

[LOGO OF THE FACILITY OR THE NATIONAL SEAL]	YOUR HEALTH FACILITY [ADDRESS, ETC.]
POLICY TITLE:	
DEPARTMENT(S):	CODE #
ORIGINAL DATE:	PAGE 1 OF
DATE APPROVED/REVISED:	APPROVED BY:
DOCUMENT FILENAME:	TITLE:

I. **POLICY:** Policy statement

II. **APPLICABILITY:** What 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.

**THE UNITED PROVINCES OF
GRAND DUTCH**

Guidelines For Developing, Reviewing and Revising Policies and Procedures

DEPARTMENT(S): OPD,CTC, X-ray, TB clinic	CODE # TBIC#12
ORIGINAL DATE: 01/10/2010	PAGE 1 OF2
DATE APPROVED/REVISED:	APPROVED BY: Dr. S. Modi
DOCUMENT FILENAME: TBIC	TITLE: Clinical Director

I. POLICY: Policy statement

The early identification of TB suspects at the health facility level should be based on three strategies:

- A. *The use of posters displayed at the entrance of each unit, instructing patients on cough hygiene an self-referral to the registration desk if TB suspects*
- B. *Active identification of TB suspects at every registration desk, by asking about cough for more than two weeks to patients and family members with HIV status unknown or negative*
and
administering the TB screening questionnaire to PLHIV only
- C. *The regular education of patients and family members about TB infection control, especially for people living with HIV*

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

At any unit, such as the OPD, TB clinic or CTC the triage/registration nurse should actively ask the patient and his/her family members about cough for more than two weeks if HIV status unknown or negative or administer the TB Screening Questionnaire if the client/patient is HIV positive. If a triage/registration nurse is not available or the procedure is not feasible; the identification of TB suspects should be conducted by a trained volunteer HW or by the clinician in the examination room.

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

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

Those patients who have been coughing for more than two weeks or have at least one of the five signs/symptoms on the TB screening questionnaire (TB suspects) should be immediately referred to the laboratory for the collection of two sputum specimens for Acid Fast Bacilli (AFB) smears (according to the national TB policy). The triage/registration nurse should also instruct those patients coughing on cough hygiene, advise them to avoid close contact with the other clients/patients (in particular children, due to their immune-related vulnerability) in the waiting area and provide them with tissue/handkerchief to cover their mouth/nose. TB suspects using handkerchief should be instructed to wash it with soap and water and reuse it. Otherwise, if tissues are used, the TB suspect should be instructed to discard them in a bucket after use.

The sputum request form should be available at the registration desk of every registration desk.

Guidelines For Developing, Reviewing and Revising Policies and Procedures

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?

The district TB officer, the Physician Director of this facility and the TBIC designated lead nurse.

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 prior to every January 30th. And updated as needed to reflect changed in national and international policies and scientific breakthroughs.

Guidelines For Developing, Reviewing and Revising Policies and Procedures

Policy Statements	Keep their description brief, containing what must be done or the or the desired outcome.
Procedure Statements	Describe the “how to do it” of a given task or procedure.
Audience	The employees, staff or community volunteer within your facility identified by their department or position.
Focus	Limit the document to only what is needed for the task and how you want the task to be completed.
Current Practices	When creating new policies for your site review all current research and literature including national standards and practice guidelines. Be sure to include them in your reference section as this is the foundation for your policy and practice.
Format	Keep the format simple and easy to read. Describe the process step by step noting who is to do the task and if others are required to be involved. Write only one action step per line. Cross reference related policies within the document whenever possible
Definitions	Define complex medical terms or abbreviations. Be specific and Descriptive in your writing and use phrases that command the attention of the reader. For example, “Suspected TB patients must use tissues to cover their cough” and not say “Suspected TB patient should use tissues to cover their cough”.
Reality Check	Have another healthcare college read the policy. Is it clear to them? If not, revise it for clarity.
References	When reviewing and revising a policy you must again consider all of the current literature, research and changes in practice that have occurred including changes in national statutes, ethical standards and professional scopes of practice. Be sure to update the policy’s reference section if new information has been added . Since policies are considered “living documents” they must be kept current to reflect the best standards of care for our patients.