

TEMPLATE FOR POLICY DOCUMENTS

A policy document should include the following information:

- Background and rationale
- Goal, objectives, and scope of services (actual components to be included in the service)
- General guidelines and procedures at each level of health care (outline)
- Responsibilities within each level of the health care system (national, regional, district/provincial, and beyond)
- Quality assurance
- Health financing/insurance
- How supplies and contraceptive commodities will be procured and paid for
- Identification of the Working or Advisory Group
- Effective date and subsequent periodic review time frames. The recommended review time frame is every 2-3 years.