



Dissemination of Information Procedure

1. GUIDING PRINCIPLES

WA Health uses Operational Directives and Information Circulars to inform staff and others of state wide policies, legislative updates, guidelines and frameworks that are applicable within the public health system.

Operational Directives and Information Circulars clearly set out for staff the appropriate action to take or procedure to follow for a specified issue. Any documents that contain material which is expected to be understood and complied with by relevant staff are issued as Operational Directives and Information Circulars.

Operational Directives require the approval of, and are issued under the signature of the Director General, exercising authority over the Department of Health and authority delegated by the Minister for Health over the Metropolitan Health Services, WA Country Health Service and the Alcohol and Drug Authority.

Examples of matters that are advised by Operational Directive are:

- application of industrial agreements and awards
- Government policy directions
- clinical protocols
- incident reporting.

Information Circulars require the approval of Executive Directors or Directors when issued out of the Department and Chief Executives when issued out of an Area Health Service.

Examples of matters that are advised by Information Circular are:

- industrial award variations
- fee increases (gazetted under legislation)
- advice regarding introduction of new legislation
- training courses
- public holidays.

All areas within the public health system are expected to implement relevant Operational Directives, Information Circulars and follow policy.

2. PROCEDURE

Operational Directives and Information Circulars can be located through the [HealthPoint Policies](#) intranet page.

The Directives and Information Circulars index page offers a search function for either Operational Directives or Information Circulars. Former Operational Instructions can also be searched from this site. Operational Directives and Information Circulars can be browsed by:

- functional group
- A-Z
- by date
- key word.

A search function is also provided to enable only current or both current and superseded documents to be retrieved. Superseded documents are shown by *no longer applicable*.

Government Health System Officers wishing to subscribe or unsubscribe to this service can do so by completing the appropriate on-line form on [Holi](#)

Distribution and Dissemination Process

The WA Country Health Service (WACHS) Kimberley must have mechanisms in place to notify or distribute policy directives, guidelines, information bulletins and legislation updates to policy and procedure manuals to relevant facilities, managers and staff within the agency, and to any person or provider that must comply with them as a condition of an agreement or contract.

- The Operational Directives, Information Circulars and Policies are reviewed and discussed at the Regional Executive Meetings.
- A process is to be put into place by the Regional Executive for each site to make the information available to staff, taking into consideration staff without email or intranet access. Casual / locum staff are also to be considered.
- Staff are to be encouraged to access policies via the Intranet, whenever possible as the printed version cannot be guaranteed as the most current.
- Staff can access their site's policy documents via the [HealthPoint Sites/Services' Policy Documents](#) page.
- Systems are to be in place to ensure that any individuals or organisations that must observe directions and requirements of the Department as a result of a contract or other agreement with the agency are advised of those requirements.
- Systems are to be in place to monitor the implementation of policy requirements identified in policy directives and policy and procedure manuals.

Other methods of communication

If approved by the Regional Director, policy updates and other important information may be disseminated by way of memos from the Regional Director circulated through HCN via WACHS Kimberley payroll.

3. DEFINITIONS

Information Circular	Information Circulars are documents that provide advice or guidance within WA's public health system. Information Circulars are not policy statements, although they may be used to advise the existence or change in status of a policy statement.
Operational Directive	Operational Directives are policy statements that are approved by the Director General of Health and are mandatory for all WA Health staff to comply with.
Policy	A document that describes the organisation's purpose or standard for a given customer process or issue, the expected outcome, guiding principles, roles and responsibilities, definitions of terms within the document and references. Compliance with policies is mandatory.
Procedure	A document that generally supports a policy by describing an instruction that clearly prescribes the actions of each step of a process to be taken and by whom. The process is described from the perspective of the person who is to undertake the procedure.
Legislation	The process of making laws which includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts and amendments to each.

4. ROLES AND RESPONSIBILITIES

The **Regional Director** is responsible for promoting the development, implementation, maintenance and evaluation of Operational Directives, Information Circulars and legislation through the WACHS Kimberley Regional Executive Meetings.

Kimberley Executive Members, Directors, Heads of Department and Managers are responsible for the day to day management of Operational Directives, Information Circulars and legislation compliance across their respective department including:

- taking effective action to ensure that staff are informed of legislation compliance matters
- commitment and contribution to the implementation and ongoing development of Operations Directives, policy and guidelines following WACHS' lead
- identifying and supporting staff in managing relevant compliance obligations
- ensuring that resources are allocated so as that compliance activity can be undertaken effectively
- supporting and facilitating a compliance culture as an essential and integral component
- implementing audit processes to capture compliance
- reporting instances of non-compliance through the appropriate channels.

All Staff are personally responsible for being up-to-date on Operational Directives, Information Circulars and legislation and are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be. WACHS Kimberley staff must:

- possess a good understanding of obligations and compliance requirements which relate to their position
- observe and comply with instructions and procedures issued for achievement of compliance
- report to their immediate line manager, any situation or problem which may result in a non-compliance with Operational Directives, Information Circulars or legislation.

5. COMPLIANCE

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

6. EVALUATION

Monitoring of compliance with this document is to be carried out by the Executive Services Coordinator, every 12 months with the use of reports from the Regional Executive Meetings.

7. REFERENCES

[HealthPoint Intranet](#)

Department of Health [WA Health System Wide Policy Documents \(Operational Directives and Information Circulars\) Policy](#)

8. APPENDIX

[Distribution and Dissemination Process Flow Chart](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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Distribution and Dissemination Process Flow Chart

