(A) Policy Statement

All nursing departments will follow the approved policy format, numbering and distribution system when writing policy and procedure statements (refer to Formulation and issuance of policies, Number 3364-10-01).

(B) Purpose of Policy

To assure uniformity among all nursing departments when developing policy statements and to provide numbering and distribution systems.

(C) Procedure

1. The appropriate individuals develop the policy.

2. The policy is assigned a number.

3. The policy is typed in the proper format. This includes indicating the attachments that pertain to the policy.

4. The policy is approved and signed off by the appropriate individuals.

5. The reviewed/revised copy is placed on the policy web site.

6. The Associate Vice President, Associate Executive Director or designee shall determine, approve, and effect distribution of policies to affected departments.

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