

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** UCR SOM Development/Revisions of Policies and Procedures**Policy Number:** SOM 1.0

Responsible Officer:	Vice Chancellor, Health Affairs & Dean, School of Medicine
Responsible Office:	Vice Chancellor & Dean's Office
Origination Date:	March 6, 2013
Date of Revision:	
Scope:	To provide a standardized method of format and process for the development and/or revision of all policies and procedures included in the UC Riverside School of Medicine (UCR-SOM) Administrative Policy and Procedure Manual

I. Policy Summary

The UCR-SOM Administrative Policy and Procedure Manual is published to provide the School of Medicine staff with a reference for administrative and patient care policies and procedures which have application throughout the School of Medicine and its healthcare operations. Department (or Service) specific policies are published to provide department or service staff with a reference for policies and procedures which have application specific to the department or service.

II. Definitions (Not Applicable)**III. Policy****A. UCR SOM Policy and Procedure Standardization**

1. A standardized format will be used to institute all policies and procedures. Under the direction of the Vice Chancellor and Dean of the School of Medicine, the coordination and processing of the School of Medicine Administrative Policy and Procedure Manual shall be the responsibility of the Vice Chancellor, Health Affairs & Dean, School of Medicine. Written policies shall be developed and/or revised and approved by designated committees with oversight responsibility. Final approval will be by the Vice Chancellor and Dean of the School of Medicine or his/her designee.
2. All UCR SOM policies and procedures must be in compliance with general UC and Campus standardized guidelines.

IV. Responsibilities**A. Policies and Procedures (development/revisions) are Approved as Follows**

1. Department or Service-specific Policies
 - a. Appropriate Division Committee
 - b. Appropriate Division Executive Committee (if applicable)
 - c. SOM Administrative Policy Committee
 - d. Vice Chancellor and Dean (or designee(s))

V. Procedures**A. Policies and Procedures will be Developed Utilizing the Following Definitions and Format**

1. Purpose
 - a. Statement of Intent

2. Definitions
 - a. If applicable
3. Policy
 - a. Statement of the boundaries of the practice of healthcare providers; establishes the requirements necessary to practice within the constraints of regulatory bodies; is a guideline for action in accomplishing the objectives of UCR-SOM. Establishes a guide for those staff making decisions regarding recurring situations and who are responsible for overseeing that the activities of the School of Medicine are carried out.
4. Responsibilities
 - a. History of Policy. Defines who will be involved.
5. Procedure
 - a. Provides the plan of action or sequence of steps for fulfilling the policy goal. The Procedure will:
 - 1) reflect current practice activity;
 - 2) interrelate with similar procedures to other UCR areas (i.e. UCR, UCOP, other UCR divisions, etc.);
 - 3) Reflect outside regulatory agency requirements (i.e. NIH, HHS, CMS, etc.);
 - 4) will be concise to prevent redundancy;
 - 5) will provide a chronological, step-by-step process; and
 - 6) defines equipment or resources, if any, needed for procedure and any activity necessary prior to performance of procedure.

B. All Policies and Procedures will have the Standard UCR and UCR- SOM title header, which includes

1. Policy Title
2. Policy Number
3. Responsible Officer
4. Responsible Office
5. Origination Date
6. Date of Revision
7. Scope

C. All Policies and Procedures will Include the Following Format

1. Font: Use 12 point Arial font
2. Headers will be 12 point Arial font
3. Procedure section: Multiple page policies will indicate policy name and page number on header of secondary pages
4. Attachments should be lettered sequentially
5. When using abbreviations or acronyms, they must be written in full the first time of use
6. Policies and procedures which have not completed the approval process will be stamped "DRAFT" over some portion of the header page
7. Spell check and review entire document for grammar and clarity

D. Policies and Procedures are Reviewed as Follows

1. General Administrative Policies: not less than every three (3) years
2. Patient Care Policies: not less than every three (3) years
3. Divisional Policies: not less than every three (3) years

VI. Forms/Instructions (See *Exhibit A* for Policies and Procedures Template)

VII. Divisional Organization of Policies and Procedures of UCR-SOM

A. Online version of Divisional Policies and Procedures will be maintained by each of the following Divisions (for further reference, see *Exhibit B*)

1. SOM Administration
2. Student Affairs
3. Research Affairs
4. Faculty Affairs
5. Clinical Affairs
6. Financial and Operational Affairs
7. Education

VIII. Contacts

Division	Senior Executive	Phone
SOM Administration	G. Richard Olds, MD	951-827-4564
Student Affairs	Neal Schiller	951-827-7671
Research Affairs	Craig Byus	951-827-5706
Faculty Affairs	Phyllis Guze, MD	951-827-7793
Clinical Affairs	John Heydt, MD	951-827-7698
Financial & Operational Affairs	Jocelyn Nakashige	951-827-7681
Education	Paul Lyons, MD	951-827-7783

VIII. Related Information

A. Publication of Approved Policy and Procedure

1. Upon notification of SOM Administration Policy Committee and the VC & Dean the final version of the policy, containing all approval dates, will be placed on the SOM Administrative Policy & Procedure Intranet site. The intranet site will be sub-divided with each division.
 - a) Will notify Initiating Author, via e-mail, of the policy's approved status.

IX. Revision History

Create Date: March 6, 2013

UCR-SOM,

Administrative Policy Committee Review/ Approval Date: March 6, 2013

Approval Date: March 6, 2013

Approval Signature(s):



G. Richard Olds, MD
Vice Chancellor, Health Affairs
Dean, School of Medicine

Exhibit A

UC Riverside, School of Medicine Policies and Procedures

Policy Title:

Policy Number:

Responsible Officer:	(Can be a Title)
Responsible Office:	(Ensure Unit is Listed on a Campus Organizational Chart)
Origination Date:	(MM/DD/YYYY)
Date of Revision:	(MM/DD/YYYY)
Scope:	(Brief Summary of Policy and Procedure)

- I. **Policy Summary** (Synthesized Statement of Information & Intent)
 - II. **Definitions** (Alphabetized List of “Uncommon” Terms)
 - III. **Policy Text** (Bold)
 - A. **Headings** (Bold)
 - 1. Sub-Headings
 - a. Sub-Sub-Headings
 - 1) Sub-Sub-Sub Headings
 - a) Sub-Sub-Sub-Sub Headings
 - i. Sub-Sub-Sub-Sub-Sub Headings
- IV. **Responsibilities** (List Titles/Units Responsible for Implementation, Enforcement, Interpretation, and Clarification)
 - A. **Headings** (Bold)
 - 1. Sub-Headings
 - a. Sub-Sub-Headings
 - 1) Sub-Sub-Sub Headings
 - a) Sub-Sub-Sub-Sub Headings
 - i. Sub-Sub-Sub-Sub-Sub Headings
- V. **Procedures** (Optional [These may be referenced as hyperlinks, with the Campus Administrative Policy Officer verifying that links are working and current.]: List Steps in Order of Sequence or Timing [If there is no particular order, list them by title or in alphabetical order.]. If the procedures are referenced, then it is recommended that the UCOP-designated procedure template be used [For a copy of this form, contact the Campus Administrative Policy Officer.].)

For information on how to distinguish between a policy and a procedure contact the Campus Administrative Policy Officer.

 - A. **Headings** (Bold)
 - 1. Sub-Headings
 - a. Sub-Sub-Headings
 - 1) Sub-Sub-Sub Headings

- a) Sub-Sub-Sub-Sub Headings
 - i. Sub-Sub-Sub-Sub-Sub Headings

VI. Forms/Instructions (Optional [These may be hyperlinked with procedural information. Again, the Campus Administrative Policy Officer will verify links are working and current.]: Provide e-versions of any form or instructions that are identified in the policy; this may also include links to materials hosted elsewhere, such as on federal or state websites. In listing these forms/instructions, cite the number of the document, followed by its title.)

VII. Contacts (List subject matter experts available to respond to questions. The contact can be either a unit or a titled individual.)

Unit	Title	Phone

VIII. Related Information (Other documentation that complements, supplements, or assists in explaining the provisions of the policy. Cite guidelines, checklists, standards, delegations of authority as well as federal, state, administrative, local, system, campus laws, regulations, mandates, policies and procedures, as applicable. The Campus Administrative Policy Officer will verify the cited documentation is current and relevant. If there are links, the campus Administrative Policy Officer will verify they are working and current.)

IX. Frequently Asked Questions (Optional: This is useful in assisting users understand the policy. For less than four questions, list the full text of the question and response. For four questions or more, consider a separate FAQ document linked to the policy.)

X. Revision History (If this is a new policy, so indicate. If the policy replaces an existing policy, the revision history should so indicate, providing the policy title, number, and effective date.)

It is highly recommended that policy owners review each of the policies under their authority no less than every three years. It is incumbent that policy owners update policies to reflect changes to related policies or governing standards, regulations, laws, and other such guidance as often as required.

Exhibit B

**Policy and Procedure Development
UCR School of Medicine**

