### POLICY WRITING MODEL

#### I. POLICY DEVELOPMENT PLANNING PHASE

<table>
<thead>
<tr>
<th>Definitions</th>
<th>Policy Outline</th>
<th>Reasons for Policy</th>
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</table>
| • Policy mandates a standard for acceptable conduct  
• Guideline suggests principles for conduct | • Need or rationale  
• Purpose  
• General Principles  
• Definitions  
• Procedure  
• Relationship to existing policies | • Translate mission statement into practical terms  
• Enhance patient care  
• Shape behavior to harmonize with mission and values  
• Promote responsibility to safeguard patient's rights  
• Maintain or achieve JCAHO accreditation; federal compliance  
• Provide legal protection |

Comments:

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