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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

Purpose: Objectives for writing a policy or procedure

Revision History: History of document changes

Persons Affected: List of those persons or groups (committees) that might support or influence a specific policy or procedure. May affect one region (USA)only so could define a region or country where the policy is exempt.

Policy: The statement reflects the objectives, goals or vision.

Definitions: List most important, or most referenced, definition first. Defines acronyms, abbreviations, forms, reports, words infrequently used or technical jargon.

Responsibilities: The first sentence is reserved for the assigned person

Summarizes the roles and responsibilities of the individuals involved with the policy.

Procedures: Defines the rules, regulations, methods, timing, place, and personnel responsible for accomplishing the policy.