



A04: Appendix A: Sequence for development, review and approval of new or existing policies and procedures:

Responsibility	Step	Action	Appendix
Director/Managers/ Coordinator/Staff	1	Identification of need.	
Director/Managers	2	Assigns the task to an individual for the development of P&P.	
Author	3	P&P development includes: 1) Feedback from “stakeholders” as well as the manager for the area. 2) Input from outside areas, if needed, such as legal, nursing, procurement, etc.	B
Author	4	Sends the document to the manager for review along with a list of the individuals who were involved in the policy development/revision.	
Manager	5	1) Forwards the new/revised P&P to the Director, Managers, and MSC for review/comment. 2) Works with the author to incorporate comments/input from (1) as needed. 3) Forwards the finalized policy to the MSC.	C
Medication Safety Coordinator (MSC)	6	Distributes the document to Director and Managers for approval signatures.	D
Director/Managers	7	Signs approval sheet that accompanies the document. Returns to MSC	
Medication Safety Coordinator	8a	1) Forwards the documents to the pharmacy webmaster for inclusion in the P&P manual. 2) Archives old documents and other administrative duties. 3) Notifies manager and author of addition to on-line status. 4) E-mails Pharm and Pharm-Res regarding NEW /revised policy availability on the web site.	
Director/Manager or delegate	8b	Educates about new/revised P&P.	