

POLICY WRITING MODEL		
I. POLICY DEVELOPMENT PLANNING PHASE		
Definitions	Policy Outline	Reasons for Policy
<ul style="list-style-type: none"> • Policy mandates a standard for acceptable conduct • Guideline suggests principles for conduct 	<ul style="list-style-type: none"> • Need or rationale • Purpose • General Principles • Definitions • Procedure • Relationship to existing policies 	<ul style="list-style-type: none"> • 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:
