



Policy #1

Subject: Policy Format

Effective Date: July 2011

Approved by: APIC SNJ Board of Directors

Revision Dates:

POLICY

- 1 This document serves as the policy/procedure template that has been approved for use in writing APIC SNJ policies and procedures.
- 2 The APIC SNJ Secretary will be responsible for maintaining a master copy of all chapter policies and procedures.
- 3 Each policy will be reviewed no less frequently than once every 3 years
- 4 All APIC SNJ policies/procedures will be posted to the APIC SNJ website and updated as necessary following revision of existing documents or development of new documents.

PURPOSE

To provide a standardized policy/procedure format approved by the APIC SNJ Board of Directors

PROCEDURE

1. Policies will be developed by the APIC SNJ Board of Directors in accordance with directives from the National organization and standards of practice.
2. Policies will be presented to APIC SNJ Board members for approval by majority.

ATTACHMENTS & RELATED FORMS