DOCUMENT DEVELOPMENT PROCESS FOR NZNO 2015

Introduction

The Process for Document Development has been developed in partnership with Te Runanga o Aotearoa (Te Runanga). It is NZNO’s intent that all our policy and position documentation reflect our commitment to our bicultural partnership, which is based on the articles of Te Tiriti o Waitangi.

As a result of this partnership, Te Runanga, with wide NZNO membership consultation, has developed this process to be used as a tool to assist any NZNO member, group and staff in the review of existing documents and the development of new ones.

“Documentation” incorporates anything that carries the NZNO/Te Runanga branding/copyright, including examples listed in this document. The process of producing a good quality, evidenced-based document requires robust research and can potentially take a significant period of time to achieve, ie up to 12 months.

Presently, there are systems in place for the review of all documentation, ie a five-yearly review cycle. Subsequently, older documents will undergo this process.

Currently any policy and position documents pertaining to the professional arm of NZNO are delegated to project leaders or staff by the professional services manager (PSM).

Historically, the document development process was originally approved for use by NZNO’s board of directors (BOD) in December 2002, with reviews in September 2008 and May 2012. The 2015 review incorporates the Board’s 2014 delegations to the chief executive policy.
**PURPOSE STATEMENT:** This guideline outlines to NZNO members, groups and staff, the process required. All policy and position documents produced by NZNO (professional and industrial) or under the seal of NZNO must be consistent with the process for consultation as outlined in this document. A genuine and formal commitment from both parties to work together is required.

1. **NZNO members, groups and staff**
   - NZNO members, groups and staff (hereafter known as the group) who share a common interest, who have identified a goal and wish to proceed through the process to produce a document consistent with NZNO and Te Runanga policy/philosophy.

2. **Partnership**
   - Te Runanga is advised of the development of the document and any resources required. Te Runanga will respond within four weeks.

3. **Staff contact & Te Runanga**
   - Give appropriate advice
   - Framework/Format
   - **Project lead or staff member**
     3.1 Identifies group objectives
     3.2 Discusses expectations
     3.3 Clarifies process
     3.4 Notifies Te Runanga.
     3.5 Outlines funding expectations. Groups must recognise and properly plan their budget to produce a quality product. A budget plan should be developed in consultation with appropriate staff before beginning. This gives the group a clear understanding that it will be able to meet its goals/expectations within available resources. NZNO may have seeding money to assist the group.
     3.6 Produces a timeline for production of document.

**Funding Considerations**

- Publishing/printing
- Consultation
- Photocopying/printing
- Postage
- Word processing / technical support
- Travel
- Consumer items
  - Accommodation
  - Travel
  - Meals
- Other
4 **Documentation Process**

- Consultation NZNO – Te Runanga staff and others

5 **Consultation NZNO – Te Runanga**

- Members’ Group / professional nursing adviser (PNA) and Te Runanga

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**Document includes:**

- Evidence of Te Tiriti o Waitangi responsibilities of group
- Identified outcomes
- Funding/resourcing
- Consideration of NZNO policy regarding sponsorship, advertising and copyright
- Date and group of origin
- Clear statement of purpose and aims which align with NZNO’s strategic plan

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Draft one of publication is developed. The NZNO style guide is adhered to. Consultation is undertaken to ensure the document is widely read, discussed and critiqued, with comment considered before draft two is developed. The extent of consultation is determined by the nature of the document.

The consultation process is guided by questions tailored to the document’s purpose, with place for comment within a mutually agreed timeframe. All correspondence to TR is to be addressed to tomairangim@nzno.org.nz administrator, and copied to the policy analyst Māori leannem@nzno.org.nz

If a second draft is required, it should be produced based on the critical analysis of the feedback. This process continues until consensus is achieved. Document endorsed by Te Runanga.

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* Exception to this process is legal, employment and professional advice for NZNO members provided by NZNO.
NZNO Policy, Regulation & Legal
Document Process for NZNO
New Zealand Nurses Organisation PO Box 2128, Wellington 6140, www.nzno.org.nz
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7 NZNO Editing Process

NZNO editing process to be followed. Refer to appendix A.

8 Group endorsement if a colleges/section document

Final document presented for endorsement by the Committee of a College or Section.

9 Board of Directors' endorsement

Final document for the NZNO BOD to endorse that the correct process and consultation has been followed. BOD consent agenda form is completed. The chief executive approves the document under delegated authority and notifies the board at its next meeting.

10 Publication

Any document produced by a NZNO group or groups belongs to NZNO. The publications administrator will assist with formatting for publication.

Copyright and ISBN - NZNO Librarian to be consulted on this. The NZNO library team will determine how many of the publications need to be lodged in the library collection and/or records.

Intellectual Property: Any group who is concerned about intellectual property needs to work through its PNA and NZNO lawyers.
If all parties agree to vary the process, this should be accepted by the BOD. If there is
disagreement among the parties, this should be resolved before the document is
submitted to the BOD.

All NZNO groups should adhere to this documentation process.

**Document Review:** Any document produced must be reviewed within five years.

**NB:** A standard pricing schedule is set for NZNO documents. NZNO college, section or
other membership group specific documents may have a cost charged by the particular
group that developed and published the document.

**Related policies:**

NZNO publications pricing schedule (reviewed biennially)

Expedited document development process for legal, professional and
employment advisories (2013)
APPENDIX A:

Addendum to Document Development Process

Guideline on NZNO editing processes 2014

1. The primary writer of any document is to ensure that the draft meets the NZNO style guide prior to submitting it for editing.

2. All documents prepared by any member, group or staff member and ready for final approval processes by NZNO should be submitted to the NZNO publications administrator (Trish Haswell) along with a cover paper providing verification that the document development process has been met.

3. The publications administrator makes a note of the name of the document and the date it has been received, and;

4. reviews the layout and format of the document to ensure it meets the NZNO brand book guidelines.

5. Once the document has been formatted as much as possible, it is forwarded to the editing team (Teresa O'Connor and Leanne Manson) who edit it for spelling, clarity, style, grammar, comprehension and cultural correctness (recommended 3 week turn around and early notification of any pending documents).

6. The editing team then return the document to the publications administrator who notes the date it has been edited.

7. The publications administrator then forwards the document to the author to review the editing and confirm the final document.

8. The author returns it to the publications administrator who then makes a note of the date and submits it to the chief executive officer for authorisation.

9. The chief executive officer notifies the next Board meeting of the authorisation under the delegations policy and provides a copy of the document.

10. If substantive changes are required following step 7, then the document will need to go back through the process listed here from step 1 again.