**Request for Editing/Developing an Existing/ a New Standard, Policy or Guideline**

|  |  |
| --- | --- |
| **Requesting Division** |  |
| **Requesting Department/Section** |  |
| **Contact Person** |  |
| **Date of Request** |  |
| **Title of Request** |  |
| **Link of existing document (if update)** |  |

|  |
| --- |
| **Divisions/ facilities wishing to update/develop an existing/a new Standard/Policy/Guideline must submit to the Policy Department justification for such request. To this end the requestor must draft a report covering, as a minimum, the following points:** |
|  |
| * **Purpose of this request (Policy and/or Standard/ or Guideline)**.   *What does the proposal seek to achieve? For example expand on:* |
| * **Describe the nature of problem/issue we seek to address in clear terms and support the description with clear evidence.** * *If you are developing a new document, please explain what is the problem that DOH is seeking to solve by this document*   *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* |
| * **Set out clearly the magnitude (scale) of the problem/issue that needs to be resolved.** * *If you are developing a new document, please explain the magnitude (severity or size) of the problem that DOH is seeking to solve by developing this document*   *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* 2. *Magnitude of the problem: 40% of those who are subject to bariatric surgery between Jan 2018-jan 2019 have been re-admitted for complications* |
| * **Describe how has the problem/issue described earlier has developed over time.**   *For example: Has it increased? Has it become worse?*  *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* 2. *Magnitude of the problem: 40% of those who are subject to bariatric surgery between Jan 2018-jan 2019 have been re-admitted for complications* 3. *Change over time: hospital re-admission steadily increased between Jan 2018-jan 2019Note that It is crucial so to tackle the causes of the problem/ issue rather than the symptoms.* |
| * **Identify clearly the drivers or underlying causes of the problem/issue**.   *Please describe what are the drivers you have identified as causes of the problem. Note that It is crucial so to tackle the causes of the problem/ issue rather than the symptoms.*  *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* 2. *Magnitude of the problem: 40% of those who are subject to bariatric surgery between Jan 2018-jan 2019 have been re-admitted for complications* 3. *Change over time: hospital re-admission steadily increased between Jan 2018-jan 2019.* 4. *Drivers: Research conducted by DOH shows that readmissions are caused by X, Y and Z. DOH must then address the causes behind re-admissions* |
| * **Set out clearly who or what is affected by the problem/issue and what are the likely distributions of impact.**   *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* 2. *Magnitude of the problem: 40% of those who are subject to bariatric surgery between Jan 2018-jan 2019 have been re-admitted for complications* 3. *Change over time: hospital re-admission steadily increased between Jan 2018-jan 2019.* 4. *Drivers: Research conducted by DOH shows that readmissions are caused by X, Y and Z. DOH must then address the causes behind re-admissions* 5. *Who is affected:*  * *Patients’ quality of life* * *Cost of care on individual on government* * *Other…* |
| * **What are the economic, environmental and social effects of the problem/issue** *(in qualitative and quantitative terms where possible).*   *Hypothetical example:*   1. *DOH identified a Problem: Rise is hospital re-admissions after bariatric surgery* 2. *Magnitude of the problem: 40% of those who are subject to bariatric surgery between Jan 2018-jan 2019 have been re-admitted for complications* 3. *Change over time: hospital re-admission steadily increased between Jan 2018-jan 2019.* 4. *Drivers: Research conducted by DOH shows that readmissions are caused by X, Y and Z. DOH must then address the causes behind re-admissions*  * *Who is affected: Patients: their Quality of life and life expectancy*  1. *Impacts of the rise is hospital re-admissions after bariatric surgery include tangle and intangible:*  * *Financial impacts: cost of care- what would the impact on cost of care be? Is this the only expected financial impact?* * *Quality of life impact of patient-what would the impact on quality of life of the patient be?* * *Economic: the job productivity of patients who are re-admitted is affected- what would be the expected impact?* * *Reputation of healthcare providers and ultimately of the healthcare sector as a whole- what would be the expected impact?* * *Other* |
| * **Identify a clear baseline by describing how the problem/issue is likely to develop in the future, without DOH action. The baseline scenario needs to provide a clear indication of how serious the existing problem is, or to what extent it would become more serious without immediate intervention, and also whether there are irreversible consequences to be taken into consideration.**   *A well-defined description of the world in the absence of the new or updated regulation.* |
| * **Justify why it is necessary to introduce new regulation through a new Standard/Policy? In explaining this please consider (For new regulatory Standards and new Policies ONLY)** * *Why do we need to introduce new regulation? Why can’t DOH leverage other existing regulatory instruments: such as Licensing requirements, etc ...* * *Identify clearly assumptions made, risks and uncertainty involved. A risk assessment is needed when the problem at hand is surrounded by uncertainty in relation to its negative outcomes (risk). This is especially true if these risks may involve irreversible damage or fatalities on an unforeseeable scale* * *Instead of developing a new standard of policy can DOH use non-regulatory instruments: promotion campaigns, financial incentives, or disincentives, etc.* |
| * **Identify potential risks and uncertainty involved. A risk assessment is needed when the problem at hand is surrounded by uncertainty in relation to its negative outcomes (risk). This is especially true if these risks may involve irreversible damage or fatalities on an unforeseeable scale.** |
| * **Describe why the problem needs action at Abu Dhabi level (DOH) rather than at the Federal level (Ministry of Health and Prevention).** |