

“To Do” List Before Sending Guideline to State

- 1) Complete Operational Plan Update form
- 2) “Gray” out the medications, treatments, and interventions that you do not use on your department in the guideline table of contents.
- 3) Complete the scope of practice medication summary table as it applies to your department.
- 4) Complete a guideline cover letter and have it signed by your medical director.
- 5) Submit an outline of any training process for all new skills