Workflow Diagram for most departments

Step 1: Using template; Responsible Administrator (RA) drafts P&P

Step 2: RA forwards P&P 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.

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

Step 5: Compliance forwards draft to Legal for review.

Step 6: PC forwards draft to Policy Review Committees (PRC). RA to attend meeting to present their P&P and answer any questions that may arise.

Step 7: CFO submits draft to Executive Leadership review and final approval. Dean or Signature Designator signs final copy of Policy for records.

Step 8: Policy approval is shared with Clinical Department Chairs, HR and Communications.

Step 9: Policy is disseminated to the staff after 14 days.

For general information, PC will send add to monthly announcement and distributes to all employees.

For policies that applies to specific group of staff members, HR will follow the Qualtrics process already established.

Communications will add the policy to the SOM website, as established by Policy # CP001. Policy and Procedure
Workflow Diagram for departments with Bylaws and other regulatory agencies.

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

Step 1B: Uses policy template and drafts policy.

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

Step 1D: Responsible Administrator (RA) shares policy with his/her dept for initial approval.

Step 2: RA forwards PP 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.

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

Step 5: Compliance forwards draft to Legal for review.

Step 6: PC forwards draft to Policy Review Committees (PRC). RA to attend meeting to present their P&P and answer any questions that may arise.

Step 7: CFO submits draft to Executive Leadership review and final approval. Dean signs final copy of Policy for records.

Step 8: Policy approval is shared with Clinical Department Chairs, HR and Communications.

Step 9: Policy is disseminated to the staff after 14 days.

For general information, PC will send add to monthly announcement and distributes to all employees.

For policies that applies to specific group of staff members, HR will follow the Qualtrics process already established.

Communications will add the policy to the SOM website, as established by Policy # CP001 Policy and Procedure.