### POLICY WRITING MODEL

#### II. DRAFTING THE POLICIES

<table>
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<tr>
<th>PROCESS</th>
<th>POSSIBLE AREAS FOR DEVELOPMENT OF POLICIES</th>
<th>EDUCATION STRATEGIES FOR POLICY DISSEMINATION</th>
</tr>
</thead>
</table>
| • Define need  
• Compare policy vs. education approach  
• Compare mission and policy goals  
• Agree on principles  
• Study other models  
• Delegate writing  
• Staff review of first draft  
• Obtain staff support  
• Revise draft  
• Legal council review  
• Approval of draft at all levels  
• Follow the policy through all channels  
• Ascertain its adoption or referral for revision  
• Education of staff  
• Education of patients  
• Evaluation of policy  
• Review compliance requirements (JCAHO, HCFA, etc.) | • End of life issues  
• Advance directives  
• DNR orders  
• Withholding/withdrawing  
• Forgoing treatment  
• Confidentiality  
• Patient capacity  
• Truth telling  
• Informed consent  
• Pain management  
• Non compliant patients  
• Ethics consultation  
• Patient staff safety  
• Organizational ethics  
• Use of restraints or seclusion | **Staff education:**  
• Enlist affected staff in review process  
• Use educational formats  
• Distribute policy summary  
• Include in newsletter  
• Provide copies of policy where needed  
• Journal clubs  
• Interinstitutional reading groups  

**Patient education:**  
• Inform at intake  
• Include policies in "guest book"  
• Video for viewing in room  
• Pamphlets with summaries available in waiting rooms  
• Posted in prominent places  
• Readers theater |

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**Comments:**

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