



Letterhead Use Procedure

Procedure Number

CHC-PG-0048

Version Nos:

3

1. Purpose

This Procedure is to be followed to ensure that written communications from the West Coast District Health Board (WCDHB) utilise the correct logo, and are of the highest of presentation standards.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Clinical is taken to mean any activity related to the provision of a medical, surgical or other health-related service;

WCDHB is taken to mean the district health board established under the Section 19 of the New Zealand Public Health and Disability Act 2000;

CHC is taken to mean the crown provider of medical, surgical and health services (formerly known as Coast Health Care Ltd);

Written communication is taken to mean all written and print media including letters, faxes, memos, and any other documents used in a formal capacity to represent the WCDHB.

4. Staff Responsibilities

For the purposes of this Procedure:

The Chief Executive Officer shall:

- Oversee all aspects of this Procedure;
- Delegate authority for the use of WCDHB letterhead.

Managers shall:

- Ensure that their staff members comply with the requirements of this Procedure.

The Manager (Information Technology) shall:

- Ensure that electronic templates (containing the WCDHB letterhead) are made available for staff members to utilise.

5. Resources Required

This Procedure requires:

- electronic templates containing the WCDHB letterhead.

6. Process

1.00 Letterheads

1.01 For all written communication that relates to the activities of the WCDHB, the



following letterhead is to be used:



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini

2.00 Authorisation

2.01 The Chief Executive Officer delegates to the following persons the authority to use the WCDHB letterhead:

- All General Managers;
- All staff members providing administrative support to the General Managers;
- All Finance Department staff members;
- All Human Resource Department staff members;
- All Planning and Funding Department staff members;
- WCDHB staff members who as part of their role undertake either clinical activities or operational activities that is in support of clinical activities;
- Risk and Quality Manager.

3.00 Source Of Letterheads

3.01 The WCDHB letterheads will be made available to staff members as templates on the internal computer system.

3.02 No printed WCDHB Letterhead is to be obtained without the prior approval of the Chief Executive Officer.

4.00 Quality

4.01 All written communication reflects on the image of the WCDHB. When communicating in a written format, staff members are to ensure that grammar and spelling are accurate and that the highest of presentation standards are upheld.

4.02 Written communication that establishes the policy of, or represents the view of either the WCDHB may only be undertaken by the Chief Executive Officer, or by a staff member who has the delegated responsibility for the matter being communicated. All written communication to the following agencies/persons must be viewed by the Chief Executive Officer prior to it being sent:

- Health Monitoring Unit; and
- Ministry of Health; and
- Ministers of the Crown; and
- Official Information requesters; and
- Members of Parliament; and
- District Health Board members.

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7. Precautions And Considerations

- Only those staff members authorised by the Chief Executive Officer may use either the WCDHB or CHC letterhead for written communication.

8. References

There are no references for this Procedure.

9. Related Documents

There are no other documents related to this Procedure.

Revision History	Version:	3
	Developed By:	Risk and Quality Manager
	Authorised By:	Chief Executive Officer
	Date Authorised:	November 2000
	Date Last Reviewed:	January 2007
	Date Next Reviewed	January 2009



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