**Solutions**

Employee 2

Initial QI Initiative Questionnaire (May 2013)

1. *Based on a percentage 0 to 100%, what is your ability to develop, revise, and/or access department policies and procedures?*

**Answer:** **My comfort level with developing, revising, and accessing current and needed policies and procedures is estimated at a low 10%.**

1. *Explain the process for developing, revising, and accessing a policy or procedure related to your area of work.*

**Answer:** **There is no documented process and no singular policy format. I would make a draft based on prior knowledge without reference material and keep it for my own personal use at a later date. Policies are not reviewed regularly. I am not aware of previous policies and several different copies of similar policies are found on the s-drive.**

1. *Is a QI initiative to create a process for developing, revising, and/or accessing department policies needed? If so, explain.*

**Answer:** **Yes a systematic process for policy creation is much needed, as well as, a policy format.**

**QI Initiative Questionnaire After 6 months (October 2013)**

1. *Based on a percentage 0 to 100%, what is your ability to develop, revise, and/or access department policies and procedures?*

**Answer:** **My comfort level with developing, revising, and accessing current and needed policies and procedures is estimated at 90%**

1. *Explain the process for developing, revising, and accessing a policy or procedure related to your area of work. If any, what are the changes/improvements that need to be made?*

**Answer:** **1) Policies are added or changed to the current format seen below**

**POLICY TITLE:**

**POLICY LOCATION:**

**EFFECTIVE DATE:**

**DATE REVIEWED/REVISED:**

**AUTHORIZED BY:** Jane Ford-Witthoff, Director

**DOCUMENT LINK:**

**PURPOSE STATEMENT:**

**POLICY:**

**PROCEDURE:**

***REFERENCES/LEGAL AUTHORITY:***

1. **Policy is reviewed by staff & director**
2. **Policy is added to the shared folder “Current Policies”**
3. **Person who added the policy to shared folder adds their name to the Sign-in Sheet**

*3) Give example(s) of how the new process for developing, revising, and accessing department policies and procedures has benefited you.*

**Answer:** **Through the implementation of the worksite wellness policy I have now accessed and used this policy.**