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2022

### Implementation of New Policy Software to Enable Quick Access to Best Practice Resources

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# Implementation of New Policy Software to Enable Quick Access to Best Practice Resources

Mary Alice Duthie RN, BSN & Debbie Shuster RN, MN, CSSBB

## Background

- ◆ Existing policy software with limited search functionality staff not able to locate policies quickly or easily
- ◆ Existing policy software not able to notify authors of policies due for review timeline

## Assessment

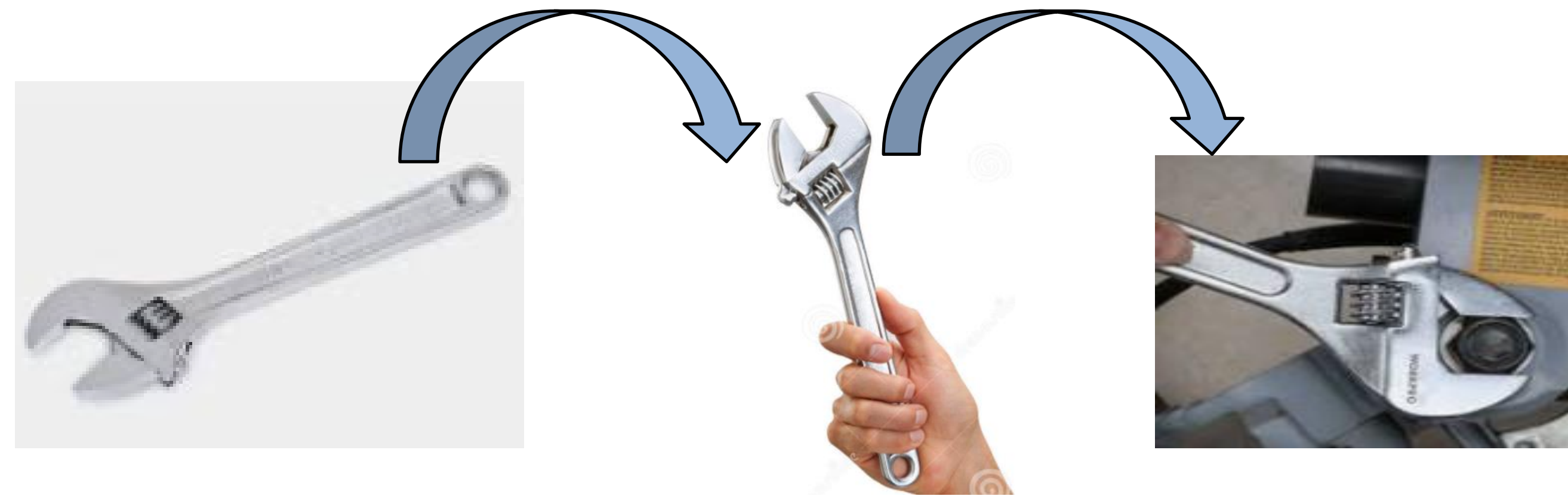
- Google-type search engine = comprehensive search
- Locates policies quickly and easily = speedy search

## Goals

1. Conversion to new software increases access to policies
2. Preserve formatting, attachments & links to policies
3. Communication of software change clear & extensive



## Policy – Practice – Quality



Using policies → Correct action steps → Best practice

## Interventions



- Performed inventory of policies and documents  
Total **6300** documents for conversion
  - **1300** Policies
  - **1700** Addenda
  - **3300** Forms
- Archived outdated content
- Staged conversion from simple to complex
- Retained original policy format to minimize change
- Built new Policy and Forms SharePoint sites
- Relinked thousands of related policies and addenda
- Completion of project on time
- Used multiple methods to communicate change  
emails, huddles, trainings, videos, resource pages

## Next Steps

- Collaborate with users how to best utilize software
- Streamline policy review process using software features
- Introduce app for PolicyStat access on phones

## Outcomes

Before	After
Difficult to find policies if not an exact match	Google-like search engine searching easier
Time consuming to locate policies	Search engine finds documents quickly
Leave Epic to locate policy	Direct link from Epic to PolicyStat

## Survey Results

2 Questions – 23 responses out of 65 people  
(35% response rate)

### Time it takes to find a policy old vs new software?

Faster/Much Faster = **74%**

Same = **13%**

Slower/Much Slower = **13%**



### How user friendly is software old vs new software?

Easier/Much Easier = **82%**

Same = **4%**

Easier/Much Slower = **10%**

