Document Types

The following is a listing of the <u>most common</u> governance documents that may be developed and used in Alberta Health Services.

Policy
A policy sets out the organization's position on a specific subject. It may be compromised of clinical or corporate content. A policy provides a common frame of reference and direction by establishing the minimum requirements and expectations that benefit those we serve, employees, medical and other professional staff, volunteers, students, and in many cases, contracted service providers. Requirements in a policy may be further expanded upon through other governance documents such as procedures, protocols, standards, codes of practice, or guidelines. Policies for AHS are divided into 3 levels to facilitate operational effectiveness and efficiency. **Provincial 'AHS-Wide' Policy**: Sets out requirements fundamental or significant to the mandate of AHS and the overall clinical and/or corporate goals of AHS. This is the highest level of policy within AHS. **Provincial 'Program or Portfolio' Policy**: Meets an identified need to establish operational requirements for an AHS program or portfolio with multiple sites across the province. **Zone/Local Policy**: Addresses the needs of day-to-day operations for a zone and/or site.

Procedure
Procedures are documents that provide detailed step by step information necessary to fulfill requirements set out in a Provincial or Zone/Local policy.

Practice Support Documents
Practice support documents accommodate the unique nature of a department and are aimed at fostering decisions or streamlining a particular process within a department's routine boundaries. There are 3 different types of practice support documents. They are denoted below. **Standard**: Set out the desired and achievable level of performance that establishes best practice and provide a reference against which actual performance can be compared. Their content may be informed by National, Provincial, or Professional associations. Standards should be authored with a Provincial applicability. **Protocol**: Prescribe interventions for undertaking specific investigations, therapies and/or activities in an identified situation, in either a clinical or corporate setting. Protocols may be authored with a Provincial or Zone/Local applicability. **Guideline**: Establish a course of action that aligns with best practice, but individuals are afforded a reasonable amount of professional judgment. Guidelines may be authored with a Provincial or Zone/Local applicability.

The following outlines other, <u>less common</u> governance documents that may be developed and used within Alberta Health Services.

Directive
Directives provide temporary governance in exceptional circumstances. They offer time-limited instruction and guidance for decision-making and actions to support day-to-day operations (clinical and/or corporate) on a subject-specific basis. Directives may have organization-wide impact or may apply to limited audiences across the organization.

Bylaws
AHS bylaws fulfill specific governance requirements as set out in legislation pertinent to a health authority and provide guidance for its operation. The current legislated requirements for bylaws are: - Borrowing (*Regional Health Authorities Act*);   - Community Health Councils (*Community Health Councils Regulation*);   - Conflict of Interest (*Regional Health Authorities Act*);   - General (*Hospitals Act and Regional Health Authorities Act*);   - Health Care Foundations (*Regional Health Authorities Foundation Regulation*);   - Investment (*Regional Health Authorities Act*); and   - Medical Staff (*Hospitals Act*).

Code of Conduct
The AHS Code of Conduct ('Code') outlines the values, principles and standards of conduct that guide our actions and interactions. The Code is principles-based and anchors the rules by which we govern ourselves, which also includes bylaws, policies, procedures, standards, guidelines, protocols and directives.