

Partners In Recovery

POLICY AND
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):
R9-20-201.B*

Policy Name: Policy and Procedure Overview

Policy Number: ADM - 0001

H.M. Gilbert Jr., Executive Director, PIR

Date

Cross Reference(s)

None

Policy Statement

Partners In Recovery has policies and procedures in order to effectively manage Direct Care Clinics.

Purpose

To demonstrate how policies are reviewed, approved, updated and disseminated to staff members impacted by new policies or by changes to existing policies.

Scope

Partners In Recovery Direct Care Clinics.

Key Terms

Should the reader need to inquire as to the definition of a term used in this policy, the Partners In Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

Standards

- I. Partners In Recovery policies impacting the Direct Care Clinics are reviewed, and if necessary updated, at least once every 24 months by the Partners In Recovery Policy Review Committees.
- II. When a new policy is approved or an existing policy is updated, each staff member, whose duties are impacted by the policy, reviews the policy within 30 days after the policy is approved or updated and signs a written acknowledgement of the policy review for inclusion into the staff member's personnel record.
- III. Policies are signed by at least the Administrator or Clinical Director or designee signifying their approval. The policies are maintained in hardcopy form on the premises of the Direct Care sites and posted electronically on the agency's intranet site.

Associated Partners In Recovery Direct Care Clinics Forms & Attachments:

None

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