

Is It A Policy or Procedure?

Policies and procedures are important tools in a healthcare organization to help provide direction and guidance. Policies outline an organization's position on how it views and will treat a variety of situations. Policies provide interpretation at an operational level for an organization's mission and values. Policies are more general in nature than procedures and are not likely to change very often. Procedures define the specific steps to be taken in carrying an organizational activity. They often define the specific steps necessary to comply with a policy. Procedures are subject to frequent changes as the organization strives to stay current with changing standards of practice or performance improvement activities.

Directions: Indicate whether each of the following statement represents a policy or a procedure.

	Policy	Procedure
1. The hospital's fiscal year will coincide with the calendar year.	<input type="radio"/>	<input type="radio"/>
2. All intravenous medications will be administered by registered nurses.	<input type="radio"/>	<input type="radio"/>
3. Patient bills are sent out in the 2:00 p.m. mail every Friday.	<input type="radio"/>	<input type="radio"/>
4. The switchboard function is transferred to the med-surg nursing unit at 7:00 p.m.	<input type="radio"/>	<input type="radio"/>
5. All new contracted services require three (3) bids.	<input type="radio"/>	<input type="radio"/>
6. All employees will complete mandatory training on confidentiality and patient safety before having direct patient contact.	<input type="radio"/>	<input type="radio"/>
7. Meal charges are forwarded to the payroll office by 3:00 p.m. on the Thursday of payroll week.	<input type="radio"/>	<input type="radio"/>
8. All requests for overtime will be signed off on by the employee's immediate supervisor.	<input type="radio"/>	<input type="radio"/>
9. All medications are passed within 30 minutes of the scheduled time, being 30 minutes before or 30 minutes after.	<input type="radio"/>	<input type="radio"/>
10. Patient satisfaction surveys will be given to every inpatient and outpatient receiving services between March 1 and November 30 of each year.	<input type="radio"/>	<input type="radio"/>
11. Employee vacation requests are submitted to human resources 30 days prior to the requested day off.	<input type="radio"/>	<input type="radio"/>
12. All employees requesting vacation time will submit the request in writing.	<input type="radio"/>	<input type="radio"/>
13. Blood tubing is labeled with the name of the nurse hanging the blood, the date, the time and the patient's temperature.	<input type="radio"/>	<input type="radio"/>
14. Prior to removing a patient's dressing, the nurse will wash his or her hands and put on gloves.	<input type="radio"/>	<input type="radio"/>
15. Only employees who have completed their probationary period for their current positions can apply for new positions.	<input type="radio"/>	<input type="radio"/>
16. The hospital will seek to fill new and open positions with the best qualified individual possible.	<input type="radio"/>	<input type="radio"/>
17. New and open positions will be offered to existing members of the workforce before going outside the organization with the except of management positions. Management positions will be posted internally at the discretion of the CEO	<input type="radio"/>	<input type="radio"/>
18. Probationary evaluations are completed by the employee's immediate supervisor within 5 days of the employee's 30 day anniversary.	<input type="radio"/>	<input type="radio"/>
19. Employees who leave the organization in good standing will be paid terminal benefits.	<input type="radio"/>	<input type="radio"/>
20.. To be eligible for terminal benefits, the employee will give a minimum of two weeks notice.	<input type="radio"/>	<input type="radio"/>
21. The nurse will take an apical pulse to confirm a peripheral pulse of less than 60.	<input type="radio"/>	<input type="radio"/>
22. The doctor will conduct a complete history and physical within 24 hours of patient admission.	<input type="radio"/>	<input type="radio"/>
23. Every patient admitted to the hospital will have a history and physical conducted by a physician.	<input type="radio"/>	<input type="radio"/>