Saint John of God Kerry Services

Hospitality - Respect– Compassion

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SaintJohnofGodKerryServices

Policies, Procedures & Protocols (PPP) Group Procedure

Title:	Policies, Procedures & Protocols (PPP) Group
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Approved By:	PPP Group

Policy and Procedure

It is the policy of Saint John of God Kerry Services to ensure that all aspects of work of staff, students and volunteers operate within the scope of the Order's policies. The Service recognises that there will be circumstances whereby additions are required and where this is the case a Procedure/Protocol will govern such instances.

1.   A group to oversee the drafting, approval and issuing of Policies and Procedures for Kerry Services is convened by the General Manager who will appoint a person who will Chair the Group.

2.   The convened Group will be known as the Policies, Procedure and Protocols (PPP) Group.

3.   Any change in membership of the Group will be determined and approved by the General Manager of the Service.

4.   The Group will comprise a cross section of disciplines and will have the scope to extend their consultation given the Policy and Procedure being drafted.

5.   The General Manager will appoint administrative support who will assume responsibly for formatting and supporting the Committee.

6.   Committee members will take responsibility for distributing Policies issued by the Order and maintaining records of same.

7.   A complete set of Policies and Procedures will be issued to each location within the Service and will bear the format approved by the PPP Group. While each policy and procedure will not necessarily be applicable in each and every location/department of the Service the Service's Procedures Folder (Yellow Folder) will contain a full suite of Policies and Procedures for the Service.

8.   Each Policy and Procedure for the Service will be approved by the PPP Group and reviewed within timeframe.

9. The PPP Group will meet every Quarter to consider new Policies and Procedures and, where applicable, to review existing Policies and Procedures.

10. A log of all Policies and Procedures written and used within the Service will be maintained by the I.T. support person noting the Policy/Procedure Name, Reference, Approval Date, Review Date and number of pages.

11. A log of all Policies and Procedures and Protocols will also be maintained by the Chair of the Group with I.T. support.

12. Where a staff member sees a need for a new Policy / Procedure / Protocol they will raise the need with their Supervisor who will forward notification of same to the Group's Chair outlining the need and details of the process for same. All such details will be brought to the next meeting of the PPP Group.

Policies, Procedures and Protocols (PPPG) Group Procedure Flowchart

Where a staff member sees a need for a new Policy / Procedure / Protocol they will raise the need with their supervisor.

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The Supervisor will forward notification of same to the PPPG Committee (policyprocedureprotocol.committee@sjog.ie) outlining the need and details of the proposed Policy / Procedure / Protocol.

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All such details will be brought to the next meeting of the PPP Group.

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The PPPG Committee will then oversee the drafting, approval and issuing of any such Policies and Procedures for Kerry Services

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The Committee has the scope to extend their consultation process to other relevant professionals to aid with the process as deemed necessary.

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Once the policy and procedure has been approved by the PPPG Committee it is then communicated at the monthly infoshare meetings, uploaded to the staff intranet and DC Shared folder and emailed to all co-ordinators.

SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Policy and Procedure:

Print Name	Signature	Area of Work	Date
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