

DEFINITIONS

1. Policy

A policy is a tool designed to guide the administrative process of an organization. The purpose of a policy is to articulate an organization's position and/or set of values on a given subject. Policies assist with decision making by offering direction and setting limits. For example, the College's Policy on Equity sets out its commitment to equity and the principles of equity that should guide all College activities.

2. Procedure

A procedure outlines a series of specific steps in a repetitive operation describing how the policy will be carried out. For example, the procedure to select public representatives will guide members of the College to complete this task.

3. Standard

A standard is an expectation or benchmark which must be attained to meet a specified level of performance. A standard sets out minimum requirements. It must be measurable and achievable. It must also clearly articulate the requirements to be met. For example, the College's Standard for out of hospital birth specifies the requirements that a midwife must meet when conducting births that do not take place in a hospital.

4. Guideline

A guideline recommends options to guide a midwife in specific practice situations. A guideline forms the basis of an individual midwife's practice protocol and should form the basis for informed decision-making with clients. For example, the Guidelines for Management of Group β *Streptococcus* set out the current options for the management of women with GBS.

5. Protocol

A protocol outlines the actions a midwife would undertake in a specific practice situation. For example, the Protocol for management of pre-labour rupture of membranes describes the midwife's actions when this situation occurs during a woman's pregnancy.