

Policy Development Checklist

What is really the problem?

What are the symptoms of the problem?

What is the desired outcome?

Does it require a policy, a guideline, a procedure, a change in practice, a tool, or training?

What is in place that would suit, or what could be modified?

Who needs to draft, review, and approve the policy?

How will staff disseminate the information, receive training, and enforce the policy?

What are the consequences if the policy is broken?