



Policies & Procedures Defined

Policies

These are general statements of how a facility or organization wants things to be within its walls.

Policy Title: Clearly state the broad category of the policy.

Purpose: bullet point what the goals of the policy are.

Policy: Enumerate the key points of the policy. (Note- Detailed clinical steps should be contained in the procedure, not the policy.)

Name of the organization

Page numbers: Example 1 of 1, 4 of 7, etc.

Policy Number

Date(s) of origination, review, approval, and revision

Reference materials used

Procedures

Procedure: In order to make policies a working reality, procedures are needed to define in step-by-step fashion how to fulfill the policy.

Name of the organization

Title

Page numbers: Example 1 of 1, 4 of 7, etc.

Date(s) of origination, review, approval, and revision

Policy Statement

Guidelines

Equipment Needed

Essential Steps in the Procedure

Key Points to clarify the steps

Examples and/or illustrations

References