

POLICY IMPLEMENTATION CHECKLIST

1. Prepare the Policy

Before introducing a policy, check that it is clear and relevant.

- Policy is written in plain language
- Policy reflects current laws and regulations
- Policy aligns with the Fair Work Act 2009 and the Health Professionals and Support Services Award 2020 where relevant
- Policy clearly outlines expectations and consequences
- Policy includes a version number and review date

2. Introduce the Policy Properly

Policies should be explained, not just distributed.

- Policy shared with staff before implementation
- Policy explained at a staff meeting or training session
- Manager highlights key expectations and examples
- Staff given opportunity to ask questions
- New policies introduced during staff induction

3. Provide Supporting Training (if needed)

Some policies require practical explanation.

- Staff trained on procedures related to the policy
- Examples given of correct and incorrect behaviour
- Clinical or compliance policies demonstrated where appropriate
- Staff understand how the policy applies to their daily work

4. Record the Communication

Documentation is essential if policies are later relied upon.

- Staff sign acknowledgement that the policy was received
- Staff meeting notes recorded
- Training attendance recorded
- Policy distribution date documented
- Updated policies reissued and acknowledged

Keep a Policy Register showing:

- Policy name
- Issue date
- Version number
- Staff acknowledgement dates

5. Reinforce the Policy

Policies must be embedded in daily practice.

- Managers refer to policies when guiding staff
- Policies reviewed periodically with the team
- Updates communicated promptly
- Policies applied consistently to all staff

6. Review and Update

Policies should evolve as regulations and practice operations change.

- Policies reviewed annually
- Updates communicated to staff
- Staff acknowledgement collected again for major updates
- Outdated policies removed from circulation