**Creating A Policy Worksheet**

A Policy Worksheet can help keep routine review and revisions of policy on track and prevent overlooking elements, departments, process, and people. The Policy Worksheet must be created with the needs, processes, and resources of the facility or organization in mind. Remember to integrate your policy workflow and policy approval process when designing a Policy Worksheet. Here are a few fields to consider including in Policy Worksheet form:

Policy number - Date - Lead contact or responsible person Original Issue Date - Required Review Date

New policy / Revision / Review / Retire / Replace

Contributors to content - Name, title, department. List of impacted departments or disciplines

Print Track Changes - File of Track Changes - List Keywords

Integrating Policy change into practice:

Notifications / Involvement / Contact: (Person / Date, notes)

Information Systems - Nursing Documentation, Scheduling, Billing, Other

Estimated production date for Information Systems changesDepartment Director (s)Staff Education Department - regarding policy update

Educational considerations: Staff meeting

Employee portal, Patient Portal, Physician Portal

E-mail notification and / or Newsletter

Measuring outcome in compliance

Computer aided instruction, Job tools and aids

Summary of changes to Managers, Leadership, and Staff

Mentorship training

Employee handbook update

Resource library

Resident and physician training, Fax blast

Simulations, drills

Quiz and / or attestation

Further Potential Integrative considerations:

Forms Other policies and procedures Consents and other Documentation Residents

Billing Infection prevention

Risk Management IRB

Performance Improvement Human Resources & Volunteers

Marketing Administration

Physician Rules and Regulations

References, Regulations, related Documents, Handouts, Attachments, Patient Educational Tools, Bedside Checklists, Just in Time Training within EHR, Websites, forms, consents, algorithms, flow diagrams, videos, Sentinel Event Alerts, Best Practice, Research Literature