Development of Protocols for Ambulatory Care Management

POLICY: Protocols for Ambulatory Care Management will follow a standard format for placement on CHILD.

PURPOSE: To provide clinicians with general guidelines in the creation and formatting of ambulatory clinic care protocols for Ambulatory Care Management for specific patient conditions. These protocols are similar to Guidelines of Care (GOC) but serve as care or practice management guidelines in the ambulatory setting.

PROCEDURE:

I. Key Section Elements of a Protocol for Ambulatory Care Management:
   A. Will contain the following Section Elements:
      1. A POLICY Statement.
      2. A PURPOSE Statement.
      3. A PROCEDURE Section:
         b. An Exclusions Statement, if applicable.
         c. A Competency Statement.
         d. An Assessment Statement.
      4. REFERENCES dated within the past 5 years if possible.
      5. Originated by:, Reviewed by:, and/or Revised by: Sections including current or updated Reviewer Credentials, Degrees and Titles.
      6. An Approved By: Section with Signatures.
      7. Keywords in Title Case: Add/revise helpful Keywords for web searches on CHILD.
   B. Section Elements are to be completed prior to submission for posting on CHILD.
   C. The dates in the Originated, Reviewed, and Revised sections under the Signatures will be completed by the Policy/Procedure Administrative Staff.
   D. Additional Key Words (Required for posting to CHILD).
   E. Abstract (Required for posting to CHILD).
   F. Format for References:
      1. Use the following format and punctuation for listing of journals, books or book chapters. Do not use periods in abbreviations of journal titles.
      2. List all authors, but if the number exceeds 6, list only the first 3 authors followed by et al.
         a. Journals: Last name and initials (no periods) of authors, title of article (capitalize only the first word, proper names, and abbreviations normally capitalized; no quotations marks), journal title (italicize and use Index Medicus abbreviations), year of publication, volume, inclusive page numbers. Example: Reed FD, Watson NP. Nursing care of the patient with cardiomyopathy. Am J Nurs. 1985;4:121-124.
         b. Books: Last name and initials of authors; title of book (italicize and capitalize all significant words); edition number (if after first
II. Development Process:
A. Specialty Team/Service based:
1. Check on CHILD, including the medical staff website, to see if a similar GOC, practice guideline or protocol exists.
2. Discuss the proposed protocol with the Quality Practice Council to see if other protocols exist that would interface, overlap, and/or implications for other units. If there is application or implications for other units or services, those units will work together to develop a shared protocol.
3. Review the literature for relevant references. If no evidence exists in the literature, consider benchmark data, expert opinion, best practices, and other resources.
4. Once a document draft is completed, it will be reviewed by relevant sub-specialties prior to approval.
5. The final draft will be formatted through the unit or the Clinical Services Administration office.
6. Once sub-specialty approval has been obtained, the Clinic Chief/Division Chief and Department Director will review and approve the document. The Medical Director and Nurse Executive will review and sign the document.
7. The approved document will be placed on CHILD through the direction of the Clinical Services Administration office.
8. Protocols will be reviewed at least every two years. The review will be coordinated at the unit level (usually by the CNS or the Clinical Educator).

See Also:  
Development of a Clinical Policy and Procedure  
Development of Guidelines of Care  
Clinical Policy and Procedure (2006 Template)  
Guidelines of Care (2006 Template)  

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Additional Key Words: Guidelines of Care, Practice Management, Patient Care, Template, Protocol, Developing, Web Formatting