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## Writing Policies And Procedures: Altamont House Alcohol And Substance Abuse Rehabilitaton Program

Author (s)

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**Objective:** Develop a medical policy and procedure manual for Altamont House, an inpatient alcohol and substance abuse rehabilitation program.

**Introduction:** Altamont House is certified to conduct a 28-day inpatient rehabilitation program. It must comply with rules and regulations established by OASAS, NYS Mental Hygiene Law, and NYS Public Health Law. The implementation of these rules and regulations is facilitated by the development of standard policies and procedures.

**Public Health Significance:** Policies provide guidance to govern the activities of an organization. They help to guide behavior that is consistent with the organization's mission, goals and objectives.

Procedures are the detailed actions required to implement the policy. They describe, in sequential order, the specific tasks to be performed. Written policies and procedures serve several functions:

- 1) Translation of rules and regulations into practice
- 2) Clear communication to staff re: organization's expectations
- 3) Standardization of practice to ensure consistency
- 4) Training of staff re: good practice standards
- 5) Protection of patients and staff from errors
- 6) Tools to monitor compliance with rules and regulations
- 7) Tools to identify areas in need of quality improvement
- 8) Support accreditation or re-certification

**Activities:** Wrote Medication and Tuberculosis Infection Control policies and procedures.

**Outcome:** The policies and procedures will be submitted for review and approval by the administrative and medical directors. Once implemented, they may also serve as templates for other programs.