**CP001.5 Policy and Procedure Workflow**

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

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**Workflow for Most Departments**

**Step 1**  
Using the template: Responsible Administrator (RA) drafts the policy and procedure (P&P).

**Step 2**  
RA forwards the P&P draft and Routing Form to the Policy Coordinator (PC) for processing.

**Step 3**  
PC reviews document to ensure that all elements are provided and reasoning / language is clear and concise.

- If approved: Proceeds to Step 4.  
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 4:**  
PC forwards draft to the Chief Compliance Officer for review.

- If approved: Proceeds to Step 5.  
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 5**  
Office of Compliance forwards draft to the Legal Counsel for review.

- If approved: Proceeds to Step 6.  
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 6**  
PC forwards draft to the Academic and/or Administrative Policy Review Committee (PRC). The RA dictates which PRC needs to review and approval.

- If approved: Proceeds to Step 7.  
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 7**  
CFO submits the draft to the Executive Leadership to review and obtain final approval.

- If approved: The Kirk Kerkorian School of Medicine at UNLV Dean or the Dean's Designator signs final copy of the policy for documentation and proceeds to Step 8.  
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 8**  
Policy approval is shared with Clinical Department Chairs, Kirk Kerkorian School of Medicine at UNLV Human Resources and Office of Communication.
Step 9
Policy is disseminated to the staff after 14 days with the following instructions.

The Office of Compliance will disseminate the P&P as the RA instructs. This includes who receives and who is exempted in the review and attestation of this P&P.

The Office of Compliance will share the Word version of the P&P with the Digital Communications Specialist so that s/he can ensure that the document is accessible to all, including individuals with disabilities. The Digital Communications Specialist will upload the final document to the Policies and Procedures webpage.

The PC will download the "accessible" version from the Policies and Procedures webpage and use this version to upload and create a module in Healthicity for employee review and attestation.

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Workflow For Departments with Bylaws and Other Regulatory Agencies

Step 1A
Department Leader gets consensus from department (according to department Bylaws) and decides on the policy and procedure.

Step 1B
Responsible Administrator (RA) uses the Policies and Procedure template (CP001.2) and drafts the document.

Step 1C
RA works with Office of Compliance and Legal Counsel to develop the policy (compliant with ACGME, NSHE, and UNLV policies).

Step 1D
RA shares the draft with his/her department for initial approval.

- Department approves: Proceeds to Step 2
- Department disapproves: RA to revise and start over with Step 1C.

Step 2
RA forwards draft and Routing Form to Policy Coordinator (PC) for processing.

Step 3
PC reviews document to ensure that all elements are provided and reasoning / language is clear and concise.

- If approved: Proceeds to Step 4.
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

Step 4
PC forwards draft to the Chief Compliance Officer for review.

- If approved: Proceeds to Step 5.
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.
Step 5
Office of Compliance forwards draft to the Legal Counsel for review.

- If approved: Proceeds to Step 6.
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

Step 6
PC forwards draft to the Academic and/or Administrative Policy Review Committee (PRC). The RA dictates which PRC needs to review and approval.

- If approved: Proceeds to Step 7.
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

Step 7
CFO submits the draft to the Executive Leadership to review and obtain final approval.

- If approved: The Kirk Kerkorian School of Medicine at UNLV Dean or the Dean’s Designator signs final copy of the policy for documentation and proceeds to Step 8.
- If not approved: PC returns the draft to RA to revise and starts over with Step 2.

Step 8
Policy approval is shared with Clinical Department Chairs, Kirk Kerkorian School of Medicine at UNLV Human Resources and Office of Communication.

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