



## WADEM Policy Statement

### **WADEM Board of Directors Guiding Summary**

These guidelines provide an introduction to the development of Policy Statements to be published by the World Association for Disaster and Emergency Medicine (WADEM).

These guidelines aim to guide the:

- Development of all new Policy Statements; and
- Revision of approved/existing Policy Statements.

These guidelines will support the development of a coherent suite of WADEM Policy Statements relevant to WADEM strategic directions, plans and operations.

### **Policy Statements**

A policy statement is an organization-level document that prescribes operations, methods and behaviors.

### **Policy Statement Development Cycle**

The Policy Statement Cycle generally incorporates a number of discrete stages which may not necessarily be sequential, but iterative depending on the particular policy development and review context.

The cycle includes the following stages:

#### 1. Identification of Policy Requirements

- Identification of relevant current and superseded policy which may need to be reviewed or updated;
- Identification of policy 'gaps', where no current (and/or superseded), or approved policy exist where new Policy Statements are required.

2. WADEM Board of Director Chair will accept the nomination of a Responsible WADEM Policy Author, as the point of contact for the Policy Statement development and adoption process, which may be a WADEM:

- Board of Director
- Executive
- SIG representative
- Chapter representative
- Individual WADEM member

### **3. Drafting of Policy Statement**

- This may include:
  - Developing current and/or superseded Policy Statements by transferring content to the new format (see below) then reconsidering and updating content;
  - Reviewing approved/existing Policy Statements scheduled for review;
  - Developing new Policy Statements to address identified policy 'gaps'.
- The Policy Statement Format provides a basis for drafting a new Policy Statement or updating an existing one.

### **4. Benchmarking**

- Benchmarking can be defined as an objective, ongoing search for best practices and processes for organisations committed to achieving evidence-based standards of performance. Benchmarking provides an opportunity to examine a range of policy alternatives and draws on lessons learned by other similar research institutions, professional associations, non-government and government bodies.
- Policy Statement authors are required to undertake benchmarking (or access benchmarking reports) to consider other relevant international organisation's policies and strategic approaches.

### **5. Consultation**

- Genuine and comprehensive consultation with relevant Policy Stakeholders is fundamental to the WADEM Policy Development Cycle, and underpins successful policy implementation.
- The Policy Statement authors are responsible for identifying relevant Policy Stakeholders and coordinating consultation processes to provide opportunities for

Policy Stakeholders to participate in the Policy Statement development and review process.

## **6. Revision**

- Following stakeholder consultation authors should consider revising the draft Policy Statement documents to reflect the outcomes from the consultation process.
- Contributions from Policy Stakeholders and others may or may not be incorporated into the revised documents, as appropriate.

## **7. Approval**

- Completed draft documents will be submitted to the WADEM Board of Directors who will review the proposed/updated Policy Statement and either approve or reject the Statement according to a timeline established by the WADEM Board Chair at the time of the commencement of the Policy Statement process since some policies may require a more urgent creation and adoption.

## **8. Implementation**

- Approved Policy Statements will be published on the WADEM website and where appropriate, in *Prehospital and Disaster Medicine*.

## **9. Compliance monitoring**

- The content of the Policy Statement must be reviewed ANNUALLY by a BoD member assigned by the BoD Chair or the appropriate WADEM Committee to ensure any emerging evidence relevant to the Statement is incorporated to reflect the most current evidence-base for the topic.

## **Format of Policy Statements**

### *Section 1: Title and Author details*

This section outlines the title of the Policy Statement and provides a brief (100 word) description of the policy statement. Author details and appropriate dates are recorded.

### *Section 2: Purpose and Context*

This section is used to provide an introduction and background information as to why there is a need for the Policy Statement. This is important as it allows the reader to see the Policy Statement in a wider context and understand the rationale behind it.

### *Section 3: Definitions*

This section is aimed at providing definition for terms that have particular meaning or have a need for some interpretation related to the particular policy.

#### *Section 4: Policy Statement*

This is the key statement of the WADEM position. Policy statements should aim to be reasonably brief and they should have longevity where possible. Policy statements generally state what the WADEM requires or adheres to, what its objectives are, or what the standards or values are.

#### *Section 5: Procedures*

This is the detailed statement about how to give effect to the Policy Statement. It is the 'how to' section that provides the standard way a matter must be handled. Procedures should be written by and large as mandatory requirements.

#### *Section 6: Guidelines*

This section can be flexible in terms of providing a range of advice and guidance on what would be best practice. Guidelines are not mandatory and may contain examples, checklists, further clarifications or extrapolations etc.

WADEM Policy Statement

Section 1:

**Policy Title:**

**Author(s):**

**Contact Details (for lead author):**

**Brief Description (insert brief description of the Policy Statement – maximum 100 words):**

**Effective: Insert date that the Policy Statement or revision will take effect.**

**Last Reviewed/Updated: Insert date that the Policy Statement was last reviewed or last updated.**

Section 2: Purpose and Context

Section 3: Definitions

[Empty rectangular box]

Section 4: Policy Statement

[Empty rectangular box]

Section 5: Procedures

[Empty rectangular box]

Section 6: Guidelines

[Empty rectangular box]