

CP001.4 Policy and Procedure Timeline

Policy Type: Administrative/Operations **Training Required:** No **Revision Date:** June 17, 2021

Protocol

Below is the estimate time line for the processing of policies and procedure, if all goes well. If there is any obstruction in the process (for example, if there is any revision dictated along the way), the process restarts at Day 1:

Day 1

Responsible Administrator (RA) submits the policy and procedure (P&P) draft and the routing form is submitted to the Policy Coordinator (PC).

Day 2

PC review the document to ensure that all elements are provided and the language is clear and concise.

Day 8

PC forwards the P&P draft to the Chief Compliance Officer to review, revise or approve.

Day 15

Chief Compliance Officer forwards the draft to Kirk Kerkorian School of Medicine at UNLV Legal for review, revision or approval.

Day 22

All pending policies are shared with the Policy Review Committees (PRC). Depending on the policy, either and both Academic or Administrative committees are activated.

Day 29

The Academic and/or Administrative Policy Review Committee provides feedback and or approval for the submitted drafts.

Day 31

All final P&P are shared with the Executive Leadership Committee within 1 week prior to meeting. Joann Strobbe will present the P&P to the group. Will need to email Joann and copy her assistant on the request.

Day 38

Executive Leadership Committee approve and the Dean signs off the P&P.

Day 39

Finals are shared with the Department Chairs at their bi-weekly meetings. Need to send new P&P to Executive Assistant (EA) to Vice Dean of Clinical Affairs. The EA will put the P&P on their agenda.

Day 40

Approved P&P are shared with Kirk Kerkorian School of Medicine at UNLV Human Resources (for their FYI) and Digital Communications (to upload to the P&P web page) for processing for upload and dissemination.

Day 59

Office of Compliance will disseminate the P&P via Healthicity to relevant audience.

Day 60

The new P&P should be visible on the P&P web page for all to view.