



ESTABLISHING POLICY

1 Introduction

- 1.1 An Australian Dental Association (ADA) Special Purpose Committee on Policy Review was established in 2001 as recognition that the Association did not have clearly defined policy in many areas.
- 1.2 Federal Council in 2007 established a Standing Committee known as the Policy Committee to develop and review the ADA's policy.

2 Principles

- 2.1 Defined policy, in all areas of interest to the Association, is essential for the good governance of the ADA.
- 2.2 Clear and simple language will ensure better understanding of policy.
- 2.3 Consistent formatting is necessary for professional presentation.
- 2.4 Currency of policy will ensure relevance.

3 Policy

- 3.1 ADA policy shall be in tiers as follows:
 - ADA Policy Statements
 - Council Policy Resolutions
 - Guidelines for Good Practice
 - Practice Standards
 - Resource Documents
- 3.2 ADA policy shall be catalogued under the following headings:
 - Administration and Governance
 - National Oral Health
 - Dental Workforce, Education & Training
 - Professional Development
 - Third Parties
 - Dental Practice, Quality and Safety
 - Representation, Affiliation & Recognition
- 3.3 ADA policy, unless otherwise specified by Federal Council, shall be publicly available.
- 3.4 Policy should complement, but not duplicate, the ADA Constitution and/or By-Laws.
- 3.5 Policy shall be consolidated and updated into Policy Statements whenever possible.

- 3.6 Policy Statements shall be formatted, whenever possible, with the following sections:
1. Introduction – a short description of relevant facts and history and may include Definitions (terms as defined by the ADA).
 2. Principles – that the subsequent policy is based on.
 3. Policy
- 3.7 Policy Statements may have one or more Appendices, which may include guidelines, glossaries of terms, models, policies and/or principles published by other bodies, related facts, and statistics.
- 3.8 Each paragraph in Policy Statements shall be numbered.
- 3.9 Sub-headings under Principles and Policy are permissible but should not be assigned a number.
- 3.10 Policy Statements, where applicable, should have a footnote on the first page referencing related Policy Statements.
- 3.11 All Policy Statements should be subject to review at least once every three years.
- 3.12 An historical register of Policy Statements shall be kept.
- 3.13 Whenever a new Policy Statement replaces a redundant Policy Statement, this shall be recognised in a footnote on the first page of the new Policy Statement.

Policy Statement 7.9

Adopted by ADA Federal Council, November 13/14, 2008.