

POLICY & PROCEDURE ADDENDUM

SPN FACT SHEET SUBMISSION INSTRUCTIONS

DOCUMENT SET-UP FORMAT:

Microsoft Word
1-Inch Margins
Running Header with Page Number(s)

FACT SHEET FORMAT(S):

Use one (1) of the following three (3) formats, provided below, to either create a new Fact Sheet Template or to revise an existing Fact Sheet Template.

A. Treatment Focus

1. General Overview (What is it?)
2. Process Description (How does it work?)
3. Benefits & Challenges (Why it may/may not work?)
4. Client Selection (Who?)
5. Care of Client (Where and When?)
6. References
7. Contact information for questions

B. Pathophysiological Focus

1. General Overview (What is it?)
2. Risk factors (Who & Why?)
3. Signs & Symptoms (How to identify it?)
4. Testing
5. Care of Client (Where & When?)
6. Treatment
7. Medications
8. Diet
9. Complications
10. References
11. Contact information for questions

C. Information Focus

1. General Overview (What is it?)
2. Purpose of Information (Why is it valuable?)
3. Process Description (How will it be presented?)

OTHER:

- Spell out all abbreviations on first use.
- Make sure all citations have a reference.
- For lab results or anything with a measurement, make sure the measurement is clear. For example, calcium is 9.0 mg/dL, not just 9.0; GFR is not 29, it is 29 mL/min/1.73m².

AT END OF ALL FACT SHEETS, INCLUDE:

- References in APA Format
- Contact Information for Questions