

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<u>POLICY:</u> POLICY DEVELOPMENT, IMPLEMENTATION, AND REVIEW PROCESS	Original Approval: 9/99
<u>PURPOSE:</u> To provide guidelines for the effective operations of the Home Health Care Agency, Diagnostic & Treatment programs and other Health Department programs and services. New policies are to be made available to all staff members and included in the policy and procedures manual.	Reviewed: 9/99 Revised: 9/01 Revised: 12/05 Revised: 3/16
<u>RESPONSIBLE PARTY:</u> Director, DPS, Supervisors, Program Managers, QI Coordinator, Administrative Assistant	

PROCEDURE:

1. New policies are developed by the QI team and approved by the director. Policies are based upon regulatory need, industry norms, and standards of practice within the state. Policy revisions or deletions are based upon staff and management team input.
2. Policies and procedures are reviewed at least annually, as assigned by the director, by the Professional Advisory Board or Health Services Advisory Board.
 - a. Policies pertaining only to the Certified Home Health Care Agency and Long Term are approved by the Professional Advisory Committee.
 - b. Policies pertaining to Diagnostic & Treatment programs and other Health Department programs as assigned are approved by the Health Services Advisory Board.
3. During the orientation process, all employees have an opportunity to review the current policies and procedures of the agency.
4. Policy revisions are available for review by all staff. It is the responsibility of absent staff to review these revisions.
5. The Policy and Procedure Manual is maintained and located in the office of the Administrative Assistant, and is stored electronically.