



Program Records (new program)

Principle:

1. The Tasmanian Council on AIDS Hepatitis and Related Diseases (TasCAHRD) is committed to maintaining Program records in the interest of program development, evaluation and continuity. Program records (other than Client Records – see relevant policy) will not contain any information that identifies consumers.

Guidelines:

2. Where members of staff, Board or relevant volunteers identify a need to establish a new Program, they must, before implementing the new Program, submit in writing to the Chief Executive Officer through the relevant Program Coordinator an application for Program approval.
3. The application for a new Program, which should be in the form of a Briefing Note to the Board, must provide the following information:
 - Substantiation of the need for the proposed new Program, including any available relevant research;
 - Aims and expected outcomes of the proposed new Program;
 - Proposed budget for the first year of operation (including identification of the expected source of funds);
 - Relationship of the proposed new Program to the current Business Plan or recommended additions to the Business Plan to encompass the proposed new Program;
 - Relationship of the proposed new Program to the current Service Agreement;
 - Implications of the proposed new Program for the organisation, including impact on staff, hours of operation, use of volunteers, orientation of staff etc;
 - Occupational Health and Safety implications; and
 - Such other matters as are relevant.
4. All documents created or collected as part of the preparation of the original proposal for the new Program are to be gathered into a new Program File maintained in the TasCAHRD office. All

documents created or collected during the process of establishment of that proposed new Program are similarly to be placed and retained in that Program File.

5. Each evaluation conducted of a Program is to be placed and retained in the relevant Program File.
6. Where the Chief Executive Officer gives in principle approval to the proposed new Program, the Briefing Note is to be submitted to the Board for endorsement prior to any action to undertake implementation.
7. Once the Board has given its approval to a proposed new Program, all significant documents, correspondence and reports pertaining to that Program are to be placed and retained in the special Program File created for that Program.
8. The original Program Files are not to be removed from the TasCAHRD office.
9. Individual Program Files may be removed from the filing system only with the approval of the Office Manager, using a tracer system that identifies who removed the file and when.

Approved: 24 February 1999

Amended: 30 October 2002 Policy: PSM-05