



**QUILLEN**  
**COLLEGE of MEDICINE**  
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Quillen College of Medicine Policy on Policies**

Policy Replaces a Previous Policy [Yes/No] (*this includes change in policy name*): **No**  
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0222-25**

Originator Name and/or Committee (*if a committee, include name of chair*): **COM Policy Review Committee / Beth Anne Fox, MD, MPH**

Committees, Departments, or Individuals Responsible for Implementation: **Quillen College of Medicine Policy Advisory Committee**

Original Approval Date and Who Approved by: **2/17/2022 / COM Policy Review Committee**

Revision Date(s) (*include a brief description*) and Who Approved by:

Effective Date(s): **2/17/2022**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*): **7/8/2022 – changed review by Office of Compliance to “if applicable”, added a sentence clarifying the formatting of the policy, returning to originator, and posting to website. Updated Appendix A to the updated Draft New Policy Template Form.**

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy [Yes/No]: **No**

Standard(s) / Element(s) Affiliated with Policy (*include Standard/Element number/name/statement*):

***All policies will be reviewed every three years unless an earlier review is identified.***

**(A.) Policy Statement:**

The Policy Advisory Committee (PAC) will ensure the development and implementation of the regular review of policies and procedures, reduce policy duplication, and work with policy owners for review, revision, and development to ensure adherence to school, university, state and federal, and regulatory requirements. The PAC will have oversight authority for this scope of work.

**(B.) Purpose of Policy:**

The purpose of this policy is to provide a standardized procedure and approval process for the development, publication, and maintenance of all policies specific to medical education within the Quillen College of Medicine (QCOM) to assure consistent compliance with accreditation standards and state and federal laws; timely and frequent communication with students, residents, fellows, faculty, and staff; and regular review and revision.

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### (C.) Scope of Policy (*applies to*):

This policy applies to the Office of the Dean, the Office of Academic and Faculty Affairs, Department of Medical Education, and the Office of Student Affairs.

### (D.) Policy Activities:

#### Definitions

- **Policy:** A policy is a set of guidelines, principles, or rules that determine a course of action related to a specific topic or area and is in line with the values and mission of the QCOM. It may mandate or constrain action, ensure compliance with state and federal laws, institutional policies, and regulation and accreditation requirements. Additionally, it may include consequences for failure to adhere to the expectations and requirements as well as any due process for those suspected of violations.
- **Procedure:** A procedure is a series of consecutive action steps related to the application and implementation of policies, adherence to regulations and accreditation standards, and additional resources for compliance.
- **Protocol:** A protocol is a list of specific action steps that must be completed in a particular order.

#### Policy and Procedure Development

*Note: If any QCOM policy or policy provision conflicts with any ETSU institutional policy or rule, the ETSU policy or rule will apply. Any requests for policies or rules that should apply on an institutional level should be directed to the ETSU Office of General Counsel.*

- A New or Revised Policy/Procedure
  - New policies and procedures may be initiated by individuals, committees, or department/division leaders and should be submitted as a draft on the Draft New Policy Template Form (Appendix A) to the ETSU Office of Compliance (*if applicable*) for input before submitting to the PAC. Upon approvals from all involved parties (see Policy and Procedure Approvals), the draft new policy and a written request detailing the reason for implementing the policy (Appendix B) must be submitted to the PAC. Actions may include, but are not limited to, returning the proposed policy for clarifications or additions, approval as is or with modification, or denial. The PAC may, at any time, seek additional input from external sources such as the ETSU Office of Compliance, the Faculty Advisory Council, the Administrative Council, the Diversity Council, or the Dean's Office.
  - For revisions of existing policies outside of regularly scheduled reviews, the policy owner should obtain approvals from all involved parties (see Policy and Procedure Approvals) and submit a written request with the reason for the revision (Appendix C) to the PAC. Any revised policy will be submitted in two formats to the PAC for action, one with track changes and one without. Substantive changes should be sent to the ETSU Office of Compliance (*if applicable*) for review and comment before submitting to the PAC. Actions by the PAC may include, but are not limited to, returning the proposed revised policy for clarifications or additions, approval as is or with modification, or denial. The PAC may, at any time, seek additional input from external sources such as the ETSU Office of Compliance, the Faculty Advisory Council, the Administrative Council, the Diversity Council, or the Dean's Office.
- Policy and Procedure Approvals
  - New and revised policies and procedures sent to the PAC must have approval from any entity that will have a substantive part in implementing any aspect of the policy such as a committee, a responsible office, or department/division leader. Once the PAC has granted approval, the new or revised policy will

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be sent to the Associate Dean for Accreditation Compliance (*if applicable*), and the Vice Dean for Academic Affairs for final approval. The Office of Academic and Faculty Affairs will format the policy and issue a policy number. The final policy will be returned to the originator and posted to the QCOM website under Educational Policies.

- Communication and Training
  - Once a new or revised policy has final approval, the responsible individual, committee, or department/division leader, will disseminate the policy to the appropriate stakeholders and ensure any training needed for those to whom the policy or procedure applies.
- Scheduled Reviews
  - The PAC will oversee a regular review schedule for all policies and procedures in collaboration with the Associate Dean for Accreditation Compliance, the Associate Dean for Student Affairs, and the Vice Dean for Academic Affairs. Policies will be reviewed every three (3) years unless an earlier review is identified. The owner of the policy will be notified of the required review along with a time for resubmission.
  - Any revised policy will be submitted in two formats to the PAC for action, one with track changes and one without. The policy owner is responsible for submitting any revised policy to the ETSU Office of Compliance (*if applicable*) for review. The policy may also be submitted to the PAC with no changes requested or deemed appropriate.
- Location of Policies
  - All policies will be maintained within the Office of Academic Affairs to ensure consistent access and correct versions are available for viewing. A link to the policies website (<https://www.etsu.edu/com/msec/resources/policies.php>) will be maintained on the Office of Student Affairs website and the Dean's website. Other departments are encouraged to include the link on their respective web pages if highlighting a specific policy rather than including the direct content. This is meant to reduce the potential for multiple and/or conflicting versions of policies.
- Retiring/Archiving Policies
  - If the responsible policy owner deems that a policy and/or procedure is no longer applicable or is redundant, the policy may be recommended for retirement. Requests for retiring a policy or procedure must follow the same process for review and approval as outlined above. Retired policies will be archived and remain accessible. All previous versions of policies will be archived.

### Responsibilities

- Policy Owner(s): The policy owner is the responsible administrative party who takes responsibility for policy development and revision in cooperation with the Policy Advisory Committee and oversees implementation and compliance with the policy.
- Policy Advisory Committee (PAC): The PAC is an advisory committee charged with the centralized process of policy creation, review, and dissemination of any and all policies that concern medical education. The PAC will work with policy owners, the ETSU Office of Compliance, the Assistant Dean for Curriculum, the Chair for the Department of Medical Education, the Associate Dean for Accreditation Compliance, the Associate Dean for Student Affairs, and the Vice Dean for Academic Affairs to carry out these responsibilities.

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- The Associate Dean for Accreditation Compliance: The Associate Dean for Accreditation Compliance or designee will oversee policy compliance with regulatory and accreditation standards as well as continuing quality improvement, oversight, and governance.
- The Vice Dean for Academic Affairs: The PAC, the Assistant Dean for Curriculum, the Chair for the Department of Medical Education, and the Associate Dean for Accreditation Compliance, report to the Vice Dean of Academic Affairs who holds final approval authority. The Vice Dean will work to resolve any policy issues when there is lack of agreement among stakeholders.

*Adapted from University of Minnesota School of Medicine, University of Wisconsin School of Medicine, and New York Medical College*

<b>Required Administrative Approvals</b>		<b>Date Approved</b>
University Compliance <i>(if applicable)</i>		2/9/2022
Policy Advisory Committee		2/17/2022
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		N/A
Vice Dean for Academic Affairs		2/17/2022
<b>Policy Review and/or Revision Completed By <i>(if applicable)</i></b>		<b>Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i></b>
	Office of the Dean	2/1/2022
	Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	2/18/2022
	Student Affairs	
	Medical Education	
	Medical Student Education Committee	
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
	M1/M2 Course Directors	
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations <i>(describe)</i> :	

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	Other ( <i>describe</i> ):
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	<b>Notifications of New or Revised Policy (<i>if applicable</i>)</b>	<b>Date and Method of Notifications</b>
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
	Other ( <i>specify</i> ):	

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**Appendix A**

**Quillen College of Medicine  
Draft New Policy Template Form**

New policies and procedures may be initiated by individuals, committees, or department/division leaders and should be submitted as a draft to the ETSU Office of Compliance (*if applicable*) for input before submitting to the Policy Advisory Committee (PAC).

New policies and procedures sent to the PAC must have approval from any entity that will have a substantive part in implementing any aspect of the policy such as a committee, a responsible office, or department/division leader. Once the PAC has granted approval, the new policy will be sent to the Associate Dean for Accreditation Compliance (*if applicable*) and the Vice Dean for Academic Affairs for final approval. The Office of Academic and Faculty Affairs will format the

<b>Draft New Policy Name:</b>
<b>Does this draft new policy replace a previous policy?</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No <b>If so, list name and policy number of previous policy.:</b> <b>Original date of approval and who approved by:</b>
<b>Who is the originator of the draft new policy? (individual, committee, department/division leader) [<i>if a committee, include name of chair</i>]:</b>
<b>What committees, departments, or individuals will be responsible for implementation of the draft new policy?</b>
<b>Is this draft new policy affiliated with LCME accreditation requirements?</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No <b>If yes, please list the Element(s) the policy applies to (<i>include Element number/name/statement</i>):</b>

policy and issue a policy number. The final policy will be returned to the originator and posted to the QCOM website under Educational Policies.

**(A.) Policy Statement:**

**(B.) Purpose of Policy:**

**(C.) Scope of Policy (*applies to*):**

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**(D.) Policy Activities (include any forms associated with the policy):**

**Draft New Policy – Reviews and Approvals**

<b>ETSU Office of Compliance Approval (if applicable)</b>	
<b>Approved By:</b>	<b>Title:</b>
<b>Date:</b>	

<b>Date Draft New Policy Reviewed and Approved by Relevant Entities</b>	
Individual Name:	
Office Name:	
Responsible Person:	
Committee Name:	
Chair of Committee:	
Department/Division Leader Name:	
Responsible Person:	
Other (describe):	

**For Office of Academic and Faculty Affairs Use Only**

**Review / Actions of Policy Review Committee**

Policy Review Committee	<b>Review(s) / Action</b>
	Date Reviewed: Action:
	Date Reviewed: Action:
	Date Reviewed: Action:
	Date Approved:

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<b>Final Approvals</b>	
	<b>Date Reviewed / Approved</b>
Associate Dean for Accreditation Compliance ( <i>if applicable</i> )	
Vice Dean for Academic Affairs	

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**Final Policy Information**

<b>Name of Policy</b>	
<b>Policy # Issued</b>	
<b>Date Final Policy Returned to Originator</b>	
<b>Date Final Policy Posted on Website</b>	



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**Appendix B  
New Policy Request**

Individual/Committee/Department or Division Leader Submitting Request: \_\_\_\_\_  
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Date: \_\_\_\_\_

Reason for Request:

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Attach a copy of the Draft New Policy

Committee / Responsible Office / Department or Division Leader Approvals:

<b>Name</b>	<b>Approval Date</b>

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**Appendix C  
Policy Revision Request**

Individual/Committee/Department or Division Leader Submitting Request: \_\_\_\_\_  
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Date: \_\_\_\_\_

Reason for Request:

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Attach a Draft of the Revised Policy with Track Changes and one without the Track Changes.

Committee / Responsible Office / Department or Division Leader Approvals:

Name	Approval Date

**Review / Actions of Policy Review Committee**

Policy Review Committee	<b>Review(s) / Action</b>
	Date Reviewed: Action:
	Date Reviewed: Action:
	Date Reviewed: Action:
	Date Approved:
<b>Final Approvals</b>	
	<b>Date Reviewed / Approved</b>
Associate Dean for Accreditation Compliance (if applicable)	
Vice Dean for Academic Affairs	