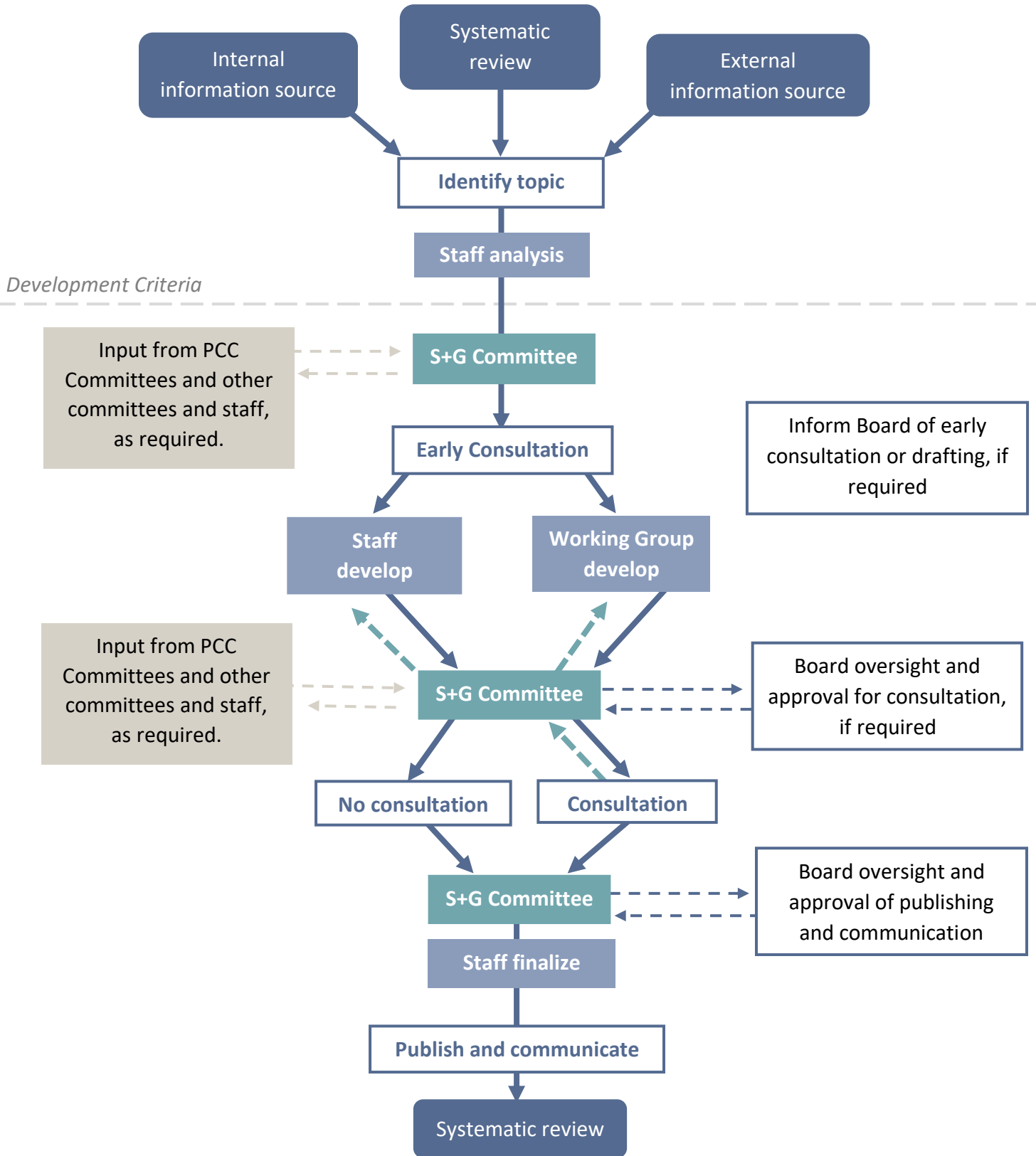


# BCCOHP Standards Development Process



## Process Details

Below is a brief description of each of the steps in BCCOHP’s Standards Development Process.

<b>Identify topic</b>	<p>Staff identify topic to be considered for a BCCOHP standard from:</p> <ul style="list-style-type: none"> <li>• Systemic review of existing BCCOHP Standards</li> <li>• Internal sources: Board, committees, departments, registrants, BCCOHP data</li> <li>• External sources (environmental scan): literature review, news and media, other dental and health regulators and organizations, government, legislation, the public</li> </ul>
<b>Staff analysis</b>	<p>Staff analyze the topic to determine if it meets BCCOHP’s development criteria and provides recommendation to the committee.</p>
<b>Committee consideration</b>	<p>The committee considers staff’s recommendation and asks any follow up questions to determine if the criteria has been met.</p>
<b>Internal consultation</b>	<p>If the committee determines that a standard is required, it conducts an internal consultation with the Patient-Centered Care Committee and any other relevant committees, departments, and staff. Staff and the committee review feedback and provide to developers.</p>
<b>Inform Board, if required</b>	<p>The committee may inform the Board of early consultation or drafting of a standard, if required (Board approval is not required)</p>
<b>Early consultation</b>	<p>Depending on the topic or issue, the committee may conduct a preliminary consultation to gather information to help inform the draft. Staff and the committee review feedback and provide to developers.</p>
<b>Develop standard</b>	<p>The committee directs either staff or a working group to develop the document. Staff or the working group draft the standard</p> <p>If a separate working group is required, the committee drafts Terms of Reference and establishes a working group of subject matter experts with the help of staff and the Nomination and Appointment Committee.</p>

<b>Review draft document</b>	The committee reviews the draft standard to ensure it meets the development criteria and achieves the intended goals. The committee may return the draft with further questions and considerations.
<b>Internal review</b>	After the committee approves the draft, it provides the draft standards to the Patient-Centered Care Committee and any other relevant committees, departments and staff for review and feedback. Applicable feedback is provided to drafters.
<b>Board oversight and approval, if required</b>	Depending on the topic, the committee may send the draft standard to the Board for information or approval for consultation.
<b>Consultation</b>	If the committee determines that a consultation is required, the draft standard is posted for consultation with the public, OHPs and other audiences.
<b>Committee review</b>	Following consultation, the committee reviews the feedback and determines if the document requires redrafting or can be published. If the document requires further changes, it goes back to the developers for revision.
<b>Board approval</b>	Once the committee is satisfied that the standard meets the development criteria and intended goals, it provides the draft document to the Board for approval for publication.
<b>Finalization, publication, and communication</b>	Once approved, the communications department finalizes, publishes, and communicates the document and/or changes to OHPs and the public.
<b>Systemic review</b>	Following publication, staff regularly review standards for currency and revise or remove as necessary.