

Policy & Procedure Manual

POLICY TEMPLATE

Prepared: B. Richards/C.Green

Effective Date: April 2009

Approved: Board 2009

Last Reviewed: 2011

Last Revised: 2009

POLICY:

All policies and procedures will be written according to a standard format and approved by the Board. All policies and procedures will be reviewed and revised as appropriate every two years, unless significant change warrants revision prior to the review date.

DEFINITIONS:

Policy Statement: A method or manner of proceeding in a process or course of action adopted by a person or an organization.

Procedure: A series of steps taken to accomplish a desired end.

PROCEDURE:

Prepare the written policy and procedure according to the appropriate format as outlined below:

- 1) Documentation of appropriate dates at top of policy (attachment a)
- 2) Policy Statement----(see definition)
- 3) Procedure----(see definition)
- 4) Reference, if appropriate.

Submit completed policy for review to appropriate committee if required and to the Board for approval.

Once approved by the Board, policies and procedures will be filed in the NNESHHRM Policy and Procedure Manual, which is maintained by the Secretary.

Original policies and procedures that have been revised will be archived in a policy and procedure file maintained by the Secretary of the organization.

Reference Record Management Policy.

Policies will be reviewed biennially at the Board retreat.

Reference: O'Leary, Margaret, M.D., et al, Lexicon Dictionary of Health Care Terms, 1994, JCAHO, Illinois.

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Policy Name Here

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POLICY:

PROCEDURE:

Reference(s):