

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	<b>1.2.03</b>
Section:	Governance Administration	Issued:	December 6, 2013
Subject:	<b>Document Review Cycle</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated:	February 25, 2015

## 1. POLICY

- 1.1 Subsection 7(1) of *The Licensed Practical Nurses Act, 2000* provides that the Council “shall manage and regulate the affairs and business of the association”.
- 1.2 The Council is thus charged with the responsibility of ensuring that the Association fulfils and implements its duties and responsibilities as set out in the *Act and the Regulatory and Administrative Bylaws*. In order to fulfil these duties, the SALPN Council/Staff develop policies to further interpret the *Act and the Regulatory and Administrative Bylaws*. These documents support the daily activities of the association.

## 2. PROCEDURE

- 2.1 *Legislative documents, Governance Policies, Regulatory Practice policies and documents, Nursing Practice documents and Supportive documents* are reviewed annually. If a policy issue arises that is time sensitive, it may be reviewed at a time that is outside of the schedule.
- 2.2 The document review cycle is:

Council Meeting	Documents for Review
March	Governance 1.1 – 1.7
May	Regulatory Practice Policies 1.1 – 1.4
September	Regulatory & Administrative Bylaws
December	Legislative Interpretations, Information Documents and Guidelines

- 2.3 During Council’s document review, one of the following may be decided:
- Extend the document for a further one or two year period
  - Amend and extend the document for a further one or two year period
  - Rescind the document
  - Refer the document to a SALPN committee or staff for review and recommendations