

Policy Template

Last Updated: January 2024

[Facility Name/Logo]	POLICY NAME <i>Ensure policy name is intuitive so the reader generally understands what topic the policy covers</i>
	Policy Number

Section:		Origin date:	
Owner:		Effective Date:	
Approved by:		Last Revised Date:	
Prepared by:		Next Review Date:	

Policy Statement

Brief description/summary/overview

Should not contain any substantive details of the policy

Purpose

Intended goal of the policy and why it is necessary at this organization.

Scope

To whom or what does the policy apply? All healthcare personnel? Specific departments e.g., Sterile processing staff? Non-clinical employees?

Responsibilities

Unit, department responsible for administering, enforcing or answering questions related to the policy.

Definitions

Include a glossary to define necessary terms if necessary.

Policy

THE BODY OF THE POLICY GOES HERE

Include all aspects of the policy, exceptions, and consequences for not following if applicable.

Associated Procedures- Link or reference to any associated procedures.

Education, Training and Communication

If necessary, include how this policy will be communicated and implemented

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References

Include any applicable reference to law, regulations, guidelines etc.
If this policy is required for accreditation, state that information

Approval Authority and Revision History

Include staff accountability so users are aware who needs to approve at next revision

Necessary Signatures for Approval

Department Approval	Administrative Approval
<hr/> Dr. XXXXXX Title: Medical Director/Department Chair Department:	<hr/> XXXXXXXXXX Title: Director/Manager etc. Department:

Appendix