



# Appleton Health Department Procedures



**Public Health**  
Prevent. Promote. Protect.

<b>Title:</b> Creation and Maintenance of Procedures				
<b>Policy #:</b> AHD <u>102002</u>				
<b>Creation Date:</b>	09.27.2023	<b>Last Approved Date:</b>	<del>10.18.23</del> <u>10.23.24</u>	Reviewed Annually
<b>Description:</b>	This policy describes the system for creating, reviewing, and revising procedures.			
<b><u>PHAB Domain/ Standard/ Measure (LINK):</u></b>	10.2.1 A: Manage operational policies including those related to equity.			
<b>Statutory Authority/ Evidence Base/ Links:</b>				
<b>Author(s)/ Reviewer(s):</b>	Charles Sepers, Breanna Mekuly, Eric Maggio, Steve Kihl, Megan Ehlert, <u>Cassidy Walsh, Sonja Jensen / Policy &amp; Procedure Committee</u>			
<b>Policy Approval Tracking</b>				
<b>Created/ Reviewed/ Revised Date</b>	<b>Legal Services Approval Date</b>	<b>Board of Health Approval Date</b>	<b>Council Approval Date</b>	<b>Health Officer or Designee Signature (Name/Title)</b>
Created 09.27.2023	09.28.23	10.11.23	10.18.23	Charles Sepers/Health Officer
<u>Revised</u> <u>10.23.24</u>				

## Purpose

This procedure describes the system for creating and reviewing procedures.

## Procedure

### Creating Procedures

1. Procedures created will follow Policy AHD102002: Creation and Maintenance of Procedures, located within the [Policies](#) folder.
2. Staff developing procedure will record the new procedure information into the Policy and Procedure Index located within the [Policies](#) folder. This step assigns the procedure number.

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD\\_102\\_0\\_Creation and Maintenance of Procedures\\_PENDING.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD_102_0_Creation and Maintenance of Procedures_PENDING.docx)  
[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002\\_Creation and of Procedures\\_09..2023.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002_Creation and of Procedures_09..2023.docx)



# Appleton Health Department Procedures



**Public Health**  
Prevent. Promote. Protect.

3. Procedure numbering has ~~two-four~~ parts: ~~Division Identifier and three-digit number~~. Each procedure name begins with the division identifier followed by the three-digit number (matching the associated policy number when applicable) assigned by the Policy and Procedure Index ~~in sequential order followed by a number and Procedure indicator "PRO".~~ (Examples: ~~PRO\_WM014, PRO\_EH018, PRO\_EM011, PRO\_N009, PRO\_AHD001~~)

Divisions:

~~PRO\_AHD All Health Department~~

~~PRO\_CH Community Health~~

~~PRO\_EH Environmental Health~~

~~PRO\_EM Emergency Management~~

~~PRO\_N Nursing~~

~~PRO\_WM Weights and Measures~~

4. Procedures created will use the Procedure Template, located within the Policies Procedures folder.

5. Procedure documents will follow a standard naming convention to associate procedures with their parent policy when applicable:

**N 200 0 Child Passenger Safety Program (POLICY)**

N 200 1 PRO Child Passenger Safety Program

N 200 2 PRO Child Passenger Seat Appointment Scheduling

N 200 3 PRO Child Passenger Fitting Station

5. ~~PRO\_ProcedureNumber\_Procedure Name\_LastApprovedDate~~

~~(Example: PRO\_AHD002\_Creation and Maintenance of Procedures\_07.26.2023)~~

6. The document file path should be listed in the footer of the documents.
7. Typed signatures may be used on procedure cover sheets.
8. The level of procedure approval is based on the requirements for the procedure. At a minimum, procedures should be reviewed and approved by the Division Supervisor responsible. Some procedures such as Nursing procedures may need the approval of the Department Medical Advisor. All procedures will be reviewed and approved by the Health Officer or designee.

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD\\_102\\_0 Creation and Maintenance of Procedures\\_PENDING.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD_102_0 Creation and Maintenance of Procedures_PENDING.docx)~~[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002\\_Creation and of Procedures\\_09..2023.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002_Creation and of Procedures_09..2023.docx)~~



# Appleton Health Department Procedures



**Public Health**  
Prevent. Promote. Protect.

9. Once a procedure has been approved, it will be filed in the appropriate Division folder located within the Policies Procedures folder. If procedure has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.
10. The frequency that procedures are to be reviewed is determined by the governing authority for each procedure, but no less than once per year.

## Review and Revision of Procedures

1. The division will review and revise procedures yearly.
2. Each Division Supervisor is responsible for ensuring that the procedures for their areas are reviewed and/or revised within the frequency cycle. The Division Supervisor or designee will update the review/revision due dates in the Policy and Procedure Index located within the Policies folder.
3. Staff should not revise procedures directly in the official department procedures folder. A working copy should be created by staff updating the procedure.  
(Example: N 200 1 PRO Child Passenger Safety Program DRAFT)  
~~PRO\_AHD001\_Creation and Maintenance of Procedures\_DRAFT~~
4. The updated version of the procedure will be saved in the appropriate Division folder. Be sure to update cover sheet and the file path in the footer. Procedure documents will follow a standard naming convention: PRO\_ProcedureNumber\_Procedure Name\_LastApprovedDate  
(Example: N 200 1 PRO Child Passenger Safety Program 08.21.2024)  
~~(Example: PRO\_AHD001\_Creation and Maintenance of Procedures\_08.12.2023)~~
5. Typed signatures may be used on procedure cover sheets.
6. The staff updating the procedure will also update Policy and Procedure Index located within the Policies folder.
7. Once procedure update is completed and approved, the preceding official department procedure version will be moved to the archive folder located within the Policies Procedures folder.
8. A copy of all procedures shall be maintained in accordance with the City of Appleton document Retention Policy.

## Definitions

A Procedure is a description of the operational processes necessary to implement a policy.

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD\\_102\\_0 Creation and Maintenance of Procedures\\_PENDING.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD_102_0 Creation and Maintenance of Procedures_PENDING.docx)  
~~[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002\\_Creation and of Procedures\\_09..2023.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002_Creation and of Procedures_09..2023.docx)~~



# Appleton Health Department Procedures



**Public Health**  
Prevent. Promote. Protect.

## Attachments

### Attachment 1: Procedure Template



# Appleton Health Department Procedures



**Public Health**  
Prevent. Promote. Protect.

<b>Title:</b>			
<b>Procedure #:</b>			
<b>Creation Date:</b>	<b>Last Approved Date:</b>		Reviewed Annually
<b>Description:</b>			
<a href="#">PHAB Domain/ Standard/ Measure (LINK):</a>			
<b>Statutory Authority/ Evidence Base/ Links:</b>			
<b>Author(s)/ Reviewer(s):</b>			
<b>Procedure Approval Tracking</b>			
<b>Created/ Reviewed/ Revised Date</b>	<b>Division Supervisor Signature</b>	<b>Department Medical Advisor (if required)</b>	<b>Health Officer or Designee Signature (Name/Title)</b>
Created			

Purpose

Procedure

Definitions

Attachments

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD\\_102\\_0\\_Creation and Maintenance of Procedures\\_PENDING.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/AHD All Health Department/AHD_102_0_Creation and Maintenance of Procedures_PENDING.docx)  
[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002\\_Creation and of Procedures\\_09..2023.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/Policies/AHD All Health Department/ADH002_Creation and of Procedures_09..2023.docx)