



Administration Policy and Procedure Manual Table of Contents

	NUMBER	TITLE	SOURCE
00	Introduction		
	SHA-01-001	SHA Policy Framework Former SHR 7311-00-001- Policy and Procedure Development Handbook	ED, Governance and Policy
10	Organization		
	Organizational Chart		Administration
	7311-10-001	Code of Conduct Our Values in Action (Appendix A)	People Strategies
	7311-10-002	Fraud	Privacy
	7311-10-003	Speaking Up – Protection of Persons Reporting Wrongdoing	Director, Privacy and Compliance
	7311-10-004	Naming Policy	Chair, Joint Foundation Executive Committee
	SHA-05-001	Enterprise Risk Management Former SHR Policy 7311-10-005 - Enterprise Risk Management	Executive Director, Enterprise Risk Management
20	General Information		
	7311-20-001	Tobacco and Smoke-free Workplace Policy	Director, Population and Public Health and Director, Safety and Wellness
	7311-20-002	Clinical Health Record Form Standards	Director, eHealth and eHealth Information
	7311-20-003	Management of Patient/Client/ Resident/ Family Concerns/Complaints	Director, Quality Services
	7311-20-004	Facilitation of Smudging Ceremonies	Director, First Nations and Metis Health Services and Project Lead, Spiritual and Cultural Care
	7311-20-005	Safekeeping of Patient/Client Valuables	Risk Management
	7311-20-006	Repealed June 2009	Materials Management
	7311-20-007	Competitive Bidding	Director, Supply Chain Management and Support Services
	7311-20-008	Provincial Procurement	Director, Supply Chain Management and Support Services
	7311-20-009	Duplicating Services	Materials Management
	7311-20-010	Management of Recall Notices and Alerts	Medical Affairs - Risk Management
	7311-20-011	Vendor Visitation and Conduct	Director, Supply Chain Management
	7311-20-012	Provision of Snack Food & Beverage Vending Services (New Installation)	Food & Nutrition Services
	7311-20-013	Interpretation and Translation Services	Director, Population and Public Health and Director, First Nations and Metis Health Centre
	7311-20-015	Emergency (Flash) Sterilization	Director, Materials Management
	7311-20-016	Client, Family and Community Member Engagement	VP Lead, Client and Family Centered Steering Committee
	SHA-04-001	SHA Policy Directive: Social Media – Personal Use Former SHR Policy 7311-20-017 - Social Media	SHA TBD Director, Communication Services
	7311-20-018	Open Family Presence	Director, Organizational Learning and Leadership
	7311-20-019	Waste Management	Director, Supply Chain Management and Support Services
	7311-20-020	Carbon Monoxide Monitoring and Reporting – Overnight Stay Facilities	Director, Enterprise Risk Management
	7311-20-021	Acute Care Bed Occupancy Charge for Refusal to Leave an Acute Care Bed	Director, Patient Flow Navigation
25	Information Technology and Telecommunications		
	7311-25-000	IT Security	Director, Information Technology Services
	7311-25-001	Email Acceptable Use	Director, Information Technology Services



Administration Policy and Procedure Manual Table of Contents

	7311-25-002	Internet Acceptable Use	Director, Information Technology Services
	7311-25-003	Password Policy	Director, Information Technology Services
	7311-25-004	SHR User Account Policy	Director, Information Technology Services
	7311-25-005	Emailing Personal Health Information	Director, Enterprise Risk Management
	7311-25-006	Disposal Of IT Assets	Director, Information Technology Services
	7311-25-007	Security Of Mobile Devices And Removable Media	Director, Information Technology Services
	7311-25-008	Remote Access	Director, Information Technology Services
	7311-25-009	IT Systems – Monitoring Access and Use	Director, Information Technology Services
	7311-25-010	IT Security Incident Management	Director, Information Technology Services
	7311-25-011	Wireless Access	Director, Information Technology Services
30	Human Resources		
	SHA-06-004	Alcohol and Drug Policy	Executive Director, Labour and Employee Relations
	7311-30-001	Respectful Workplace	Director, Organizational Learning and Leadership
	SHA-02-001	SHA Policy Directive: Workplace Safety Former SHR procedure 7311-30-002 - Workplace Safety	SHA TBD Director, Worksafe and Employee Wellness
	7311-30-004	Vacation Usage, Carry-over and Payout	Director, Human Resources
	7311-30-005	Conflict of Interest	Director, Human Resources
	SHA-06-002	SHA Policy Directive: Criminal Record Checks	SHA TBD
	7311-30-007	Violence Management	Director, Worksafe and Employee Wellness
	SHA-06-001	SHA Policy Directive: Out of Scope Terms and Conditions of Employees Former SHR Policy 7311-30-010 – Out of Scope Terms and Conditions of Employees	SHA Human Resources
	7311-30-011	Maintenance of Professional Registration/Licensing Out of Scope Employees	Director, Human Resources
	7311-30-012	Representative Workforce	Director, Representative Workforce, First Nations and Metis Health
	7311-30-013	Professional Appearance & Dress Code	Human Resources
	7311-30-014	Attendance Policy	Director, Worksafe & Employee Wellness and Director, Employee Relations
	7311-30-015	Retirement Recognition	Director, Employee Relations, Site Leader, SCH/Director, Volunteer Services
	7311-30-017	Management of Employees, Physicians and Other Health Care Workers During Influenza Outbreaks in Health Care Facilities	Medical Affairs, Human Resources, Occupational Health & Safety
	7311-30-018	Duty to Accommodate	Director, Safety and Wellness
	7311-30-020	Learner Placement	Director, Interprofessional Practice, Education and Research
	7311-30-021	Career Milestones – Recognition for Staff and Physicians	Chair, Career Milestones Recognition Committee
	7311-30-022	Workplace Harassment	Director, Human Resources
40	Financial		
	SHA-03-001	SHA Delegation of Signing Authority for Financial and Non-Financial Commitments replaces Former SHR Policy 7311-40-002 - Signing Authority - Financial Commitments	SHA Executive Director, Corporate Accounting and Financial Reporting, and Executive Director, Contracting, Procurement and Supply Management Director, Financial Reporting and Operations
	7311-40-003 7311-40-003A	Investment Policy Investment Policy- Addendum	Vice President, Finance and Administration Director, Financial Reporting and Operations
	7311-40-004 7311-40-004A	Purchasing Cards Appendix A – Purchasing Card User Guide	Director, Financial Reporting and Operations
50	Legal		
	7311-50-002	Consent / Informed Consent	Director, Practitioner Staff Affairs and SHR Legal Counsel
	7311-50-003	Suspension of Privileges - Incomplete	Medical Advisory Committee



Administration Policy and Procedure Manual Table of Contents

		Health Records	
	7311-50-004	Informed Consent for Blood Components and/or Plasma Protein Products, Including Tissue Graft Transplantation Blood Transfusion Information for Patients Handbook	Chair, SHR Transfusion Committee
	7311-50-005	Copyright	Materials Management
	SHA-02-002	SHA Policy Directive: Safety Reporting/Stop the Line Former SHR Procedure 7311-50-006 - Safety Reporting	SHA TBD Director, Safety and Wellness
	7311-50-007	Suspected Child Abuse	Director, Interprofessional Practice, Education and Research
	SHA-02-003	SHA Policy Directive: Critical Incident Reporting Former SHR Procedure 7311-50-008 - Critical Incident Reporting	SHA TBD Director, Safety and Wellness
	SHA-02-004	SHA Policy Directive: Disclosure of Patient Safety Incidents Former SHR Procedure 7311-50-009 - Disclosure of Patient Safety Incidents	SHA TBD Director, Safety and Wellness
	7311-50-010	Intellectual Property	Vice President, Research and Innovation
60	Client Care		
	SHA-08-001 SHA-08-001P	Hemodialysis Water and Dialysis Fluids Policy Hemodialysis Water and Dialysis Fluids Procedure	VP, Provincial Programs and Physician Executive
	7311-60-002	Most Responsible Physician	Director, Practitioner Staff Affairs
	7311-60-003	Delegation of a Medical Activity to a Registered Nurse	Director, Practitioner Staff Affairs
	7311-60-004	Ordering of Medications	Vice President, Quality and Interprofessional Practice
	7311-60-005	Advance Care Directives	Administration
	7311-60-006	Patient/Client Road Transportation Guidelines	Patient/Client Road Transportation Committee
	7311-60-008	Infant/Newborn Overnight When Mother/Primary Caregiver Admitted to Hospital	Director, Maternal Services
	7311-60-009	Ethics Consultation Services	Chair(s), SHR/SCA Joint Ethics Committee
	7311-60-010	Laser Safety	Surgical Operations Committee
	7311-60-011	Transferring, Lifting, Repositioning	Occupational Health & Safety
	7311-60-012	Least Restraint: Physical Restraint Only	Nursing Affairs
	7311-60-014	Re-Use of Single Use Medical Devices	Materials Management/SPD
	7311-60-016	Resuscitation Policy	Chair SHR/SCA Joint Ethics Committee, Physician Lead (Pediatrics Department), and Director(s), Senior's Health and Continuing Care
	7311-60-017	Verification of Identification	Director, Client Family Experience and Safety
	7311-60-018	Release and Indemnification Policy	Director, Surgery Services
	7311-60-020	High Alert Medications – Identification, Double Check and Labeling	Chair, Medication Use Quality Committee
	7311-60-021	Safe Labeling of Medications and Solutions on a Sterile Field	Pharmacy & Therapeutics Committee
	7311-60-022	Support for Breastfeeding	Director, Maternal Services
	7311-60-024	Non-Invasive Ventilation	Director, Acute Medicine & Complex Care
	7311-60-025	Responding to Unwell/Injured Individuals on Hospital Grounds	Director Acute Care, Emergency and Critical Care Services
	7311-60-026	Surgical Safety Checklist	Chair, Surgical Operations Committee
	7311-60-027	Medical Directives	Director, Inter-Professional Practice, Education & Research
	7311-60-028	Viewing and Release of Bodies	Director for Registration Services
	7311-60-029	Allergy / Intolerance Documentation Policy	Chair(s), Interprofessional Practice Advisory Council
	7311-60-030	Venous Thromboprophylaxis	Chair(s) Interprofessional Practice Advisory Council
	7311-60-031	Organ and Tissue Donation	Director for Saskatchewan Transplant Program



Administration Policy and Procedure Manual Table of Contents

	7311-60-032	Medical Marijuana	Director, Pharmacy and Director(s) Senior's Health and Continuing Care
	7311-60-033	Medical Assistance in Dying	Director, Practitioner Staff Affairs, SHR Legal Counsel and Ethics Services
65	Quality		
70	Education and Research		
75	Records and Reports		
	7311-75-001	Inter-facility Transfer of Records – Acute Care	Client & Patient Information Services
	7311-75-002	Access to Personal Health Information	Director, Enterprise Risk Management
	7311-75-003	Privacy and Confidentiality	Director, Enterprise Risk Management
	7311-75-004	Transfer of Information for Ongoing Care	SDH Clinical Records Committee
	SHA-07-004	SHA Corporate and Personal Health Information Governance	Executive Director, Governance and Policy and Executive Director Privacy and Health Information Management Services
		Former SHR Policy 7311-75-005 Retention of Personal Health Information	SDH Clinical Records Committee
	7311-75-006	Abbreviations	Chair(s), Interprofessional Practice Advisory Council
	7311-75-007	Documentation Standards - Health Records	Clinical Records Committee
	7311-75-008	Amendment to Personal Health Information	Privacy
	7311-75-009	Disclosure Of Personal Health Information To Police Services	Privacy Officer
	7311-75-010	Information Classification, Labeling and Handling	Director, Enterprise Risk Management
	7311-75-011	Facsimile FAX	Director, Enterprise Risk Management
80	Emergency Preparedness		
	7311-80-001	Business Continuity	Chair, Enterprise Risk Management/Business Continuity Executive Committee
90	Environmental Sciences		
95	Facilities Services		
	7311-95-001	Fire Drill Policy	Director, Enterprise Risk Management
	7311-95-002	Management of Surplus Assets	Director, Facilities and Engineering Services
	7311-95-003	Space Management Policy	Chair(s), Space Advisory Committee
	7311-95-004	SHR Parking Policy And Regulations	Director, Facilities Management
	7311-95-005	Medical Equipment-Management, Inspection, Maintenance and Repair	Director, Facilities Management
	7311-95-006	Confined Space Management	Director, Facilities Management
100	Research		
	7311-100-001	Research	Vice President, Research and Innovation
	7311-100-002	Responsible Conduct of Research	Vice President, Research and Innovation