Operating Policy and Procedure

SON OP: 10.045 Policy and Publications Oversight

PURPOSE: The purpose of the TTUHSC School of Nursing (SON) Policy and Publications Oversight policy is to formalize the oversight of the schools policy and publication processes to:

1. Provide a School of Nursing process for developing and improving policies and procedures;
2. Outline a standard format for policies and procedures;
3. Maintain a current and easily accessible online manual of all School of Nursing policies and procedures;
4. Provide notification of policy and procedure changes to the School of Nursing community;
5. Facilitate continuity regardless of changes in personnel assignments; and
6. Ensure the periodic review and updating of all TTUHSC policies and procedures.

REVIEW: SON OP 10.045 will be reviewed every two years by May of each odd year by the Coordinating Council, with recommendations for revisions forwarded to the Dean of the School of Nursing by June of each odd year.

POLICY/PROCEDURE:

Policy

1. SON Definitions.

a. For SON OP 10.045, school policies and publications generally refer to any document published by the school including but not limited to operating policy and procedures, handbooks, catalogs, and bylaws.

b. Program Councils refer to the following:
   i. Graduate Programs (includes Master’s, Post Master’s and Doctoral levels).
   ii. Non-traditional Undergraduate Programs (RN/BSN and Accelerated BSN)
   iii. Traditional Undergraduate Program

c. Non-program Councils refer to the following:
   i. Coordinating Council (CC) (Administrative Council)
   ii. Faculty Council (FC)
   iii. Professional Development Council (PDC).
   iv. Staff Council (SC)
d. Dean's Special Councils, Committees, and Organizations refer to the following:

i. Larry Combest Community Health and Wellness Center

ii. Center(s) of Excellence

iii. Other group(s) designated by Dean

2. Authority of SON Policies and Publications.

School policies and publications are subordinate to higher authorities, including federal law, rules, and regulations; state law, rules, and any other applicable regulations. Examples include but are not limited to: Texas Tech University System Board of Regents; Texas Tech University Health Sciences Center (TTUHSC); as well as accrediting organizations and professional nursing organization guidelines.

a. If conflicts occur between school policies or publications and higher authority policies and procedures, the policies and procedures of the higher authority prevail and the school policies and publications become null and void and have no effect.

b. SON OP 10.045 complies with:

i. TTUHSC OP 10.01 Operating Policies and Procedures:
   http://www.ttuhsc.edu/HSC/OP/numerical.aspx

ii. Texas Tech System Board of Regents’ Rules:
   http://www.depts.ttu.edu/oppol/Chapter02.pdf

c. The Dean retains ultimate authority and responsibility for all school policies and publications and reserves the right to interpret, change, modify, amend or rescind any policy in whole or part at any time without the consent of administrative personnel, faculty, and/or staff.

i. In certain cases, the Dean delegates the authorization of approval:

1) The program councils’ policies and publications are approved by the respective individual administrative liaisons (department chairs) of the program. Administrative liaisons collaborate with regional dean(s) and associate deans, as appropriate, and through a council’s established review processes, administrative liaisons seek the program’s faculty members’ voices and votes, primarily during regularly scheduled council meetings.

2) For all non-program councils’ policies and publications, recommendations are submitted to the Dean for final approval. The council’s chair and or administrative liaisons (as designated in Attachment A) work with the Dean, seek voice and vote of faculty, staff, or SON Organization, respectively, prior to submission of recommendations for final approval by the Dean.

ii. In other cases, organizational structure delineates a specific approval process. Dean’s Special Councils, Committees, and Organizations require the Dean to collaborate with designated groups of an organization and as such, the organization’s guidelines for policies and publications supersede SON OP 10.045.
1) All policies and publications of the Larry Combest Community Health and Wellness Center are approved in collaboration with the Larry Combest Community Health and Wellness Center leadership team and Larry Combest Community Health and Wellness Center Advisory Executive Board.

2) For the Center(s) of Excellence policies and publications, the Center of Excellence directors and or co-directors collaborate with the Dean for final approval.


The Dean delegates the management of school policies and publications to councils and committees as outlined in SON OPs and Publications Ownership Table (Attachment A).

a. The Coordinating Council is responsible for establishing and maintaining a system-wide management process for all school policies and publications and assigning school policies and publications to each council.

b. Each council chair, in collaboration with the administrative liaisons, is ultimately responsible for the council’s efficacy and compliance with the established policy and procedures delineated herein.

   i. As applicable in the SON Organization Bylaws, administrative liaisons are assigned to serve on a council or committee to facilitate collaboration among and between groups, mentor inexperienced faculty and staff in council work, e.g. policy management, and promote the core values of the SON Organization.

   ii. Administrative liaisons of each school council are delineated below:

   1) Coordinating Council – the Dean of the School of Nursing is the primary administrative liaison with the following administrative positions also serving on the council: Regional Deans, Associate Deans, Assistant Deans, Executive Director of the Combest Center, Managing Directors, Senior Director of Faculty Support and Senior Director of Student Affairs.

   2) Faculty Council – assigned department chair and regional dean.

   3) Professional Development Council – Associate Dean of Research, assigned department chair, Associate Dean for Clinical Services and Community Engagement and regional dean.

   4) Staff Council –. Associate Dean for Clinical Services and Community Engagement, Assistant Dean Finance and Administration and/or Associate Academic Dean Student Affairs and Education Support Services

   5) Program Councils – assigned department chair and when appropriate, regional deans.

iii. For the Dean’s Special Councils, Committees, and Organizations the administrative contacts are:

   1) Associate Dean for Clinical Services and Community Engagement,

   2) The Center(s) of Excellence director and or co-directors serve as liaisons.

   c. Faculty and staff members of a school council are responsible for engaging in the development and updating of a council’s designated school policies and publications.
d. Council members are responsible for seeking voice and vote of members represented and complying with the established policy and procedures delineated herein.


Council Chairs and applicable administrative liaisons collaboratively develop the process plan for school policies and publications owned by the council.

a. At the transition meeting held at the last council meeting of the academic year (usually August), incoming and outgoing officers discuss council functions, methods of conducting business, status of the council’s work, and exchange council documents.

b. Outgoing council officers submit final reports to the Coordinating Council.

c. The incoming council chair and administrative liaison, in preparation to implement a review cycle and schedule in September, updates the Council’s existing process plan for school policies and publications.


All councils establish a review schedule and a tracking system to manage designated school policies and publications owned by the council.

a. All school policies and publications are reviewed and updated every two years but can be reviewed as often as necessary to maintain compliance with higher authorities.

b. All school policies and publications remain in full force and effect until republished, whether or not the scheduled review process has been completed.

c. The review schedule of individual school policies and publications is established and tracked by the council responsible for the school policies and publications to ensure continuity of the established review schedule and adherence to SON OP 10.045, regardless of the change in administrative liaisons or council officers.

d. Each council utilizes the Web Based Management Software System (WBMSS) for management of school policies and publications and to guide and document the councils’ review processes for ensuring compliance with the SON OP 10.045.

i. Each policy and publication a council manages is listed by number and title in the designated section of the WBMSS.

ii. All revision and review dates require reviewer initials, month and year.

iii. The approval dates correlate with the actual policy or publication and is located in the bottom left corner or footer of all policies. Planned review date is established by Administrative liaison(s), designated Administrative staff, and/or council chair upon creation of policy.

iv. Designated reviewer(s) or council member(s) are designated to review a council's policy or publication
6. **SON Policy Format**

All school policies use a standard format.

a. To standardize the format, all school policies utilize the approved SON OPs Template (Attachment C).

b. The format and heading of all school policies should mimic SON OP 10.045.

c. Three major sections consistently used in all school policies are:

   i. **Purpose**: Provides a rationale for the policy/procedure. The rationale may reference a legal requirement, a statement of the goals which the policy is attempting to facilitate, or a description of the reason(s) for implementing the policy.

   ii. **Review**: Defines the SON Council responsible for reviewing the policy, the review date, and the date the final version is submitted to the Dean or designee for final approval.

   iii. **Policy/Procedure**: Explains the policy/procedure specifics (who, what, when, where, how, and why). The Policy/Procedure section is further divided into two distinct subsections: policy and procedure.

     1) **Policy**: Defines the process or course of action adopted and followed by the school. The statements are usually overarching, time enduring, and are often rules or guidelines.

     2) **Procedure**: Defines the specific manner for completing processes within the School of Nursing’s structure. The statements describe the process of the rules and guidelines.

d. Attachments to school policies are used to define specific processes or forms or when processes or forms may change frequently.

   i. Attachments are posted on websites as separate documents beneath the corresponding policy, in ascending order.

7. **Indexing Plan for SON Policies**

a. The Coordinating Council is responsible for the organization of all school policies and does so by establishing categories with a numbering system to facilitate policy identification.

b. Established categories and numbering for school policies are:

   i. Administrative Operating Policy and Procedures – numbers begin with 10.xxx

   ii. Faculty Operating Policy and Procedures – numbers begin with 20.xxx

   iii. Undergraduate Operating Policy and Procedures – numbers begin with 30.xxx

   iv. Graduate Operating Policy and Procedures – numbers begin with 40.xx

   v. Outcomes Management and Evaluation Operating Policy and Procedures – numbers begin with 50.xxx
vi. Educational Support and Student Affairs Operating Policy and Procedures – numbers begin with 60.xxx

c. Guided by the established category and numbering system, the council’s designated administrative liaison, administrative staff, and council chair collaboratively determine the numbering sequence for policies of the respective council. When a category is shared, joint decisions are made among the councils’ leadership to determine numbering sequences.

d. Any SON OP from any category the Dean wishes to personally approve and maintain a high level of involvement will be placed in Category 10, Administrative Operations Policy and Procedures.
8. Accessibility and Storage of SON Policies and Publications

All school policies and publications are only accessible online. See website location noted on SON OPs and Publications Ownership Table (Attachment A).

a. Designated administrative staff are responsible for maintaining all format types (Word, Excel, PowerPoint, PDF,) of all school policies and publications and securing a centralized storage system for all school policies and publications.

b. Education Technology staff are responsible for maintaining websites for all school policies and publications.


a. Each Council is responsible for documenting the management of the school policies and publications process.

10. Voice and Vote of SON Policies and Publications

a. Every person within the SON Organization has voice and can propose development of new school policies and publications or revision to existing school policies and publications. Written suggestions are routed to the appropriate administrative liaison and council chair.

b. School policies and publications are assigned ownership to a council primarily based on the council’s purpose and functions.

i. Each council is responsible for implementing voice/vote processes based on the Robert’s Rules of Order, as described in the SON Organization Bylaws.

1) Most school policies and publications of the Professional Development Council and the Faculty Council are derived from the faculty policies and require all faculty voice/vote.

2) Respectively, the Staff Council’s ownership of designated school policies and publications require all staff voice/vote.

3) School policies and publications owned by the Coordinating Council represent multiple groups (Administrators, Educational Support and Student Affairs, Office of Outcomes Management and Evaluation, and the SON Organization). The Coordinating Council’s OPs and Publication Tracking Sheet (Attachment B) individually delineates the required voice/vote group(s) of each of the council’s owned school policies and publications.

ii. Councils requiring voice/vote of larger groups not in attendance at regularly scheduled meetings or when councils are collaborating and require voice/vote of two or more councils, may vote in attendance or via electronic vote.

iii. The Senior Director of Faculty Support and Governance Processes coordinates the electronic measures of voice/vote processes of all councils.

c. The management of school policies and publications requires continuous update due to internal and external changes. To reduce the workload of unnecessary voting, two guidelines are established to determine when voting is required.
i. Minor revisions do not require vote and are defined as changes with no impact or change in the intent of school policies and publications. Examples include editorial errors or changes, i.e. spelling or grammar, reformatting, title/position and realignment with current terminology and processes.

ii. Major revisions require vote and are defined as changes impacting or changing the intent of school policies and publications.

11. Dissemination of SON Policies and Publications

   a. All school policies and publications are disseminated to the entire SON Organization via the school’s websites and email.

   b. In collaboration with the administrative liaison, the council chair is responsible for announcing new or updated school policies and publications.

   c. Education Technology staff are responsible for posting new or revised school policies and publications to websites.

      i. An icon highlighted in yellow, stating “new” is placed beside all newly posted school policies and publications and remains in place for a two-month period.

12. Deletion of SON policies and publications

   a. All outdated and deleted school policies and publications are kept by the Executive Assistant to the Dean/Director of the Office of the Dean, for accrediting historical documentation.

   b. The outdated and deleted policy or publication (word document and pdf) files are stored for ten (10) Years in a centralized archived file.

   c. The chair of the council, in collaboration with the administrative liaison and designated administrative staff, is responsible for electronically sending the deleted policy or publication files to the Executive Assistant to the Dean/Director of the Office of the Dean.

Procedure

1. Administrative liaisons, as designated in Attachment A, collaborate with councils to ensure compliance with the standards outlined herein.

2. As designated in Attachment A, councils are responsible for the development and updating of OPs and Publications and voting procedures.

3. Administrative liaisons are responsible for designating one staff member to track policy reviews and updates to ensure the most current version of the policy or publication is posted in the appropriate place on the website.

4. As designated in Attachment A, administrative Staff collaborate with councils and the administrative liaisons to ensure the formatting, storage, and publication of the documents are in compliance with the standards outlined herein.
5. Individual councils reserve the right to further define and detail processes at their discretion.
   
a. The undergraduate programs (Traditional, RN/BSN, and Accelerated BSN) have determined and
   approved a defined process, see Attached D for details.

Attachments
10.045_Attachment A_SON OPs and Publications Ownership Table
10.045_Attachment B_SON OPs Template
10.045_Attachment C_SON Undergraduate OPs and Publications Process
## Attachment A: SON OPs and Publications Ownership Table

<table>
<thead>
<tr>
<th>Council</th>
<th>Administrative Liaison</th>
<th>Administrative Staff</th>
<th>SON Operation Policy and Procedure, Handbooks, Catalogs, and other Publications</th>
<th>Access (Website Location)</th>
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<tr>
<td>Coordinating Council</td>
<td>SON Dean</td>
<td>Unit Manager - Office of the Dean</td>
<td>Administration Operating Policy and Procedure</td>
<td><a href="http://nursing.ttuhscc.edu/policies/">http://nursing.ttuhscc.edu/policies/</a></td>
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<tr>
<td>• Evaluation Committee of Coordinating Council</td>
<td>Associate Dean for Outcomes Management &amp; Evaluation</td>
<td>Director, Office of Outcomes Management and Evaluation</td>
<td>Outcomes Management &amp; Evaluation Operating Policy and Procedure</td>
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<td>• Education Support and Student Affairs</td>
<td>Associate Dean for Education Support and Student Affairs</td>
<td>Administrative Assistant to the Associate Dean for ESS and SA</td>
<td>Education Support and Student Affairs Operating Policy and Procedure</td>
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<td>Faculty Council</td>
<td>Collaboratively, Regional Dean and Department Chair</td>
<td>Senior Director of Faculty Support and Governance Processes</td>
<td>Faculty Operating Policy and Procedure - designated</td>
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<td>Professional Development Council</td>
<td>Collaboratively, Associate Dean for Clinical Services and Community Engagement, Associate Dean for Research, Regional Dean and Department Chair Representatives</td>
<td>Senior Director of Faculty Support and Governance Processes</td>
<td>Faculty Operating Policy and Procedure- designated</td>
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<td>Staff Council</td>
<td>Council chair goes to the Administrator of control</td>
<td>Chair of Staff Council</td>
<td>Staff Resource Guide</td>
<td><a href="http://nursing.ttuhscc.edu/policies/">http://nursing.ttuhscc.edu/policies/</a></td>
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## Attachment A: SON OPs and Publications Ownership Table

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<td>Leadership Studies Department Chair</td>
<td>Unit Coordinator, Office of Leadership Program Department Chair</td>
<td>• Graduate Operating Policy and Procedure</td>
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## Attachment A: SON OPs and Publications Ownership Table

| Accelerated BSN Council | Non-Traditional Undergraduate Department Chair | Unit Coordinator – Office of Non-Traditional Undergraduate Department Chair | • Undergraduate Operating Policy and Procedure  
  o Second Degree & VBSN specific & designated  
  o Second Degree & VBSN Curriculum | http://nursing.ttuhsce.edu/policies/ |
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<td>Managing Director for Customer Services and respective staff</td>
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<td>• Undergraduate Operating Policy and Procedure</td>
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## SON Dean’s Special Councils and Committees

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<td>Larry Combest Community Health &amp; Wellness Center Advisory Council</td>
<td>Associate Dean for Clinical Services and Community Engagement</td>
<td>Managing Director of Administrative Operations</td>
<td>• Larry Combest Community Health &amp; Wellness Center Operating Policy and Procedure</td>
<td>“N” Drive&gt; Public&gt; LCCHWC</td>
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SON OP: [XX.XXX], [Policy Title]

PURPOSE: The purpose of the TTUHSC School of Nursing [Policy Title] Operating Policy and Procedure (SON OP) is to establish a policy and procedure for xxxxxxxxxxxxxxxxxxxxx.

REVIEW: SON OP [XX.XXX] will be reviewed every two years by [Month and day] by the [Council Name] with recommendations for revisions forwarded to the Dean of the School of Nursing by [Month and day].

POLICY/PROCEDURE:

1. Policy

2. Procedure
Policy Development/ Review and Revision Process

1. Programs council coordinating council representatives meet (quarterly and as needed) and collaborate with designated administrative owner/liaison (Department Chair in collaboration with the Regional Dean) to identify policies to develop or review based on the Program’s Council OP/Publication Tracking Sheet. (May group similar policies together).

2. Discusses needed changes or current policy(s)
   a. Content of policy, i.e. intent or purpose, procedural changes, title changes, etc.
   b. Effectiveness of the policy, i.e. outcomes associated with policy(s).
   c. Identify policy content which applies to all programs to work on as a group
   d. Program specific process/procedure content (attachment sent to appropriate council) for review/revise.

3. Utilize group discussion for foundation to develop/revise policy(s)

4. Incorporate internal and external authorities’ requirements and standards as appropriate.

5. Submit motion to appropriate program council for acceptance of policy(s).

6. Repeat steps 3-5 until approved by appropriate program councils

7. Submits recommended new/revised policy(s) to
   a. Designated administrator owner/liaison (Department Chair in collaboration with the Regional Dean)
      i. Collaborates with administrative staff for policy storage and publication to website.

8. Documents flow of policy(s) in the agenda and minutes of appropriate program council(s), indicating actions taken by the committee (by council secretary).

9. Disseminates, new or revised policy(s) to
   a. All program council members and
   b. Other councils as appropriate i.e. Coordinating Council.

10. Confirms new/revised policy on website and updates appropriate Program’s Council OP/Publication Tracking Sheet accordingly.

Composition of Programs Council Undergraduate Policy Committee
Three Coordinating representatives from each of the undergraduate programs (9).

- Traditional Undergraduate
- RN/BSN
- Accelerated BSN