

PROCEDURE WORKSHEET

Procedure Title: (This should clearly define what process you are explaining. If newly written, include “draft” in the title.)

Date Created: (today’s date)

Review Date: (leave blank for first review)

Procedure Number: (This will be assigned later)

Body of Origin: (what group or committee is writing this procedure)

Review Authority: (committee or sub-committee responsible for use and oversight of this procedure.)

Procedure: (Step one, step two, step three, until you reach the final step in completion of the task listed in the title. Be as specific and clear with each step as possible so someone without experience of the procedure can successfully complete it.)

Contact person and phone: (The name and number and title if necessary of the person who can assist someone having problems completing the procedure.)

Related Policies and References: (If this is connected to other policies and procedures, it should be listed here.)

Links to policy: (If this is connected to other policies, it should be listed here.)