

**NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD**  
*Program Policy & Procedures Manual*

**Policy on Policies**

Manual:	<u>Applicable Signatures/Title</u>
Section:	Administrator:
Distributed to/Date:	Board Chair:
	NCIPH Director:
	Effective Date:
	Supercedes:

**Policy:** It is the policy of North Carolina Local Health Department Accreditation (NCLHDA) Board that policies be developed to administer program operations, site visit teams, site visits, and applicants for accreditation. Policies/procedures will be developed prior to beginning new program operations, when changes occur, and/or when required by law or legislation.

**Purpose:** To provide guidance and direction for development of policies and procedures governing the operations of the NCLHDA.

- To translate the mission into practical terms
- To provide a standard of practice
- To establish program expectations
- To provide a framework for consistency
- To establish guidelines and compliance of state statutes and applicable rules and regulations

**Definitions:**

***General or Specified Policies:***

1. Dictate a course of action adopted by and pursued by the NCLHDA Board that guides and determines present and future decisions and actions.
2. Indicates the general course or direction in which all activities must operate.
3. Assists staff and partners in the attainment of program goals.
4. Include the objectives, rules and regulations which guide NCLHDA activities and direct allocation of resources.

***Procedures:***

1. The detailed and sequential actions that must be executed to ensure that a policy is implemented.
2. The method of performing an operation or a manner of proceeding on a course of action.
3. Directs actions required to perform a specific task within the guidelines of the policy.
4. Describes the “how, who, when or where” through which policies are carried out.
5. Consistent with policy statements and standard of practice as appropriate.

**Responsible Persons:** Administration Administrator (AA), NC Institute for Public Health Director, NCLHDA Board

**Procedure:**

1. Define the issue, problem or task, need for a policy or need for policy revision.
2. Determine who has the responsibility for writing the policy/procedure.
3. The AA and NCLHDA staff are responsible for policy oversight.
4. All involved in carrying out or affected by the policy/procedure should be represented in policy review and/or development.
5. Appropriate rules, regulations and/or standards of practice will be referred to as needed. Legal review may also be requested by the AA or NCLHDA Board.
6. The template provided in *Attachment 1* will be used with new policies and when revising existing policies. The AA is responsible for ensuring formatting is correct.
7. Policies and procedures will be organized in a Chapter/Outline system with a complete Table of Contents in the front of the manual. Components of manuals may vary depending on the type and nature of the program area. Each manual should also be clearly identified on the front and side cover of the binder.
8. Write draft of policy and/or procedure, allow for appropriate review and revision as necessary prior to final review.
9. Adopt the policy and/or procedure by action of the NCLHDA Board.
10. Distribute and provide education regarding the policy and/or procedure. Distribution can be by one of the following: staff meeting, regional or state meeting, e-mail, newsletter or NCLHDA website
11. All staff of NCLHDA will receive training on policies during orientation by the AA, and as new policies are developed or existing policies are revised.
12. Policies will be reviewed annually or whenever changes occur. The annual review will be documented by sign off on a manual cover page by the AA. Policies and procedures can be reviewed/revised more often as required by changing technology, rule or law changes, change in standard of practice, etc.
13. No new policy shall be in effect until it has been reviewed and signed by the AA and/or adopted by the NCLHDA Board.
14. Revision shall be documented as such and distributed to all individuals who are impacted by the policy/procedure.
15. Original policies shall be retained in the appropriate manual.
16. Hard copy policy and procedure manuals will be housed on accessible book shelves in the NCLHDA program offices.
17. Upon revision, original policies/procedures shall be filed for retention in accordance with retention recommendations as they appear in the Disposition Schedule published by the Department of Archives and History:  
Department of Cultural Resources, Archives and Records Section, 215 Blount Street,  
Raleigh, NC 27601-2823, Telephone: 919-733-3540.