

# OSBN Nursing Practice Committee (NPC)

## Formatting Guidelines for Policy Drafts

06/27/2013

### **Policy Draft Format and Development by NPC Members**

- Use Calibri 22 font/bold in policy title.
- Use Calibri 14 font/bold/underline in policy sub-titles.
- Use Calibri 11 font in policy text.
- The text of the policy will begin under the sub-title, left alignment.
- Use two spaces between text and next sub-title.
- Do not use Roman numerals in single page policies.
- Use outline format with Roman numerals as appropriate to the content with the goal of providing clarity. Begin use of Roman numerals after the **Background** statement.
- Bullets may be used for lists.
- Use a copy of the current policy for the first draft and the *Track Changes* feature when editing.
- Type the current revision date under the policy title at the top of the policy draft (mm/dd/yyyy).
- Each policy draft concurrent to the revision date will be saved in *Track Changes* format before submitting to OSBN staff.
- Proposed draft language will be accepted or rejected during a scheduled NPC meeting.

### **Policy Draft Actions by Board Staff**

- Final policy drafts with revision date will be saved to the policy *Documents* in CRM, CRM/AgencySupportDocumentation/NPCPolicy-<policyname>, using the approved naming schematics:
  - NPC Policy-<policy name>
  - NPC Meeting-<yyyymmdd>
- Board approved policy drafts will be saved to CRM *Documents* as a word document and as a PDF document.

### **Naming Schematics for Tracking Board Decisions**

- Adopted: <mm/dd/yyyy>
- Reaffirmed: <mm/dd/yyyy>
- Revised: <mm/dd/yyyy>

### **Footer**

Insert month, year and policy name, left alignment. Insert page number (Page 1 of 2, etc.), right alignment.

## **Order of Policy Draft Sub-titles**

**Purpose:** The policy purpose statement is a specific, clear, and concise statement which summarizes the intent for the entire policy. After reading the purpose statement the reader should know what areas are included in the policy and how he/she will benefit from reading it. The purpose statement is generally only one to two sentences long.

**Background:** The background statement explains the basic history of the policy topic, particularly as it pertains to Oregon. The background statement should be concise, but thorough enough for the reader to understand the context for the policy. This is the section that provides the answer to why it was important to have a policy written on the particular topic.

**Definitions:** Definitions will be numbered. The actual word being defined will be bolded with a period after. The un-bolded definition will follow.

**Board Policy or Position Statement:** This section will become the Board's formal opinion regarding a specific topic or nursing activity that is appropriate for a given level of licensure. The intent is to assist the nurse in better understanding what knowledge or activities are needed to practice appropriately within his/her scope of practice.

- **Board Policy:** A document developed by staff, expert group/individual or appointed committee, which is approved by the Board. Policy interprets the intent of broad areas of regulation and serves to demonstrate the board's formal opinion and may include guidelines that delineate role, competencies, requirements and limitations to perform in a specific capacity.
- **Position Statement:** A concise statement approved by the Board which offers a definitive view on a specific aspect of nursing scope and practice as it pertains to nursing regulation.

**Questions and Answers (optional):** A Question and Answer section may be helpful for some policies. This is particularly true if scope in a particular area of practice has been confusing or controversial.

**Bibliography:** The *Publication Manual of the American Psychological Association (APA)*, 6<sup>th</sup> edition format, is used with Board policies. APA format developed for writers in the social and behavioral sciences is offered on line by the Online Writing Lab at Purdue University. The site offers writing resources and instructional material: <http://owl.english.purdue.edu/owl/>.