

A. EFFECTIVE DATE:	[ List the date this policy is effective ]
B. PURPOSE:	To [ Why should this policy exist? ]
C. POLICY:	[ Describe the desired standard, e.g. : 1. [ FOR ADMINISTRATIVE POLICIES ] "All {type of} <b>employees</b> {with what?} will {what is the standard?}." or 2. [ FOR CLINICAL POLICIES ] "All {type of} <b>patients</b> {with what?} will {what is the standard?}." or 3. [ FOR OTHER POLICIES ] "All _____ will {what is the standard?}." ]
D. SCOPE:	[ Describe all area(s) of the organization to which this policy will apply. ]
E. PROCEDURES, GUIDELINES AND PROTOCOLS:	[ Identify STAKEHOLDER(s) by Department or position title ] will develop appropriate procedures, guidelines and/or protocols as necessary to implement this policy. [ Provide a link to the procedure, guideline, and/or protocol. ]
F. REFERENCES:	[List any regulations, references, evidence, or other documents which support the need for this policy – If none, write "None." ]
G. RELATED POLICIES:	[List any other UConn/UConn Health policies that are related to this policy or that address the same or similar subject matter – If none, write "None." ]
H. SEARCH WORDS:	[ List here any terms that could be used to search for this document ]
I. ENFORCEMENT:	"Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in the procedures document related to this policy."
J. APPROVED BY:	1. _____ [UConn Chief Executive Officer] Date  2. _____ Policy Committee Co-Chair Date  3. _____ Policy Committee Co-Chair Date
K. REVISION HISTORY:	1. New Policy Approved: [ mm/dd/yyyy ] 2. Revised: [ mm/dd/yyyy ]

[ END OF POLICY ]