

Title: Establishing and Maintaining School Policies	Policy No.: ADM 1.10	Date: 7/7/08 Rev.:
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Areas Affected: All BSMSON Faculty	Page 1 of 2
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**Purpose**

The policies and procedures of the Bon Secours Memorial School of Nursing (BSMSON) are the means by which the institution establishes its standard business practices. BSMSON will follow all policies of its parent institution, Bon Secours Richmond, Memorial Regional Medical Center. The BSMSON policies further clarify those business practices that are unique to the school. The purpose of this policy is to establish a uniform method for creating or changing policies and procedures that are unique to BSMSON. 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.

**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 BSMSON.
- 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 Statement**

It is the policy for the Deans, Faculty Organization Committee, or any of the Standing Committees, or the Student Government to recommend to the Faculty Organization all policies and procedures. Policies will be reviewed and discussed in Faculty Forum. All Faculty Organization policies and procedures will be effective after a majority vote of the Faculty Organization. All Administrative policies will be effective after signature of the Dean. It is the responsibility of the Committee chairs to ensure the accuracy and timeliness of policies and procedures related to their areas. This responsibility includes an annual review of all policies.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____ _____ Signature	Dean _____ Executive Vice President/Administrator _____ Title	_____ _____ Date
<b>Approval History:</b>		
Committees and Dates:		
Faculty Forum – 6/6/08		
Faculty Organization – 7/7/08		
Key words: Policies, procedure _____		

## **Procedure**

- All policies and procedures of BSMSOON will utilize the standard form and format established by Memorial Regional Medical Center (attached)
- All revised policies will carry both the date they were established and the date(s) they were reviewed or amended.
- 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.
- All policies of BSMSOON will reside on the intranet and internet server for the BSMSOON. This will be the official location of all policies and procedures and will be available to the campus community in an electronic format.
- The policy and procedure coordinator will be responsible for the maintenance of BSMSOON's policies and procedures. Key administrators are responsible for identifying within their areas, policy needs, for recommending appropriate policy and procedures, and for assuring adherence to established policies and procedures in the conduct of their areas affairs.
- All policies will be signed by the Dean and the EVP of Memorial Regional Medical Center.

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