

University of Texas Medical Branch	Effective Date:	Aug 92
Pulmonary Function Clinic	Revised Date:	Aug 22
Policy 01-03 Developing Departmental Policies	Review Date:	Aug 23

## Developing Departmental Policies

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**Audience** All personnel in the Pulmonary Laboratories: Pulmonary Function Clinics, and Center for Pulmonary Rehabilitation.

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**Policy** All departmental policies and procedures shall be accessible to all applicable personnel, be reviewed on a biennial basis, be submitted to the laboratory director or as delegated for approval after review and/or revision.

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**Guidelines** Refer to the following documents for format and layout prescribed by UTMB.

- Developing Hospital Standards, Clinical Affairs, University of Texas Medical Branch, 1993.
- Outline for Standardized Departmental Policy and Procedure Manual

All departmental policies and procedures shall contain the following sections:

- Audience
- Policy

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<b>Procedure</b>	<b>Step</b>	<b>Action</b>
<b>For</b>	1.	Write a draft of the proposed policy/procedure.
<b>New Policies</b>	2.	A draft sent to the Manager and Medical Director for review and comments.
	3.	Make suggested revisions and attach an approval signature page
	4.	Obtain all required signatures.
	5.	Include adopted or effective date and the name of the author /department/division.
	6.	Save policy in Shared drive as MS Word Document. Shared drive has designated Respiratory Department file. The File has limited access and subfolders with additional limited access.

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### Procedure for Reviews and Revisions

- Supervisor and/ or Manager shall be responsible for coordinating and facilitating the new policy and procedure or revision through the review, approval, and implementation process.
- Make revisions and forward revised policies.
- New or significantly revised policies must be signed by the Medical Director.
- Maintain the original copy of the policy and procedure with the signature page.
- As policies are reviewed and revised, the newer version is saved with updated date. The older, signed version will be kept and maintained when the policy is replaced the binder. Retired or deleted policies will be kept in the Shared drive with Z in front of old policy name for the year they were deleted.
- The document control form will be updated to reflect all changes to policies.

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### Document Control

- The Pulmonary Laboratories maintain a document control system to assure that:
- Written policy and procedures are current.

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- Personnel have read the policy and procedures relevant to their job activities.
- All policy and procedures have been authorized by the Medical Director/Designee before implementation.
- Policy and procedures are reviewed every two years by the Medical Director/Designee.
- Discontinued policy and procedures are kept and pulled out of manual upon policy renewal. Electronic version of old policy is kept in Shared policy and procedure electronic folder for minimum of 2 years after the date of discontinuation.

The department will maintain a control log or file of:

- All current policy and procedures, forms and records.
- The location of copies.
- Effective dates when policy and procedures were placed in service.
- The last review/revision dates for policy and procedures.
- The date when policy and procedures and forms were discontinued/superseded.

**References** Developing Hospital Standards, Clinical Affairs, University of Texas Medical Branch, 1993.  
Outline for Standardized Departmental policy and Procedure Manual.

**This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.**

<b>Date</b>	<b>Approved by:</b>	<b>Signature</b>
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
6/09	V. Cardenas, MD No changes to the policy	
7/10	V. Cardenas, MD No changes to the policy	
2/12	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
5/14	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
8/16	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
11/17	A. Duarte, MD Medical Director Pulmonary Function Laboratory	

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**Changes to the policy**

**8/19            A. Duarte, MD**  
**Medical Director Pulmonary Function Laboratory**  
**No changes to the policy**

**8/21            A. Duarte, MD**  
**Medical Director Pulmonary Function Laboratory**  
**No changes to the policy**

**8/22            A. Duarte, MD**  
**Medical Director Pulmonary Function Laboratory**  
**Changes to the policy**

**8/23            A. Duarte, MD**  
**Medical Director Pulmonary Function Laboratory**  
**No Changes to the policy**