





Island Health Policy Document Types*

Document Type	Definition	Characteristics
	<ul style="list-style-type: none"> • A realistic, clear, concise, and non-negotiable statement, fundamental to Island Health’s mandate, core values, and annual priorities and directing required organizational practice/behavior; assigns responsibilities and accountabilities • An official document secondary to the law, legislation, and/or Ministry directives/policies 	<ul style="list-style-type: none"> • Driven by legislation, bylaws, Ministerial directives, Accreditation standards, external standards • Uses “shall” and “must” for compulsory behaviour
	<ul style="list-style-type: none"> • A series of required steps to complete a task, activity or action 	<ul style="list-style-type: none"> • Use of command or action verbs e.g. remove, count, position, prepare, cleanse, etc.
	<ul style="list-style-type: none"> • Evidence-based strategies and principles that direct actions and decisions for management of specific circumstances • Provides direction for decision-making while allowing for professional judgment 	<ul style="list-style-type: none"> • Uses language such as “consider,” “may,” “should”
	<ul style="list-style-type: none"> • Defined pathways/processes of required actions determined by decision points to manage anticipated scenarios 	<ul style="list-style-type: none"> • Uses “if/then” statements • Often depicted as a visual workflow, including branching logic and decision points • May contain or refer to procedures (actions that must be taken)