Regular Protocol Reviews

Protocol Point Person

- Convene vested party workgroup
- Collaborate with workgroup and Writing Team to create a draft. Incorporate feedback as appropriate.
- Send draft to Policy Coordinator for review.

Protocol Coordinator/ Department Head(s)

Start → Protocol is due or approved to be updated. → Notify Policy Coordinator and Department Head(s)

Upload document(s) to central storage location. → Notify Point Person. → Send department staff notification email. → End

Writing Team

Lead Writing Team member assign one or more writing team members to project. → Assigned member research applicable rules and regulations. → Create document draft based research.

Policy Coordinator

Notify Writing Team of project.

Draft compliant with policy? — No / Yes → Send to appropriate Department Head(s) with any outstanding concerns highlighted.

Department Head(s)

Emergent Update? — No / Yes

Yes → Consult with Policy Coordinator → Determine and coordinate alternate review process. → End

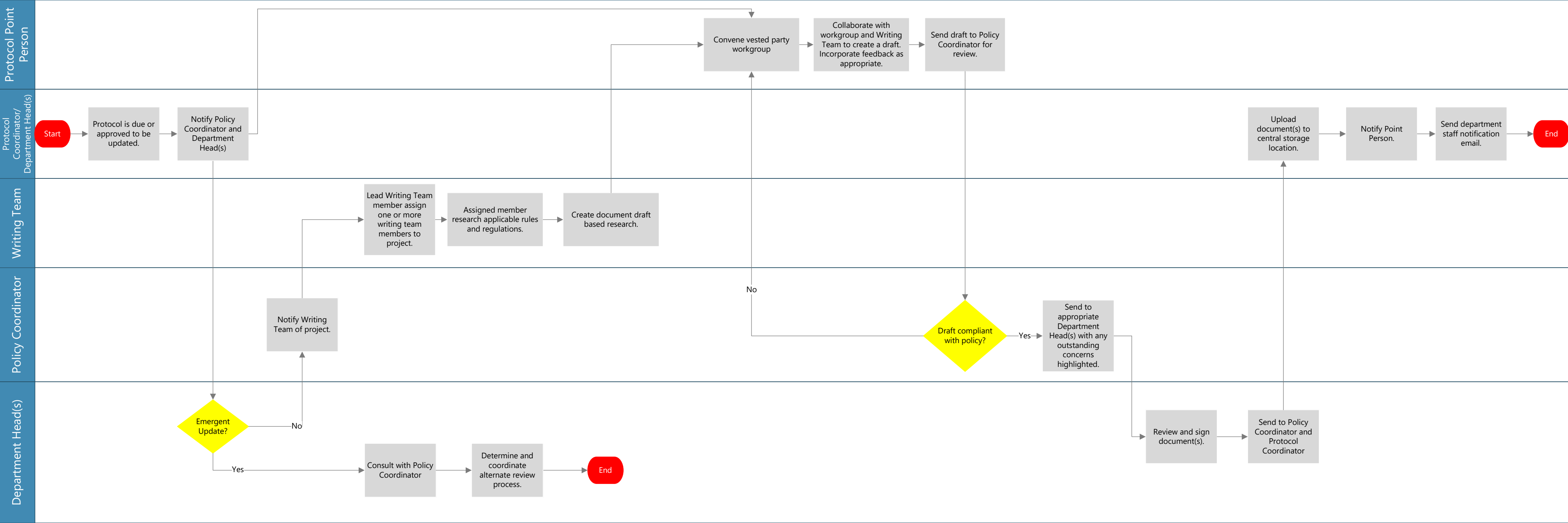Review and sign document(s). → Send to Policy Coordinator and Protocol Coordinator

Notes

- Protocols cannot be in violation of OSH policies, laws, regulations, The Joint Commission standards, etc.
- Protocols are a standalone document that can be updated and approved independently through this process as needed. Updates do not need to wait for a policy review as long as updates are compliant with policy.
- If a policy is updated, Department Heads should verify that their standing protocols are still in compliance and updated as needed.
- Department Heads should work together to ensure their protocol picks up where other department's protocols may leave off to avoid process gaps.
- Protocols are a department-level, step-by-step plan of how each department will implement policy/procedures. Protocols are department-specific and may not describe tasks for multiple departments, unless otherwise allowed per policy.