

# Decision Tree Document

Is there a need?

## Answer the following questions

Is this a new area, program or service?

Is there confusion about what to do?

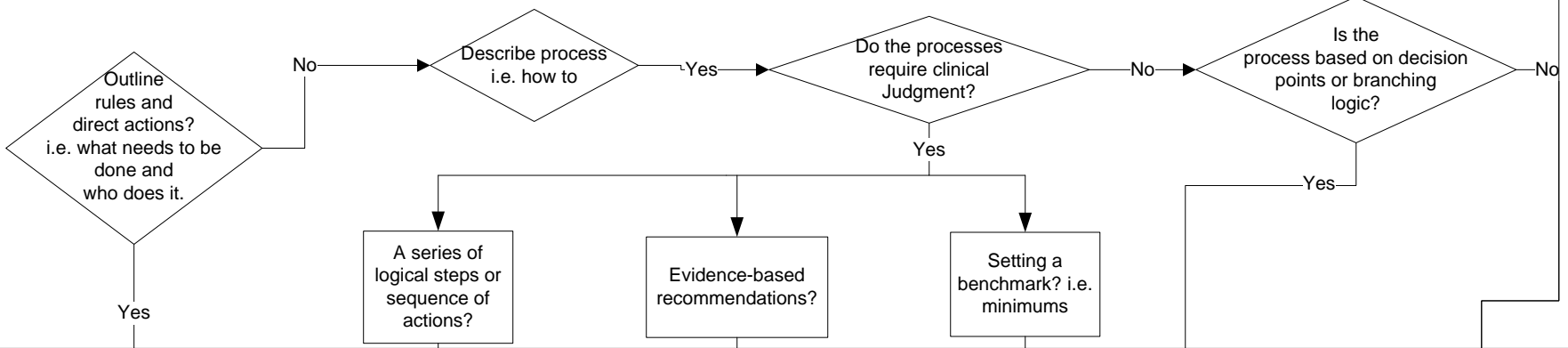
Are there ongoing issues?

Is there a need to optimize operations?

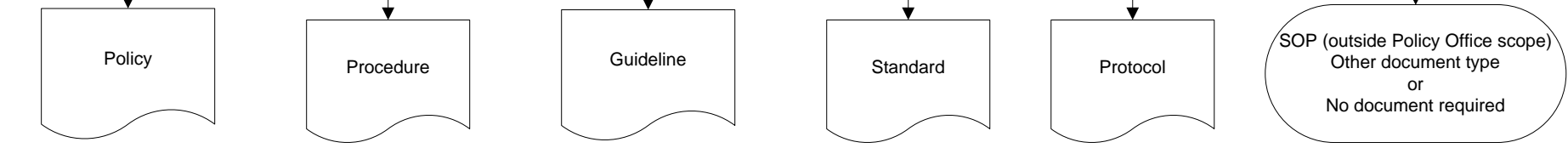
If the answer to any of these questions was **yes**, continue to the What is the purpose and content of the document? Section below

If the answer to all of these questions was **no**

What is the purpose and content of the document?



Type of Document



Definitions

**Policy**  
A statement of expectations, and requirements for a prescribed situation that directs professional practice. They are non-negotiable, clear, formal and authoritative statements that enable informed decision-making, prescribe limits, assign responsibilities and accountabilities and are secondary/subject to relevant legislation, regulations, bylaws and rules.

**Procedure**  
A series or sequence of actions which outline how to fulfill associated policy requirements or processes. They provide the direction for operationalizing a policy or a process based on best practice and may be altered in view of professional judgment.

**Guideline**  
A series of recommendations based on best available evidence. Guidelines are not binding and include written principles, suggested plans or strategies to guide actions or decisions-making using professional judgment in a clinical or administrative setting.

**Standard:**  
Statement(s) describing the minimum desirable and achievable practice of health disciplines, It can be used as a measure of actual performance. Outlines the minimal expectation of patient care.

**Protocol**  
Defined pathways/ processes of required actions determined by decision points to manage anticipated scenarios.

**Standard Operating Procedure (SOP):**  
Detailed step by step actions and tasks carried out routinely with little or no variation.

## Helpful Tips

Use must or required  
Be clear and concise  
Use present tense

Start with verb  
Chronological  
order  
Point form

Use recommend  
Best practice

Use at least/at a  
minimum  
Users must meet  
or exceed

Use if/then  
statements and  
decision points  
Visual  
representation

Can include as much  
detail as wanted  
No clinical judgment  
required  
Little or no variation  
Tells user how to perform  
whole process/task