

# Form

## Application to Develop a Policy Document

NSWHP\_F\_0001



Please submit the completed Application to Develop a Policy Document to the Policy Sponsor for all policy documents including **policy, procedure and guideline**.

<b>Proposed Title of Document</b>				
<b>Classification</b> <i>What is the proposed policy document type?</i>	<input type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Guideline	<input type="checkbox"/> Supporting Document
<b>Need for the Policy</b> <i>For example, to meet a policy gap or legislative change</i>				
<b>Purpose of the Document</b> <i>How does the document address an issue?</i>				
<b>Risk Rating of Policy</b> <i>Refer to the <a href="#">NSW Health Risk Matrix PD2015_043</a> to determine the risk rating</i>	<b>Final Rating</b>			
	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
<b>Related Ministry of Health Policy Documents</b>				
<b>Other Relevant References</b> <i>For example, standards, legislation</i>				
<b>Target Audience</b> <i>For example, clinical stream, networks, laboratory staff</i>				
<b>Consultation</b> <i>Detail the people and areas consulted and the mechanisms employed</i>				
<b>Implementation</b> <i>Strategies for informing staff, monitoring compliance and mitigating risk</i>				
<b>Evaluation</b> <i>Measure how the policy meeting the need for which it was developed</i>				
<b>Policy Author</b>	Name:			
	Position:			
	Signature:		Date:	
<b>Policy Sponsor Approval</b>	Name:			
	Position:			
	Signature:		Date:	