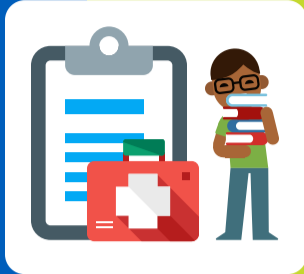


# 3 Key Principles for Document Revision

GETTING YOU READY FOR THE TRANSFORMATION



## 01. Timeline

Documents required for CST Go Live must be **reviewed, approved and uploaded** to ePOPS/SHOP in the order established below.

e.g. Protocols/Procedures/Algorithms/Reference Care Plans

**Priority 1** – Documents that are **not yet** on ePOPS/SHOP and **are essential** for CST Go Live. **Due date Oct 15**

**Priority 2** – Documents that are **already** on ePOPS/SHOP and **are essential** to CST Go Live. **Due Date Nov 30**

**Priority 3** – Documents that need to be available in SHOP but **not essential** for CST Go Live. **Ongoing**

**Priority 4** – Documents required for **subsequent** CST Go Live dates. **TBD**

## 02. Alignment

Revisions are **in accordance** with CST Go Live requirements.



- Alignment to CST terminology.
- Users can refer to [CST Cerner Help Page](#)
- Use of non-specific/generic terms when appropriate in regard to equipment/scales/tools/definitions/paper flow sheets.

Examples	<b>Instead of This...</b>	Alaris Pump	Specific Flowsheet	Specific Order Set
	<b>Use This</b>	Infusion Pump	Health Record	Prescriber's Orders



## 03. Up to Date

Revisions are **evidence-based** and **reflect best practice** to ensure safe, high quality care of all patients and families across campus.

- Standardization and alignment between programs where appropriate
- Documents must be in the new templates [ePOPS Document Development](#)
- Resources for users:
  - [Library Services & Literature Access](#)
  - [Ask A Librarian](#)

Contact [policycoordinator@cw.bc.ca](mailto:policycoordinator@cw.bc.ca) for any questions