**Procedure for Procedure Subject**

**Effective Date of Procedure:** Date

**Overview and Purpose**

Enter a basic overview of the procedure including why we have the procedure.

**Scope**

Enter the stakeholders in this procedure – bulleted in alpha order.

**Policy Reference:** Note the policy number assigned in Board Docs that this procedure supports. If not applicable, put N/A

**Procedure Detail**

Enter the specific procedure. Outline the steps to follow. Use bullets and action verbs when possible.

**Creation and Approvals**

This procedure is issued by the Department and approved by the Department Head or higher title; approval date

**Revision**

1. By person, title, date [This is the original document]
2. By person, title, date [Continue adding as necessary]