

Policy Review Form

How to use this template¹

This template can be used to review any policies to help with updating and to assist with evaluating whether the policy is achieving the intended purpose. Refer to policy templates on quit website.

➡ Policy name:	<input type="text"/>	➡ Review date:	<input type="text"/>
➡ Lead reviewer:	<input type="text"/>	➡ Next review due:	<input type="text"/>

➡ How well has the policy achieved its purpose and outcomes?

<input type="text"/>	<input type="text"/>
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➡ What concerns or implementation issues have been identified throughout the life of the policy?

<input type="text"/>	<input type="text"/>
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This resource was developed by the Cancer Council NSW's Tobacco Control Unit

➤ What relevance does this policy have to operations (including other policies)?

➤ What new information needs to be included?

➤ What needs to be done to make this policy consistent with external &/or regulatory requirements?

➤ Policy updated on:

➤ Policy endorsed by Board:

➤ Policy communicated to staff through: on:

➤ Lead reviewer signature:

References

¹ Procedure Template from the *NADA Policy Toolkit*, accessed online at <http://www.nada.org.au/resources/nadapublications/resourcestoolkits/nada-policy-toolkit/> on 7 April 2015.

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