SMPP Policy Development and Approval Process

A. Policy Development Process

1. UW campus and SMPH Policies supersede any and all departmental policies if they address the same or similar topics.

2. SMPH Policies are mandatory policies that apply to all entities of SMPH regardless of facility or program.

3. With Management Sponsor authorization, Policies may be developed by any SMPH unit for review by the SMPH Policy Development and Review Committee (PDRC). Initial policy drafts, reviews and revisions will be created by the author(s), departments and/or committees as discussed with Management Sponsor and designated in partnership with the PDRC.

B. Policy Approval Process

1. PDRC review of draft Policies must be authorized by a Management Sponsor. Proposed new and revised Policies will be submitted to the PDRC following UW School of Medicine and Public Health – 10.01 Policy Development, Review, and Implementation Policy and in the proper format using the SMPH Policy Template along with the SMPH Policy Proposal and Review Plan.

2. Policies must be submitted in the proper format by a Management Sponsor to the SMPH PDRC for review and approval by the Dean’s Leadership Team.

3. Because of the sometimes complex nature of operations in an academic medical center, Policies may require review by multiple bodies prior to their final approval and implementation. The appropriate approving bodies are determined by the content and nature of the Policy.

4. The drafting/review/approval process should involve committees relevant to the subject matter of the Policy.

5. All SMPH Policies will be reviewed by the SMPH PDRC at a properly convened PDRC meeting when possible. To expedite review and approval, an electronic method or email ballot approval may be utilized by the committee.

6. The Dean’s Leadership Team (DLT) provides final approval for all SMPH Policies.
a. DLT Approved Policies will be catalogued and posted on the policy page of the SMPH website.

C. Policy Communication, Training, and Implementation

a. Announcements regarding approval of Policies will be made by the Dean’s office through existing communication standards and forums.

b. The Management Sponsor of the Policy will follow the plan for implementation of the policy and any required training plan as submitted in SMPH Policy Proposal and Review Plan.

D. Review, Revision, and Discontinuation of a Policy

a. Policies will be reviewed and updated by the author and Management Sponsor as needed or at least every three (3) years. The policy author and Management Sponsor may draft proposed changes to a Policy at any time and the revised Policy draft and plan will then go through the appropriate approval process as outlined above.

b. The SMPH PDRC shall track the review, revision, maintenance and versioning of policies.

c. If a Policy is revised, the revised policy will be communicated by the Dean’s office through existing communication standards and forums, and the new version will be placed on SMPH’s website. Any re-education or training to implement the changes in Policy must be coordinated by the policy author and Management Sponsor according to the plan submitted with the Policy.

d. All previous versions of Policies will be archived permanently.

e. When a Policy is discontinued, the discontinuation of the Policy will be communicated by the Dean’s office through existing vehicles of communication, the policy will be removed from the SMPH policy page on the website, and the policy will be archived permanently.

SMPH Policy Development and Approval Process Flowchart
SMPH Policy Proposal and Review Plan
SMPH Policy Template and Guidelines for Policy Sections