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## 1. Overview and Purpose

TB Prevention and Control Saskatchewan ([TBPC SK](#)) policies and procedures are instruments that establish requirements for the administration, delivery and management of TB health services within the province. The policies and procedures provide a written basis of operations, direction and assistance for healthcare professionals and outline roles and responsibilities. They provide information regional health authorities and First Nations health services require for province-wide prevention, treatment and control of TB.

While standardization and integration of policies and procedures across regions and jurisdictions is the goal, it is not possible for all procedures to meet the needs of every region, jurisdiction or situation given service delivery occurs in a variety of settings. A collaborative approach between TB Prevention and Control Saskatchewan and partners is therefore essential to meet those needs and best serve individuals receiving, and delivering, TB health services.

The purpose of this framework is to outline and communicate the process for TB Prevention and Control Saskatchewan policy and procedure development, approval, release and distribution. The goal of each policy and procedure is to support consistency and continuity among programs and services in the province in addition to supporting ongoing efforts to provide evidence-based, patient-centred care that is accessible, safe, effective, efficient, and equitable. Delivery of quality service is contingent on TBPC SK and partners working together to implement the TB program elements. Alternate methods will be explored if a policy and/or procedure cannot be enforced.

Policies and procedures will be sufficiently researched, consulted upon and rooted in standards and principles upheld by TBPC SK; the [Canadian Tuberculosis Standards](#); [Guidance for Tuberculosis Prevention and Control Programs in Canada](#); [Health Canada's Strategy Against Tuberculosis for First Nations On-Reserve](#); and the [Saskatchewan Provincial Tuberculosis Strategy](#) and associated provincial committees and working groups. While every attempt will be made to align policies and procedures with the Canadian Tuberculosis Standards, adjustments will be made to meet local requirements. Regarding the Canadian Tuberculosis Standards:

*The document is intended to provide information to public health and clinical professionals and does not supersede any provincial/territorial legislative, regulatory, policy and practice requirements or professional guidelines that govern the practice of health professionals in their respective jurisdictions. The Standards does not replace consultations between clinical practitioners and public health authorities with respect to a particular patient or circumstance.*

*(Canadian Tuberculosis Standards, 7<sup>th</sup> edition, 2014, Preface p. 3)*

## 2. Definitions

**Partner means** stakeholder groups, individuals and/or agencies that collaborate with TB Prevention and Control Saskatchewan in the delivery of services and/or maintain an interest in the prevention, treatment and control of TB. Partners manage their own programs and directly employ their own staff. Examples include, but are not limited to, Regional and First Nations health authorities, and the First Nations and Inuit Health Branch.

**TB Partnership means** the organization of partners overseeing implementation of the Saskatchewan Provincial TB Strategy. The Partnership is responsible for endorsing standards, guidelines and policies related to TB programming for Saskatchewan's Regional Health Authorities (RHAs), First Nations Inuit Health Branch (FNIHB), Northern Inter-Tribal Health

Authority ([NITHA](#)) and TB Prevention and Control Saskatchewan as developed and approved by these Partners.

**TB Strategy Lead means** the individual(s) appointed by the Saskatchewan TB Partnership for each of the five action areas identified in the Saskatchewan Provincial TB Strategy.

**Policy lead means** the person responsible for policy development, communication, education, monitoring, audit, review and amendment. The source of a given policy identifies the title/position of the policy lead and indicates the specific position that owns and maintains responsibility for the policy and/or procedure.

**Scope means** the range, or extent of influence, a given policy and procedure has on health services or programs.

**TB Prevention and Control Saskatchewan Leadership means** the three individuals providing co-leadership for the TB Prevention and Control Saskatchewan program consisting of the manager, clinical lead and public health lead.

### 3. Policy

1. All policies and procedures will be developed, reviewed, and revised in conjunction with this framework and formatted using the TBPC SK policy and procedure template.
2. Unless otherwise indicated, policies and procedures apply to all TB programs and services within Saskatchewan.
3. Policies and procedures will be approved by the TBPC SK Leadership.
4. Policies and procedures shall be accessible on the TBPC SK web page located on the [Saskatoon Health Region](#) public website. The most current version of any document will be maintained electronically. Printed documents are only considered accurate up to the date of printing.
5. Outdated policies (revised or repealed), will be saved to an electronic file by TBPC SK and archived indefinitely.
6. New/revised policies and procedures and notification of deleted documents will be distributed to partners via email. A distribution list for each policy and procedure will be maintained by TBPC SK.
7. Policy and procedure maintenance including policy education, monitoring, audit, review, and amendment is the responsibility of the Manager, TB Prevention and Control Saskatchewan.

### 4. Roles and Responsibilities

**Policy Lead** (Manager, TB Prevention and Control SK)

1. Authorize policy and procedure development, revision, and/or review.
2. Develop policies and procedures. Monitor, audit, review and amend policies and/or procedures as required. Assign this work as required.
3. Present new policies and procedures to partners for endorsement.
4. Create communication and education plans to introduce new/revised policies and procedures which include the purpose, application and any actions required by partners. Assign this work as required.

5. Review events associated with policy and procedure non-compliance.

#### **TBPC SK Leadership**

1. Approve policies and procedures.
2. Recommend policies and procedures for development or revision.

#### **TBPC SK Staff and Physicians**

1. Recommend policies and procedures for development or revision.
2. Remain aware of and comply with policy and procedure.
3. Actively participate in policy and procedure development and revision by providing input and feedback.
4. Participate in the education of partners regarding new/revised policies and procedures as required.
5. Review events associated with policy and procedure non-compliance in collaboration with the TBPC SK Manager and partners as required.

#### **TB Partnership**

1. Endorse provincial standards, guidelines and policies related to TB programming for Saskatchewan RHAs, FNIHB, NITHA and TBPC SK.
2. Establish priorities for policy and procedure development or revision.

#### **TB Strategy Leads**

1. Recommend policies and procedures for development or revision.
2. Actively participate in policy and procedure development and revision by providing input and feedback.

#### **Partners**

1. Recommend policies and procedures for development or revision.
2. Actively participate in policy and procedure development and revision by providing input and feedback as applicable.
3. Endorse and facilitate the implementation of, and adherence to, applicable policies and procedures within their jurisdiction.
4. Review events associated with policy and procedure non-compliance in collaboration with TBPC SK as required.

### **5. Procedure for Policy and Procedure Development**

Refer to Work Standard 00-001-01 SW: Saskatchewan TB Policy and Procedure Development.

## References

Public Health Agency of Canada, Canadian Thoracic Society & Canadian Lung Association. (2014). Canadian Tuberculosis Standards, 7th edition.

<http://www.phac-aspc.gc.ca/tbpc-latb/pubs/tb-canada-7/index-eng.php>

Saskatoon Health Region Administration Policy and Procedure Manual. (2009). Policies and Procedures, 7311-00-001.

<https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-00-001.pdf>

Saskatoon Health Region Administration Policy and Procedure Manual. (2009). Policy and Procedure Development Handbook.

<https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-00-001-Handbook.pdf>