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| PURPOSE, USE AND PHILOSOPHY OF MANUAL | | | | NO. 19 | |
| POLICY The facility publishes an Administrative Policy and Procedure Manual, which outlines philosophy, practice and activities. PROCEDURES 1. This manual contains the major Administrative policies affecting the operation of the facility.  2-. It is intended as a guide to consistent action within the facility to reduce the possibility of misunderstanding and managerial problems.  3. It is not intended as a substitute for good judgment in the day- to- day management of the facility.  4. Policies are listed by general headings in the table of contents and in subject order of the index.  5. Supervisors are obligated to become familiar with its contents.  6. The public, staff, residents, regulatory and accreditation authorities, have a right to unlimited access to this information.  7. When further classification is necessary, the Administrator is available for guidance.  8. The Policies and Procedures will be revised and updated as needed, and required by regulatory or accreditation bodies.  9. This manual is the property of Winning Wheels, Inc. | | | | | |
| Approved: | Effective  Date:  3/86 | Revision  Date:  1/95 | Change No.: | | Page:  1 of 1 |