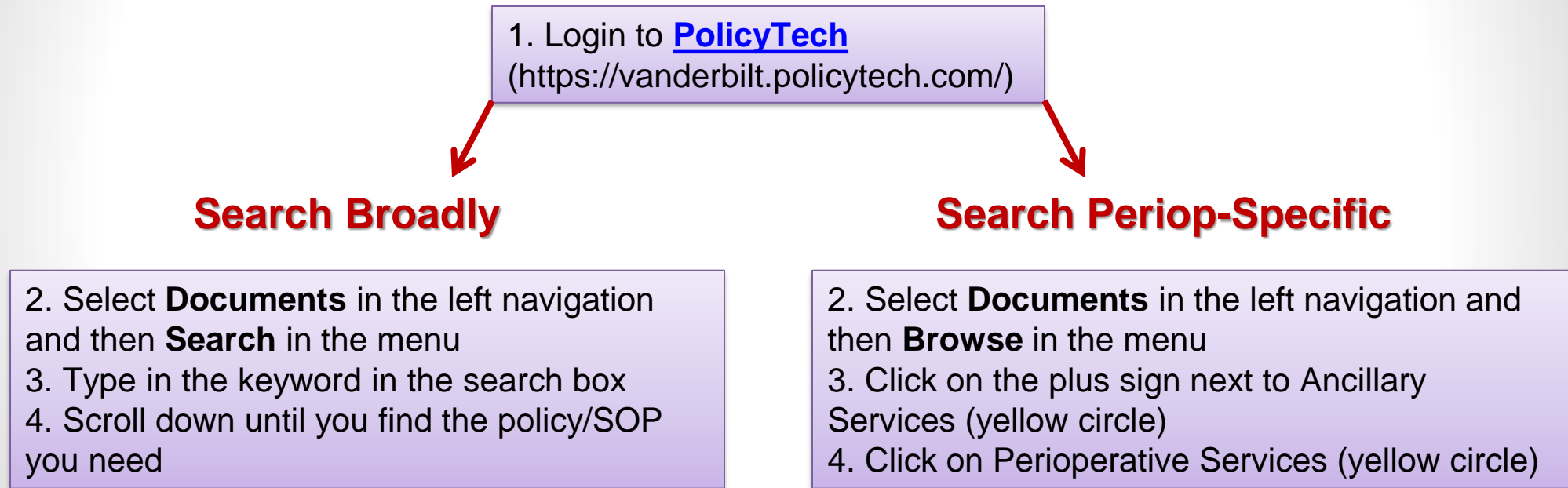


How to Find a Policy/SOP in PolicyTech

There are a couple of methods a policy can be found in PolicyTech. You can search broadly with a keyword or you can browse policies/SOPs specific to a certain department.



Continue to the following slides for screenshots of these steps.

How to Find a Policy/SOP in PolicyTech









Search Broadly

Search

Site: VUMC My Relationship: All Status: Published

COVID

Documents

Type	Ver #	Title	Status	Actions
	2	eStar: Reduced Nursing Documentation During a Crisis – Emergency Department, Inpatient, and Outpatient [COVID-19] (SOP)	Published	...
	1	Infection Prevention Interventions to Prevent Transmission of COVID-19 Infection (SOP)	Published	...
	3	Interim COVID-19 Guidance: Obstetrics and Newborn Areas (SOP)	Published	...
	4	Isolation Precautions for Aerosol-Generating Procedures in a Known or Suspected COVID or Influenza Patient (SOP)	Published	...
	3	Standing Order - COVID-19 Vaccination - VUMC Adult Clinics	Published	...
	4	Standing Order - COVID-19 Vaccination - VUMC Pediatric Clinics	Published	...
	3	Standing Order - VUMC - Infection Prevention Ordering for COVID-19 Tests in Patients Requiring Admission	Published	...
	4	Transporting COVID-19 Patients Who are on Airborne, Contact, and Eye Protection – Inpatient (SOP)	Published	...

Page 1 of 1 (9 items)

- For this search, the results show all policies for which “COVID” is in the title
- There are 9 policies meeting this search criteria

How to Find a Policy/SOP in PolicyTech









Search Broadly

Search

Site: VUMC My Relationship: All Status: Published

COVID

Documents

Type	Ver #	Title	Status	Actions
	2	eStar: Reduced Nursing Documentation During a Crisis – Emergency Department, Inpatient, and Outpatient [COVID-19] (SOP)	Published	...
	1	Infection Prevention Interventions to Prevent Transmission of COVID-19 Infection (SOP)	Published	...
	3	Interim COVID-19 Guidance: Obstetrics and Newborn Areas (SOP)	Published	...
	4	Isolation Precautions for Aerosol-Generating Procedures in a Known or Suspected COVID or Influenza Patient (SOP)	Published	...
	3	Standing Order - COVID-19 Vaccination - VUMC Adult Clinics	Published	...
	4	Standing Order - COVID-19 Vaccination - VUMC Pediatric Clinics	Published	...
	3	Standing Order - VUMC - Infection Prevention Ordering for COVID-19 Tests in Patients Requiring Admission	Published	...
	4	Transporting COVID-19 Patients Who are on Airborne, Contact, and Eye Protection – Inpatient (SOP)	Published	...

Page 1 of 1 (9 items)

ABC

To narrow or expand your search, click the 3 dots next to the search field

How to Find a Policy/SOP in PolicyTech

Search Broadly

Find ×

Find ⓘ

COVID

Site **VUMC**

My Relationship **All**

Status **Published**

Search Field **Title**

☐ Advanced Search

Search Field ×

☐ Allow multiple selections

All Search Fields

Title

Full Text

Keywords

Reference #

- In the pop-up, note the option to change the search field
- When you click the arrow next to Title (which is the default search field), another pop-up lists other ways to search with a keyword (full text might be good for a very specific topic)

How to Find a Policy/SOP in PolicyTech

Search Periop-Specific

Browse

Site: VUMC | My Relationship: All | Status: Published | Find...

Policies & Proced... + Documents

Type	Ver #	Title	Status	Actions
Document	1	Perioperative Float Pool Main Campus Staffing SOP	Published	...
Document	2	Perioperative Services - Attending Presence in the Operating Room	Published	...
Document	1	Perioperative Services - Donor Lung Storage for Transplantation (SOP)	Published	...
Document	1	Perioperative Services - Fluoroscopic Radiation Safety - Adult Perioperative Services (SOP)	Published	...
Document	2	Perioperative Services - Mass Casualty SOP	Published	...
Document	1	Perioperative Services - Patient Identification	Published	...
Document	1	Perioperative Services - Pressure Injury Prevention (SOP)	Published	...
Document	2	Perioperative Services - Scope of Service	Published	...
Document	3	Perioperative Services Policy - Discharge From the Recovery Room	Published	...
Document	2	Perioperative Services Policy - Dress Code in the Operating Room	Published	...
Document	2	Perioperative Services Policy - Local	Published	...

Page 1 of 1 (41 items) <<

- Ancillary Services is an expanding menu
- Selecting Perioperative Services displays the policies/SOPs for our department