**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