\*\*\*Refer to the Development and Management of Policy and Procedures document\*\*\*

**Purpose**

Answers the question, why the policy and procedure exists?

**Scope**

Answers the question, to whom does the policy apply?

**Policy**

Answers the question, what is to be done, what does the policy hopes to accomplish?

A policy guides actions and decision making while maintaining discretion

Includes statements of committed to quality and translates the organizational values

**Roles/Responsibilities**

Incorporate if valid

**Definitions**

Incorporate if valid

To enhance readability of document potential to move key definitions to front of document 3-5 max

If several definitions use an Appendix e.g. “see Appendix A”

**Related Documents**

List Halton Healthcare Services policies or procedures related to the document

**Key Words**

Include 3 - 5 words not listed in the document title

**Reviewed by/Consultation with**

List position titles

**Signed by**

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**Title**

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**Appendices**

Incorporate if valid

**References**

APA format