

District 2 Public Health
Policy Adoption and Modification Procedures

Administrative, Policy # 192

Effective Date: June 1, 2013

Applies to all new and revised policies as of the effective date.

PURPOSE: To delineate methodologies for: determining the need for a new or revised policy; who needs to have input into the development of the policy; how the policy is promulgated so that everyone who is affected understands the expectations; and where the policies are stored so that they are readily available for review by whomever needs or wants to see them.

PROCEDURES:

Policy requests may be generated by any staff member

- Requests for new policies will be assigned an owner from among the management team based on the area of responsibility into which the policy falls. The owner may delegate duties to a program coordinator or other staff as appropriate, but still retains ultimate responsibility
- Requests for policy revisions will be assigned to the policy's current owner, where the current owner is the original owner, or their replacement in the case of staff turnover or restructuring
- All actions are to be carried out by the owner unless otherwise specified in the policy or delegated by the owner

Requests that are not generated at the owner level will be responded to by the owner within thirty (30) days. In the case that the requestor is not satisfied with the owner's response, appeals will be considered by the District Health Director.

MINIMAL DISCRETION POLICIES

Policies which are largely dictated by higher level regulation or directive, and for which we have only limited leeway in modifying to our local situation.

1. If policy is required by regulation, cite the specific regulation in the policy
2. If policy must be passed on an emergency, i.e. immediate, basis, attach justification for its emergency status

Policies Requiring Emergency Passage

Emergency Policies only - District Health Director signs immediately if in agreement with emergency justification. Within 30 days, normal policy process must resume, beginning with Adoption, to allow for input, any needed revision, and dissemination.

Adoption

3. Take to Management Team for review and feedback
 - a. Management Team can refer the proposed policy to the Best Practice Policy track instead if it's deemed warranted
 - b. Management team may make recommendations as to dissemination of information through meetings, trainings, policy sign-offs, etc.
4. Revise as needed based on input
5. Set effective date
 - a. If there are no other overriding concerns, set the effective date:
 - i. for the first of the/a month; and
 - ii. at least 30 days out to allow staff to be informed and have their questions answered
 - b. Retroactive effective dates are allowed only under special circumstances and with District Health Director approval
6. District Health Director signs
7. Follow Repository and Dissemination procedures immediately upon adoption

BEST PRACTICE POLICIES

Policies which we have a reasonable degree of latitude over in crafting to fit our local situation and work practices, whether or not a higher level regulation or directive is involved.

1. If policy is backed by or linked to regulation, cite the specific regulation in the policy
2. Policies of this type will not be passed on an emergency, i.e. immediate, basis

Development

3. Form a development committee, consisting of key stakeholders and subject matter experts from within the district, to provide input into the proposed policy or revision
 - a. Developmental committee may make recommendations as to dissemination of information through meetings, trainings, policy sign-offs, etc.
4. Obtain legal opinion if applicable
5. Conduct a pilot if desired by either the owner or the development committee in order to assess the effectiveness and impact of the proposed policy or revision
 - a. Choose pilot site to yield the best evaluation opportunities with the least disruption to normal operations
 - b. Revise policy as needed based on results of the pilot
6. Committee deliberations and any pilot may occur sequentially or concurrently

Adoption

7. Take to Management Team for review and feedback
 - a. Management team may make recommendations as to dissemination of information through meetings, trainings, policy sign-offs, etc.
8. Owner and/or committee revises as needed based on management team input
9. Set effective date
 - a. If there are no other overriding concerns, set the effective date:
 - i. for the first of the/a month; and
 - ii. at least 30 days out to allow staff to be informed and have their questions answered
 - b. Retroactive effective dates are allowed only under special circumstances and with District Health Director's approval
10. District Health Director signs
11. Follow Repository and Dissemination procedures immediately upon adoption

REPOSITORY

Within one (1) working day of the policy being signed:

1. Place final Word document on the shared drive
 - a. Each policy is to have one current document only on the shared drive. Previous versions may be kept locally if desired, but must be removed from the shared drive when the current version is added
2. Give information to District Health Director's secretary to record in tracking spreadsheet:
 - a. Policy title, number (if applicable), version/revision date, effective date, category, owner, location of signed original
3. Give a copy of the final document to D2 IT to post to the District 2 Policy Library (D2PL) website page as a PDF under the category heading specified
 - a. Exception: Some few, sensitive policies are not appropriate for posting on the open internet. These are to have a visible "Do Not Post" indication/statement at the bottom of the policy, and a copy is to be given to the Director's secretary to be kept on file in hardcopy format

Within three (3) working days of receipt of the policy by IT:

4. IT is to post the policy within three (3) working days of receipt unless instructed to post on a specific future date. Only policies adopted on an emergency basis may require less than three days to post

DISSEMINATION

1. E-mail all District 2 staff within one (1) working day of the policy being posted. E-mail to include:
 - a. Policy name and effective date
 - b. Link to policy on D2-PHIL
 - c. Who to contact with questions
 - d. Any additional instructions that may be needed (ex. associated trainings or sign offs)
2. Present trainings at staff meetings or other venues as appropriate

PERIODIC POLICY REVIEW

Policy owners are responsible for reviewing their policies at least biannually (i.e. every two years) to determine if they are still applicable and/or need revision.

- Policies in need of revision are to go through the normal policy revision process within six (6) months of being identified
- Policies no longer applicable to District 2 are to be taken to the management team within thirty (30) days of being identified for approval on rescinding

RESCINDED POLICIES

Within five (5) working days of the policy being rescinded:

1. Replace effective date with the word "Rescinded" and the date in the official Word document.
2. Place final Word document on the shared drive, but in a folder labeled "Rescinded" and remove previous version
3. Give information to District Health Director's secretary to record "Rescinded" and the date in tracking spreadsheet
4. Request D2 IT remove the policy from the District 2 Policy Library (D2PL) website page. D2 IT to remove policy from website within five (5) working days of being notified

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District Health Director
District 2 Public Health

Date