

## CP001.5 Policy and Procedure Workflow

**Policy Type:** Administrative/Operations  
**Revision Date:** June 17, 2021

**Training Required:** No

### 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.

## **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.

**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 [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.