



Writing and Revising Policies

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1. **Purpose**

The purpose of this policy is to provide guidance for development and maintenance of policies and procedures governing the operations of Buncombe County Health and Human Services-Department of Health (BCHHS-DH); ensuring standards of practice that follow applicable statutes, laws, rules, regulations, and professional practice guidelines.

2. **Applicability**

This policy applies to all Buncombe County Health and Human Services - Department of Health workforce and appointed board members and commissions with direct or delegated/ designated responsibility for the development and maintenance of departmental policies and procedures

3. **Policy**

This policy ensures that all policies are developed, reviewed, revised, approved, and trained on based on the process outlined in the Writing and Revising Policy Procedure to provide current guidance on the practices of BCHHS-DH employees, appointed board members, and commissions

4. **Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

5. **Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor’s Statement](#).

All polices for BCHHS-DH are subject to review by the State Accreditation team during each accreditation cycle visit.

6. Definitions

6.1. Policy – a written principle or rule to guide decision-making and practices of the agency and workforce. It is the “what” and “why” of the goal or intent of the agency.

6.2. Procedure – a series of chronological steps to be followed in order to implement a policy. A procedure is written to support a policy. The procedure describes the "how, who, when, or where" through which policies are carried out.

6.3. Workforce – employees, volunteers, contract staff, and other persons whose conduct, in the performance of work for Buncombe County, is managed by Buncombe County. The County’s management of these persons may include training and development, direction of work activities, provision of resources, and policy oversight.

7. Approval and Revision History

Policy Origination Date:	June 1, 2000	
Requires Board Approval:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Board Approval Date:	October 28, 2022	
Chair, HHS Board		
Health Director		
Revision History:		
10/2022	<ul style="list-style-type: none"> • Renumbered to 2001.01; previously number 1001.01 • Reformatted • Updated template • Procedures removed from policy and listed in separate document • Appendices removed and listed/referenced in procedure document 	
02/2021	<ul style="list-style-type: none"> • Corrected policy numbers for Clinical Services and WIC • Changed Attachment 1 to Appendix 3 • Added Standing Order definition • Updated Workforce definition • Added Care Coordination • Added procedure for converting/archiving polices • Changed HHS Board Executive Committee to Program Advisory Committee 	<ul style="list-style-type: none"> • Appendix 2 • Appendix 3 • 4.0 Definitions • 4.4 • 6.2.3, Appendix 2 • 6.2.4
12/2018	<ul style="list-style-type: none"> • Renumbered Board signed policy to 1001.01 • Reworded and bulleted Purpose • Shortened description of policy • Edited and removed some definitions for clarity • Edited and replaced with brief description of responsibilities • Edited Procedures into 4 sections: Policy Development, Policy Review and Revision, Policy Dissemination, and Policy Storage and Retention; also edited Levels of Authority for Approval and Signature • Updated Appendix 1: Policy and Procedure Format to reflect most recent revisions • Updated Appendix 2: Policy and Procedure Numbering Guide for consistency and new number for Board-signed policies • Added Attachment 1: Policy Resource Assessment form 	<ul style="list-style-type: none"> • Header • 2.0 • 3.0 • 4.0 • 5.0 • 6.0 • Appendix 1 • Appendix 2 • Attachment 1

07/2018	<ul style="list-style-type: none"> • Revisions to Approval and Signature 	<ul style="list-style-type: none"> • 6.4 HHS Board
02/2018	Edits to the process of logging employee policy review.	<ul style="list-style-type: none"> • 6.2.8-10
11/2017	<ul style="list-style-type: none"> • Included Accreditation requirements under Purpose • Reworded Policy section for clarity • Added subject matter experts as someone who may have delegated policy review responsibilities under Supervisors; added revised definition of workforce • Added definitions for staff designee, policy library, HIPAA, and Health Senior Leadership Team • Clarified responsibilities <p>Reorganized and clarified procedures for policy development, revision, notification, review, training and approval</p>	<ul style="list-style-type: none"> • 2.0 • 3.0 • 4.4 • 4.5-4.8 • 5.0 • 6.0
2/2017	<ul style="list-style-type: none"> • Changed agency name to Buncombe County Health and Human Services- Department of Health (BCHHS-DH) • Transferred policy to new template • Updated to new electronic process • Removed reference to Accreditation Program Administrator • Added Administrative Secretary II (AS) • Added Agency Accreditation Coordinator • Added reference to Agency Accreditation Coordinator and CQI Manager • Removed Policy Format section and replaced with reference to electronic policy library • Added criteria for policy development, revision • Updated Record Retention and added link • Updated training section 	<ul style="list-style-type: none"> • Throughout • Entire document • Entire document • 5.0 • 5.0, 6.0 • 5.0, 6.0 • 5.2, 6.3.4 • 6.1 • 6.3 • 6.3 • 6.4
6/17/14	<ul style="list-style-type: none"> • Added Legal Authority/Guidance section • Changed Board of Health to Health and Human Services Board • Changed approval by Health and Human Services Board • Added proposed policy review steps and SharePoint information • Removed Program and Standards Program and added Accreditation Program Administrator • Clarified policy review process 	<ul style="list-style-type: none"> • 7.0 • Throughout • Approved by • 5.2 • Throughout • 6.0
3/1/12	<ul style="list-style-type: none"> • Revised definition • Clarified responsibilities, added annual review & Medical Director signature • Created procedural topics • Clarified BOH approval process, added delegation of authority to Health Director • Removed Nursing Director, relocated clinical nursing policies • Removed specific training timeframe 	<ul style="list-style-type: none"> • 4.2, 4.3 • 5.0 • 6.1, 6.2, 6.3, 6.4 • 6.2.2, 6.2.3 • 6.2.3 • 6.4.1
3/10/08	<ul style="list-style-type: none"> • Notation of program categories no longer applicable • Added approval grid • Added BOH signature 	<ul style="list-style-type: none"> • Appendix 1 • 6.5 • Approved by
12/11/07	<ul style="list-style-type: none"> • Quality Improvement Coordinator changed to Practice and Standards Administrator • Clarification of roles, time frames • Added requirements for training on policies • Added legal authority section within format 	<ul style="list-style-type: none"> • All sections as applicable • Section 6.0 • 6.11, 6.13 • Section 7.0
1/31/04	<ul style="list-style-type: none"> • Procedure revised • Form change: Format and categories changed 	<ul style="list-style-type: none"> • Procedure sections • Sections 2-6

	<ul style="list-style-type: none">• Policy name changed• Purpose and Policy statements revised• Definitions added• Responsibilities added• Procedure revised	
10/31/02	<ul style="list-style-type: none">• Form change: Format and categories changed	<ul style="list-style-type: none">• Throughout

8. Background