

University of Texas Medical Branch Pulmonary Function Clinic Policy 01-01 Purpose and Use of Manual	Effective Date: Feb 82 Revised Date: Nov 17 Review Date: Aug 23
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## Purpose and Use of Manual

**Audience** All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic.

**Purpose** To provide a single manual for information regarding department wide policies, procedures, and general information which will be readily available to all areas.

**Policy** Statements of policy and associated procedures necessary for the administration and operation of the UTMB Clinics will be written and reviewed with final approval by the Executive Director and Interim Hospital Clinics Medical Director or other appropriate individuals (determined by content of the policy) and placed in the department's manual.

Contents of this manual will be restricted to the following:

- Statements of policy and associated procedure applicable to the department;
- Statements of policy and associated procedures which significantly impact another department but which affect or need to be known by this department; and
- Statements of policy and associated procedures necessary for the administration and operation of the UTMB Clinics.

### Procedure

Step	Action
1.	Policy and procedure statements contained in this manual will be typed in the appropriate format, dated, approved, and reviewed every year or as changes in procedures dictate.
2.	The manual is to be arranged by subject matter following the standard table of contents for the UTMB/Departmental Manuals
3.	Copies of this manual will be retained in the offices of the Medical Director, and Pulmonary Laboratories.

**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.**

Date	Approved by:	Signature
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 policy	

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