Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1:**

1. Legal Considerations:

2. Ethical Considerations:

3. Terms to define (include definitions):

4. Precedent(s) if applicable:

5. Proposed wording:

**Part 2:**

6. Look at the wording of the procedure or guideline. Highlight any red flag words or phrases. Circle any unclear information. Box any other problems.

7. Is this a procedure or guideline? (circle)

8. Why?

**Part 3:**

9. Compare what you’ve written with a sample policy addressing the same topic. Write the policy name here:

10. What is similar?

11. What is different?

12. What changes should be made? Rewrite as needed.