

## POLICY & PROCEDURE WRITING Statement Examples

Policy Title	Policy Statement ⇒ Tells what the 'rule' is	Procedure Statement ⇒ Tells 'how' to complete a process related to the policy	Purpose/Scope Statement ⇒ Tells 'why' the policy is in place	Application Statement ⇒ Tells 'who' the policy applies to
<b>QEH Nursing Department – Mandatory Training Policy</b>	Failure to maintain annual recertification for mandatory training in a timely manner shall be considered a performance issue and may be reflected in the individual's performance review, and could result in disciplinary action.	N/A	Mandatory training helps to ensure the safety and well-being of patients and staff.	This policy applies to all clinical staff of the Queen Elizabeth Hospital Nursing Department.
<b>Health PEI – Least Restraint Policy</b>	Any physical, chemical or environmental restraint shall be used as a last resort and for the shortest time possible.	<ul style="list-style-type: none"> <li>• Consult Least Restraint Decision Tree</li> <li>• Assess and identify clients' behavior</li> <li>• Explore the underlying etiology (cause) of the behavior</li> </ul>	Health PEI maintains a philosophy of least restraint and encourages the use of alternative measures consistent with the respect for and preservation of the client's dignity, rights, values, and preferences.	The principles of least restraint apply to all areas of acute care, long-term care and inpatient mental health.
<b>QEH Nursing Department – Central Line Insertion Policy</b>	Sterile technique shall be used during insertion – gowns, masks and gloves shall be worn by those directly involved and masks by everyone else.	<ul style="list-style-type: none"> <li>• Identify the patient using 2 patient identifiers, with preference to the medical records number (MRN)</li> <li>• Explain procedure to patient and ensure written consent has been obtained</li> <li>• Assess the patient's vitals, including pulse oximetry, to acquire baseline data</li> </ul>	The purpose of this policy is to provide necessary information to guide the Registered Nurse in safely assisting with the insertion of a central line.	This policy is applicable to all Registered Nurses at the Queen Elizabeth Hospital.
<b>Renal Program – Prescriptions Policy</b>	Prescription refills shall be limited to medications that are directly related to kidney disease (for example, but not limited to, immunosuppression, erythropoiesis stimulating agents, etc.).	New Renal Clinic patients shall be provided a pamphlet describing the services offered at the clinic.	The purpose of this policy is to clarify the expectation around prescriptions, thus promoting consistency in practice and handling of patient requests.	This policy applies to all PEI Renal Program staff, including salaried, contract, and fee-for-service physicians and volunteers.