

6 July 2022

9(2)(a)



RE Official Information Act request ChChD (Canterbury District) 10897

I refer to your email dated 14 June 2022 requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

1. **I am seeking the job classification/designation of persons involved in the development and authorisation of the following polices:**
 - a. **Search for and removal of banned items procedure (2400052)**
 - b. **Te Awakura Safety Protocols (2400125)**

“Search for and removal of banned items procedure” and “Te Awakura Safety Protocols” are controlled documents managed within the Canterbury PRISM Policy Library.

Controlled document: Determined by Legislation, Ministry of Health Operational Policy Framework; Health and Disability Standards and service organisation and the clinical/business functions, operations, procedures and standards of the services and products provided. All documents that reach this definition are controlled documents and are managed in the Policy library. These are individual documents related to a specific topic.

Protocol: A type of supporting material that sets out standard rules for an event, process, or message. Examples include: ceremonies, consultations, drug protocols, research protocols, information messaging rules.

Procedure: A type of supporting material that describes the steps taken to perform a specific activity and is based on best practice or expert opinion workflow. May also be known as standard operating procedures. Their purpose is to define clinical/business functions, processes to embed the principles in routine behaviour and decision-making.

Authoriser: Is delegated authoriser who undertakes the sponsor role for the policy project management, implementation, monitoring, and continuous improvement.

Search for and removal of banned items procedure development and authorisation roles:

- Chief of Psychiatry (authoriser)
- Director of Nursing (authoriser)
- Nursing Director
- Nurse Consultants
- Quality and Patient Safety Team member

Te Awakura Safety Protocols development and authorisation roles:

- Nursing Director (authoriser)
- Nurse Consultant
- Charge Nurse Managers
- Clinical Nurse Specialists
- Quality and Patient Safety Team member

Both policies are associated with Hillmorton Hospital.

- 2. If there were lay people or people not employed by the hospital involved and I include volunteers, advocates, consumers but not limited, I would like these people to be identified and included in my request**

There were no lay people or people not employed by the hospital involved in the development of these two controlled documents.

I trust that this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the Waitaha Canterbury website after your receipt of this response.

Ngā mihi / Yours sincerely,



Ralph La Salle
Senior Manager, OIAs
Waitaha Canterbury / Te Tai o Poutini West Coast.