



How to write a draft guideline

IAHSS members and other interested stakeholders are encouraged to prepare draft guidelines for “IAHSS Council on Guidelines” consideration and possible further development. Everyone is encouraged to contact a Taskforce member to discuss their ideas and thoughts.

This ‘How to Draft a Guideline’ document is intended to provide insight into the concepts and protocols of guideline development. See the Guidelines Preamble for a general statement of the IAHSS Guidelines’ general purpose and goals.

Succinctly put, it is our intent that these guidelines give “definition” to Healthcare Security and Safety and provide “a basis” or a jumping off point, if you will, for Administrators to develop well thought-out policies and procedures for the myriad of Healthcare Facilities (HCFs) we serve.

GUIDELINE SECTIONS:

Title: Do not be concerned with numbering, or where your draft may fit within various sections of these guidelines. Fit will be addressed by the Council on Guidelines. State the proposed guideline title.

Statement: Statements should introduce the subject as a statement of fact. Statements should be one or two sentences outlining the IAHSS position on the subject matter. In contrast to Intents, Statements ought to endure the test of time. Statements must be applicable to all HCFs regardless of services provided, size or location.

Intent: Intents ought to provide greater detail and give meaning to the Statement. Intents are works in progress – and will be modified, added to, and deleted during the continuous review process these guidelines undergo. On-going, structured review provides flexibility in deleting obsolete information, clarifying meaning, and adding new information as we move ahead.

References/General Information: Not all guidelines will contain references. References must direct the reader to widely accepted information resources. Resources listed will generally be other documents created by well recognized groups, associations, and agencies.



How to write a draft guideline

BASIC DRAFTING CONCEPTS:

- Be brief and to the point – use short sentences.
- Use of the words “may” and “should” are encouraged. Use of the words “shall”, “will”, and “must” are discouraged. We do not intend to be overly prescriptive at this point. Statements and Intents will become more prescriptive in the future as the guideline is developed.
- Be mindful of legal requirements, regulatory mandates, and accreditation issues.
- Be mindful that these guidelines are intended to be applicable internationally.
- Feel free to contact Taskforce members if you desire colleague support or advice.
- Avoid interjecting explanations or rationale supporting your statements or intents. Clauses beginning with “because” and “therefore” are discouraged.
- Do not merely submit practices from your facility. What you do may be appropriate for your environment, but may not apply to all HCFs we serve.
- Do not be concerned with numbering, or where your draft may fit within various sections of these Guidelines. Fit will be addressed by the Guideline Task Force.
- Do not be overly concerned with cost to comply with a guideline. Cost is but one factor. The cost to comply with a guideline is basically the same regardless of facility size when viewed as a percentage of the total organization budget.

Submit the draft to:

IAHSS

Council on Guidelines

PO Box 5038

Glendale Heights, IL 60139