

# Guidelines For Developing, Reviewing and Revising Policies and Procedures

<b>[LOGO OF THE FACILITY OR THE NATIONAL SEAL]</b>	<b>YOUR HEALTH FACILITY</b> <b>[ADDRESS, ETC.]</b>
<b>Policy Title:</b>	
<b>Department(s):</b>	<b>Code #:</b>
<b>Original Date:</b>	<b>Page 1 of</b>
<b>Date Approved/Revised:</b>	<b>Approved By:</b>
<b>Document Filename:</b>	<b>Title:</b>

I. POLICY: Policy statement

II. APPLICABILITY: Which staff is responsible for following policy?

III. DEFINITIONS: Define any terms used in policy if applicable.

IV. PROCEDURE: How the policy will be implemented and monitored.

V. REFERENCES: If applicable, indicate specific regulations or references, such as your national policy, provincial or district policies, WHO guidelines, etc.

VI. RESPONSIBILITY: Who is responsible for reviewing this policy?

VII. DATE OF NEXT REVIEW: Every year? Every two years? Policies are living documents that need periodic updating to reflect new science, lab tests, and optimal practices. This policy will be reviewed and updated as needed to reflect changes in national and international policies and scientific breakthroughs.