



Appleton Health Department Procedures



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Title: Creation and Maintenance of Procedures

Policy #: AHD102

Creation Date:	09.27.2023	Last Approved Date:	11.20.2024	Reviewed Annually
Description:	This policy describes the system for creating, reviewing, and revising procedures.			
PHAB Domain/Standard/Measure:	10.2.1 A: Manage operational policies including those related to equity.			
Statutory Authority/Evidence Base/Links:				
Author(s)/Reviewer(s):	Charles Sepers, Breanna Mekuly, Eric Maggio, Steve Kihl, Megan Ehlert, Cassidy Walsh, Sonja Jensen / Policy & Procedure Committee			

Policy Approval Tracking

Created/Reviewed/Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created 09.27.2023	09.28.23	10.11.23	10.18.23	Charles Sepers/Health Officer
Revised 10.23.24	10.23.2024	11.13.2024	11.20.2024	Charles Sepers/Health Officer
<u>Revised 9.24.25</u>	<u>12.16.2025</u>			

Purpose

This procedure describes the system for creating and reviewing procedures.

Procedure

Creating Procedures

1. Procedures created will follow Policy AHD102: 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.

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3. Procedure numbering has four parts: 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 -followed by a number and Procedure indicator "PRO".

Divisions:

AHD All Health Department

CH Community Health

EH Environmental Health

EM Emergency Management

N Nursing

WM Weights and Measures

4. Procedures created will use the Procedure Template, located within the [Policies](#) 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

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, [, or consultation with legal services.](#) All procedures will be reviewed and approved by the Health Officer or designee.
9. ~~The legal approval date is when legal services notifies the Health Officer, or designee, of the approval of the final version prior to submission to Board of Health.~~

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9.10. Once a procedure has been approved, it will be filed in the appropriate Division folder located within the [Policies](#) folder. If procedure has several addendums or attachments, a folder should be created using the standard naming convention and all documents stored within.

10.11. 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)

4. [Enable track changes before revision to make clear how the document has been changed from the previous version.](#)

4.5. 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:

(Example: N_200_1_PRO_Child Passenger Safety Program_08.21.2024)

5.6. Typed signatures may be used on procedure cover sheets.

6.7. The staff updating the procedure will also update Policy and Procedure Index located within the [Policies](#) folder.

7.8. Once procedure update is completed and approved, the preceding official department procedure version will be moved to the archive folder located within the [Policies](#) folder.

8.9. 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.

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Attachments

Attachment 1: Procedure Template

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Procedure Approval Tracking			
Created/ Reviewed/ Revised Date	Division Supervisor Signature	Department Medical Advisor (if required)	Health Officer or Designee Signature (Name/Title)
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