

Keep the policy as brief as possible. Lengthy or complex information should be included in the associated guidelines and procedures, or in an appendix. The following check list can serve as a guide to the policy lead/author:

- **Check for existing policies and responsible individuals:**
  - ❑ Check policy manuals, legislation and regulations (i.e., Health PEI, government and system wide).
  - ❑ Check delegations of authority (or unit with operational responsibility).
  - ❑ Check with the Strategy and Performance Division if you cannot locate policy and/or responsible office from other sources.
  
- **Identify cognizant division/unit and policy gap:**
  - ❑ Research policy context and to identify related policies and procedures.
  - ❑ If the policy affects specific groups for which explicit consultations are required, check with the appropriate Director or Manager for additional instructions.
  - ❑ Conduct external environmental scan of relevant policies and standards of practice to help inform the development process
  
- **Develop new or revised Health PEI policy.**
  - ❑ Identify affected parties and appropriate review bodies.
  - ❑ In the early policy development stages, consult with/consider the views of those who will be directly affected by the new or revised policy.
  - ❑ Draft new or revised policy.
  - ❑ Review final draft of policy with Manager/Supervisor (for clarity, readability, and consistency with other policies and procedures).
  - ❑ Review final draft of new or revised Health PEI policy with the Policy Sponsor (per delegation of authority or operational responsibility).
  - ❑ Develop communication, education, and training plans, where appropriate.
  
- **Conduct additional review/consultation as appropriate.**
  - ❑ Talk to appropriate Health PEI review bodies.
  - ❑ Talk to appropriate senior administrative staff.
  - ❑ Engage in additional review/consultation (as may be suggested).
  - ❑ Revise policy (if necessary).
  - ❑ Determine if appended forms should be translated by French Language Services (i.e. forms to be completed by a patient).
  
- **Ensure that appropriate procedures are developed or revised.**
  
- **Communication and education.**
  - ❑ Ensure a communication plan and education plan are developed and executed (when applicable).
  
- **Disseminate policy.**
  - ❑ Prepare materials for the Policies and Procedures Manual.
  - ❑ Ensure policy coordinator receives a copy for posting to electronic manual.
  - ❑ Provide notice to affected population.
  - ❑ Provide training/orientation/education (as appropriate).
  
- **Plan measurement and compliance.**