



Chapter:	Governance	Date Approved:	November 2013
Section:	Governance		
Subject:	Policy Development and Review		

Policy	New Vision Family Health Team commits to reviewing all its policies and procedures on a rotating basis; whereby all policies are reviewed at a minimum every two years. Policies will only be created as needed, based on evidence that such policies are required for the betterment of the organization.
Procedure Review Procedure	<ol style="list-style-type: none"> 1. Board Governance policies and procedures will be reviewed by the Board of Directors at a minimum of every two years. 2. The Executive Director will have a review cycle for all operational policies at a minimum of every two years. 3. All members and employees of the New Vision Family Health Team are expected to read and understand all policies that pertain to their role within the organization.
Policy Development Procedure	<ol style="list-style-type: none"> 1. Any member of the Board can suggest a policy to be created. 2. Board members will review the evidence supporting the need of such policy and determine whether it is best to create a policy, a protocol, or a guideline based on the following definitions: <ol style="list-style-type: none"> a. Policy: The formal guidance needed to coordinate and execute activity throughout the organization. When effectively deployed, policy statements help focus attention and resources on high priority issues - aligning and merging efforts to achieve the organization's vision. Policy provides the operational framework within which the organization functions. Characteristics: Policies have a widespread application, change less frequently and usually expressed in broad terms. Policies tend to answer the questions "what" and "why".

b. **Protocol/Procedure:** The operational processes required to implement organizational policy. Operating protocols/procedures can be formal or informal, specific to a department or applicable across the entire organization. If policy is "what" the organization does operationally, then its procedures are "how" it intends to carry out those policies. Characteristics: Protocols/procedures have a narrow application, they are prone to change, describes a process, and often answers the questions "how," "when," and sometimes "who".

c. **Guideline:** A recommended practice that allows some discretion or leeway in its interpretation, implementation or use.

3. If deemed appropriate the Board designates members to help draft the policy.
4. Once policy is drafted, the Board will review and make any suggestions.
5. Final draft is presented to the Board for approval.