| Policy No: 5.11 | Policy Name: Evidence Based Practice |
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| Applies to: | Version: |
|---|---|
| Specific responsibility: | Date Approved: |
| | Review Date: |

# 1. Purpose

[Service name] is committed to the application of research and evidence based practice in its service delivery and views this policy as essential to its continuous quality improvement.

The purpose of this policy is to ensure the services provided by [service name] are guided by, and contribute to, evidence based practice to ensure better outcomes for clients.

# 2. Policy statement

[Service name] critically evaluates its processes and procedures to ensure that all aspects of the organisation are guided by current research and evidence based practices.

The organisation engages and consults with staff, clients, stakeholders and relevant experts to guide its operations and future planning.

In striving for best practice, [service name] compares its performance with like organisations, learning from others, disseminating information to others, and applying best practice principles.

# 3. References

Nil

# 4. Definitions

**Evidence based practice** is the conscious, conscientious and explicit application of the best available research and evidence, together with professional expertise and client choice, to work practices.

**Research networks** are collaborations of people (such as researchers, academics, service providers, students, families and people experiencing [insert issue]) who share an interest in [specify topic area] and research to further the understanding of domestic and family violence and related issues.

**Practice wisdom** is the possession of practice experience and knowledge together with the ability to use them critically, intuitively and practically. These qualities, skills and processes are developed through critical reflection and review of practice.

# 5. Procedure

All staff are responsible for the application of research and evidence based practices at [service name].  All staff, Board members, students and volunteers are made aware of this policy during orientation.

All staff are provided with ongoing support and professional development to maintain knowledge and implementation of good practice.

This policy will be reviewed in line with the organisation's quality improvement program and/or relevant legislative changes.

[Service name] staff meetings provide a forum for the sharing of information and current research. Other mechanisms may also be used, such as circulation of journals, policy documents, reports, training opportunities, communities of practice etc.

## Research

[Service name] conducts research and analysis by formal and informal means to guide work practices. The following is a list of avenues to conduct research and analysis:

- Organisational policies and supporting documents
- Government policies, guidelines and other resources
- Literature reviews
- Client, stakeholder and community consultation
- Library searches (e.g. through the Domestic Violence Clearing House)
- Email updates
- Subscriptions to journals, magazines, professional bodies, etc.
- Newspapers and journal articles
- Searching the internet
- Internal project evaluations
- Forums and conferences
- Meetings (internal and external)
- Verbal discussions (with colleagues, sector contacts and networking at events).

### Literature reviews

A literature review is conducted for all new projects and services at [service name]. This is carried out by the nominated manager or an external consultant. The purpose of the literature review is to examine all current and relevant research and knowledge on a particular topic. The literature review will usually also identify any relevant programs, projects or services that have been undertaken both locally and internationally.

### Consultation

Clients and Stakeholders

Client needs and feedback are instrumental to inform the planning process and programs/services of the organisation. [Service name] consults with clients, the Board and stakeholders in many levels of decision making to inform work practices. The following consultation tools are used:

- Questionnaires and surveys
- Forums and workshops
- Face to face interviews
- Site visits
- Focus groups
- Board meetings.

The results of consultations are collated, analysed and communicated to staff and involved stakeholders.

Advisory groups and committees

In addition to having diverse representation on project advisory groups and steering committees, [service name] represents its clients on external groups and committees. These meetings provide a valuable resource for consulting with key stakeholders, experts and funding bodies.

## Practice Wisdom

[Service name] staff come from a variety of backgrounds within the government, non-government and private sectors, bringing with them a wealth of knowledge, skills and experience that contributes to the continuous improvement of the organisation.

The organisation utilises the diverse experience and knowledge of staff members in making decisions in all aspects of business.

Staff are encouraged and supported to pursue professional development opportunities to further enhance knowledge and apply best practice.

## Referencing and plagiarism

It is important that all sources of information by the organisation are correctly referenced to avoid breaches of copyright and claims of plagiarism. Any sources used, ranging from books and journals to web sites and emails, are acknowledged as a matter of courtesy to secure the author's credibility, to inform readers, and for copyright adherence.

# 6. Related documents

To be reviewed and added to as part of the quality review cycle.

# 7. Review

| Reviewing and approving this policy | | |
|---|---|---|
| Frequency | Person responsible | Approval |
| [How often will this policy be reviewed] | [Position of person responsible for reviewing policy] | [position of person/group who approves this policy] |

| Policy review and version tracking | | | |
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| Review | Date approved | Approved by | Next review date |
| 1 | | | |
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