

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?	<pre>graph TD Q1{Outline rules and direct actions? i.e. what needs to be done and who does it.} Q2{Describe process i.e. how to} Q3{Do the processes require clinical Judgment?} Q4{Is the process based on decision points or branching logic?} P[Policy] PR[Procedure] G[Guideline] S[Standard] PD[Protocol Document] SOP([SOP (outside Policy Office scope) Other document type or No document required]) Q1 -- Yes --> P Q1 -- No --> Q2 Q2 -- Yes --> Q3 Q2 -- No --> Q4 Q3 -- Yes --> PR Q3 -- Yes --> G Q3 -- Yes --> S Q3 -- No --> Q4 Q4 -- Yes --> PD Q4 -- No --> SOP</pre>					
Type of Document	Policy	Procedure	Guideline	Standard	Protocol Document	SOP (outside Policy Office scope) Other document type or No document required
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 Document 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