DEVELOPMENT OF NURSING POLICIES AND PROCEDURES

POLICY:

Nursing Department policies, procedures and protocols shall be developed as indicated by the management staff and/or nursing personnel. All policies, procedures and protocols shall be precise, concise, specific to the need and shall be consistent in format and style. Policies, procedures, and protocols will be incorporated into a single document.

PURPOSE:

To provide a format for proposing, developing and implementing policies, and procedures for the nursing department.

SPECIAL INFORMATION:

1. Nursing Administration will maintain a complete set of policies, and procedures for the nursing division.
2. All policies, and procedures will be reviewed at least every three years.
3. Any nursing personnel may suggest changes or additions to current policies, or procedures. Suggestions may be made directly to any member of the Professional Practice Council or Leadership Council.
4. The Councils will make a decision as to the necessity and urgency of the request and shall develop the policy, and procedure with input from the appropriate staff.

DEFINITIONS:

Policy: A basic principle or guideline that governs and directs an organization’s activity and upon which its procedures are founded.

Procedure: The methods or steps taken to fulfill a policy, operational rules and regulations established to provide consistency and direction to organizational activities. They have both a technical and theoretical basis. The technical portion gives precise directions and the theoretical portion involves the scientific and nursing rationales for certain actions. Appropriate nursing action for the effective management of common patient care problems/issues.
FORMAT

Policy:
Section:
Date Written:
Date(s) Revised:
Date(s) Reviewed:
Reviewed/Approved by:  Cmt  Date

Final Approval: _____________________________     ____
 VP Operations, Chief Nursing Officer Date

Distribution:

TITLE

POLICY STATEMENT:

PURPOSE:

SPECIAL INFORMATION/SUPPORTIVE DATA:

EQUIPMENT LIST:

CONTENT-PROCEDURE

DOCUMENTATION

REFERENCES:

T:\Data\Policies\MGINFO\mgi8-13r1.doc