



TITLE:	POLICY MANAGEMENT PROCESS	1.01
--------	---------------------------	------

Authority: WAC 388.78A.2600

PURPOSE:

This policy describes the system for developing, revising, approving, publishing and disseminating Trouves policies.

SCOPE:

This policy applies to all Trouves employees.

DEFINITIONS:

Policy statements:

Trouves’ plan for implementing statutes, laws, and agency directives. Policy statements describe administration philosophy and interpretation of law. Policy changes usually occur as the result of a change in statute, regulation, case law, agency decisions, reorganization, or a specific situation.

Protocol:

A system of rules that explain the correct conduct and procedures to be followed in formal situations (e.g., Blood Glucose Monitoring). At Trouves protocols detail the plan of a specific treatment or procedure. Most typical are medical, nursing, and pharmacy protocols. Protocols may not contradict Trouves policies.

Standard operating procedure (SOP):

A document that details the steps for carrying out tasks within a procedure or an instruction that describes how something should be done. SOPs are typically specific to an organizational area. SOPs may not contradict Trouves policies.

Sunset review:

A review that occurs every four years, which addresses the continued need for the policy and changes in applicable laws, regulations, standards and practices.



Trouves Health Care

TITLE:	POLICY MANAGEMENT PROCESS	1.01
--------	---------------------------	------

POLICY:

- A. The Director of Trouves Health Care will approve and publish policies, procedures, management bulletins, and other written materials to inform employees, consumers, the general public, and other entities of requirements necessary to manage resources.
- B. Trouves policies will reflect the Code of Federal Regulations (CFR), Revised Code of Washington (RCW), Washington Administrative Code (WAC), and other appropriate regulations and standards.
- C. The Director will establish and appoint a Policy Director to implement and coordinate all activities of policy management. The Policy Director is responsible for managing Trouves Health Care's development, review and approval system for policies, procedures, and other policy related activities.
- D. Published, signed policies remain in effect until the policy is revised or rescinded.
- E. Trouves individual facilities may develop written protocols and/or standard operating procedures (SOP) to communicate additional information to employees. These documents must comply with Trouves policy where applicable and follow approved ADA-compliant formats as published by the Policy Director. See Definitions.
- F. Trouves policies will be accessible to all employees via the Trouves Website/Intranet.
- G. The Director or designee reserves the right to issue management bulletins that direct immediate policy or procedural changes to support resident safety. These directives may take precedence over published policy for a limited time.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.



Trouves Health Care

TITLE:	POLICY MANAGEMENT PROCESS	1.01
--------	---------------------------	------

SUPERCEDES:

None

Effective Date: December 1, 2018

Gwen Ingels, Director

Date

Information Contact: Policy Director