



Short title: Professional Document Framework BP

1. Introduction

In 2018 the college noted that a number of ANZCA Professional Documents were overdue for review and identified the need for a policy that would assist in addressing the backlog. A review of college documents was undertaken, and a Document Framework Policy (DFP) was developed.

The intention of the then Documents Working Group (DWG) was to attend to the backlog of documents to be reviewed, as well as co-ordinating the development and review of ANZCA/FPM documents.

Since the development of the DFP, its role has been largely applied to the college's professional documents. With this in mind, it was decided to undertake an internal review by the Professional Documents group (DPAs - Policy and Policy Officer - Professional Documents) to align the policy more closely with the professional document development process. Council agreed to be the oversight committee for this work as the documents that are impacted by these policies are a core professional activity of the college.

2. Purpose

The aim of the review of the DFP was to synergise the framework therein with *CP24 Policy for development and review of professional documents 2024 (CP24 Professional document process)* by redrafting and updating it as *CP23 Policy for Professional Document Framework*. This was to include removal of duplication with *CP24 Professional document process*, and provision of a document which supported the development, review and revision of professional documents including guidance on their classification, structure and layout.

This will ensure clarity and consistency between professional documents, as well as aiding document management.

3. Scope

It was agreed that the revised policy framework should apply to professional documents and not corporate documents. Therefore, a number of document types were considered out of scope. The reasons for their exclusion included the presence of processes already inherent in their development such as scientific publications, governance documents (ANZCA Council and FPM Board), and education and training documents (curricula and handbooks).

4. Discussion

4.1 Professional documents

A definition of these documents has been included in the new *CP01 Listing of standard abbreviations and definitions for professional documents*.

Historically, professional documents originated with the intention of promoting standards of practice in accredited training institutions. However, with time, it was recognised that these documents could serve to promote standards of practice across the whole range of institutions in which anaesthesia services and pain medicine services are provided. The process for development and review of ANZCA/FPM Professional Documents has evolved and is described in the respective policies CP24¹/PP01(PM)². These policies mandate rigorous and robust procedures, which require time and resources.

Previously there has been some confusion regarding the standing of professional documents, particularly with regard to the variable interpretation among stakeholders of standards, and misunderstanding of guidelines, position statements, and policies. The college has developed separate, high level, standards for anaesthesia and perioperative medicine. These standards overarch, and are complemented by, the policies and guidelines published by the college.

4.2 Corporate documents

Corporate documents are considered out of scope.

4.3 Document management

It was acknowledged that there needs to be a strict process for document management, which includes ownership/custodianship, development/review/withdrawal, indexing/classification, and storage/retrieval of relevant college documents.

The ANZCA Policy Unit – Professional Documents are the custodians for all ANZCA Professional Documents.

Standards are included in the classification and indexing of documents.

The development processes for ANZCA/FPM professional documents are outlined in CP24/PP01(PM) but there is scope for flexibility depending upon topic and urgency. CP25³ outlines the process for externally developed guidelines. It was agreed that some sort of consistent process should exist for other relevant documents.

Frequency of reviews is discussed in CP24. With the increasing use of web-links to reference content it was considered that 2 yearly review of such links was needed. A process for 'internal' review by the ANZCA Policy Unit – Professional Documents is also proposed to enable less complex updates to professional documents to proceed efficiently and effectively.

Prioritisation of document review is discussed in CP24. 5-yearly cycles have been previously proposed, however given that priorities in some areas may change, the evidence base takes time to be tested and accepted, and reviews consume resources such as fellows' time, which is voluntary, it was agreed that a fixed interval may not be achievable or worthwhile. CP24

¹ [CP24](#) Policy for development and review of professional documents.

² [PP01\(PM\)](#) Policy for the development and review of professional documents.

³ [CP25\(G\)](#) Policy on endorsement of externally developed guidelines.

suggests that a preliminary review may be appropriate to determine whether a full review or an internal review is required.

4.4 Labelling of documents

The qualifier (A), (G), and (POM) will be removed as documents are updated. It was little understood by those accessing the professional documents and with the addition of the Perioperative Medicine and Rural Generalist Anaesthetist qualifications, it was considered that the qualifier was more confusing than useful. The qualifier (PM) will be retained however, to distinguish professional documents developed by the Faculty of Pain Medicine which are intended primarily for the use of Faculty or its fellows.

4.5 Glossary of terms – new listing of standard abbreviations and definitions

In the original Document Framework Policy (DFP), a glossary was developed in order to have a central reference point for terms used in college documents and their definitions. This was attached as an Appendix. The glossary was considered valuable and important to continue, however its accessibility and ‘discoverability’ in the form of an appendix was limited, so a new administrative professional document, to accompany CP23 and CP24 was developed – *CP01 Listing of standard abbreviations and definitions for professional documents*.

As with the DFP glossary, CP01 is divided into two sections, one for professional document development terms, and one for clinical terms.

CP01 is proposed as a ‘living document’. In that way, terms and definitions are able to be added to the document and promulgated on the ANZCA website by the oversight group, which will act custodian of CP01. Any such changes will be routinely notified to council at the next periodic update.

CP01 glossary - section 1 identifies and highlights the relevant aspects of document management along with clarification of the different types of professional documents and their purpose.

Items of note include:

- Preference for the term “Position Statement” over “Statement” as a more accurate reflection of the intent of the document.
- Removal of the hierarchy “Policy, Position statement, Guideline’ due to potential confusion that may arise when these terms are inappropriately interchanged with ‘standards’. The hierarchy is relevant to ‘professional documents’ and consequently, is retained in CP24.
- The definition of a ‘standard’ was extensively discussed by the original DFP working group.

CP01 glossary - section 2 attempts to address the relevant clinical terms encountered in the range of professional documents. It is recognised that this section of the glossary will require updating as other terms arise that may be subject to interpretation and require clarification. Hence the need for it to be a ‘living document’.

Where regulatory authorities provided definitions that were clear and distinct these are deferred to for clarity to avoid any conflict and potential risk.

5. Summary

The revision of the existing DFP and its transition to become a professional document CP23 was undertaken over a 6-month period. The companion professional document CP24 has been revised and harmonised, and CP01 has been formed to include the DFP Appendix 2. Council has oversight of CP23, with the document custodians being the ANZCA Policy Unit - Professional Documents.

6. Membership of the 2018 DFP DWG

Milton Cohen AM, FRACP, FFPMANZCA - Director of Professional Affairs – FPM
Clea Hincks – Executive Director, Policy and Communications
Vanessa Hille – Policy Officer - Professional Documents
Phillipa Hore FANZCA – Member of Safety and Quality Committee
Penny McMorran – FPM Professional Affairs Coordinator
Lindy Roberts AM, FANZCA, FFPMANZCA, FAICD – Director of Professional Affairs, Deputy Assessor
Peter Roessler FANZCA – Director of Professional Affairs - Professional Documents (DWG, Chair)
Leona Wilson ONZM, FANZCA, FAICD – Executive Director, Professional Affairs
Anthony Wall – Operations Manager, Policy, Safety and Quality
Cassandra Gorton – Business Records Officer
Anne Ritchie – Operations Manager, Knowledge Resources

7. Membership of the 2024 development group for CP23 and CP23(BP)

David Scott, Director of Professional Affairs – Professional documents (Lead)
Michelle Mulligan, Director of Professional Affairs – Professional documents
Vanessa Hille, Policy Officer – Professional Affairs – Professional documents

Professional documents of the Australian and New Zealand College of Anaesthetists (ANZCA) are intended to apply wherever anaesthesia is administered and perioperative medicine practised within Australia and New Zealand. It is the responsibility of each practitioner to have express regard to the particular circumstances of each case, and the application of these ANZCA documents in each case. It is recognised that there may be exceptional situations (for example, some emergencies) in which the interests of patients override the requirement for compliance with some or all of these ANZCA documents. Each document is prepared in the context of the entire body of the college's professional documents, and should be interpreted in this way.

ANZCA professional documents are reviewed from time to time, and it is the responsibility of each practitioner to ensure that he or she has obtained the current version which is available from the college website (www.anzca.edu.au). The professional documents have been prepared having regard to the information available at the time of their preparation, and practitioners should therefore take into account any information that may have been published or has become available subsequently.

While ANZCA endeavours to ensure that its professional documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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Policy custodian: DPAs – Policy
Authorising body: ANZCA Council

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