Type of policy: Regulatory	**Approved by**: Council
Date approved: March 25, 2021	**Next Review date**: March 2024
Amendment dates:	

Policy Review Cycle

Purpose

Policies provide a framework for consistent decision-making and implementation and act as a primary tool for Council and committees to regulate and protect the public. They set out to standardize practice by addressing challenging issues in the profession and emerging practice trends. The purpose of this policy is to provide a consistent and coordinated approach to policy review and approval.

Relevant Legislation

CRPO by-laws
Regulated Health Professions Act

Scope

Regular review and revision of policies on a defined review cycle helps to ensure that College policies maintain their relevance and accuracy. A consistent approach to policy review and development will help to establish:

- The individual or group responsible for reviewing the policy
- A standard template for policies
- A defined review period

Policy Requirements

College policies must comply with:

- the College's mission, vision, and values
- the strategic plan
- defined regulatory objectives
- current legislation

Additionally, policies must indicate the individual or group responsible for approving and maintaining the policy, its purpose and its scope.

Policy Review

Policies must be reviewed at least every three years from the date of approval, unless otherwise stated in the policy. See policy development and review checklist for considerations (appendix). Newly developed and revised policies should undergo any necessary background research and consultation, and a defined implementation and communications plan.

Appendix: Policy Development & Review Checklist

This checklist is to be used as a guideline when policies come up for review.

Policy Review Considerations

- Is the policy required? Can the issue be resolved through improved communication or targeted education?
- Have there been deviations from the policy over the past year? If yes, were there enough to consider revising the policy?
- Are there ambiguities in the policy or common questions arising from the policy? (perhaps the policy needs rewording for greater clarity)
- Is the policy consistent with current practices?
- Are there any contradictions within the policy?
- Does the policy contradict other policies?
- Is the policy consistent with current technology?
- Is language within the policy current? (e.g., gender neutral, inclusive, understood by wide audience)
- Is the policy consistently interpreted?
- Are the related procedures relevant and current?
- Are all references current and accurate?
- Are there individuals or groups that may be negatively affected by this policy?

Background research, consultations

- What other materials/history exist around this issue – briefing notes, written complaints, written inquiries, minutes, etc. Gather and review these.
- Have experts been consulted? Does the policy require a review by legal?
- Who does the policy impact? Have these stakeholders been contacted to provide input?
- Has the appropriate committee been consulted?

Implementation plan

- What resources are needed to implement the policy?
- What is the schedule for implementation?

Communications plan

- Who needs to know about the policy once it is approved?
- How will it be communicated?
- Is education required?