

<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.]

Policy Procedure Reference Guide

AN Whitehead



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FBI Law Enforcement Bulletin, 1968. *Information Technology - New Generations*, Shahram Latifi, 2017-07-15. This volume presents a collection of peer-reviewed scientific articles from the 14th

International Conference on Information Technology New Generations held at the University of Nevada at Las Vegas on April 10-12 at Tuscan Suites Hotel in Las Vegas. The Book of Chapters addresses critical areas of information technology including web technology, communications, computing architectures, software engineering, security, and data mining.

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.

Reference Guide to Water Quality Standards for Indian Tribes, 1990. *Fire Management Today*, 2000. *Catalogue of Hazardous and Solid Waste Publications*. United States Environmental Protection Agency, Office of Solid Waste and Emergency Response, 2000. **The**

Compliance Guide to the JCAHO's Provision of Care Standards Rebecca S. Jessie, 2005. *How to Deliver Training*

Martin Orridge, 1998. This book is to provide experienced managers and those entering the training profession with a practical guide to delivering successful developmental events. It includes tips, tools, checklists, examples, and exercises throughout, together with real-life anecdotal cameos to help make the points memorable. Martin Orridge's style is at all times practical and friendly. *Software Engineer's Reference Book* John A. McDermid, 2013-10-22. *Software Engineer's Reference Book* provides the fundamental principles and general approaches, contemporary information, and applications for developing the software of computer systems. The book is comprised of three main parts, an epilogue, and a comprehensive index. The first part covers the theory of computer science and relevant mathematics. Topics under this section include logic, set theory, Turing machines, theory of computation, and computational complexity. Part II is a discussion of software development methods, techniques, and technology, primarily based around a conventional view of the software life cycle. Topics discussed include methods such as CORE, SSADM, and SREM, and formal methods including VDM and Z. Attention is also given to other technical activities in the life cycle, including testing and prototyping. The final part describes the techniques and standards which are relevant in producing particular classes of application. The text will be of great use to software engineers, software project managers, and students of computer science.

[User's Guide to an Early Warning System for Macroeconomic Vulnerability in Latin American Countries](#) Santiago Herrera, Conrado Garcia, 1999. Models for an early warning system do a good job predicting vulnerability to macroeconomic crises in several Latin American countries. Cover

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