

Attachment E



Policy Submission & Review Checklist

Use this checklist when developing or revising a policy. Before submitting policy for review & posting, fill in the information requested in the white boxes; obtain Administrator/Director signature for approval to move the policy forward. Attach the policy with DRAFT Watermark and Track Changes (Attachment E) and this form to an email, type *Policy Submission* in the subject line of the email and send to:

Garnet Health:

For Nursing policy review send to: Suzanne Peller

Garnet Health Catskills:

All policies send to: Policy and Procedure Committee

For Non-nursing policy review send to: Supervising Administrator/ Director

Title of policy			
Author (policy owner)			
Document Control Number	<input type="checkbox"/> New Policy	<input type="checkbox"/> Revised Policy	Document Control Number:
Education Plan	<input type="checkbox"/> Inservice <input type="checkbox"/> Staff Meeting <input type="checkbox"/> Huddle <input type="checkbox"/> Email <input type="checkbox"/> HealthStream <input type="checkbox"/> Posting		
Submitted by			Contact number:
Administrator/Director Signature(s)			

Prior to Submission				Prior to Posting (do not use)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the policy formatted correctly using the Policy and Attachment Templates ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the policy assigned to the correct policy location (applicable to)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the policy assigned to the correct Policy Level ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the policy assigned to the correct Category ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the Title clear, unambiguous, and reflective of policy content?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are the Attachments listed alphabetically as they appear in the policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If attachment includes a form, has it been approved by the Forms Committee ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the Purpose statement clear and reflective of the policy content?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are all words that require definition included, and are their Definitions clear, easy to understand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Are the Policy statements written correctly (non-negotiable, <i>look for</i> must, shall, will within statement)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are the Work Instructions steps clearly stated, logical, and sequential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Are the appropriate Standards/Guidelines cited (ISO, NIAHO, CMS, AORN)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are the References older than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the Author (policy owner) listed with their title?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the Approver correct and listed with their title?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Are the Concurrences correct and is there evidence of concurrence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the Document Control complete and accurate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the grammar correct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Are there spelling errors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is the vocabulary appropriate (too wordy)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Is there a plan of education ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Document Tracking
Garnet Health Medical Center – NURSING POLICY

Action	Date	Comments
Sent to		
Policy returned		<i>Does not meet the following criteria:</i>
Policy approved		
Posted		

Garnet Health Medical Center – NON-NURSING POLICY

Action	Date	Comments
Sent to		
Policy returned		<i>Does not meet the following criteria:</i>
Policy approved		
Posted		

Garnet Health Medical Center Catskills – POLICY

Action	Date	Comments
Sent to		
Policy returned		<i>Does not meet the following criteria:</i>
Policy approved		
Posted		

Garnet Health Doctors - POLICY

Action	Date	Comments
Sent to		
Policy returned		<i>Does not meet the following criteria:</i>
Policy approved		
Posted		