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| USE OF DEPARTMENTAL POLICY & PROCEDURE MANUAL | | | | NO. 20 | |
| POLICY:  Winning Wheels requires that all policies, procedures and protocols in force in a department, be published in departmental manuals.  PROCEDURES:  1. Departmental policies shall conform to standards established by the Facility Administrative or Personnel Policies.  2. Easy access to departmental manuals should be provided for all employees, residents, and public, as well as regulatory or accrediting authorities.  3. Departmental policies should be reviewed at least annually and show date of review.  4. Departmental policies & procedures are the property of Winning Wheels. | | | | | |
| Approved: | Effective  Date:  3/86 | Revision  Date: | Change No.: | | Page:  1 of 1 |