Policy on Issuance and Revisions of PMB Policies

Purpose
This policy establishes a uniform mechanism for the development, review, and revision of policies in the Department of Preventive Medicine and Biometrics (PMB).

Background
The Chair, PMB, is responsible for publishing, reviewing, and distributing PMB policies. The maintenance of a complete set of current policies is useful for orientation purposes for new faculty and staff and for support of accreditation processes for residency and graduate education programs.

Policy Statement
All PMB policies will be in alignment with United States Government, Department of Defense, and University policies and Instructions. All policies within the PMB will be reviewed annually for relevance and re-issued as needed. PMB policies will be in force for approximately three years from issuance. All policies must be signed by the Chair, PMB to be in force.

Responsibilities
a. Policy formulation: Policy formulation may be done by the Chair, PMB, the Director of Graduate Programs, any vice-chair, residency program director, academic division director, or departmental committee.

b. Policy approval: The Chair, PMB, will approve and publish all PMB policies.

Policy tracking and review: This activity is the responsibility of the office of the Chair and will be coordinated by the Vice Chair for Preventive Medicine. The Chair will be responsible for initiating policy review at regular intervals and decision-making about re-issue.

Procedures
a. Originators of new policies shall use the common format (see Attachment A). A policy implementation plan will be submitted in conjunction with the draft policy.

b. Once written, the draft policy will be logged into the PMB Policy Book in the office of the Chair and routed to the Executive Committee for review.

c. Draft policies needing revision will be returned to the author for changes.

d. When a new policy is approved and signed, the policy will be assigned a number. A signed copy will be placed in the Policy Book; an electronic copy will be sent to each member of the Department, and placed on the Department website or other appropriate intranet site or internet access point. The policy will be presented to the PMB faculty at a regularly scheduled PMB faculty meeting.

e. Existing policies will be reviewed annually by PMB faculty, who will forward their recommendations regarding maintenance (or reissuance if due for expiration), revision, or recission to the Chair or his designated representative. Any recommendation for change or reissuance will be forwarded to the PMB Chair.

f. Rescinded policies will be replaced with a rescinding page in the Policy Book.

g. Implementation: The implementation requirements for any new policy should be assessed by the originator at time of proposal. The plan will be assessed in the course of review. Should steps be required in addition to those described in item e,
above, responsibility for implementation will be assigned at time of approval by the PMB Chair.

h. Policies pertinent to student activities will be available to students in the Student Handbook.

Date reviewed 9/13/2012

Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics