**Purpose**

To define the process for deviating from an approved policy, procedure, or process.

**Policy Statements**

* All deviations from approved policies, procedures, or processes that would impact patient safety must be approved by the TSL Medical Director and documented on the Deviation Approval Form.
* Deviations should be approved prior to the event, when at all possible.
* Planned deviations are deviations due to circumstances determined by the Medical Director beforehand to be such that patient care would be compromised should the policy be followed. The deviation must meet guidelines outlined in SOPs.
* Unplanned deviations should be submitted to the Medical Director for documentation as soon as possible.

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| **Role** | **Responsibility** | **Related Documents** |
| * Medical Director
 | * Provides final approval for all policy, procedure, or process deviations that impact patient safety.
 | * Deviation Approval Form
* Quality Improvement Form
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| * Manager
 | * Identifies circumstances where deviations might be required, so prior approvals can be obtained.
* Assures that training for staff includes possible deviation circumstances and decision-making guidelines.
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| * Quality Manager
 | * Ensures that Deviation Approval Forms are completed when deviations happen.
* Tracks and trends deviations for continuous process improvement.
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| * Leads
 | * Act as resource for staff questions.
* Ensure that deviations follow the process for prior approval when possible.
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| * Staff
 | * Submit any identified deviation circumstances to management ASAP.
* Document any deviations on the Deviation Approval Form.
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