

# <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](mailto: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 For Group Homes

**RS Peters**



## **Sample Policy Procedure Manual For Group Homes:**

**Quality Assurance Policies & Procedures for Ambulatory Health Care** Judith M. Bulau,1990 This manual is a comprehensive quality assurance resource applicable for use in various health care systems such as ambulatory care settings HMOs PPOs and by primary care providers specialty providers and regulatory agencies Quality Assurance Policies Procedures for Ambulatory Health Care enables these ambulatory health care systems to develop appropriate quality assurance programs and assists them in reviewing supplementing or revising existing quality assurance programs Clear and concise with step by step procedures for implementing each policy It includes more than 100 sample forms reports letters job descriptions and other practical tools to save time and increase efficiency *Residential Treatment of Adolescents* Don Pazaratz,2011-03-17 In *Residential Treatment of Adolescents* Pazaratz discusses how practitioners can remain emotionally available for the needs of their residents without feeling overwhelmed Readers will be apprised of ways to deal judiciously with residents who try to circumvent con play workers off each other and even attempt to seduce or manipulate the worker Each chapter instructs readers to observe their clients and comprehend how they relate to the total environment in order to determine what the resident is feeling and how he or she makes use of personal resources This contextual understanding helps to answer questions such as What are the youngster s goals What factors obstruct the change process What are the youngster s defenses and against what How does the youngster use the milieu staff and peers and the community as resources How can the youngster get significant others to react differently to him or her Ultimately Pazaratz demonstrates that effective treatment staff do not create dependent youth make treatment oppressive or enact a role based upon giving consequences Instead the reader will learn to integrate diverse intervention strategies into the resident s normal cycle of daily life and how to interact within a team structure Active Learning Lessons, Activities, and Assignments for the Modern Social Work Educator Karen Zgoda,2022-10-19 This text infuses the field of social work with dynamic and evidence based active learning offering fresh ideas to increase students abilities to effectively implement their social work practice To practice social work in the real world students need to be energized and engaged with the realities of the modern social work landscape Written in an accessible and practical style the impressive array of contributors provide social work educators with structured lesson plans practice exercises and assignments that can be used in both the physical and virtual classroom Combining the latest research with current social work practice trends the chapters cover cutting edge topics such as ethics social work technology the importance of self care and social justice and activism bridging the gap between current social work education and the needs of the modern social work student This book is invaluable reading for both social work educators and their students providing tools to seamlessly integrate innovative techniques into the classroom as well as helping their students navigate a career in social work after graduation *Federal Probation* ,1990 **Commercial Health and Accident Insurance Industry** United States. Congress. Senate. Committee on the Judiciary. Subcommittee on

Antitrust and Monopoly,1973      *Handbook of Home Health Care Administration* Marilyn D. Harris,1997 Table of Contents  
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*Handbook of Home Health Care Administration* Harris, 2015-10 Professional reference for Nurses on Home Health Care

**Hearings** United States. Congress. Senate. Committee on the Judiciary, 1973

**Hearings, Reports and Prints of the Senate Committee on the Judiciary** United States. Congress. Senate. Committee on the Judiciary, 1973

**HOME Program rehabilitation tune-up kit**, 2004

Resources in Education, 1996-06

**Protecting the Judiciary at Home and in the Courthouse** United States. Congress. Senate. Committee on the Judiciary, 2005

*Clearinghouse Review*, 1986

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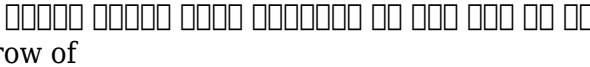
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