**Planning Hierarchy**

**Mission, Philosophy, Objectives, Policies & Procedures**

**Lecture 3**

**Mission Statement or Purpose-**

Is a brief statement of purpose of an organization and its near future aim or function.

**Example of Mission Statement-**

The rural **X** hospital is a primary care facility and that provides comprehensive care to the people of region.

**Philosophy-**

The philosophy flows from the mission/purpose statement and delineates set of beliefs that guide all departments of the organization.

**Example of a Philosophy Statement-**

The nursing service department of rural **X** hospital believes that the primary function of nursing service is to assist the individuals in raising their level of wellness through provision of quality care.

**Objectives-**

Objectives are specific, observable, measurable, realistic and explicit. They are stated in terms of results to be achieved.

**Example of an Objective-**

All registered nurses will use individualized nursing care plans in caring for patients.

**Policies-**

Policies are instructions that **direct** organizations in their **decision making**. Policies apply to patients, employees and inter departmental relationships. Policies must be clearly stated and readily available to all concerned to promote consistency of action.

**Example of Policies-**

Narcotic policy, Dress code policy, Leave policy

**Procedures-**

Procedures identify the steps needed to implement a policy in sequence with rationale.

**Example of Narcotic Policy-**

|  |  |
| --- | --- |
| **Steps** | **Rationale** |
| **1. Two staff nurses must be**  **present** | **- To minimize error and protect**  **the patient while administering**  **narcotics.** |
| **2. Narcotics must be placed in**  **special cupboards and**  **locked** | **-To avoid misuse** |
| **3. All narcotics supply must be**  **checked at the beginning &**  **end of each shift** | **-To avoid misuse** |

**Prepared by - Prof. Dr. Muna Abdulwahab Khaleel/ University of Al-Mustaqbal / College of Nursing / 2024**

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