

University of Texas Medical Branch Pulmonary Function Clinic Policy 01-02 Department Policies and Procedures	Effective Date: Nov 07 Revised Date: Nov 17 Review Date: Aug 23
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Department Policies and Procedures

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

Purpose To assure that the development of policies and procedures supports UTMB Clinics.

Policy To ensure efficiency and timeliness of the development and revision of policies and procedures for UTMB Clinics.

Step	Action
1.	Teams comprised of employees from all clinical areas and all staff levels will review and recommend revisions to policies and procedures. These are then submitted to the Director, Manager/Supervisor and Department Medical Director for review and approval.
2.	The author(s) of the policy and procedure will initiate a rough draft to the Director/Designee.
3.	If other departments will be affected, the team may want to have the necessary approvals before sending the draft to the Director.
4.	When the document is ready for final copy: <ul style="list-style-type: none"> • The document must appear on appropriate UTMB Clinics heading format. • The final copy is to be given appropriate policy number. • When all approval signatures have been obtained, the document is to be included in the departmental policy and procedure manual; copies are to be distributed to all who signed the policy. • It is the Director's responsibility to ensure new and revised policies and procedures are read and understood by their employees.
5.	All policies and procedures are reviewed on a biennial basis. <ul style="list-style-type: none"> • The Manager is responsible for initiating the review of each policy and procedure. • The Director/Designee is responsible for coordination of the actual review process regarding content.
6.	Policies will not be added without the approval of the Manager/Supervisor.

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.

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