


<p>Name of Policy: Policies and procedures Health Science Campus</p> <p>Policy Number: 3364-81-01-003-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Vice Provost for Student Affairs, Health Science Campus</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 08/20/2007</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The University of Toledo Health Science Campus community must have ready access to consistent, well-written, and understandable policies and related procedures that will be:

- Presented in a common format;
- Formally approved;
- Accessible to all interested persons; and
- Communicated and distributed to all relevant areas in a timely manner.

(B) Purpose of policy

To establish the rules and procedures for the development, format, revision and approval of all College policies on the Health Science Campus.

(D) Procedure

Intended Audience for the Policy: All University of Toledo Health Science Campus administrators, faculty, students and staff members, who are responsible for the development and revision of University policies, must:

- Be aware of this policy;
- Understand the policy;
- Observe the policy;
- Follow its procedures; and
- Have ready access to the policy (electronic or physical).

This policy provides a format for all new and revised University of Toledo Health Science Campus policies and procedures, which must contain the proper header block, sections, and signatures, as detailed below.

The standardized header of a University policy must contain the following information:

- Name of the policy;
- Policy number(s) (See Policy No. HSC-ALL-01-004-00);
- The individuals/areas covered by the scope of the policy;
- Most recent effective date of the policy;
- Initial effective date of the policy;
- The individual responsible for giving final approval of the policy;
- The Responsible Agent(s) who take(s) “ownership” of the policy.

The body of a Health Science Campus Policy generally contains the following sections: Purpose, Policy, Procedure, and Disclaimer. A Definition section may be included as applicable.

1. **PURPOSE:** This section briefly explains why the policy was developed. Reasons may be:
 - Legal or regulatory;
 - To resolve a conflict or problem; or
 - To recognize the legitimate interest of all parties.
2. **POLICY (required section):** A policy is a specific statement of governing principles or guiding actions that implies clear commitment by the appropriate Health Science Campus Colleges; a statement of values or intent that provides the basis for consistent decision making and resource allocation; or a definite method or course of action selected to guide and determine present and future decisions.
3. **PROCEDURE:** This section describes a chronological series of interrelated steps that must be followed to comply with the policy. In some cases, the Procedures may be incorporated into the body of the Policy, rather than existing as a separate section of the policy. Elements of the Procedure may include, but are not limited to:
 - Steps that must be followed in order to comply with the policy.
 - Sections (if appropriate) that are clearly marked by headings, underlining, or formatting, such as an outline, bullets, or numbering.
 - Introductory section for complex procedures or those with options.
 - Clearly defined options, when present.
 - Clearly identified warnings, when appropriate.
 - Resources and references to related documents.
4. **DISCLAIMER:** A disclaimer should appear at the end of each policy stating “It is the responsibility of the reader to verify with the Responsible Agent that this is the most current version of the policy.”
5. **DEFINITIONS (optional):** If a Definition Section is used, list only unique or technical terms used in a special sense.

6. At the end of each policy, revision/review dates are listed.

All Health Science Campus policies will be reviewed at least once every three years by the Responsible Agent and must be signed indicating final approval with a new effective date. When policies are revised or terminated, the Office of the Responsible Agent is responsible for maintaining an archive of all revisions and retired policies indefinitely for historical and legal purposes.

The Health Science Campus, under the direction of the Provost, and each of the HSC Colleges, under the direction of their respective Deans, will define and implement an effective procedure for administrative policy formation, issuance of policies, and cataloguing policies. A dedicated area(s) for posting policies will be housed on the University of Toledo Health Science campus website (<http://policies.meduohio.edu>). It is the responsibility of each office that oversees policies to keep their posted policies up-to-date and to communicate with any individuals affected by a policy about any substantive revisions. Any required filing of policies on the Health Science Campus with the Ohio Legislative Services Commission will be done by the appropriate Responsible Agent working through the Office of General Counsel, HSC.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 08/20/07</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 02/01/06 • 01/16/07 • 02/27/07 • 08/20/07 <p>Next review date: 08/20/2010 (three years from most recent revision/review date)</p>
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