

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

**Title: POLICY & PROCEDURE PROCESS,
New and Revised**

Effective Date: 4/2013

Policy Number: 153

Med Staff:

Regulation:

Admin:

I. POLICY

All policy and procedures, new and revised, will go through a systematic process in order to ensure that all departments potentially involved will have knowledge of and input to the proposed document.

II. DEFINITIONS

N/A

III. RESPONSIBILITY

Medical Staff
Administrator
Department Heads
Departmental Supervisors and staff

IV. EQUIPMENT

Hospital-Wide Policy and Procedure Template
Needed Data and Information (i.e., sample policy & procedures, regulations)

V. PROCEDURES

INFECTION CONTROL: N/A

- A. The need for a policy and/or procedure or a revision of presents itself.
- B. The necessary information is gathered (data, regulation, etc.) and the policy and procedure is written or revised.
- C. The policy and procedure is then brought to the appropriate Department Head to review and have approved by the other Department Heads and Administrator.
- D. If it is not approved or is approved-with-revisions at the Department Head level, the necessary changes or additions are made and it is sent back to the Department Head level unless approved with the necessary revisions.
- E. Once it is approved at the Department Head level, it is to be reviewed by the Medical Staff for approval or approval-with-revisions.
- F. If it is not approved or is approved-with-revisions at the Medical Staff level, the necessary changes or additions are made and it is sent back to the Medical Staff level unless approved with the necessary revisions.

- G. When it is approved at the Medical Staff level it is sent to the appropriate departments and placed in the appropriate policy and procedure manual.
- H. If the policy and procedure is Hospital-Wide it is to be sent to the IT (Information Technology) Department via e-mail to be placed or replaced in the manual on the Intranet and:
 - a. assigned a Policy Number (if it is a new P&P),
 - b. added to the Policy and Procedure Change sheet,
 - c. and identifying notice sent out to all departments that there is a new or revised Hospital-Wide P&P to be reviewed on the Intranet.
- I. When any policy and procedure is devised or revised and placed in a manual, an entry should be made on the Policy and Procedure Change sheet at the front of each manual.
- J. Department Heads and Supervisors will be responsible to provide any training necessary in order to implement the approved policy and procedure.
- K. The old revised policy and procedure must be retained for at least 3 years it will need to be marked revised and the effective date left intact. It can be saved with a new name such as "XXXXXXXXXrev4-2013" and placed in a new file for revised P&P. Departmental P&P's Will be kept in the department and Hospital-Wide P&P will be kept in a file in the IT Department.

VI. DOCUMENTATION

Committee minutes
Policy and Procedure manuals
Policy and Procedure Change sheet
Revised P&P file