


Policy and Procedure Document Template			
 Halton Healthcare <small>GEORGETOWN · MILTON · OAKVILLE</small>	Program/Dept:		Document Category: Add category document is to reside in
	Developed by:	(position title, group, committee)	Original Approval Date: (Mon/Year)
	Approved by:	(position title, group, committee)	Reviewed Date: (Mon/Year)
	Review Frequency:	#? year	Revised Date: (Mon/Year)

Refer to the Development and Management of Policy and Procedures document

Purpose

Answers the question, why the policy and procedure exists?

Scope

Answers the question, to whom does the policy apply?

Policy

Answers the question, what is to be done, what does the policy hopes to accomplish?
 A policy guides actions and decision making while maintaining discretion
 Includes statements of committed to quality and translates the organizational values

Procedure

Answers the question, how the policy will be implemented?
 Like a recipe it outlines the steps to comply with the policy

Supplies

Incorporate if valid

Safety Precautions

Incorporate if valid

Roles/Responsibilities

Incorporate if valid

Definitions

Incorporate if valid
 To enhance readability of document potential to move key definitions to front of document 3-5 max
 If several definitions use an Appendix e.g. “see Appendix A”

Related Documents

List Halton Healthcare Services policies or procedures related to the document

Key Words

Include 3 - 5 words not listed in the document title

Clinical Policy-Procedure Template

Reviewed by/Consultation with
List position titles

Signed by

Title

Appendices

Incorporate if valid

References

APA format