

Policy Management Committee: Role Responsibilities

Executive Sponsor (Director level or above)

- Accountable for the substance of policy documents, namely the provisions and compliance with policies under his/her jurisdiction
- Supports and endorses (final) policy to the operational team
- Ensures there is a system for reviewing and updating all policies within their purview

Policy Owner

- Primarily responsible for the content within the policy
- Provide the content within the document
- Manages the document throughout the review and approval process
- Conducts periodic reviews of the document and creates new versions as necessary and required (i.e., regulatory mandates, change processes,)
- Executes the policy management plan

Reviewers (Stakeholder Review)

- A Policy Owner may assign any user(s) (stakeholder) to review the document for applicability of current day use.
- If Clinical in nature; it must be reviewed by the CEO
- Stakeholder reviewer(s) may accept the document as is, recommend revisions, or decline as presented.
- Those assigned the Stakeholder reviewer role are typically subject matter experts and managers (as well as legal) and those who will be effected by and/or work with implications of said policy.

Policy Management Committee

- May access (view) and recommend edits on draft documents presented to the committee
- Cannot submit a document for review or approval but can request the Policy owner do so
- May view assigned document owners' documents through the review and approval process.
- May recommend approval
- May recommend rescinding retired, or (other) outdated policy

Policy Management Committee Co-Chair(s)

- Can create documents for assigned Policy Owners
- Can access and edit all draft documents for Policy Owners
- Convey and and communicate suggested edits and revisions to appropriate audience
- Provide final approval of documents for publication