POLICY AND PROCEDURE PROTOCOLS POLICY

12.04

Effective Date: 07/18

**Purpose:** The purpose of these protocols is to provide guidance for the creation, maintenance, storage and dissemination of policies and procedures for the Barren River District Health Department (BRDHD).

**Failure to Comply:** Employees who fail to comply with these protocols will be subject to disciplinary procedures. Agency failure to comply could result in confusion regarding agency policies and procedures and lack of understanding among staff regarding expectation of their work performance.

**Policy:** Policy and procedure officers are accountable for their timely review and updating. All policies must be reviewed on a regular basis, no more than two (2) years between reviews. All policies must be reviewed by the Public Health Director first, and then approved by the Board of Health. The effective date can only be the date the Board of Health approves and the Chairman and Public Health Director signs. Procedures must be approved and signed by the Public Health Director.

The Human Resources Manager maintains the documents in the comprehensive manual and on the staff intranet, assigns numbers, assures the most current policy and procedure are in the folder, assures the origination and tracking of changes list is completed and up to date, assures notification of new or changes made to policies and procedures are communicated via email to all employees in a timely manner, and maintains an electronic file on all old policies. A template has been created for standardization of formatting. All policies and procedures must follow the review process. The dates and reviewer(s) must be listed on the attached page.

**Template**

EACH POLICY SHOULD CONTAIN THE FOLLOWING:

- **Formatting** - Use numerical order, Calibri 11 pt font and left justified margins. Section titles and subtitles should be used when grouping content.
Title of policy/procedure - This should be written with major subject matter or those affected appearing first in the name for ease of search and indexing; e.g., Sexual Harassment Policy rather than Policy on Sexual Harassment.

Policy/procedure number - Select from list the next number in the sequence from the appropriate section.

Effective date of policy/procedure - Date policy was created or revised.

Purpose of the policy/procedure - A concise statement of the rationale for the policy/procedure, a brief statement about what it will address.

Failure to comply - List specific consequences for non-compliance (agency and/or employee). List to whom the policy/procedure applies.

Policy or procedure content - Detailed policy/procedure statement

Subject matter - Policies and procedures create structure, set priorities, assign responsibility, delegate authority, establish accountability, and define reporting requirements. Policies and procedures should address the following questions, as applicable:

- **Who** is covered and accountable?
- **What** is being addressed – subject matter
- **When** – any deadlines or time frames
- **Where** – if individual or department needs to be identified
- **How** – procedures to be followed
- **Why** – purpose of the policy or procedure

Consistency with Governing Authority - When available and applicable, BRDHD must follow the Kentucky Department for Public Health Administrative Reference (AR), Core Clinical Service Guide (CCSG), and WIC and Nutrition Manual. Policies and procedures must be consistent with all applicable governing authorities. They cannot contradict any level of authority higher than the policy or procedure. Example from highest to lowest level of authority: federal law, state law, regulation, administrative reference, merit system, board of health policy or directive, public health director directive or procedure.

Essential subject matter - should be concise, understandable, and contain only information as it relates to this policy or procedure. Do not repeat language from law or regulation, instead reference and include hyperlink. Webpage, guidelines, procedures, other reference material should only be titled and hyperlinked. Do not use information that may be quickly outdated.

Policy statements address what is the rule rather than how to implement the rule.
Procedures are tied to policies, making clear the relationship to the policy along with how the procedure helps the agency achieve its goals by ensuring understanding and compliance. Procedures are developed with the user in mind. Procedures should be written so that what needs to be done can be easily followed by all users.

Definitions - Define any technical language used.

Exclusions or exceptions - Location, persons, departments.

Always use an active voice throughout the document.

Forms - List all forms needed to comply; set up a link on the form name to form location.

References - All applicable laws, regulations, Administrative Reference sections, and any other policies/procedures; set up a link on the form name to form location.

Contact person - official title of the person most knowledgeable about the policy or procedure who can respond to questions, provide additional information or clarification.

History of Origination, revisions, and reviews - All policies and procedures must have an Origination/Revision/Review Tracking list attached. The documentation must include the enacted date and all revised dates. List the policy/procedure version number, date of origination, revision or review, brief description of revision or reviewer name.

---

**Forms:** [A-01 Policy and Procedure Template Form](#)

**References:** Kentucky Department for Public Health Administrative Reference (AR); Core Clinical Service Guide (CCSG); WIC and Nutrition Manual

**Contact Person:** Human Resources Manager; Public Health Director

**Date Adopted:**

**Policy Origination, Revision, and Review Tracking**

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Origination Date</th>
<th>Description of Revision or Reviewer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.04</td>
<td>01.03.2018</td>
<td>HR Manager – Policy Creation</td>
</tr>
</tbody>
</table>