

# PHILIPPINE NURSES ASSOCIATION OF METROPOLITAN DC

## POLICY AND PROCEDURE MANUAL

<b>TITLE:</b> Policy and Procedure Development	<b>POLICY</b>
<b>EFFECTIVE DATE:</b>	<b>PREPARED BY:</b>
<b>REVIEW DATE:</b>	<b>APPROVED BY:</b>
<b>REVISED DATE:</b>	

### PURPOSE

To standardize operational functions in order to provide consistency and organizational efficiency in the accomplishments of identified goals.

### Policy

1. The President-Elect will chair the Policy & Procedure Committee.
2. The Policy & Procedure Committee will be responsible for the overall review process of PNAMDC's policies and procedures.
3. All policies will be developed following the format:
  - i. Purpose
  - ii. Policy
  - iii. Procedure
4. Policy development can be initiated at any level of the organization by any member of the Executive Officers and Committees, and Board of Directors.

### Procedure

1. The draft of the policy will be forwarded to the Policy & Procedure Chairperson for consideration, comments, addendum and/or revision.
2. The policy will be presented to the Executive **Officers** for consideration as to its importance/relevance and its implication to the overall PNAMDC operation.
3. Upon approval by the Executive **Officers**, the final draft of the policy will need approval by the Board of Directors and incorporate approved policy into the Policy & Procedures Manual.
4. The new policy will take effect at indicated date and will be assigned a policy number.
5. The Policy and Procedure will be presented to the Membership via electronic mail, postal mail upon request, and will be posted on PNAMDC website.
6. For development of new Policy and Procedure, use the PNAMDC Policy and Procedure template provided.

