Format for College of Nursing Policies

Policy Title

(Clear and concise using no acronyms)

I. Purpose of the Policy (Provide brief background on the need, objectives, rationale and scope of the policy, including name of the units subject to the policy or positions responsible for administering/enforcing the policy.

II. Definitions (Define any terms that may be unique to interpreting the policy).

III. Procedures (Complete a detailed description of the procedural operation of the policy).

IV. Location of Policy on Website

V. Appendices (Any Related Documents to facilitate understanding or provide context)

VI. History and Updates (Provide history of promulgation and revision of the policy)

Date Issued:

Date Last Revised: