

Policy Name: Establishing and Maintaining School Policies and Procedures
Policy Number: ADM 1.01
Title of Policy Owner: Campus Director & Dean of Academic Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 6/7/2023
Version: 2.1
Policy Status: Approved

I. Policy

Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) establishes and maintains policies and procedures to establish clear guidance for its business practices.

II. Purpose

The purpose of this policy is to establish a uniform approach for the creation and/or updating of policies and procedures that are unique to SOMI.

III. Scope

The policy base of SOMI includes only policies and procedures that are generally applicable to more than one department or level of the School/College. Matters affecting only one department or office are not considered to be within the scope of this policy.

IV. Definitions

Policies – Policies are statements of management philosophy established to provide direction and assistance to the campus community in the conduct of the affairs of SOMI.

Procedures – Procedures are statements that prescribe specific actions to be taken to conform to established policies, allowing for orderly implementation of those policies.

V. Policy Details

The Richmond Higher Education Institutions Leadership (RHEI) team will be responsible for review of all policies. A member of the team is appointed to facilitate and oversee the review for correct form, formatting, and consistency of the policies across all divisions of the institutions. Policies are assigned to the appropriate member as “owner” and are reviewed on a three-year cycle, more frequently if the situation dictates. Any recommendations for content change will be presented to the RHEI Leadership team. Final approval of all policies rests with the RHEI Leadership team.

VI. Attachments

N/A

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	5/10/2015	Initial Policy	CDDAA
2.0	3/4/2022	New Template & Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA