

<DOCUMENT TITLE> POLICY AND PROCEDURE

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[IMPORTANT NOTES]

[This **Policy and Procedure Template with Instructions** describes what information to include in each section and how to write it – see the [policy writing instructions](#) at the end of this document. **USE THIS AS A REFERENCE TOOL**, and write your policy in the **Blank Policy and Procedure Template (with formatting)** so that it is in the approved format. Both templates are on the Policy Portal.

To identify what template to use (e.g. a policy and procedure combined, a standalone policy, a standalone procedure, or a guideline), refer to the [Policy Document Development and Review Procedure](#).

If experienced, use the automated contents table and auto-number the paragraphs; otherwise, number the paragraphs manually and the Policy Portal Administrator will update the contents table. Contact the Policy Portal Administrator (policy@cqu.edu.au) with any questions about using this template.]

1 PURPOSE

- 1.1 [Include brief statement/s about the overall purpose of the policy, i.e. what outcome/s is the policy intended to achieve? E.g. This policy and procedure establishes an effective, accountable and transparent framework for managing CQUniversity's investments and ensures compliance with the *Statutory Bodies Financial Arrangement Act 1982*.]

2 SCOPE

- 2.1 [Include brief statement/s that identify to whom (e.g. specific groups of people) and to which parts of the University the policy applies. Specify exclusions to clarify scope if needed.]

3 POLICY STATEMENT

- 3.1 [Policy statements are about identifying the broad principles/standards of expected action/behaviour and/or compliance, i.e. setting the 'rules' or 'framework' within which decisions are made on a particular matter. For example, policy statements address **what** is the standard, while procedures address **how** the standard is implemented.]

Sample Policy Procedure Manual

Titus De Silva



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Total Quality Management for Hospital Nutrition Services M. Rosita Schiller, Karen Miller-Kovach, Mary Angela Miller, 1994 Designed to help nutrition professionals build and sustain an effective total quality management program for nutrition services in hospitals skilled nursing facilities nursing homes etc Provides a discussion of quality assessment monitoring and evaluation Includes background information on total quality management and its adaptation to health care settings and a discussion of departmental systems and tools for quality management Deals with the quality monitoring and evaluation process and offers suggestions for managing the quality process Contains references and examples from dietetic practice

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Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2004-03-29 The completely revised and expanded third edition of Model Accounting and Financial Policies Procedures Handbook will help nonprofit executives strengthen their organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities This process is streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index

[7 Steps to Better Written Policies and Procedures](#) Stephen Butler Page, 2001 Includes exercises suggested answers checklists sample policies and procedures

Administering the School Library Media Center Betty J. Morris, 2010-08-16 This is the most comprehensive textbook on school library administration available now updated to include the latest standards and address new technologies This reference text provides a complete instructional overview of the workings of the library media center from the basics of administration budgeting facilities management organization selection of materials and staffing to explanations on how to promote information literacy and the value of digital tools like blogs wikis and podcasting Since the publication of the fourth

edition of *Administering the School Library Media Center* in 2004 many changes have altered the landscape of school library administration the implementation of NCLB legislation and the revision of AASL standards just to mention two The book is divided into 14 chapters each devoted to a major topic in school library media management This latest edition gives media specialists a roadmap for designing a school library that is functional and intellectually stimulating while leading sources provide guidance for further research *Guidelines for the Development of Policies and Procedures* American Correctional Association, 1988 **Unclaimed Property** Tracey L. Reid, 2009-02-04 *Unclaimed Property A Reporting Process and Audit Survival Guide* breaks the unclaimed property process down into manageable steps that you can either handle on your own or with the help of a professional in the field Author Tracey Reid presents a thorough introduction to every aspect of unclaimed property laws clarifying what unclaimed property is how the escheat laws apply to your particular circumstance and how you can bring your enterprise into compliance with the least amount of manpower and cash outlay possible The Manager's Pocket Guide to Employee Relations Terry L. Fitzwater, 1999 This pocket guide is an ideal primer for new supervisors or management candidates It introduces tools and techniques for empowering building trust communicating effectively coaching motivating and using participative management techniques **Infectious Waste Management** Michael Garvin, 1995-02-24 Everyday thousands of hospitals around the country produce thousands of tons of infectious waste The disposal of this waste is considered one of America's primary environmental problems Drawing on the author's 20 years of experience as an administrator department director and staff consultant *Infectious Waste Management* offers an insider's approach to medical waste management This reference includes information on how to manage medical waste practically It gives simple effective procedures on how to establish or revitalize a waste management program Written in a friendly understandable style the book covers everything from working with administration to provide necessary resources to getting employees to work effectively It describes cost containing guidelines and establishing regulatory compliance This invaluable guide discusses proper department procedures and methods to monitor systems The book contains education modules or short education tools which can be used to convey important task oriented information to staff The book is divided into three sections according to the intended audience Text in the first section is directed toward hospital administrators and members of the infection control and safety committees The second is primarily for department directors and focuses on writing infectious waste management procedures for the departments of environmental services and maintenance This section also addresses the essential functions of program monitoring and waste tracking or manifesting The third part is for people responsible for educating staff Together these sections present an effective full staff approach to infectious waste management The book has a number of appendices which restate important points made throughout the book and provide sample policies procedures letters memos reference cards and other management or education tools that will prove helpful *Community and Nurse-Managed Health Centers* Donna L. Torrisi, 2005-06-03 Designated a Doody's

Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book s Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrisi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here

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Lippincott Williams and Wilkins' Administrative Medical Assisting Elizabeth A. Molle, Laura Southard Durham, 2003-12-01 This text is designed to meet the needs of students in medical assisting who are studying the administrative portion of the curriculum as well as students in transcription coding and related programs This competency based textbook provides a wealth of guidance for administrative skills The text covers the front office topics scheduling billing coding bookkeeping office management and insurance issues Helpful pedagogy including Key Terms a Glossary and Critical Thinking Challenges familiarize students with the material and help with problem solving The ancillary package includes an Instructor's Resource Kit with an Instructor's Manual and Resource CD ROM as well as a student study guide Visit <http://connection.lww.com/go/molleadmin> for more information

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MATERIALS MANAGEMENT GOPALAKRISHNAN, P., SUNDARESAN M., 1977-01-01 Focussed on the importance of an integrated approach to materials management within the framework of the Indian environment this work presents a comprehensive coverage of all aspects of the subject such as the operational details of stores purchase and inventory control as well as procedures and modern mathematical concepts While dealing with policy aspects of materials management including the concepts of management by objectives it offers a lucid explanation of the application of modern scientific management techniques

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