Policy Management Policy

Policy Statement
The Department of Health takes a consistent, appropriately governed and rigorous approach to policy development to ensure high quality policy that achieves its purpose.

Intent of this policy
- Establish consistent processes for the initiation, development, consultation, approval, implementation and review of policy documents.
- Ensure all departmental policy documents are managed through a single register and published on a single Department of Health website.
- Ensure appropriate consultation occurs during the development of policies and associated documents.
- Ensure appropriate governance is in place to oversee the development and approval of policies.
- Ensure policies are communicated effectively and established as mandatory across the Department of Health.

Scope
This policy applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units.

Principles
- Accessibility: Policy documents are available and understandable to stakeholders and audience.
- Alignment: Policy documents are aligned with Department of Health strategy and planning.
- Consistency: Policy documents are consistent with whole-of-government and national policy and agreements, and compliant with legislation.
- Informed: Policy documents are informed by research and evidence.
- Implementation: Policy is communicated and implemented with relevant stakeholders through all stages of development and implementation.
Legislative or other Authority

- Hospital and Health Boards Act 2011

Supporting documents

- Policy Development, Implementation and Publication: Implementation Standard
- Procedure for Publishing of Policy Documents

Related policy or documents

- Integrated Risk Management Policy (QH-POL-070)
- Health Service Directive Policy (QH-POL-366)

Business area contact

Regulatory Instruments Unit, Policy and Planning Branch

Review

This policy will be reviewed by 30 June 2016.

Date of last review: June 2013

Supersedes: Policy Management Policy

Approval and Implementation

Policy Custodian:
Senior Director, Policy and Planning Branch, System Policy and Performance Division

Responsible Executive Team Member:
Deputy Director-General, System Policy and Performance Division

Approving Officer:
Deputy Director-General, System Policy and Performance Division

Approval date: 5 August 2013
Effective from: 5 August 2013
## Definitions of terms used in this policy and supporting documents

| Term                                      | Definition / Explanation / Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Source |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Health                      | The Department of Health includes:  
  - Office of the Director-General  
  - Health Service and Clinical Innovation Division
  - System Support Services Division  
  - System Policy and Performance Division
  - Health Services Support Agency  
  - Health Services Information Agency within the Queensland public health system.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Department of Health Policy               | Department of Health policy is a document that sets out intent to achieve a particular outcome, in relation to a core process, such as providing a service or managing an operational or governance issue. Department of Health policies apply to Department of Health employees, contactors and consultants employed in divisions or commercialised business units. Department of Health policies apply to Hospital and Health Services (HHSs), where specified in the scope, in the following circumstances.  
  - Occupational Health and Safety Policies, which apply to those employees employed under the Director-General in HHSs which are not prescribed employers  
  - Human Resource policies, which apply to employees employed under the Director-General in HHSs which are not prescribed employers                                                                                                                                                                                                                                                                                  |
<p>| Guidelines                                | Guidelines provide advice on best practice and are intended to support decision making. They allow a level of flexibility and discretionary judgement.                                                                                                                                                                                                                                                                                                                                                                           |
| Key Stakeholder                           | Key stakeholders are those impacted upon by policy and/or who are able to provide input on the operational impact of a policy. Key stakeholders have experience which needs to be considered in development, implementation, post implementation, evaluation and review of policies in order to limit unexpected consequences.                                                                                                                                                                                                                                      |
| Policy Implementation Standard/ Standard  | A Policy Implementation Standard is a document that describes the minimum, mandatory actions required to comply with a policy and identifies responsibilities and accountabilities.                                                                                                                                                                                                                                                                                                                   |
| Policy Custodian                          | Officer responsible to lead development of a policy and/or oversight implementation and review of an approved policy.                                                                                                                                                                                                                                                                                                                                                                                                     |</p>
<table>
<thead>
<tr>
<th><strong>Policy Custodians</strong></th>
<th>are a position, not an individual, and will at minimum be a Senior Officer (SO) or equivalent.</th>
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<tbody>
<tr>
<td><strong>Policy Delegate</strong></td>
<td>Officer delegated by Policy Custodian to undertake tasks associated with the development or management of a particular policy.</td>
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<td><strong>Policy documents</strong></td>
<td>Policy documents is a generic term for a range of documents that state the approved organisational position on a matter or a way of doing business, and directs the internal actions behaviour and activity required. All policy documents, including policies, implementation standards, protocols, procedures, guidelines, manuals etc, shall be published on the Department of Health policy site.</td>
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<tr>
<td><strong>Prescribed employer</strong></td>
<td>A HHS prescribed by regulation to employ health service employees in the HHS, under the <strong>Hospital and Health Boards Act 2011</strong>.</td>
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<td><strong>Procedure</strong></td>
<td>A Procedure is a document containing an agreed and approved set of practices – generally sequential – that are developed to support consistency and quality in the performance of an activity or deliver of a service across more than one work unit. They may allow for some flexibility or be mandatory. Any mandatory steps shall be clearly identified.</td>
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<td><strong>Protocol</strong></td>
<td>A Protocol is a document containing specific procedures, expected to be followed in detail with little scope for variation. Protocols are mandatory for all in scope.</td>
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<td><strong>Queensland Health</strong></td>
<td>The HHSs and Divisions and commercialised business units within the Queensland public health system.</td>
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<tr>
<td><strong>Queensland Health Human Resource (HR) Policy</strong></td>
<td>Queensland Health HR Policies are policy on employment or human resources matters and are identified as a HR Policy. Queensland Health HR Policy applies to all employees of the Director General, Queensland Health, including those working in Hospital and Health Services. HR Policies mandated by a health service directive also apply to Hospital and Health Service employees in HHS’s that are prescribed employers, as specified in the scope.</td>
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