

Policy and Procedure Template for Use with Recommended Practices

The following template and samples are provided to assist the health care organization in creating policies and procedures for the perioperative practice setting that incorporate AORN recommended practices. The template includes a suggested policy format and an explanation of the intended content of each section. Also included in this appendix are two policy and procedure samples: "Fire safety" and "Correct site, correct procedure, and correct patient for invasive or surgical procedure."

Although the template and these sample docu-

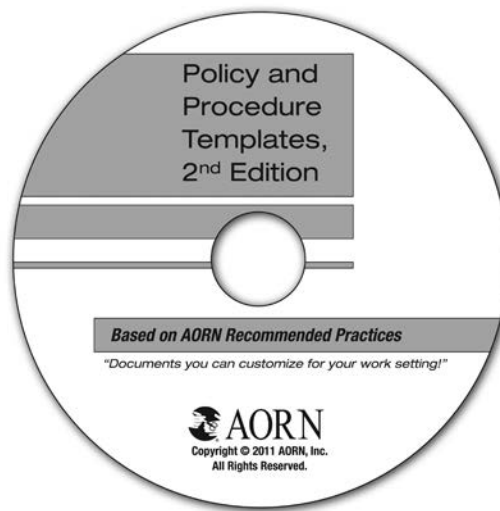
ments are copyrighted by AORN, we have designed them to be used without restriction in your workplace. In addition, AORN has developed a CD-ROM that contains a collection of sample policies and procedures based on AORN recommended practices released in the past few years. These 15 policy and procedure documents, formatted in Word®, are fully customizable by the user to suit any perioperative work setting.

Editor's note: Word is a registered trademark of Microsoft Corp, Redmond, WA.

AORN's Policy and Procedure Templates, 2nd edition

Contents

- Attire
- Correct Site, Correct Procedure, and Correct Patient for Invasive or Surgical Procedure
- Disinfection—High-Level
- Electrosurgery
- Fire Safety
- Flexible Endoscopes and Accessories—Cleaning and Processing
- Hand Hygiene—Perioperative
- Laser Safety
- Minimally Invasive Surgery—Managing the Patient Care and the Risks Related to
- Moderate Sedation—Managing the Adult Patient Receiving
- Positioning
- Product Selection
- Retained Surgical Items—Prevention of
- Surgical Smoke Evacuation Policy
- Transfer of Patient Care Information



This CD-ROM is available for purchase from the AORN Bookstore at <http://www.aornbookstore.org>.

Policies and Procedures

Insert facility name here or use a header or footer

Policy Template

INSERT POLICY TITLE AND ANY FACILITY-SPECIFIC INFORMATION HERE

Purpose:

The purpose statement is the intention of the policy. It is a concise summary with brief highlights. The purpose statement may be based on the Perioperative Nursing Data Set (PNDS) outcome statements or on the purpose statement of the recommended practice related to the policy and procedure.

Insert brief purpose statement here.

Policy:

The policy is a statement describing activities that must be completed, including requirements from regulatory and accrediting agencies. Recommendations or intervention statements from the recommended practice may be used as policy statements. The recommendations are signified by a Roman numeral (eg, I, II, III) in bold font. The intervention statements are signified by a Roman numeral followed by an alpha character (eg, I.a., I.b., I.c.). The "should" statements in the recommended practice may be changed to *must* or *will*, and several recommendations may be grouped into one policy statement.

It is the policy of [name of facility] that:

Procedure Interventions:

The procedure consists of statements describing the sequence of steps necessary to accomplish the purpose of the policy. Intervention statements or activity statements from the recommended practice may be used as steps in the procedure. The intervention statements are signified by a Roman numeral followed by an alpha character (eg, I.a., I.b., I.c.). The activity statements are signified by a Roman numeral followed by an alpha character followed by an Arabic numeral (eg, I.a.1., I.a.2., I.a.3.). The "should" statements in the recommended practice may be changed to *must* or *will* or may be converted into action statements. If the intervention cannot be delegated, the procedure statements may include a reference to the title of the person required to complete the intervention (eg, "The perioperative registered nurse assesses the patient"). If the task may be delegated, the procedure may be described in an action statement (eg, "Remove all contaminated supplies from the operating room").

Insert the specific sequence of steps required to achieve the purpose and the policy.

Documentation:

The documentation section of the recommended practice may be used to assist in determining the facility's baseline for documentation.

Insert here the information your facility requires to be documented, the area on the chart where this information is to be documented, and who is responsible for the documentation.

Insert page number in your facility's style