion.
  - 2.5. **CHAIRPERSON:** The signature of the chair of the Board of Directors. The next block is the date of the signature.
  - 2.6. **DATE EFFECTIVE:** The date the policy first came into effect.
  - 2.7. **DATE REVISED:** The date of the most recent revision.

**2.8. DATE REVIEWED:** The date of the most recent review of the policy that did not result in a revision.

**3. The Body of the Policy** – is organized under a series of standardized headings. Not every policy will use all headings. Note: All content headers are optional – use as required for the specific document.

**3.1. TABLE OF CONTENTS:** May be used in documents more than three pages long.

**3.2. PURPOSE:** The reason the policy exists. Sentence usually starts with “To”.

**3.3. POLICY:** See definitions.

**3.4. DEFINITIONS:** Any abbreviations, acronyms, initialisms, and/or technical terms should be defined here.

**3.5. GUIDING PRINCIPLES AND VALUES:** See definitions.

**3.6. PROCEDURE/GUIDELINES:** See definitions for each of these.

**3.7. REFERENCES:** citations to information that supports the policy. Most should have been published within the past 5 years.

**3.7.1.** Separate references to laws and legislation from all other references by listing these first under the subheading **Legislation and Regulations**.

**3.8. RELATED DOCUMENTS:** List applicable documents under the most appropriate specific heading.

**3.8.1. Policies:** List of related policies

**3.8.2. Forms:** Forms used in associated procedures

**3.8.3. Brochures:** related to topic

**3.8.4. Other:** Any other documents associated with the policy.

**3.8.5. Appendices:** Any additional required documents.

**3.9. \*\*\* centered:** signifies the end of the actual policy document. Any appendices will follow.

### **Policy Writing Considerations:**

- Make sure the policy conforms to the Mission, Vision, Guiding Principles and Strategic Plan of St. Anne Centre.
- Make sure it is consistent with other policies for St. Anne Centre.

- Consider the ethical implications of implementation of the policy.
- Ensure the underlying theme of all policy development and revision reflects a culture of safety and quality improvement.
- The policy should reflect best practice and/or be based on evidence.
- The policy should be attainable.
- Ensure the content of the policy is stated simply and clearly. There should be no room for misinterpretation.
- Consider whether or not the policy should be reviewed more frequently than every 3 years.
- Confirm the policy has been reviewed by the appropriate people to gain their input.

**REFERENCES:**

Nova Scotia OP3 Policy Office (2011). Style Guide for Writers and Developers of Policy Documents [Online]. Retrieved from <http://policy.nshealth.ca>

**RELATED DOCUMENTS:****Appendices**

- St. Anne Centre Board Policy Template
- St. Anne Centre Policy Structure

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