

BUSINESS RULE COVER SHEET

ADD NS Icon



Health
South Eastern Sydney
Local Health District

Prince of Wales/Sydney-Sydney Eye Hospitals and Health Services Business Rule Title POWH/SSEH CLIN/CORP XXX

Target Audience:

- *Registered Nurses (Add/delete as required)*
- *Medical Officers*
-

Purpose Statement

Add a short purpose statement

- *List the overarching document for this Business Rule here and [hyperlink](#) to the source document*

Contact numbers:

(Delete box if not applicable) Examples below:

PACE – Extension 2XXXX
CODE BLUE – Phone 2XXXX
CNC – Pager #XXXX

Change Summary

Month & Year: TBA

Review type:

Add if a Minor or Major review or a Update (if just one or a few sections updated without a full review)

Add succinct version what was changed during the last Review or Update here

(Double click to check box below)

- Evidence/Procedural change
- Identified risk (RCA, Critical Incident, Safety Alert, Complaint, Audit data, Performance data)
- New/Updated MoH or SESLHD overarching document
- Scheduled Review according to Risk Rating
- Required as National Standards
- N/A new document

THIS DOCUMENT IS A GUIDE FOR BEST PRACTICE

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Feedback about this document can be sent to SESLHD-POWHPolicy@health.nsw.gov.au



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TYPE OF BUSINESS RULE	Clinical or Corporate Business Rule
DATE OF RATIFICATION	
REVIEW DATE	
RISK RATING	<i>Use section 7 Development "Risk Ratings" SESLHD HB-019 2016 to guide you</i>
NATIONAL STANDARD ALIGNMENT <i>Clinical policies to align with one or more of the National Standards 1-9 (Version 2)</i>	
FUNCTIONAL GROUP/SUBGROUP	<i>(e.g. Clinical Patient Services/ Admission and Discharge)</i>
FORMER REFERENCE(S)	
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	
AUTHOR/CUSTODIAN	
KEY TERMS	



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1. PURPOSE & SCOPE

Why is this BR necessary? Who will use it and why?

Aboriginal Health Impact Statement (AHIS)

2. KEY SAFETY POINTS

What are the key safety messages for the reader to learn about this Process / Procedure?

3. ROLES AND RESPONSIBILITIES

Define which roles are involved in this BR and what their responsibilities are relating to it.

Role	Responsibilities
	<i>Clear definition of that persons responsibilities not just care for patient and follow Business Rule</i>

Training Requirements

List what training is required, how it is accessed and how often it is required. Add any competencies as an Appendix.

4. PROCESS / PROCEDURE

4.1 Procedure / Process title

(If including Equipment lists & procedures use a step by step guide/actions flow chart)



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Equipment *(Indent sub sections)*

Type	Quantity required

Method

5. DEFINITIONS

Define any terms used in the document that would not be familiar to any healthcare worker

Term	Definition

6. DOCUMENTATION

(List any relevant forms, systems (ie eMR, eRIC) that are used as part of this Business Rule)

7. COMPLIANCE

7.1 Knowledge Monitoring Questions

- Add 3-6 questions and answers in the table below that will allow for auditing of staff knowledge and practice regarding this Business Rule.*
- Be specific so practice / use can be monitored*
- Link to incidents or know issues*

Question 1	
Answer	
Learning Statement	
Question 2	
Answer	
Learning Statement	
Question 3	
Answer	
Learning Statement	



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Question 4	
Answer	
Learning Statement	

7.2 Compliance Evaluation

In order to demonstrate staff compliance with the safety and quality elements of this BR it is important to identify how this will be monitored and evaluated.

Using the 3-6 questions in 7.1 and the Key Safety Points consider using the following methods to achieve this:

- *Clinical Audit – Observation and documentation of clinical practice (QARS)*
- *KPI reporting / Registry / Service Report*
- *Incident Management trends*

Things to consider: Who is capturing the compliance data, how often is the data being collected, where will the data be reported to, how often and in what form? Utilise existing data collection that relates to the business rule

8. RELATED POLICIES/PROCEDURES/GUIDELINES/BUSINESS RULES

(List any in-text listed NSW Ministry of Health / SESLHD Policies, Procedures or Guidelines OR POW Business Rules, including weblinks / hyperlinks for ease of access)

Number	Policy/Procedure/Guideline/Business Rule
<i>e.g. 4.</i>	<i>NSW Ministry of Health. 2007. Medication Handling in Public Hospitals (PD2007_077).</i>

9. EXTERNAL REFERENCES

Use numbered list format, to correspond with numbers in text

Number	Reference <i>(Author(s)/ Source; year published; publication title; journal title, edition, pages OR report publishers, publisher location). Add hyperlinks to document where possible)</i>
<i>e.g. 1.</i>	<i>National Stroke Foundation.2010. Clinical Guidelines for Stroke Management. Melbourne. Australia</i>

10. REVISION & APPROVAL HISTORY

Date	Revision No.	Summary of changes, Author and Approval
Month/Year	0	<i>Use terms Major review and Minor review for a Full review and Update if adding to a section or sections without a full review. Define why the document has been updated (see</i>



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		<p><i>front sheet for options), who has performed the update, any approving committees/working groups, which sections have been updated and why?</i></p> <p><i>E.g. Major review due to risk rating schedule:</i></p> <ul style="list-style-type: none"><i>• Terminology and references updated.</i><i>• Practice change in section 2.3 to include requirement of aseptic technique for dressing application</i><i>• Added eMR documentation requirements thought the document</i><i>• Changes approved by the Research and Education council</i> <p><i>N Murphy NM Policy Procedure and Practice</i></p>
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Appendix 1: POWH/SSEH Business Rule Template

Add Appendices (if applicable) if needing to reorientate the page to Landscape Header and footer must remain in place.