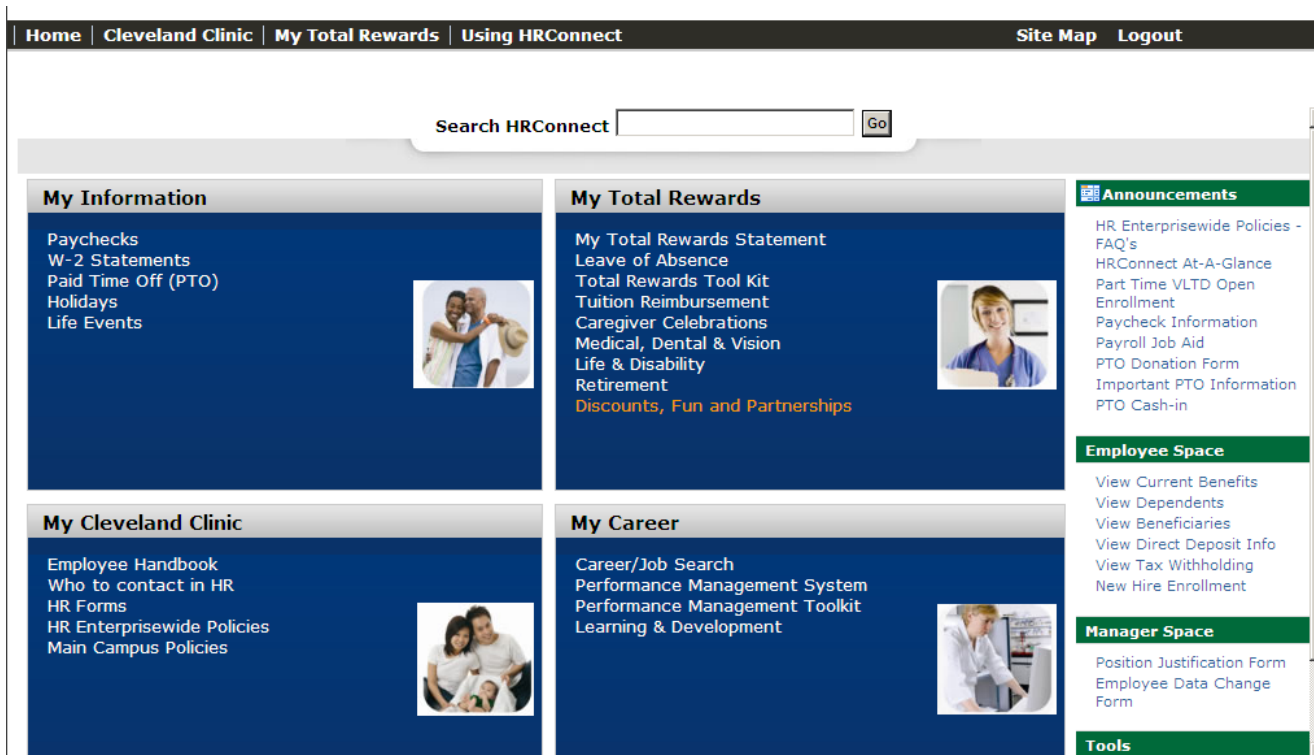


1. [Where do I find Nursing Policies and Procedures?](#) *Nursing standards that state how to perform procedures and care for patients and Nursing administrative policies have been loaded into Policy and Procedure Manager (PPM).*
2. [What about Policies that are Hospital Wide or owned by other Departments?](#) *Policies that are hospital wide and department policies outside of nursing remain on the hospital policy share point site until the entire hospital begins using PPM. Community hospitals and departments within them are working on transitioning into PPM over the next several months. Main Campus hospital wide "ROBO" policies are already in PPM.*
3. [Are there other places where policies are found?](#) *There are three Cleveland Clinic Health System approved policy platforms. HR Connect, Policy and Procedure Manager, and Lab QMS. (Share points from each hospital are being transitioned into an approved platform -PPM.)*
  - [HR Connect:](#) Human Resource Policies like system attendance, corerctive action, social media use etc.



The screenshot displays the HRConnect website interface. At the top, there is a navigation bar with links for Home, Cleveland Clinic, My Total Rewards, Using HRConnect, Site Map, and Logout. Below this is a search bar labeled "Search HRConnect" with a "Go" button. The main content area is divided into several sections:

- My Information:** Includes links for Paychecks, W-2 Statements, Paid Time Off (PTO), Holidays, and Life Events. It features a small image of a family.
- My Total Rewards:** Includes links for My Total Rewards Statement, Leave of Absence, Total Rewards Tool Kit, Tuition Reimbursement, Caregiver Celebrations, Medical, Dental & Vision, Life & Disability, Retirement, and Discounts, Fun and Partnerships. It features a small image of a woman in a blue uniform.
- My Cleveland Clinic:** Includes links for Employee Handbook, Who to contact in HR, HR Forms, HR Enterprisewide Policies, and Main Campus Policies. It features a small image of a family.
- My Career:** Includes links for Career/Job Search, Performance Management System, Performance Management Toolkit, and Learning & Development. It features a small image of a person at a computer.
- Announcements:** Lists various HR-related topics such as HR Enterprisewide Policies - FAQ's, HRConnect At-A-Glance, Part Time VLTD Open Enrollment, Paycheck Information, Payroll Job Aid, PTO Donation Form, Important PTO Information, and PTO Cash-in.
- Employee Space:** Lists links for View Current Benefits, View Dependents, View Beneficiaries, View Direct Deposit Info, View Tax Withholding, and New Hire Enrollment.
- Manager Space:** Lists links for Position Justification Form, Employee Data Change Form, and Form.
- Tools:** A section for various HR tools.

- **Policy and Procedure Manager (PPM):** Nursing Policies and Procedures as well as other areas that have transitioned to PPM. (Respiratory Therapy, etc). Community Hospitals are working to place their documents into PPM as well. The goal is to have all hospitals in PPM.

The screenshot shows the Policytech web application interface. At the top, there are navigation tabs for DOCUMENTS, MY TASKS (26), REPORTS, and PREFERENCES. A user greeting 'Welcome Danielle Dick' and a 'LOG OUT' link are visible. The main content area displays a list of documents under the heading 'Site: Lutheran'. The list includes columns for Type, Title, Ver, Status, and Document Owner. Some document titles include '(Dart) Test Packs Policy', '\*ON-CALL\* Procedure', and '10 Hour 12 Hour Shift Scheduling Option Policy'. The interface also features a search bar, a 'New Document' button, and a sidebar with document categories like 'Draft', 'Approval', and 'Published (Approved)'.

- **Lab QMS:** Lab policies are stored here:

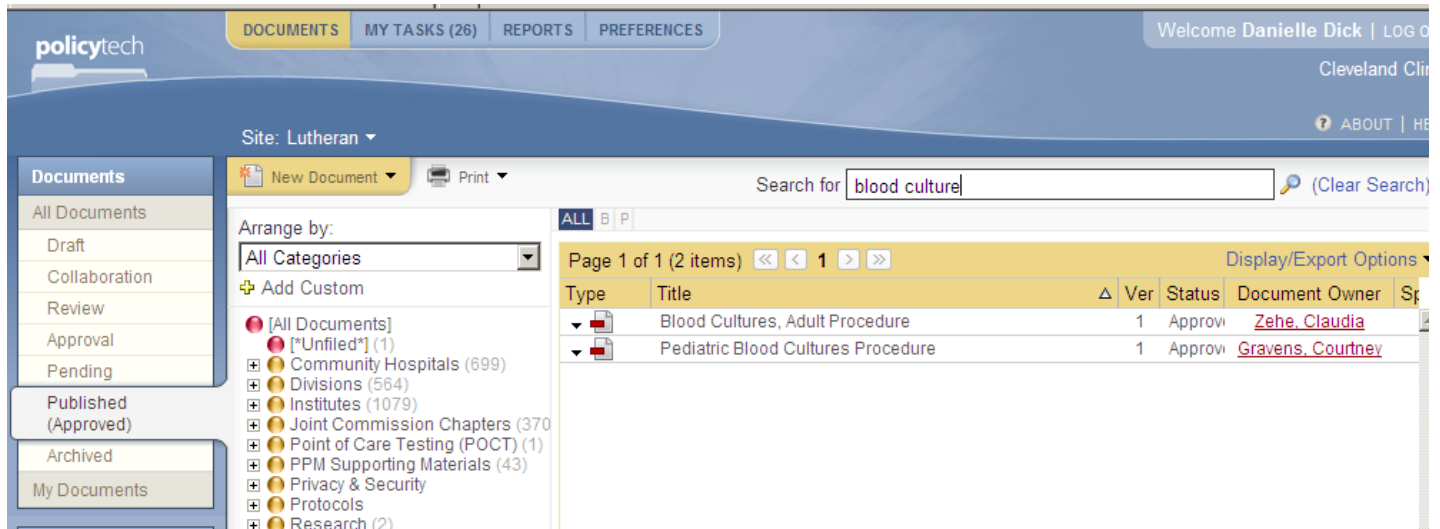
The screenshot shows a webpage for the Robert J. Tomsich Pathology & Laboratory Medicine Institute. The page title is 'Policies and Procedures'. The text describes LabQMS as an electronic document control system. A red box highlights a link that says 'Access LabQMS here' next to a globe icon.

4. How can I find a policy in PPM? Policies can be found using the search bar, or they can be located by looking at them in the subcategory lists. Note that if using the search bar, you must set it to filter how you are searching. (by title, by fulltext etc.)

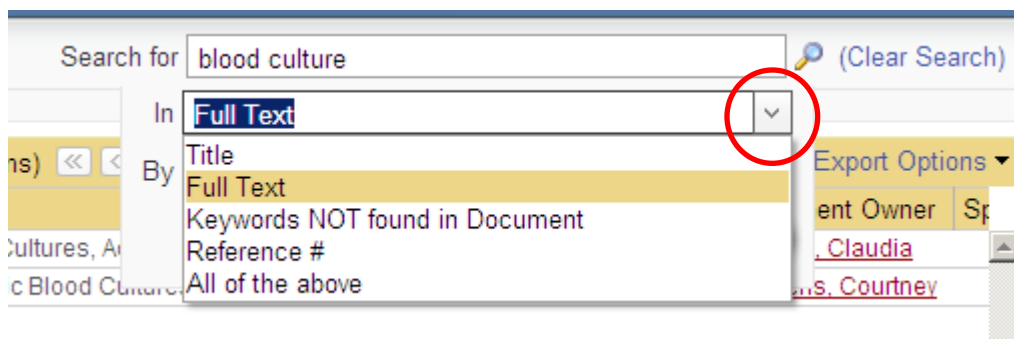
- Click on the green icon from your Workstation on Wheels or Desktop:



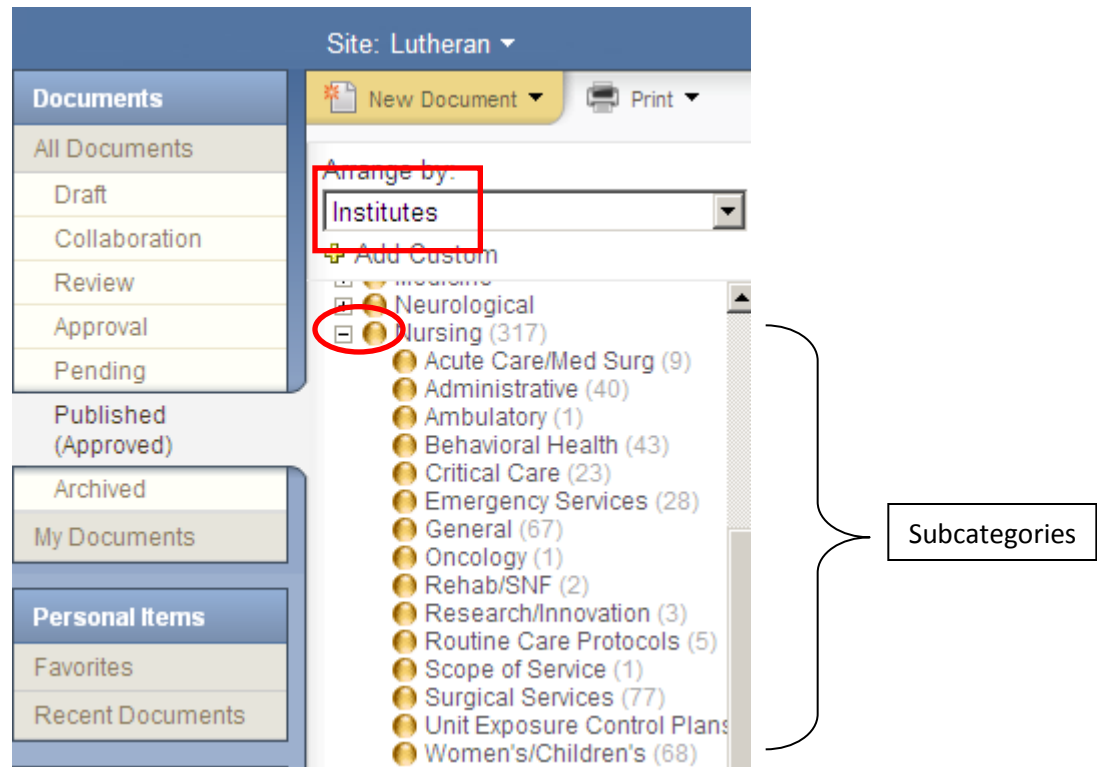
- If prompted to sign in, sign in like you do when checking email
- In PPM: go to the search on the upper right and type in a few letters or a word of the name of the desired policy. For example: “blood culture”



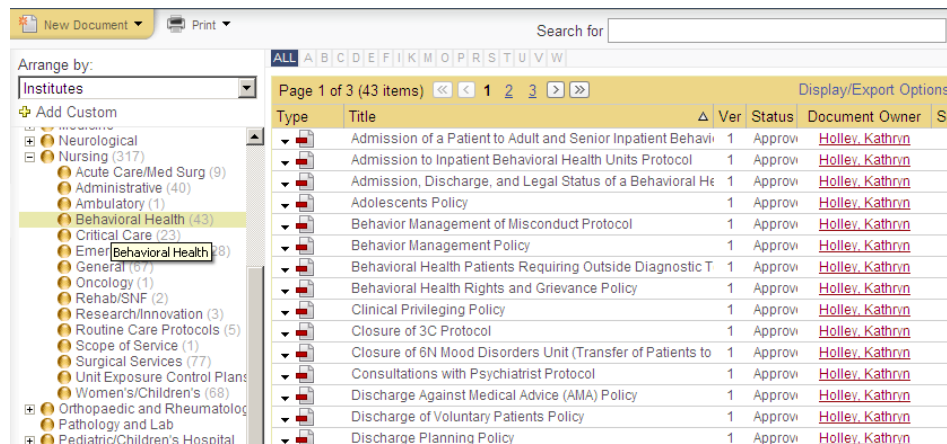
- If you are not sure of the name of the policy, select “Full Text” in the search so that PPM screens all of the words in the policies.



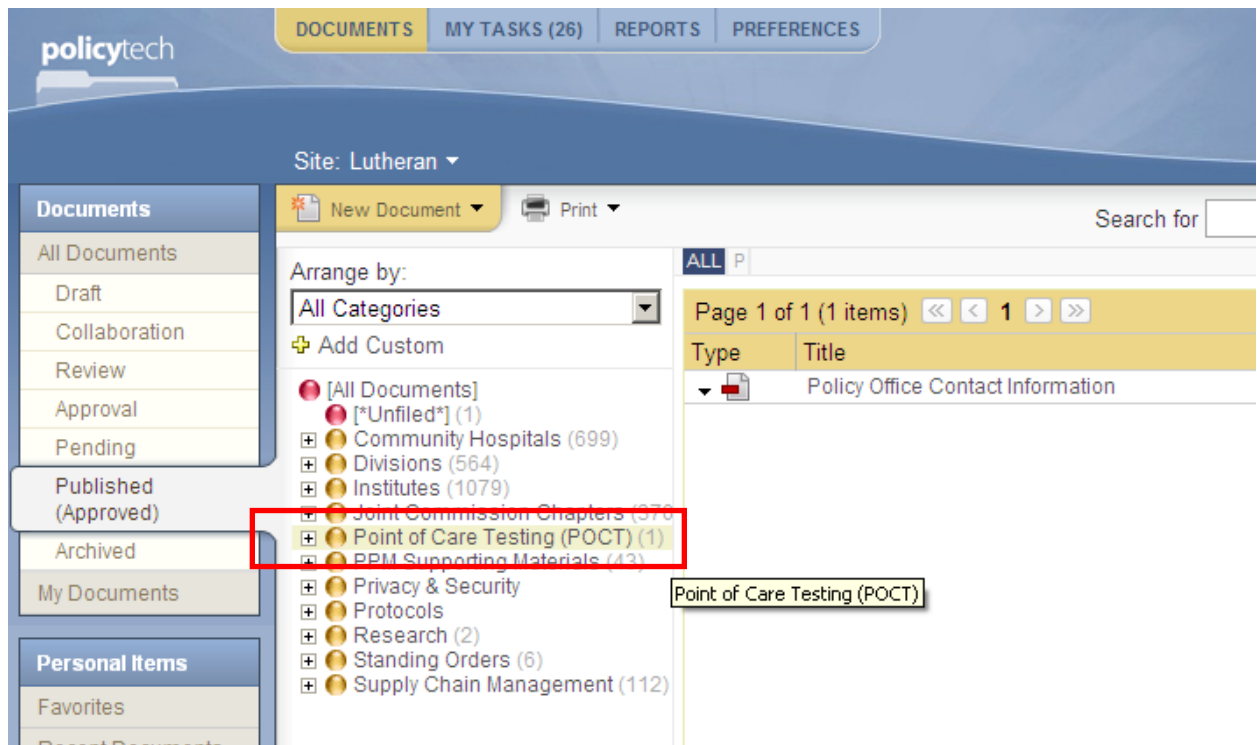
- Nursing Policies are organized in sub-categories so that anyone needing to review policies specific to a certain care area can find them. Policies that may apply everywhere appear in the general category. For example, many nurses may have to administer blood (not specific to Critical Care of Med/Surg).
- Sort list by Institutes and Select Nursing



- If looking for a specific nursing area's policies, click on that subcategory: For example, Behavioral Health is pictured below.



5. Where do I find Point of Care testing policies and procedures? *There is a Point of Care testing section in PPM.*



6. How can I learn more about Policy and Procedure Manager? *There is a CCLC module that was assigned to Nurses as hospitals implemented PPM. This **CCLC module** can be reviewed as many times as desired. (ITS 694e)*

[INTRODUCTION TO POLICY AND PROCEDUR... Online Course ITS 694e](#)

*Educational and training materials for PPM have also been placed into the PPM system for easy access.*

