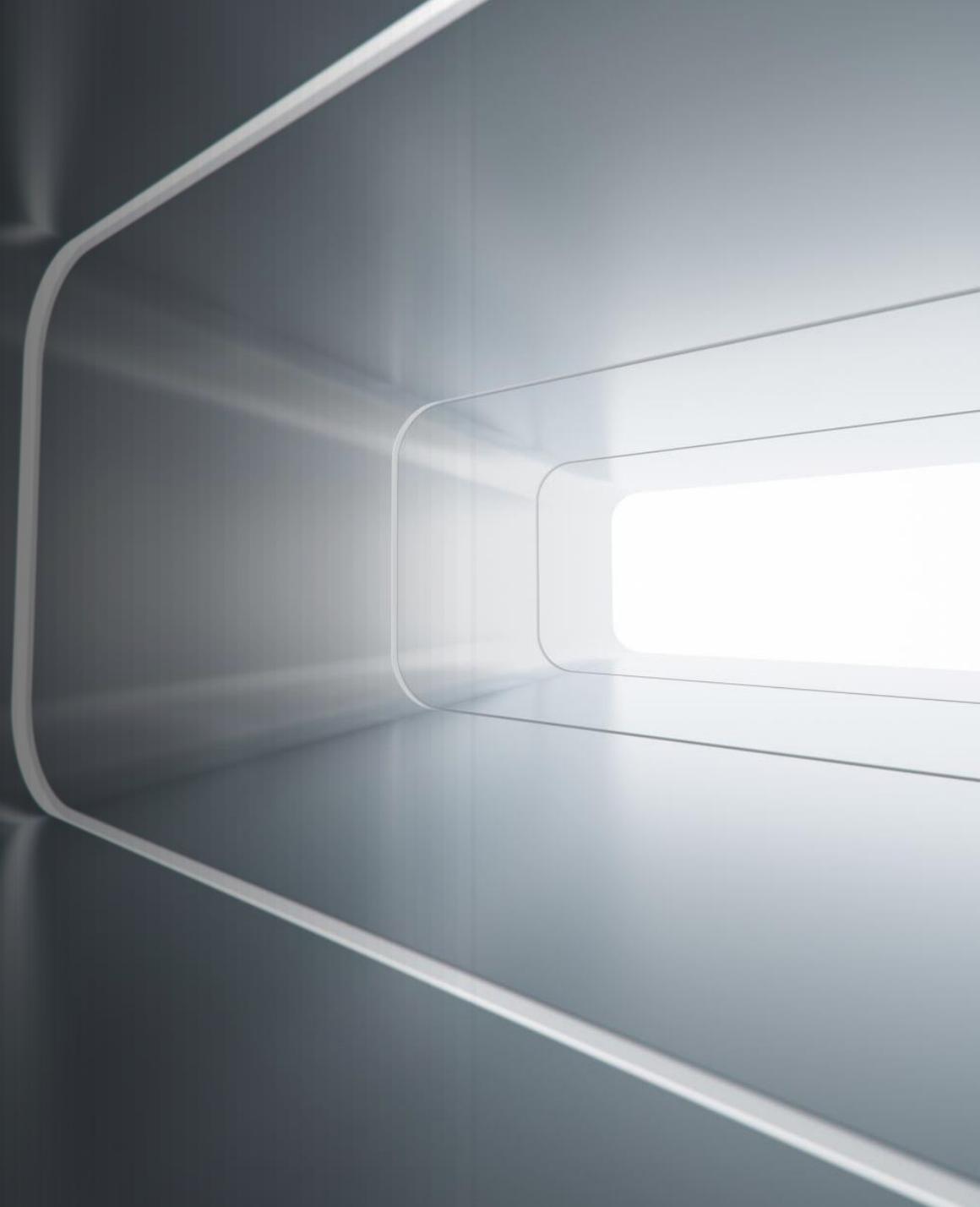




# How to Find a Policy/SOP in Policy Tech

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# Quick Steps

## General Policy/SOP Search:

1. Log onto Policytech  
<https://vanderbilt.policytech.com/>
2. Type in the key word in the search box
3. Scroll down until you find the SOP/policy you are looking for

## Periop Specific Policy/SOP Search

1. Log onto Policytech  
<https://vanderbilt.policytech.com/>
2. Click on the plus sign next to Ancillary Services  
(middle of the screen, yellow circle)
3. Select Perioperative Services  
(middle of the screen, yellow circle)
4. Type the key word in the search box

# General Policy/SOP Search

**POLICYTECH**  
Policy & Procedure Management

BROWSE

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

Search: COVID

Documents

Type	Ver #	Title	Status	Actions
IP SOP	2	IP SOP - Isolation Precautions for Aerosol-Generating Procedures in a Known or Suspected COVID or Influenza Patient	Published	...
IP SOP	1	IP SOP - N95 Respirator Reuse: UV Disinfection [COVID-19]	Published	...
NICU SOP	1	NICU SOP - Management of Infants with Critical Congenital Heart Disease Born to COVID Positive or Suspected COVID Positive Mothers	Published	...
OP SOP	1	OP SOP - eStar: Reduced Nursing Documentation During a Crisis – Emergency Department, Inpatient, and Outpatient [COVID-19]	Published	...
OP SOP	2	OP SOP - Informed Consent: Verbal Consent Process During COVID-19	Published	...
OP SOP	1	OP SOP - Skilled Nursing Inpatient Admission Nursing Documentation [COVID-19]	Published	...
OP SOP	1	OP SOP - Utilizing an Approved Telehealth Platform for TelePsych Assessments in Children's Hospital [COVID-19]	Published	...
OP SOP	1	OP SOP - Visitor Exception Requests During COVID-19 - Children's Hospital	Published	...
Perioperative Services Policy	1	Perioperative Services Policy - COVID 19 External Practitioners - Adult	Published	...
Perioperative Services Policy	1	Perioperative Services Policy - COVID-19	Published	...

Type in the key word into the search box.  
Example: COVID has been entered into the search box –  
There are 27 SOPs/policies relating to COVID

Page 1 of 1 (27 items)

# Period Specific Policy/SOP Search

The screenshot shows the PolicyTech website interface. The browser address bar at the top contains the URL <https://vanderbilt.policytech.com>, which is circled in red. The left sidebar contains navigation options: Home, My Dashboard, Documents, Search, Browse, Favorites, Recent, My Tasks, and Reports. The main content area is titled "BROWSE" and includes filters for Site (VUMC), My Relationship (All), and Status (Published). A "Log onto PolicyTech" button is highlighted with a green box. Below the filters, there are two tabs: "Policies & Proced..." and "Documents". Under the "Policies & Proced..." tab, a list of categories is shown, with "Ancillary Services" circled in red and a red arrow pointing to it. A green box with the text "Click on the little plus sign next to Ancillary Services" points to the plus sign icon next to "Ancillary Services".

<https://vanderbilt.policytech.com>

**POLICYTECH**  
Policy & Procedure Management

**BROWSE**

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

Log onto PolicyTech

Policies & Proced... | Documents

- [Policies & Procedures]
- +** Ancillary Services
- Area Specific Policies
  - Mosby's Nursing Skills (1)
- Patient Care Centers
  - Patient Care E-Docs (1)
- PolicyTech Administration (5)
- VUMC Policies

Click on the little plus sign next to Ancillary Services

# Periop Specific Policy/SOP Search

The screenshot displays the POLICYTECH interface for Policy & Procedure Management. The left sidebar contains navigation options: Home, My Dashboard, Documents, Search, Browse, Favorites, Recent, My Tasks, and Reports. The main content area is titled 'BROWSE' and shows filters for Site (VUMC), My Relationship (All), and Status (Published). A search bar contains 'Policies & Proced...' and a plus sign. Below the search bar, a list of categories is shown, including Ancillary Services, Diagnostic Laboratories, and Area Specific Policies. A red arrow points to 'Perioperative Services (44)' in the Diagnostic Laboratories category. A green box contains the text: 'Next, click on Perioperative Services. All Periop specific Policies/SOP's will load'.

**POLICYTECH**  
Policy & Procedure Management

**BROWSE**

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

Policies & Proced... + Documents

- [Policies & Procedures]
- Ancillary Services
  - Adult ED (36)
  - Dayani Center (18)
- Diagnostic Laboratories
  - Perioperative Services (44)
  - Pharmacy (181)
  - Radiology (54)
  - Vanderbilt Emergency Communications (VECOM) (12)
- Area Specific Policies
  - Mosby's Nursing Skills (1)
- Patient Care Centers
  - Patient Care E-Docs (1)
- PolicyTech Administration (5)
- VUMC Policies

Next, click on Perioperative Services.  
All Periop specific Policies/SOP's will load

# Periop Specific Policy/SOP Search

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

Find...

Policies & Proced... + Documents ABC [Print] [Settings]

Type	Title	Actions	Ver #	Status
	Perioperative Services Policy - Attending Presence in the Operating Room	...	1	Approved
	Perioperative Services Policy - Discharge From the Recovery Room	...	1	Approved
	Perioperative Services Policy - Dress Code in the Operating Room	...	1	Approved
	Perioperative Services Policy - Electronic Communications	...	1	Approved
	Perioperative Services Policy - Local Anesthesia with Monitored Anesthesia Care	...	2	Approved
	Perioperative Services Policy - On Call	...	1	Approved
	Perioperative Services Policy - Perioperative Staff Orientation	...	2	Approved
	Perioperative Services Policy - Staffing Plan for the Operating Room	...	1	Approved
	Perioperative Services Policy - Staffing: Post Anesthesia Care Unit, Holding Room, and	...	1	Approved

**[Policies & Procedures]**

- Ancillary Services
  - Adult ED (36)
  - Dayani Center (18)
- Diagnostic Laboratories
  - Perioperative Services (44)
  - Pharmacy (181)
  - Radiology (54)
  - Vanderbilt Emergency Communications (VECOM) (12)
- Area Specific Policies
  - Mosby's Nursing Skills (1)
- Patient Care Centers
  - Patient Care E-Docs (1)
- PolicyTech Administration (5)
- VUMC Policies

**You can scroll through to try and find a specific SOP, or you can search for it by name in the search box.**

# Period Specific Policy/SOP Search

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

Search Box:

Documents: ABC

Type	Title	Actions	Ver #	Status
	Adult ED SOP - Dress Code for Emergency Department Staff	...	3	Approved
	Dress Code and Personal Appearance	...	3	Approved
	GI Endoscopy Lab SOP - Infection Control Dress Code	...	1	Approved
	Neonatal and Pediatric Transport SOP - Transport Dress Code	...	1	Approved
	Pediatric After-Hours SOP - Clinic Dress Code	...	1	Approved
	Perioperative Services Policy - Dress Code in the Operating Room	...	1	Approved
	VPH Policy - Nutritional Services Dress Code	...	1	Approved

**Example: Type in Dress Code in the Search Box and hit enter**

**This brings up every Dress Code policy or SOP for Vanderbilt – not just Period, but you can find Period easily.**

**[Policies & Procedures]**

- Ancillary Services
  - Adult ED (36)
  - Dayani Center (18)
- Diagnostic Laboratories
  - Perioperative Services (44)
  - Pharmacy (181)
  - Radiology (54)
  - Vanderbilt Emergency Communications (VECOM) (12)
- Area Specific Policies
  - Mosby's Nursing Skills (1)
- Patient Care Centers
  - Patient Care E-Docs (1)
- PolicyTech Administration (5)
- VUMC Policies