Policy and Procedure Template Guide

Utilization of templates can streamline the policy development and review process, as well as help to ensure that no important information is omitted. The policy template should include the following elements, among others:

I. HEADER

The header section includes:
- **Policy title,** which should be brief and descriptive.
- **Policy number,** to track updates.
- **Policy status** (i.e, in effect, since revised or obsolete).
- **Date** on which the policy was approved, reviewed and/or revised.
- **Area or unit** that drafted the policy and to which it applies.

II. PURPOSE

The purpose section summarizes the policy's objectives and explains why it is necessary to take this action.

III. DEFINITIONS

The definitions section explains technical terms for the benefit of novice readers and contextualizes potentially ambiguous words.

IV. POLICY

The policy section provides a historical, legal and ethical framework for the new or revised protocol and describes intended outcomes.

V. PROCEDURE

The procedure section is designed to do the following:
- **Outline** the basic processes involved.
- **Identify** the participants and their specific responsibilities.
- **Instruct** readers in a step-by-step manner as to how the policy is to be implemented.
- **Refer** to other guidelines, documents and other materials needed to implement the policy.

VI. RELATED POLICIES AND FORMS

The related policy section cites key background information, including:
- **Companion policy statements** that help clarify the issues.
- **Relevant federal and state laws,** as well as accreditation and regulatory standards.
- **Standardized forms** used to implement the policy/procedure.

VII. REVIEW

The review section lists necessary reviewers – e.g., department or unit managers, executive leadership, the medical director, governing board members, and chair of the policy and procedure review committee – and provides a schedule for the approval process. It contains a signature block to document approval.

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