

Process for Health PEI Protocols – Provincial and Site-Specific

Health PEI Protocols. Health PEI Protocols are replacing Medical Directives. As with Medical Directives, Health PEI Protocols are Medical Staff/Nurse Practitioner (NP)/Registered Midwife (RM) orders given in advance, authorizing an implementer to perform reserved activities providing a treatment, drug, procedure or intervention for a range of patients under specified conditions and circumstances without a direct assessment by Medical Staff Member/NP/RM. The Health PEI Protocol/Medical Directive outlines the specific circumstances and conditions which must be satisfied for order implementation and is used to expedite patient care or to promote best (evidence-based) practice across Health PEI programs, services and facilities.
Provincial Medical Advisory Committee (PMAC) Medical Staff Bylaws: Responsibilities of the Provincial Medical Advisory Committee shall include but are not limited to: 22 (1) (d) endorsing Medical Directives/Health PEI Protocols.

Contact Details: Health PEI Policy Office – healthpeipolicy@ihis.org

| | Step | Responsible | Drafting |
|--------------------------------|------|--------------------------|---|
| Drafting a Health PEI Protocol | 1 | Author(s) | <ul style="list-style-type: none"> Complete <i>Health PEI Protocol Checklist</i> and send to Health PEI Policy Office at healthpeipolicy@ihis.org to notify of the intent to write a Health PEI Protocol. *See note on page two for expedited process. |
| | 2 | Health PEI Policy Office | <ol style="list-style-type: none"> Send the <i>Health PEI Protocol Checklist</i> to PMAC Chair, PD&T Chair, Manager of Professional Practice and Clinical Policy for review to determine if/confirm Health PEI Protocol is appropriate for provincial (organization or program-wide) or site-specific implementation and communicate any other relevant feedback to the Health PEI Policy Office. Notify the Author(s) of this decision in writing. |
| | 3 | Author(s) | <ol style="list-style-type: none"> Obtain Health PEI Protocol template from the Policy Document Management System (PDMS). Draft Health PEI Protocol following <i>Health PEI Protocol Template Guide</i>. Conduct Stakeholder Review: Has draft reviewed by appropriate stakeholders. This varies according to areas and disciplines impacted by Health PEI Protocol. Consider Diagnostic Imaging, Laboratory Services, Family Physician Leadership, Nurse Practitioner Council. Other examples include but are not limited to: nursing clinical area, Quality and Patient Safety, Patient and Family Advisory Committee, health professional regulatory bodies. Incorporate stakeholder feedback and follow-up with stakeholders as required to confirm/clarify feedback. Contact Health PEI Policy Office for additional support/feedback as needed. Submit final draft to the Health PEI Policy Office at healthpeipolicy@ihis.org for final review before endorsement and approval. |
| | 4 | Health PEI Policy Office | <ol style="list-style-type: none"> Conduct final review and formatting of draft for language clarity, standard format and appropriate stakeholder review using track changes. Send reviewed draft back to Author(s). |
| | 5 | Author(s) | <ol style="list-style-type: none"> Incorporate the Health PEI Policy Office feedback as required and appropriate. Verify standard format has been maintained and draft is in finalized state. *If assistance is required with finalizing formatting, reach out to the Health PEI Policy Office for assistance. Send to endorsing bodies in the order indicated below and following their respective processes. |

| | Step | Responsible | Endorsement and Approval |
|-------------|------|--|---|
| Endorsement | 1 | Provincial Nursing Leadership Committee (PNLC) | <ol style="list-style-type: none"> 1. Reviews Health PEI Protocol content for endorsement. 2. Notifies Health PEI Policy Office and Author of any significant concerns requiring amendments in writing. 3. Notifies the Health PEI Policy Office and the Author of endorsement in writing. 4. Author(s) indicates PNLC endorsement in Section 11 of the draft. |
| | 2 | Provincial Drugs and Therapeutics Committee (PD&T) | <ol style="list-style-type: none"> 1. Verifies endorsement by PNLC. 2. Reviews Health PEI Protocol content for endorsement. 3. Notifies Health PEI Policy Office and Author of any significant concerns requiring amendments in writing. 4. Notifies the Health PEI Policy Office and the Author of endorsement in writing. 5. Author(s) indicates PD&T endorsement in Section 11 of the draft. |
| | 3 | Provincial Medical Advisory Committee (PMAC) | <ol style="list-style-type: none"> 1. Verifies Endorsement by PD&T and PNLC. 2. Reviews Health PEI Protocol content for endorsement. 3. Notifies the Health PEI Policy Office and Author of any significant concerns requiring amendments in writing. 4. Notifies the Health PEI Policy Office and the Author of endorsement in writing. 5. Author(s) indicates PMAC endorsement in section 11 of the draft and sends draft to Health PEI Policy Office to coordinate signatures for approval from COO and CMO with their administrative assistants (admin). |
| Approval | 4 | Chief Operating Officer (COO) | <ol style="list-style-type: none"> 1. Verifies endorsement by PNLC, PD&T and PMAC. 2. Signs the final draft (e-signature). 3. COO Admin notifies Health PEI Policy Office of final approval and sends signed copy to Health PEI Policy Office to co-ordinate signature from CMO for final approval. |
| | | Chief Medical Officer (CMO) | <ol style="list-style-type: none"> 1. Verifies endorsement by PNLC, PD&T and PMAC and approval from COO. 2. Signs the final draft (e-signature). 3. CMO Admin sends electronically signed Health PEI Protocol to Health PEI Policy Office. |

| | Step | Responsible | Process |
|--------------|------|--------------------------|---|
| PDMS Posting | 1 | Health PEI Policy Office | <ul style="list-style-type: none"> • Notifies Author(s) that the Health PEI Protocol is approved and ready for posting on the PDMS and asks what PDMS folder location the Health PEI Protocol belongs in. |
| | 2 | Author(s) | <ul style="list-style-type: none"> • Author(s) submits PDMS folder locations to the Health PEI Policy Office. |
| | 3 | Health PEI Policy Office | <ol style="list-style-type: none"> 1. Posts the Health PEI Protocol on the PDMS. 2. Sends out a communication for provincial protocols to Chief's Admins for distribution as per their division's communication trees. Program and Site-specific protocol communications are sent to policy author and/or their designated admin for distribution to their staff. |

*For Health PEI Protocols requiring an expedited review please follow step 1 and contact the Health PEI Policy office (healthpeipolicy@ihis.org) with Health PEI Protocol completed and signed Health PEI Protocol Checklist. The Health PEI Policy Office will work with PMAC to determine if the Health PEI Protocol request is of an urgent nature and will be expedited.