

**Policy: G1 – Establishing and Maintaining School Policies**

**Rev.: 7/2019**

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary’s Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student – General

**Areas Affected: Full Campus**

**Page 1 of 2**

**POLICY STATEMENT:**

**POLICY PURPOSE:**

The policies and procedures of the Bon Secours St. Mary’s Hospital School of Medical Imaging (SOMI) are the means by which the School establishes its standard business practices. SOMI will follow all policies of its sponsoring institution, Bon Secours St. Mary’s Hospital. The SOMI 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 unique to SOMI.

**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 SOMI.
- Procedures: procedures are statements that prescribe specific actions to be taken to conform to established polices, allowing for the orderly implementation of those policies.

**Procedure:**

1. The policy owner, as identified below, will initiate all revisions.

General	Dean
Academic	Program Coordinator & Radiation Safety Officer
Clinical	Education Experience Program Coordinator & Radiation Safety Officer
Financial Aid	Financial Aid Director & Dean of Finance
Safety	Safety & Security Officer

2. Once the policy owner makes necessary policy revisions, policies are sent to Dean for approval.
3. Once approval is obtained from Dean, faculty meeting is called to review policy revisions.
4. Student policy handbook and website updated as necessary.
5. Entire process completed annually, with deadline of August 1<sup>st</sup>.

**RESPONSIBLE PERSONS:** Program Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Dean

July 8, 2019



Signature

Title

Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in: 5/2015, 5/2016, 5/2017, 7/2019

**DOCUMENTATION:** None

**REFERENCES:** None