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, corrective action, social media use etc.
• **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 goals is to have all hospitals in PPM.

• **Lab QMS:** Lab policies are stored here:
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).

  o Sort list by Institutes and Select Nursing

  o 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](#))

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