**North Central District Health Department**

**Policy and Procedure Review Process**

**Purpose**

Policies and procedures currently in use at North Central District Health Department will be documented, assigned ownership, and periodically reviewed to ensure their consistent application and relevancy to actual practice and operations.

**Guidance**

1. As written policy and procedure documents are created or revised, ensure the following elements are included:
   1. Department Logo
   2. Created / Developed / Effective Date
   3. Reviewed Date
   4. Revised Date
   5. Denotation of Approval (Date and Type)
2. Incorporate health literacy principles into department policies and procedures
3. Ensure alignment with accreditation efforts and other applicable department plans, such as the Communication Plan and Strategic Plan

**Review Process**

Upon reaching the calendar date for annual review, or when significant changes occur, department policies and procedures will be systematically reviewed according to the following process:

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| **Staff Responsibilities:** | |
| 1. | Thoroughly review all content for accuracy and relevance |
| 1. Involve other staff members with responsibility for this policy/procedure in review process, if applicable |
| 1. Policies / procedures deemed to be no longer in effect will be marked inactive and retained according to department retention schedules |
| 2. | Make necessary revisions to ensure policy/procedure is accurate and reflects actual practice and operations |
| 3. | If no revisions are made upon completion of review, proceed to item 5 |
| 1. To ensure accountability and transparency in review process, approval of Operations Program Manager is necessary for all policy / procedure review resulting in no revisions |
| 4. | If revisions are made upon completion of review: |
| 1. Provide revised policy/procedure to Executive Director and Executive Assistant |
| 1. Schedule meeting within 30 days of review deadline with Operations Program Manager, Executive Director, and Executive Assistant to discuss revisions and determine any additional changes or further actions |
| 1. Make final policy / procedure revisions, as necessary |
| 1. If Board of Health approval is required, present information to Board of Health regarding policy/procedure revisions for their approval, as directed by Executive Director |
| 1. If Board of Health approval is not required, obtain approval through Executive Director |
| 1. Upon approval, make final policy / procedure updates reflecting: |
| * 1. Reviewed Date |
| * 1. Revised Date |
| * 1. Approval Date and Type |
| 1. Conduct staff training, as necessary, to provide information regarding approved policy / procedure revisions |
| 5. | Create calendar entry for next scheduled review period |
| 6. | Complete Policy and Procedure Annual Review Documentation Form to provide evidence of completed annual review |
| 1. Provide copy of documentation form to Operations Program Manager and file original documentation form with policy/procedure reviewed |

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| **Operations Program Manager Responsibilities:**  It will be the responsibility of the Operations Program Manager to provide oversight and ensure the Policy and Procedure Review Process is implemented and executed. This responsibility will involve the following activities: | |
| 1. | Meet with identified Program Managers for each program to document: |
| 1. Policies and procedures currently established for all programs |
|  | 1. Current program activities for which written policies and procedures need to be established |
| 2. | Meet with Executive Assistant, Executive Director, and/or Office Manager to document: |
|  | 1. Policies and procedures currently established for all administrative processes |
|  | 1. Current administrative processes for which written policies and procedures need to be established |
| 3. | Establish reasonable time frames to develop written policies and procedures for programs and/or administrative policies, where needed |
| 4. | Assign ownership for each department policy and/or procedure |
| 5. | Quarterly meet with staff to confirm policy/procedure ownership and ensure no significant changes have occurred necessitating review and revision |
| 6. | Work with appropriate staff to establish calendar system for policy and procedure review, at least annually and as significant program or administrative changes occur |
|  | 1. Provide reminder notices of annual review 60 and 30 days prior to deadline |
|  | 1. Confirm documentation of completion of all required policy/procedure owner annual review steps |
| 7. | Maintain department policy / procedure staff ownership listing and calendar review timeline |