Name of Policy:	**Publications**	
Policy Number:	3364-110-06-02	
Department:	Nursing Service	
Approving Officer:	Interim Chief Nursing Officer (CNO)	
Responsible Agent:	Interim Chief Nursing Officer (CNO)	**Effective Date**: 6.1.2021
Scope:	The University of Toledo Medical Center (UTMC)	Effective Date: April, 1981

_____	New policy proposal	_____	Minor/technical revision of existing policy
_____	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy Statement

All publications or literature generated for external publication by nursing personnel as representatives of UTMC must be approved.

(B) Purpose of Policy

To promote and ensure the quality and uniformity of the publications.

(C) Procedure

1. A draft of the proposed publication or literature, along with a brief explanation of purpose and distribution, will be presented to the CNO.

2. The CNO or designee will review and collaborate with appropriate responsible persons, may recommend revisions, and then approve or deny the publication.

Approved by:

/s/ _____ Date

Todd Stec, RN
Interim Chief Nursing Officer
Review: Policy & Standard Committee, 6/12, 7/12, 4/15, 6/18, 6/21
Revision Completed By:
Nancy Gauger, MSN, RN

Review/Revision Date:

1982	1/1993	8/1/2012
1983	1995	4.24.15
1984	6/1996	6/1/2018
1985	1998	6/1/2021
1986	4/2000	
1987	2/2003	
1989	8/2006	
1990	9/30/2009	

Next Review Date: 6/2024

Policies Superseded by This Policy:

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.