 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Forms Management		Communications	06-012-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		1
APPLIES TO:			
Community Health Nurses			

POLICY:

The Department of Health and Social Services shall use standardized forms in its health centres. All forms must be approved by the Chief Nursing Officer and Executive Management Committee, in consultation with a delegate from the Health Records department.

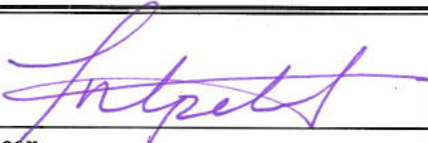

DEFINITIONS:

Form is defined as any information or communication vehicle with pre-printed information requiring the insertion of additional data either manually or computerised.

PRINCIPLES:

All forms will display the Government of Nunavut logo; the form title; and form number

Additional requirements for all clinical forms to be used in client records include: a 3.5 X 2 inch plaque area for client information; 5/8 inch margin on left or top edge; and a maximum 8.5 X 11 paper size.

Approved by:  Chief Nursing Officer	11 FEB 2011 Date	Effective Date: April 1, 2011
 Deputy Minister of Health and Social Services	February 11, 2011 Date	

