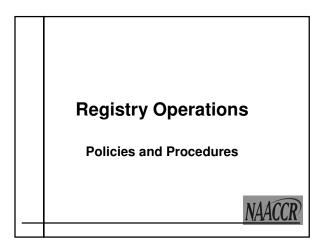
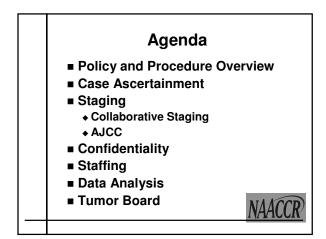
NAACCR Hospital Registry Webinar Series

Joyce Jones, CTR Shannon Vann, CTR Jim Hofferkamp, CTR







Policies and Procedures

 Policies are what organizations want to do, and procedures are how to do it.

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Why do we have policies and procedures?

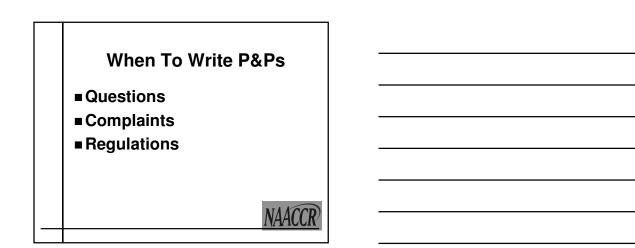
- Decrease training time.
- Increase consistency.
- Fulfill compliance requirements.
- Present risks, hazards and lessons learned.
- Communicate effectiveness measures.

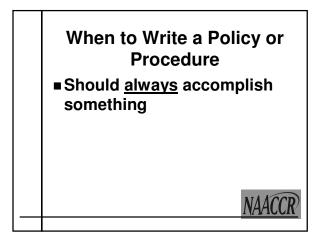


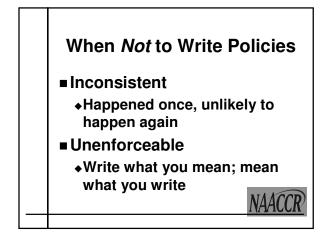
Why do we have policies and procedures?

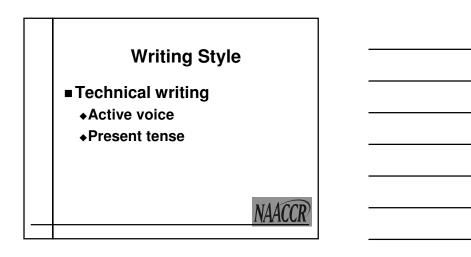
- Retain and transfer knowledge.
- Document improvement and change.
- Decrease error rate.
- Simplify access to information.
- Ease replication and growth.

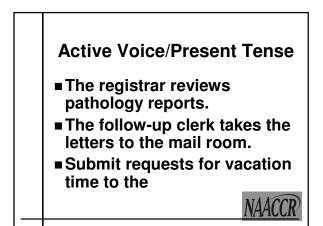


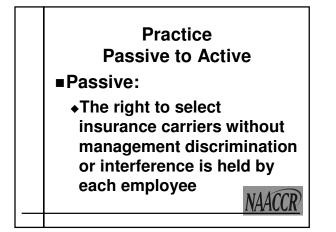


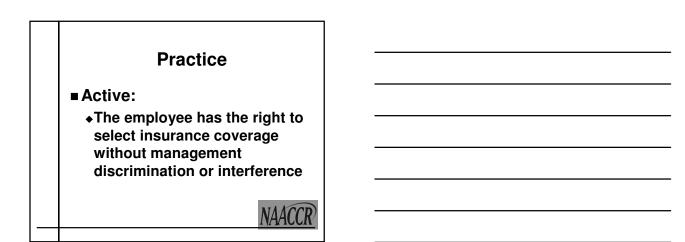


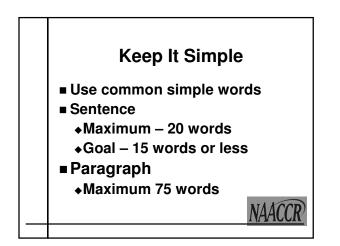


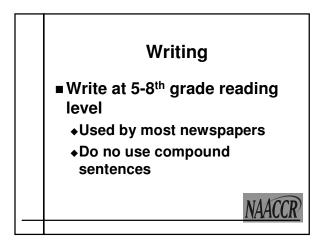


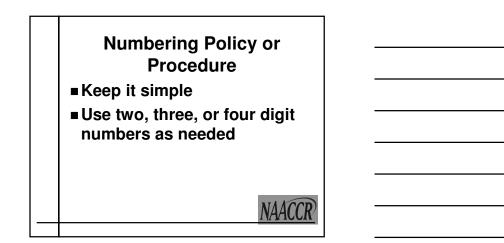


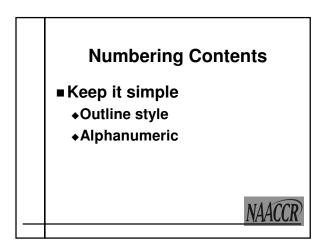


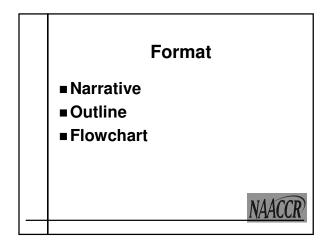






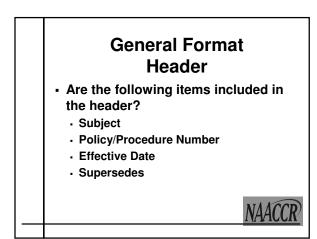






Policy and Procedures Assessment Tool

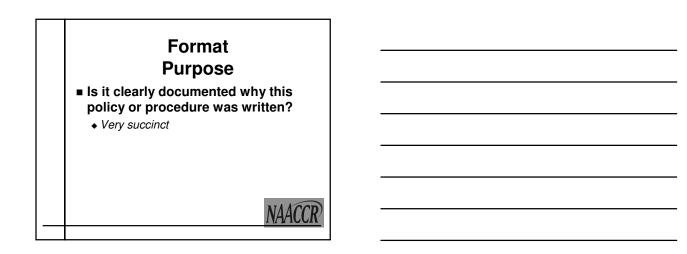
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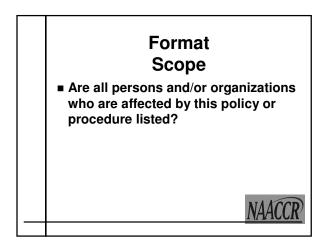


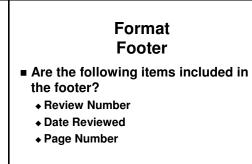
General Format Header Subject: • Confidentiality: Cancer registry database

- Policy # 10
- Effective 1/1/2008
- This policy supersedes all previous policies.

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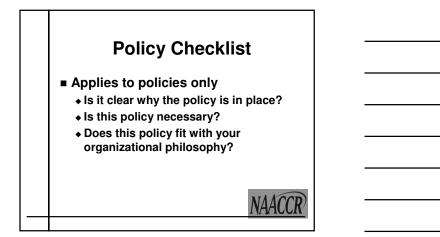


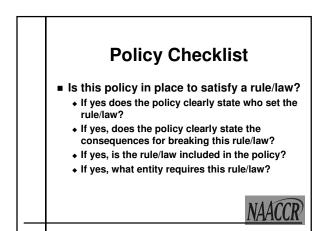


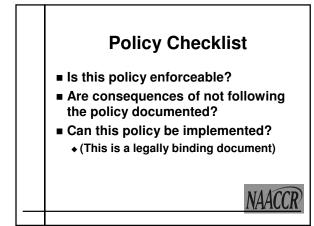


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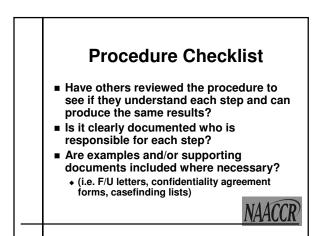






- Is the goal of the procedure clearly stated?
- Is each step of the procedure clearly defined in simple easy to understand terms?
- Does this procedure reflect how things are currently being performed?

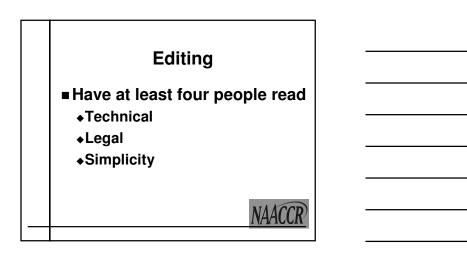


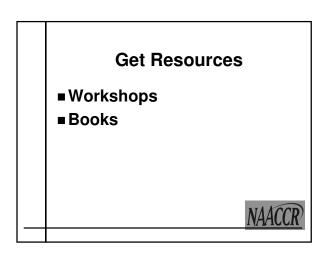


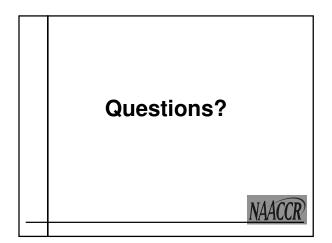


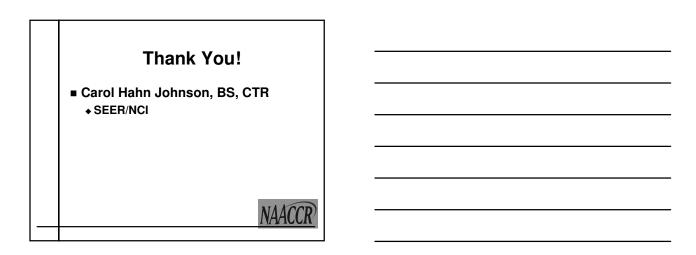
- Is there a policy stating how often the Policy and Procedure Manual will be reviewed?
- If yes, does this policy define who will review the manual?
- Is there a procedure for updating the manual between reviews?
- Is it documented who can update the manual?











Tha	ank You!
	Registry Webinar will be ent and How to Code It:
Surgery Radiatio	n, Systemic and Other"
Gue	st Speaker
Val Vesich, CTR	
:	2/14/08
Jim Hofferkamp jhofferkamp@naaccr.org	Shannon Vann svann@naaccr.org

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