

**OLIVE VIEW-UCLA MEDICAL CENTER
FETAL ASSESSMENT CENTER
POLICY & PROCEDURE**

**NUMBER: 4900
VERSION: 2**

SUBJECT/TITLE: POLICY AND PROCEDURE REVISION

MD ORDER: YES [] NO [X]

POLICY: Methodology for Amending the Policy and Procedure Manual

PURPOSE: To define the method for amending the policy manual

DEPARTMENTS: **Medicine, Nursing 3D- Fetal Assessment**

DEFINITIONS:

PROCEDURE: The provisions of patient care in Maternal Child Nursing are guided by written policies and procedures. The policies and procedures are developed by the medical staff and the unit nursing personnel. All proposed manual additions or revisions will be submitted to the Clinical Nursing Director and/or the Director of OB Services or their designee for input and approval.

At times, the policies and procedures written by other departments apply jointly to Maternal Child Nursing areas. They are incorporated directly into the Maternal Child Nursing unit manuals.

Emergencies or high priority procedures occur which require an immediate change in policy. In these cases, policies and procedures may be added or amended with the approval of the Director of OB Services or designee, Clinical Nursing Director and Nurse Manager.

Emergency changes or additions will be submitted for review during the next scheduled OB Committee meeting.

Instances that may initiate change of the manual may be, but are not limited to:

- New service requirements
- New equipment or supply requirements
- New medicine regimes
- New regulatory agency requirements
- Performance Improvement, Quality control problems

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References:	
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