



California State Council

POLICY AND PROCEDURE

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| Title: Policy and Procedure Development Process | Number: |
| Cross Reference: | |
| Approved by: California ENA Board of Directors | Origination Date: 11/1998 |
| Review Date(s): 01/1994, 05/2003, 08/2005, 02/2007 | Approval Date: 01/12/2017 |
| 08/2009, 03/2014, 08/2014 | Revision Date: 08/01/2016 |

I. POLICY PURPOSE:

To outline a uniform approach for the development, format, review, approval and distribution process of California State Council, Emergency Nurses Association’s (Cal ENA’s) Policies and Procedures consistent with the national Emergency Nurses Association (ENA) *Bylaws* and *Standard Procedures*.

II. POLICY BACKGROUND:

Policies and procedures guide the operation of all organizations. Cal ENA should review Policies and Procedures on a regular basis. The Board of Directors will determine the timeframe for regular review.

III. PROTOCOL:

1. The Board of Directors, with input from the State Council members, will determine the need for a specific Policy and Procedure or revision of an already existing Policy and Procedure and will assign the appropriate person(s) to draft said Policy and Procedure.
2. The format for a Policy and Procedure will, at a minimum, consist of the title, a statement of purpose (including any relevant background) and the actual step-by-step procedure.
3. Any new or revised Policy and Procedure will be reviewed, amended if necessary, and approved by the Cal ENA Board of Directors.
4. All newly approved and/or amended Policy and Procedures will be published on Cal ENA’s website.