

Policy Title	Establishing and Maintaining College Policies and Procedures
Policy Number:	ADM 1.01
Department:	BSMCON
Functional Area:	Chancellor, BSMH Higher Education Institutions
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Bon Secours Memorial College of Nursing (BSMCON) establishes and maintains policies and procedures to establish clear guidance for its business practices.

III. Purpose

The purpose of this policy is to establish a uniform approach for the creation and/or updating of policies and procedures that are unique to BSMCON.

IV. Scope

The policy base of BSMCON includes only policies and procedures that are generally applicable to more than one department or level of the College. Matters affecting only one department or office are not considered to be within the scope of this policy.

V. Policy Details

The Administrative Cabinet for the College will be responsible for review of all policies.

A member of the Cabinet is appointed to facilitate and oversee the review for correct form, formatting, and consistency of the policies across all divisions of the College. Policies are assigned to the appropriate Cabinet member as “owner” and are reviewed on a three-year cycle, more frequently if the situation dictates.

Any recommendations for content change will be presented to the Administrative Cabinet. Final approval of all policies rests with the Administrative Cabinet.

VI. Definitions

Policies

Policies are statements of management philosophy 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 orderly implementation of those policies.

VII. Attachments

SOP: Establishing and Maintaining College Policies

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	3/9/2020	N/A	Revised and new template	N/A	Provost

2.0	10/13/2021	10/13/2024	Revisions	1.0	Vice President, Richmond Higher Education Institutes
3.0	3/15/2026	3/15/2029	Revisions	2.0	Vice President, Richmond Higher Education Institutes
1	3/15/2026	3/15/2029	Version Changed – BSMH Template Adopted	2.0	Vice President, Richmond Higher Education Institutes

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.