

[insert organisation name/logo]

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## [name] Policy

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**Document Status:** Draft or Final

**Date Issued:** [date]

**Lead Author:** [name and position]

**Approved by:** [insert organisation name] Board of Directors on [date]

**Scheduled Review Date:** [date]

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### Record of Policy Review

Review Date	Person Initiating/Leading Review	Other People Consulted

### Triggers for Policy Review (tick all that apply)

- Standard review is timetabled.
- A gap has been identified
- Additional knowledge or information has become available to supplement the policy.
- External factors
  - Policy is no longer relevant/current due to changes in external operating environment.
  - There are changes to laws, regulations, terminology and/or government policy.
  - Changes to funding environment, including requirements of funding bod(y)ies
- Other (please specify).
- Internal / organisational factors
  - A stakeholder has identified a need, eg by email, telephone etc
  - A serious or critical incident has occurred, requiring an urgent review.
  - Need for consistency in service delivery across programs and organisations.
  - Separate, stand-alone policy is now warranted
  - A near miss has occurred, requiring a review to prevent a serious/critical incident in the future

**Additional Comments**

*[for example, policy now covers details related to new legislation].*

# [name] Policy

## 1. Purpose and Scope

[Provide a purpose as to why this policy exists. For example “[insert organisation name] views good human resource management as essential to a positive work environment where employees feel valued and fosters best practice”.]

[Outline scope as to what this policy does and does not cover.]

## 2. Definitions

[Provide concise definition for terms that have particular meaning or have a need for some interpretation related to the policy.]

## 3. Principles

[What governs and guides the development and enactment of the policy.]

## 4. Outcomes

[Describe the broad outcomes of implementing this policy – limit to four.]

## 5. Functions and Delegations

[Provide a statement describing the functions and delegations that are relevant for this policy. For example, this policy has been endorsed by the [organisation] Board of Directors and is applicable to all staff. When required, details about specific tasks and delegations related to positions could be included.]

Position	Delegation/Task
Board of Directors	[Insert relevant positions and delegations at your organisation] For example: <u>Treasurer</u>  Endorse [insert Policy Title] Policy  Compliance with [insert Policy Title] Policy
Management	[Insert relevant positions and delegations at your organisation] For example:  Compliance with [insert Policy Title] Policy

Staff	[Insert relevant positions and delegations at your organisation] For example:  Compliance with <b>[insert Policy Title]</b> Policy]
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## 6. Risk Management

[Are there any risks to the organisation that need to be considered in the implementation of this policy? Outline how the risk/s will be managed.]

## 7. Policy Implementation

[How/who/when will this policy be implemented? What mechanisms/systems/activities are in place to ensure this policy is used?]

## 8. Policy Detail

[Provide broad introductory paragraph if required.]

### 8.1 [Sub detail header]

### 8.2 [Sub detail header]

### 8.3 [Sub detail header]

### 8.4 [Sub detail header]

## 9. References + Resources

### 9.1 Internal

[List any policies or other **[insert organisation name]** documents that this policy relates to (this will make it easier to update relevant material when this policy is reviewed)].

### 9.2 External

[List any legislation, guidelines, websites or other material that directly relates to this policy.]

### 9.3 Quality and Accreditation Standards

## **EQUIP4**

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard [X]:

Criterion [X]:

Element/s:

### **Health and Community Service Standards (6<sup>th</sup> edition)**

Provided by the Quality Improvement Council (QIC)

Standard:

Evidence Question/s: What is the evidence that **[the organisation]**

## **9.4 National Mental Health Standards**

Criterion [X]:

**Reference:** *This is taken from the NADA Policy Template.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)