**1.2: REVIEW AND DEVELOPMENT OF NEW POLICY AND PROCEDURES**

**Purpose:** To identify the need for new policy and/or procedures and the process for reviewing existing Policy and Procedures for the Standard Operating Procedure Manual

**Policy:** The need for new policy and/or procedures may be identified by:

* The department of health, senior services staff or other stakeholders
* Administrator or management staff
* Employees
* Patient related concerns and complaints

The triggers for a new policy and/or procedures may include:

* changes to the external or internal operating environment;
* changes to government policy or legislation;
* review of the strategic directions of the company;
* new initiatives within or across the industry;
* need for consistency across areas of service delivery**.**

**Review of Existing Policy and Procedures**

Policies and procedures of the company must be reviewed on a regular basis. The policy review team shall include the administrator, management staff and selected employees. The review cycle may vary depending on the policy type and its scope, but three years would be typical, and there must be no more than five years between policy reviews. Procedures are likely to be reviewed more frequently. Review dates should be set to allow adequate time for revision and approvals processes.

Minor editorial updates that do not affect the title or substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. These include correction of typographical errors or changes to:

* stakeholders
* policy owner
* contact person/maintainer
* key words and definitions