#### <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 <u>policy writing instructions</u> 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 <u>Policy Document Development and Review Procedure</u>.

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@cgu 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 CQUIniversity's investments and ensures compliance with the Statutory Bodies Financial Arrangement Act 1962.]

#### 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.]

<Document Title> Policy and Procedure Effective Date: [DD/MM/YYYY - entered by Policy Portal Administrator] Reference Number/Code: [Policy Portal Administrator adds number/code] Page 1 of 6

# **Policy And Procedure Manual Examples**

Janice Rider Ellis, Elizabeth Ann Nowlis, Patricia M. Bentz

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Department of the Interior and related agencies appropriations for fiscal year 1985 United States. Congress. Senate. Committee on Appropriations. Subcommittee on the Department of the Interior and Related Agencies,1984 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

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