LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
POLICY & PROCEDURE MANUAL

Subject: **POLICY DEVELOPMENT, REVIEW, & APPROVAL**	Original Issue Date: November 25, 2002	Policy #: **100**
	Supersedes: February 28, 2014	Effective Date: May 18, 2018

Individuals / Committees Consulted: EDCOS Planning IE Committee SON Planning Allied Health	Reviewed & Approved by: College Governance Board of Trustees	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To establish the process for developing, revising, approving, and communicating College policies.

POLICY:

New or revised policies may originate from any recognized College committee or group, or from individual(s) with specific expertise.

Draft policies are formulated after:
- Consultation with individuals having experience, expertise, and work responsibilities in the area
- Review of related DHS, LAC+USC Medical Center, College, and divisional policies.

Policies are developed and approved through relevant divisions and established committees.

Format will include:
- Purpose
  - Definition if needed
- Policy
- Procedure
- Procedure Documentation, if any
- References
- Revision Dates.

All new policies and revisions to existing policies are distributed to faculty and staff for review prior to final approval by College Governance.

Policies mandated by regulatory agencies are submitted to the Board of Trustees for approval.

Approved policies are posted and distributed to:
- Faculty and staff
- Students as applicable.

Existing policies are reviewed for continued relevance, accuracy of information, and compliance with applicable standards, laws, and regulations, a minimum of every three years and as necessary.

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College and divisional policies are maintained in the College Policy Manual and on the intranet.

The College Catalog and School of Nursing Student Handbook are reviewed/revised annually.

Policy Approval Exceptions:

Clerical or technical changes, made to a policy that do not affect the content or meaning, do not require faculty and/or staff approval.
    Examples: The name Associated Student Body is changed to read Associated Students' Assembly; or there is a renaming of policy that takes place to aid in indexing the manual.

PROCEDURE:

Originating committee/individual submits recommendations for policy development/revisions in writing according to the chain of command.

Committee Chairperson or Administration contacts appropriate committee/staff to initiate development/revision.

Assigned committee/individual ensures that policy development involves:
- Collaboration with internal & external experts as well as areas/divisions impacted by the policy
- Review of related DHS, LAC+USC Medical Center, College, and divisional policies
- Circulation of final draft to contributors and individuals/committees impacted by policy.

Authoring committee/individual:
- Writes "DRAFT", draft version, and date of draft on policy
- Indicates recommended changes (additions/deletions) on a copy of the current policy
- Documents draft policy approval status in committee minutes if drafted by committee
- Submits final draft to College/divisional governing committee.

Policy reviewers submit recommendations in writing.

College/divisional governing committee:
- Adds draft/revised policy to committee meeting agenda
- Reviews final drafts and distributes to faculty and staff a minimum of five working days prior to final approval
- Determines policy number and documents number on policy (new policy only)
- Documents approval status in the committee minutes
- Submits policies to the Board of Trustees for approval, if indicated
- Indicates new effective date on the policy.

OES staff/designee updates College Catalog and Student Handbooks, as indicated.

Divisions provide final, approved, electronic copies of divisional policies to Provost

Provost/provost's secretary/designee:
- Posts policies on the College intranet

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- Notifies faculty and staff of policy approval
- Files originals of approved policies in College Policy and Procedure Manual
- Updates Policy Tracking Log.

PROCEDURE DOCUMENTATION:

Policy Tracking Log

REFERENCES:

LAC+USC Medical Center Policy #135: LAC + USC Medical Center Policy Development

REVISION DATES:

November 25, 2002
June 8, 2006
October 25, 2007
November 19, 2010
February 28, 2014
May 18, 2018