

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>POLICY DEVELOPMENT, REVIEW, &amp; APPROVAL PROCESS</b>	Original Issue Date: November 25, 2002	Policy #: <b>100</b>
	Supersedes: October 25, 2007	Effective Date: November 19, 2010
Committees Consulted: School of Nursing Faculty Organization EDCOS Shared Governance College Administration	Reviewed & Approved by: College Planning Board of Trustees	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To establish the process for developing, revising, approving, and communicating College policies.

## **POLICY:**

New or revised policies may originate from any recognized College committee or group, or from individual(s) with specific expertise.

Draft policies are formulated after:

- Consultation with individuals having experience and work responsibilities in the area
- Review of related DHS, Network, College, and divisional policies.

Policies are developed and approved through appropriate divisions and established committees:

- College policies are approved by College Planning committee
- Divisional policies are approved by divisional governing committee/administration.

Format will include:

- Purpose
  - Definition if needed
- Policy
- Procedure
- Procedure Documentation, if any
- References
- Revision Dates.

All new policies and revisions to existing policies are distributed to faculty and staff for review prior to final approval.

Policies mandated by regulatory agencies are submitted to the Board of Trustees for approval.

Approved policies are posted and distributed to:

- Faculty and staff
- Students as applicable.

Existing policies are reviewed for continued relevance, accuracy of information, and compliance with applicable standards, laws, and regulations, a minimum of every three years and as necessary.

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College and divisional policies are maintained in the College Policy Manual and on the Intranet.

Student handbooks and catalogs are reviewed/revised annually and as needed to reflect changes in policy.

**PROCEDURE:**

Originating committee/individual submits recommendations for policy development/revisions in writing according to the chain of command.

Committee Chairperson or Administration contacts appropriate committee/staff to initiate development.

Assigned committee/individual ensures that policy development involves:

- Collaboration with internal & external experts as well as areas/divisions impacted by the policy
- Review of related DHS, Network, College, and divisional policies
- Circulation of final draft to contributors and individuals/committees impacted by policy.

Authoring committee/individual:

- Provides a cover memo when submitting drafts to College/divisional committee. This memo includes:
  - Name of individual(s)/group(s) authoring the draft
  - Reason(s) for this new or revised policy
  - Name of the responsible individual/committee
- EXCEPTION: School of Nursing (SON) uses the SON Policy Approval form
- Writes "DRAFT", draft version, and date on policy
- Indicates recommended changes (additions/deletions) on a copy of the current policy
- Documents draft policy approval status in committee minutes if drafted by committee
- Submits final draft to College/divisional administrative committee.

Policy reviewers submit recommendations in writing.

College/divisional administrative committee:

- Adds draft/revised policy to committee meeting agenda
- Reviews final drafts and distributes to faculty and staff for a minimum of five working days prior to final approval
- Determines policy number and documents number on policy (new policy only)
- Documents approval status in the committee minutes
- Indicates new effective date on the policy
- Submits policies to the Board of Trustees for approval, if indicated.

SON only: Faculty Organization Chair:

- Completes SON Policy Approval form
- Gives original form to Office Management and copy to originating committee chair
- Ensures information for update of catalog/student handbook is provided to Office of Educational Services (OES).

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OES staff/designee:

- Maintains College and divisional Policy and Procedure Manuals
- Updates catalogs and student handbooks, as indicated
- Files SON Policy Approval form with Faculty Organization minutes.

Divisions provide final, approved, electronic copies of divisional policies to:

- Provost
- Office of Educational Services.

Provost/provost's secretary:

- Posts policies on Team Services
- Notifies faculty and staff of policy approval
- Files originals of approved policies in College Policy and Procedure Manual.

**Policy Approval Exceptions:**

Clerical or technical changes, made to a policy that do not affect the content or meaning, do not require faculty and/or staff approval.

Example: The name Associated Student Body is changed to read Associated Students' Assembly or there is a renaming of policy that takes place to aid in indexing the manual.

**PROCEDURE DOCUMENTATION:**

School of Nursing: Policy Approval form

**REFERENCES:**

LAC+USC Healthcare Network Policy #135: Network Policy Development

**REVISION DATES:**

November 25, 2002

June 8, 2006

October 25, 2007

November 19, 2010