

Correct LOGO Here (Use Category Rules Below) UNMCCC Logo is attached on template located on intranet	Title of document here plus DocType <i>Choose the appropriate document type from the Document Type – Glossary. Please include document type as the last word in the title. i.e. Central Line Insertion Procedure</i>	Review Frequency: (Use Category Rules)	Effective Date: MM/DD/YYYY
	Category: Policy or Procedure or Guideline	Doc Control No.	
		Revision Letter/No.	

Reference the Document Type-Glossary and use the Quick-Use Template when creating documents
To assist, words in blue text are defined below

1.0 Purpose/Objectives.

Succinctly state the purpose of this document and what this document means to achieve.

*Example: The purpose of this **insert Document Type** is...*

2.0 Scope. Who does this document apply to?

*Reference **Category Rules**, to define who this document applies to. In addition, if this document is not applicable to all in the chosen category, clearly articulate who this document does and does not apply to, and special circumstances or provisions.*

3.0 Content. State the Policy (if Doc Type is Policy) or Describe procedural steps (If Doc Type is Procedure/ Bundle) or Define Guidelines (if Doc Type is Guidelines) etc.

4.0 Responsibilities.

Describe who is responsible for what. Include position titles, expectations and requirements for each position/ group assigned duties via the content of this document.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties

5.0 Records. Applicability/Retention.

Identify records linked to this document and appropriate retention plan.

6.0 External Reference(s).

List documents consulted in the creation/updates of this document. Compliance requirements.

7.0 Internal Reference(s).

Provide list and/or hyperlinks to parent document, forms or other HS P/P/G's that support or are needed to comply with this document.

8.0 Definitions.

Describe words, acronyms, etc. to help reader fully understand.

9.0 Key Words.

List key words separated by commas, which will allow users to search/find on key words.

10.0 Attachments.

When applicable, list, attach, hyperlink Job Aids, forms or documents that support this P/P/G. Also add any type of information describing acceptable variations such as for different departments.

11.0 Approval Authority.

Who is the official approver? Type Name and Title

APPROVAL and Information			
Item	Contact Information	Date	Approval
Document Owner	<i>Title, Organization, Area, Department, phone #</i>		
Contributor(s) Consultant(s) {Specify as needed below}	<i>List Consultant(s), Contributor(s) and Committee Name(s) in separate item lines. A contributor may be an individual or committee utilized in the process of creating, revising or recommending the document. If approval is granted, complete the date box and choose Yes or simply choose N/A (Not/Applicable).</i>		
Committee(s)	Clinical Operations Committee	MM/DD/Y YYY	[Y or N/A]
		MM/DD/Y YYY	[Y or N/A]
		MM/DD/Y YYY	[Y or N/A]
		MM/DD/Y YYY	[Y or N/A]
		MM/DD/Y YYY	[Y or N/A]
		MM/DD/Y YYY	[Y or N/A]
Official Approver	Print Name, Organization, Title, Area, Department, here.	MM/DD/Y YYY	Yes/ No
Official Signature			
Official Approver Delegate	Print Name, Organization, Title, Area, Department, here.	MM/DD/Y YYY	Yes/ No
Official Delegate Signature			
Document Origination Date:			
Document Effective Date:			

HISTORY LOG				
Date and Date Type (Specify Type: Origination, Effective or Retired Date) MM/DD/YYYY <i>Example:</i> <i>Effective Date:</i> 10/12/2016	Revision/ Letter Not applicable on initial document	Title of Document	Description of Change(s). Description should include: Initial Release /Formal Review/ Update due to New Requirement etc. Also should include the specifics of what was added/deleted/updated/ replaced.	Approved By Print Name/Title

Category Rules: Logos can be found at <http://hsc.unm.edu/about/marketing/hsc-logos.html>. Scroll down.

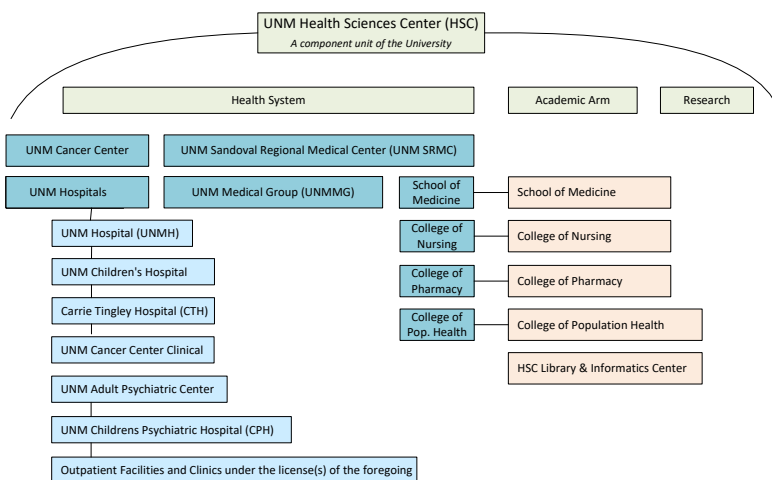
Choose Category:	Applies to:	LOGO: Use corresponding	Examples:
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		component logos: HSC, HS, CC, SRMC, UNMHs, MG.	
HSC/F - Health Science Center Foundational	Entire Health Science Center workforce. All HSC components.	HSC Logo	Security, Smoke Free Campus, Code of Ethics
HSC/SG - Health Science Center Super Group	Two or more (but not all) HSC workforce/components.	HSC Logo	All Hospital Nursing and College of Nursing Faculty
HS/F - Health System Foundational	Health System workforce. All HS components.	HS Logo	Reporting Abuse, Immunization, Infection Control, Sentinel Event Investigation
HS/ SG - Health System Super Group	Two or more (but not all) HS workforce/components.	HS Logo	All Pharmacies, All Nursing + Physicians, Outpatient Home + Primary Clinics
C – Health System Component	Entire workforce of a single component.	Component logo	SRMC, UNM Hospitals, MG, Cancer Center
O - Organization within a HS Component	An organization within a component.	Component logo	University Hospital only, Carrie Tingly only, Children’s Psychiatric Hospital only
D – Department within an Organization	A specific Group, Dept., Division, Unit, within a single organization.	Component logo	Dept/Emergency Room/ University Hospital

- A) The logo should reflect the licensing body under which the identified document scope (who the document applies to) operates.
- B) Approval for the document will come from the officials which correspond to the logo choice; in other words, the appropriate component officials.
- C) When document applies to two or more HS components, please use the HS Logo.

IMPLEMENTATION PROCEDURES

1. The UNM Chancellor for Health Sciences shall approve all HSC policies, after review and recommendation of the HSC Policy Office and University Counsel. The Chancellor shall approve and guidelines.
 - 1.1. HSC policies concerning maintenance of HSC PPG documents shall require approval of the UNM Faculty Constitution and the Faculty Council prior to receipt.
2. The HSC shall designate an HSC Policy Office.
 - 2.1. The HSC Policy Office shall maintain the maintenance of HSC PPG documents.
 - 2.2. The HSC Policy Office shall maintain the HSC Policy Website.
 - 2.3. The HSC Policy Office shall develop and maintain HSC documents and templates, and the URL for the website is <http://www.unm.edu/hsc>.
 - 2.3.1. The posted HSC PPG documents shall be maintained on the HSC Policy Website.
 - 2.3.2. The posted HSC templates shall be maintained on the HSC Policy Website.
 - 2.4. The HSC Policy Website will contain links to all HSC documents and templates.
 - 2.5. The HSC Policy Office shall ensure that all HSC documents are consistent with HSC PPG documents and HSC Policy Website PPG documents.



A Component is a major division, unit or subsidiary corporation of the Health System, indicated in dark blue boxes.

Organizations are reflected in light blue.

When to use the Universal Template:

The Universal Template is recommended for use when documenting a policy, procedure, guideline or bundle. The template may also be used for other types of documents as desired. Using the template provides a standardized approach. This assures the document will have: 1) All important information included. 2) Consistency in structure. 3) Document control.

Instructions:

- Do not delete headings.
- If any sections are not applicable, indicate by writing N/A, do not skip sections.
- Use Times New Roman, size 12 for basic content.
- Use a Numeric Multi Level list for format, as demonstrated in box with blue border.
- Use this document as a reference and the Policy, Procedure and Guideline Template for creating the document.

Helpful Definitions:

Author: Individual involved in the writing in the Policy/Procedure or Guideline (PPG) or other operational document.

Document Owner: Is the primary point of contact for the document. The owner is responsible for the document's review, revision, and maintenance. The owner is specified by position and available by phone/email.

Effective Date: Date the initial document or revised document **becomes operationally effective**. Can be the same date as the Approval Date, however, there are times a document must be approved before training can take place and cannot be operationalized until after training competency is assured. The Effective Date is determined by the Official Approver, initially and with each revision. Previous Effective Dates will be captured in the History Log.

Retired Date: Date the document changes from operational/effective to no longer in use/obsolete.

Obsolete Documents: When a document has been superseded or is no longer in use, it is moved to the PPG Archive by the Document Controller. This safeguards obsolete documents from unintended use and provides storage and maintenance for future access in cases of inquiry.

Official Approver: Highest level officer/ individual authorizing the document per category rules. Approval Date is the date the individual with proper authority officially approves the document.

Origination Date: Date the document initially became operationally effective as captured in the History Log. The Origination Date and the Effective Date will match only until first revision, when a new Effective Date will be assigned.

Review: A thorough step by step read by the Document Owner and/or other appropriate individual(s) to assure each item on the document is current, relevant and accurate. Reviews based on review cycle or changing requirements will follow the same process for revision and re-approval.

Revision: Each review will result in a revision and re-approval, even if no changes are made to the document content. The new effective date, letter or number, and each change to the document, will be captured in the Title box, Approval box and History Log as appropriate.