

TIP OF THE WEEK # 86

Policy Writing

Please consider the following guidelines when writing policies and procedures:

- * Keep sentences short (average of 10–12 words)**
- * Use clear, concise, easy-to-understand language**
- * Use the active verb (e.g., "assess the following" instead of "the patient will be assessed")**
- * Be consistent with verb tense throughout**
- * Exclude the following documentation in the body of the policy: Staff education material, forms and instructions, flow charts, etc. Those may be added as appendices.**