

Prior to developing or revising a policy, consider the following questions:

1. Is this a policy issue?
 - Does a problem exist?
 - Can anything be done about it?
 - Is there a legislative or professional standard requirement for a policy for this issue?
 - Has there been a change in practice as a result of new technology or advanced knowledge?
 - Will it serve to clarify ethical, legal or professional practice issues?
 - Will it promote standardization and efficiency in practice?
2. What is the nature of the issue you are trying to address?
 - What does it look like?
 - What are the impacts?
 - What are its underlying causes?
3. Where did the issue come from? Who raised it? In what context?
4. Is the issue new? Is it unexpected? Is it unique? Is the issue reoccurring? What is its history? What was done the last time it came up?
5. How big is the issue?
 - How widespread is it? (e.g., geographically, interests affected)?
 - How severe is its impact?
 - How urgent is it? Is it a crisis?
 - Is it changing in size, severity or urgency?
6. Is the issue for which a policy is being considered addressed in another format? (e.g. collective agreement, employment guide, etc.) For clinical policies, can the practice issue for which the policy is being developed be addressed by an approved reference text?
7. Does this policy conflict with other policies in Health PEI? Are there already existing policies that address this issue?
8. Who will or should be affected by this policy? (Include patients, families, students, volunteers, etc.)
9. What are the consequences if this policy is not adhered to?
10. Who are the key stakeholders who should be involved/consulted in the policy development? In addition to traditional stakeholders, consider, as appropriate, soliciting stakeholders to review from the perspective of:
 - cultural and generational diversity
 - health of employees, physicians, volunteers and students.
11. Is the issue being addressed best presented as a policy, standard, protocol, guideline and/or procedure?
12. What potential impact does this policy have? (e.g. financial or human resources, job descriptions, scope of practice, patient safety etc)