I. Purpose
To provide a policy for the development, approval, implementation, and routine review of policies to provide consistency under which SMPH departments, units and centers operate and conduct business.

II. Definitions

Policy: An outline of governing principles, plans, or understanding that guides actions and responsibilities for a given situation designed to describe expected practices and outcomes.

Procedures: Outline of actions and responsibilities describing mandatory business practices that directly affects day to day workforce activities, and may be subject to discipline if not followed.

Guideline: Recommendation or advisory description of business practices not subject to discipline.

Management Sponsor: SMPH leader designated by the Dean of SMPH to authorize/request review of Policies.

III. Policy

1. All SMPH Policies must be developed to conform to any controlling UW-Madison Policy in existence at the time the SMPH Policy is reviewed/approved.

2. No clinical practice policies will be developed or reviewed under this structure.

3. When a Policy is approved under this Policy, the Policy will apply to all workforce members unless otherwise more specifically defined within the Policy document.

4. Policies shall be designed, whenever feasible, to apply across all departments/units/centers within the SMPH and shall be consistent regardless of location unless otherwise more specifically defined within the Policy document.

5. Policies shall be developed, whenever feasible, in a collaborative fashion between the UW-Madison, UW SMPH, and University of Wisconsin Hospital and Clinics Authority (UWHCA), to encourage adoption of similar/compatible Policies across all entities in the UW and UW Health system.
6. Policies may require multidisciplinary review and approval by the appropriate committee(s) before implementation. All Policies must meet the standards as outlined in the Policy Development and Approval Procedure.

7. The SMPH Policy Development and Review Committee (PDRC) provides a school-wide platform for decision-making on policy standards. The committee supports the development, review, approval, and distribution of all Policies. The Chair(s) of the committee and their respective members will work in conjunction with Management Sponsors, SMPH Dean’s Leadership Team (DLT) and/or Dean’s designee.

Link to Related Procedures

SMPH Policy Development and Approval Process

Link to Related Guidelines

None

References

None

<table>
<thead>
<tr>
<th>Responsible Unit and Contact information</th>
<th>SMPH Operations/Administration, SMPH Policy Development and Review Committee, contact Committee Chair(s)</th>
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<tr>
<td>Original date</td>
<td>July 26, 2016</td>
</tr>
<tr>
<td>Revision History/Prior replaced or revised policies</td>
<td>New, replaces prior standard business process</td>
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