



# Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 246  
VERSION: 1

## **SUBJECT: POLICIES AND PROCEDURES, PREPARATION AND MAINTENANCE**

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**PURPOSE:** To establish a method of standardization of the policies and procedures that guide and govern nursing care and nursing department functions.

To outline the format for writing and maintaining policies and procedures.

### **DEFINITIONS (IF APPLICABLE)**

Policies provide a guide for employees to attain established goals, and describe what is to be done and why.

Procedures provide the steps to ensure the policy is achieved, and describe how policies are carried out.

### **POLICY STATEMENTS:**

1. The Nursing Policy and Procedure manual can be found online in the Policy and Procedure Manager (PPM) which contains nursing specific policies and procedures that assist nursing staff in meeting the standard of care. A copy of the manual must be placed in all areas where nursing care and services are provided.
2. All policies and procedures are to be written in the established format set forth in this policy.
3. The Nurse Management Committee must approve all policies before forwarding to the Chief Nursing Officer for review.
4. All policies and procedures must be reviewed and signed by the Chief Nursing Officer prior to implementation.
5. Policies and procedures are to be reviewed at a minimum of every three years and as changes in nursing, healthcare and/or regulatory statutes occur.
6. A designee from Nurse Management Committee must maintain, in a separate manual, outdated policies/procedures. This is required from a medical-legal viewpoint to determine what was in effect at any given time.

<b>POLICY NO:</b> 246	<b>SUBJECT:</b> POLICIES AND PROCEDURES, PREPARATION AND MAINTENANCE	<b>Page 2 of 3</b>
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## WRITING POLICIES AND PROCEDURES:

1. Before writing any policy or procedure, ensure that there is not a similar one already in existence that pertains to the subject. If there is an organizational policy/procedure in existence, include the applicable portions.
2. Forms Committee must approve all documents that are to be placed in the medical record. Any changes in a policy that necessitates a change in the form or vice versa must be accompanied by a revision to both the policy and the form. The forms referenced in the policy must be listed as numbered attachments and attached to the policy.
3. The recommended and preferred font for typing is Arial 12.
4. **SUBJECT:** The policy/procedure must be named to reflect the subject. Choose a title that reflects what the majority of the employees would recognize as the subject.
5. **EFFECTIVE DATE:** Effective date reflects the original date the policy/procedure was developed. The revision date reflects the date(s) the policy was changed in any way. Both dates must be reflected as month and year.
6. The body of the policy/procedure should be presented as follows:
  - a. **PURPOSE:** A brief statement explaining the reason for the policy.
  - b. **POLICY STATEMENTS:** Describe what is to be done and why (eliminate this section if writing a procedure)
  - c. **POLICY:** A statement that determines the course of action to be followed
  - d. **EQUIPMENT:** List any equipment needed to perform procedures using generic terms instead of name brands (i.e. state 'infusion pump' instead of 'Baxter' IV pump)
  - e. **PROCEDURE:** List the steps required to complete the procedure (eliminate this section if writing a policy)
  - f. **REFERENCE:** The source of information for the policy such as mandates by accrediting agency, federal or state statute, textbooks, or journal articles
7. A designee from the Nurse Management Committee will designate the chapter and policy number for all new policies.
8. After final review by the Nurse Management Committee, the document is forwarded to the Chief Nursing Officer for review and signature.
9. Approved policies are forwarded to the managers for review with the staff, and then placed in the Nursing Policy and Procedure Manual located in each area.

<b>POLICY NO:</b> 246	<b>SUBJECT:</b> POLICIES AND PROCEDURES, PREPARATION AND MAINTENANCE	<b>Page 3 of 3</b>
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## REFERENCES

Barclays Official California Code of Regulations, (2014). Title 22 Social Security Division 5. Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies Chapter 7. Primary Care Clinics Article 3. Basic Services-Policies and Procedures.

Approved By: Lee Dunham (ASSISTANT NURSING DIRECTOR, ADMINISTRATION)	
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