

Policy Status	What needs to be done?
<p>A policy has been developed elsewhere and you are required to follow it</p>	<ul style="list-style-type: none"> - get copies - become familiar with the policy - get help from the area that developed the policy (if you need it) - educate others and then follow the policy - let management know if/when the policy is not appropriate.
<p>A policy is being used but it has never been written down</p>	<ul style="list-style-type: none"> - discuss the matter with everyone involved, including THS manager/s - write the policy out clearly - ensure the policy is consistent with other policies - get team agreement about the contents - obtain endorsement from local community (council or health board) - decide who else needs to know about the policy - plan a review of the policy
<p>A policy has been written down but it is not being used or is only partly used</p>	<ul style="list-style-type: none"> - gather some background information (who, when, why, how of the old policy) - look at the policy and think about why it is not as useful as it could be - consult with THS specialist services and/or management - revise the policy if necessary - let people know about the changes - plan a review of the revised policy
<p>Health staff or the community think that a particular issue or problem needs to have a policy developed for it</p>	<ul style="list-style-type: none"> - read the step-by-step guide on the next page