	Bon Secours Health System, Inc. Richmond Region Bon Secours Memorial College of Nursing

Title: Establishing and Maintaining College Policies	Policy No.: ADM 1.01	Date: 7/7/08 Rev.: 1/30/12, 8/1/15

Areas Affected: BSMCON Faculty, Staff, and Students	Page 1 of 4

Purpose

The policies and procedures of the Bon Secours Memorial College of Nursing (BSMCON) are the means by which the institution establishes its standard business practices. BSMCON will follow all policies of its parent institution, Bon Secours Memorial Regional Medical Center. The BSMCON policies further clarify those business practices that are unique to the College. The purpose of this policy is to establish a uniform method for creating or changing policies and procedures that are unique to BSMCON. This policy base includes only those policies and procedures that are generally applicable to more than one department or level of the school. Matters affecting only one department or office are not considered to be within the scope of this policy.

The chair of the Policy Committee will be responsible for the maintenance of BSMCON's policies and procedures. Key administrators are responsible for identifying policy needs within their areas, for recommending appropriate policies and procedures, and for assuring adherence to established policies and procedures in the conduct of their areas affairs.
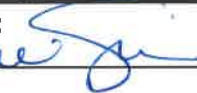
Definitions

- Policies: Policies are statement of management philosophy and directions established to provide direction and assistance to the campus community in the conduct of the affairs of BSMCON.
- Procedures: Procedures are statements that prescribe specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.

Policy Committee

The Policy Committee for the College will be responsible for review of all policies prior to submission for signatures. This committee will review for correct form and formatting as well as consistency of the policies across all divisions. Any recommendations for content change will be forwarded to the policy owner. The Policy Committee will consist of: Three (3) representatives from College Administration; one of which must be from Financial Aid and one from Registrar's office; and three (3) faculty members; one each from nursing, medical imaging, and the Clinical Simulation Center.

The committee chair will be appointed by the Provost.

Reference Policy #_____

Approved by: _____

Signature

Provost/VP____

Title

8.1.15
_____

Date

Approval History:
Committees and Dates:
Provost/VP 1/12
Policy Committee – 9/27/10, 1/30/12, 4/20/15

Key words: Policies, procedure

Procedure

1. The policy owner, as identified on the Master Policy Spreadsheet, will initiate all revisions utilizing the standard form and format established. These forms are available from the Policy Committee chair.

2. Only the party with the authority to establish a policy may revise or abolish it. This party is noted on the first line of the approval history. If the policy is committee owned, anyone can request that a member of that committee take it back to the committee for review.

3. Each policy owner or committee chair will keep an electronic Word document copy of their policy with any revision history.

4. Once the owner has reviewed and agreed to the changes, they will forward the revised version (in Word format) to the Policy Committee chair as noted in item 9 below.

5. The proposed changes should be submitted (with a signed tracking form) no later than 4 days prior to the policy committee meeting date.

6. When submitting a policy the effective date will be August 1st of the next academic year unless required earlier by regulatory change.

7. The Policy Committee will review the policy and vote to accept the policy as written or to send it back with recommendations for further revisions.

8. The chair of the Policy Committee will notify the policy owner or the Faculty Organization Chair by the close of business on the day of the meeting of the committee's decision.

9. Levels of review and approval are as follows:

   A. Admissions Progression and Curriculum via nursing faculty processes→Policy Committee→Dean of Nursing→Provost→College Leadership Team (for endorsement purposes only)

   B. Administrative policies begin in one of the college level committees or in an administrative department→Policy Committee→College Leadership Team (for discussion and endorsement)→Provost

10. If the policy has passed the Policy Committee, the Policy Committee chair will be responsible for forwarding the policy for the appropriate review, signatures and providing electronic copy for the web site. All policies of BSMCON will reside on the intranet and internet server for the BSMCON. This will be the official location of all policies and procedures and will be available to the campus community in an electronic format.

11. If a policy is not approved:

   A. The existing policy remains in effect.
   B. No changes are made to the web.
   C. The policy owner is responsible for making further changes and requesting the policy go back through the process.
   D. Rationale for denial is communicated to policy owner or committee by level of administration that does not approve policy change.

Administrative/College Committee
TRACKING FORM

Policy #:_____

Policy Name:_____

STEP	Signature	Date
Revisions approved by College Committee/Owner	Owner	
Policy needs further revision – return to committee/owner and start new sheet	Policy Committee Chair	
Policy passed	Policy Committee Chair	
If immediate effective date required give rationale and date to be used:	Owner	
For Committee Chair Use Only:		
Verify format		
Endorsed by College Leadership team	Policy Committee Chair	
Policy signed by appropriate administrator	Policy Committee Chair	
Policy signed by Provost/VP	Policy Committee Chair	
Policy sent to webmaster	Policy Committee Chair	

Faculty Organization Committee

TRACKING FORM

Policy #:_____

Policy Name:_____

STEP	Signature	Date
Revisions approved by Faculty Org Committee	Committee Chair	
Policy approved by Faculty Organization	Faculty Organization Chair	
Policy needs further revision – return to committee/owner and start new sheet	Policy Committee Chair	
Policy passed by Policy Committee	Policy Committee Chair	
For Committee Chair Use Only:		
Verify format		
Endorsed by College Leadership team	Policy Committee Chair	
Policy signed by Dean of Nursing	Policy Committee Chair	
Policy signed by Provost/VP	Policy Committee Chair	
Policy sent to webmaster	Policy Committee Chair	

Note: Policies reviewed by committee with no recommendation for change may be submitted directly to policy committee from policy owner