

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.

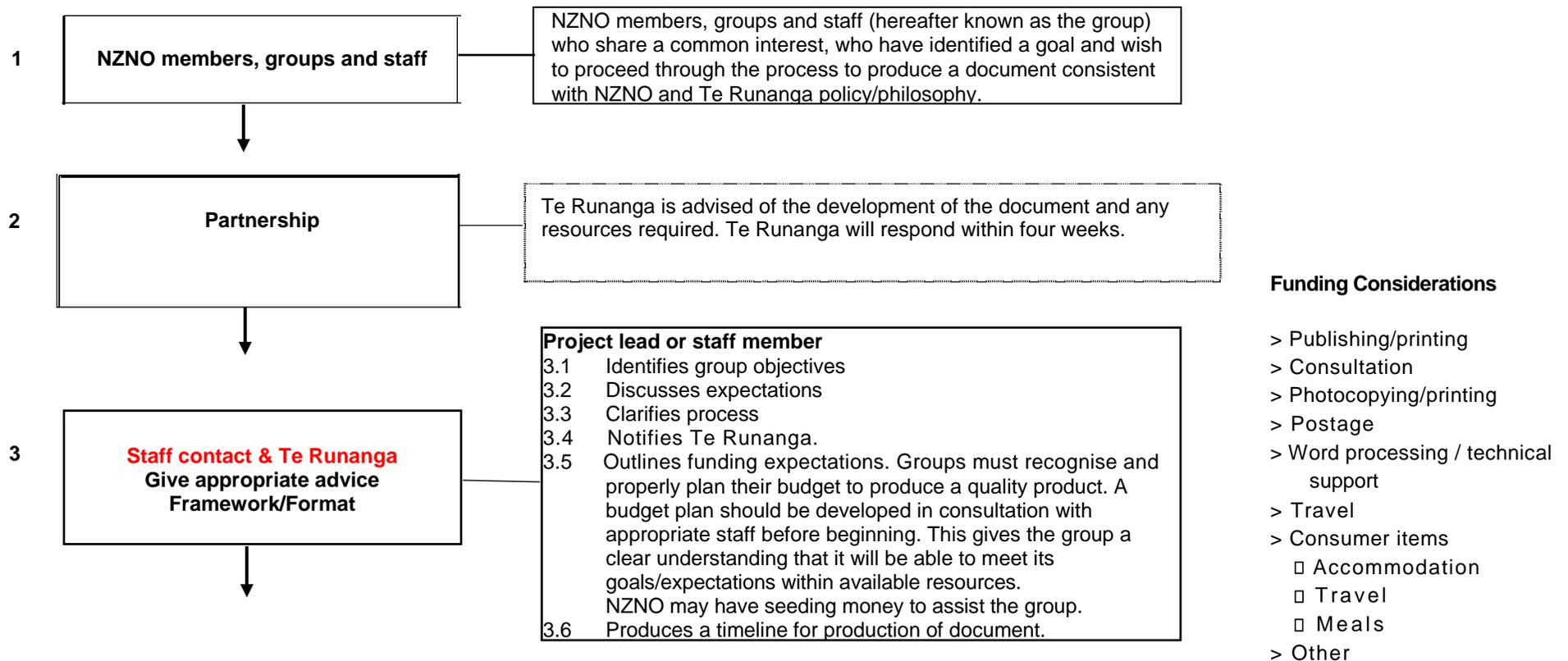
Presently, there are systems in place for the review of all documentation, ie a five-yearly review cycle. Subsequently, older documents will undergo this process.

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).

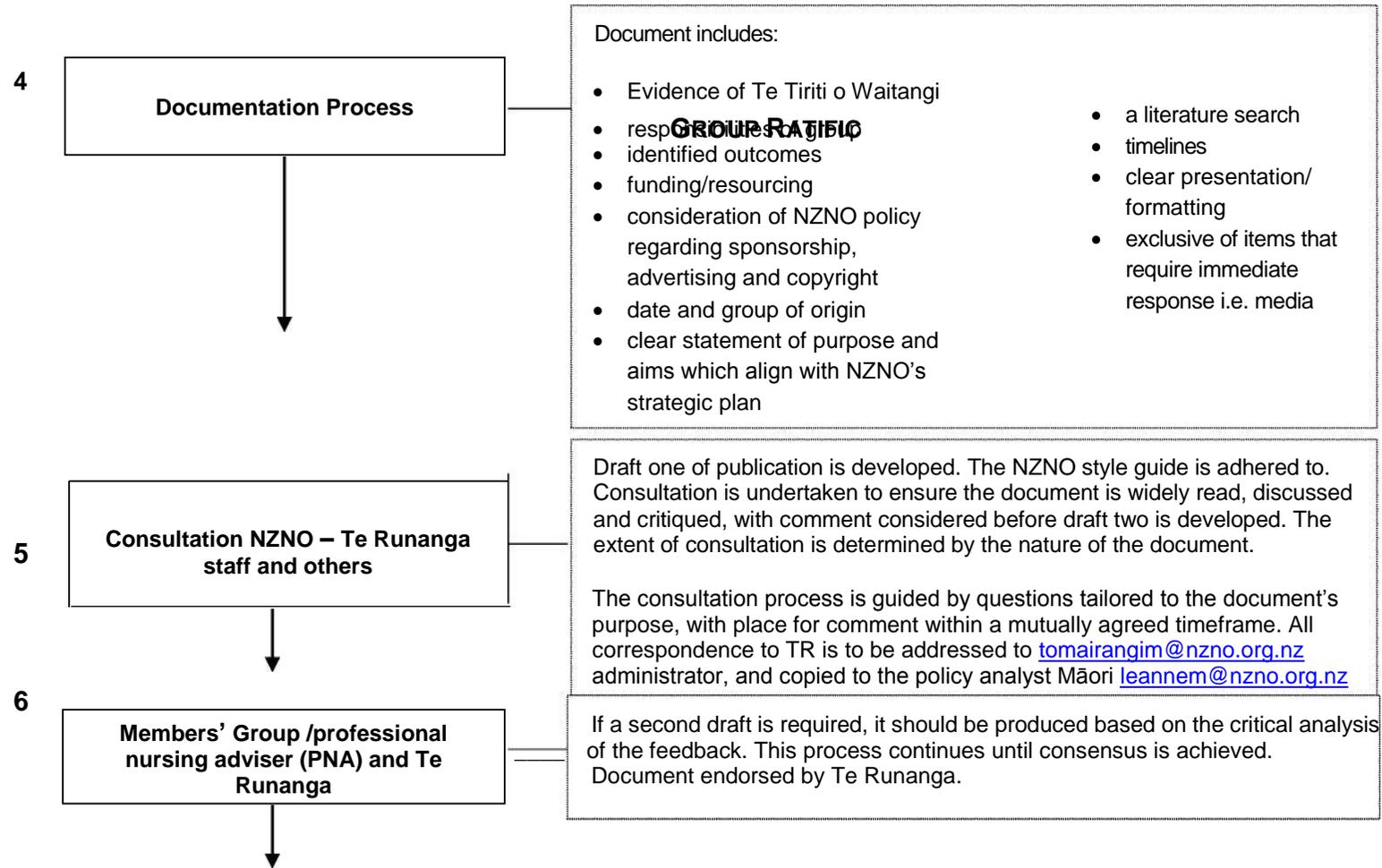
Historically, the document development process was originally approved for use by NZNO's board of directors (BOD) in December 2002, with reviews in September 2008 and May 2012. The 2015 review incorporates the Board's 2014 delegations to the chief executive policy.

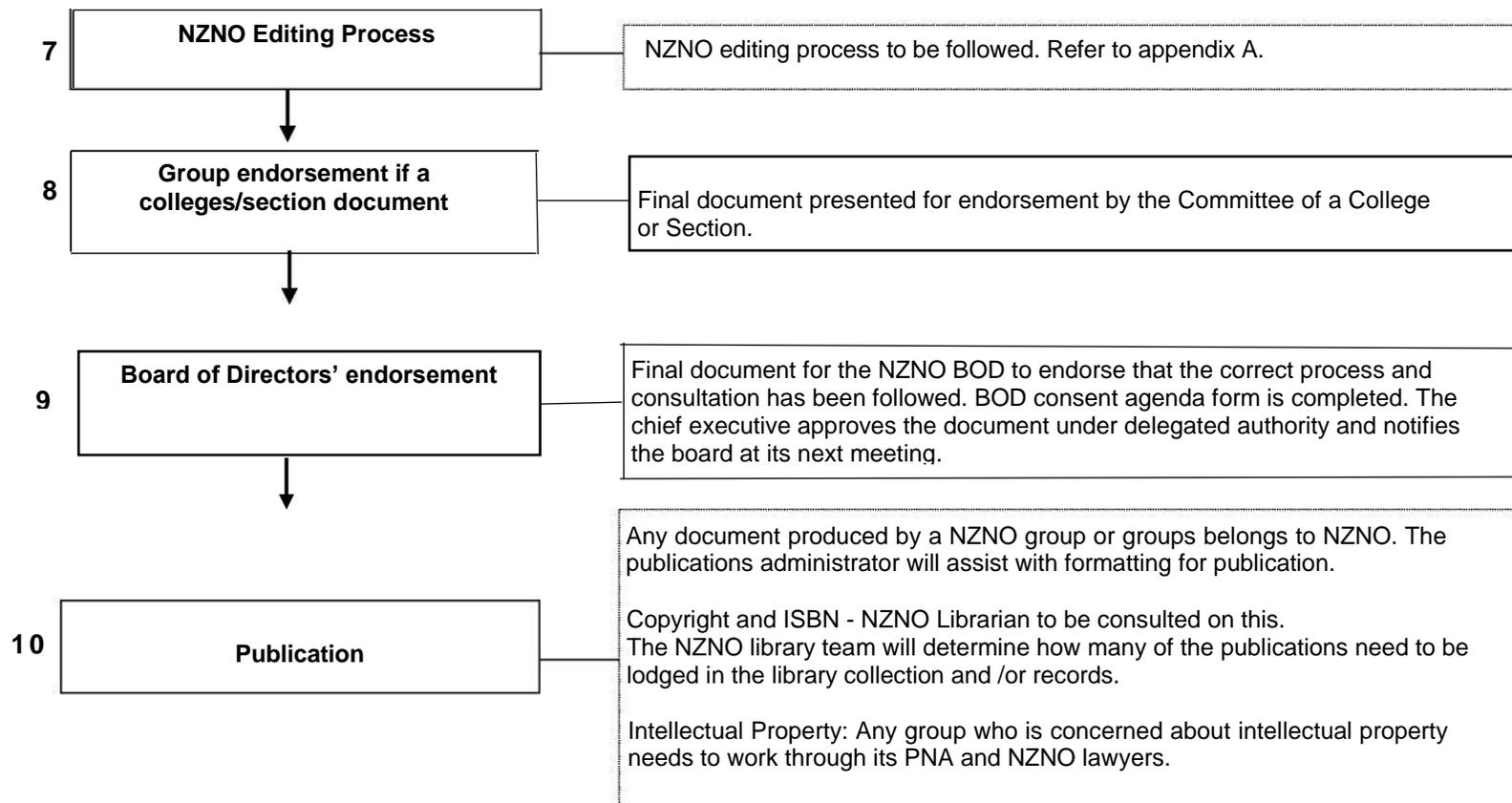
DOCUMENT DEVELOPMENT PROCESS FOR NZNO

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.



* Exception to this process is legal, employment and professional advice for NZNO members provided by NZNO.





**NZNO Policy, Regulation & Legal
 Document Process for NZNO**

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)

Date adopted: October 2012

Reviewed: July 2015

Review date: 2020

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Mission statement

NZNO is committed to the representation of members and the promotion of nursing and midwifery. NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/ New Zealand through participation in health and social policy development.

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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.