

This document defines a coordinated and consistent process for the development, approval and dissemination of Faculty of Medicine policies, procedures, and guidelines.

Policy Analyst Responsibilities

The Policy Analyst is responsible for overseeing all aspects of policy development and revision within the Faculty of Medicine. This includes carrying out appropriate consultations, evaluating the implications of the policy, and seeking legal advice where appropriate. The Policy Analyst is also responsible for maintaining a policy portfolio and a directory of approved policies, ensuring that approved policies are available on the Faculty's main policy website, identifying policy gaps, and tracking review schedules.

Organization of Policy Approval

The following bodies are responsible for policy approval within the Faculty of Medicine:

1. **Undergraduate Medical Studies Committee (UGMS)** for undergraduate policies and procedures;
 2. **Postgraduate Medical Education Committee (PGME)** for postgraduate policies and procedures;
 3. **Graduate Studies Advisory Committee (GSAC)** for FoM graduate studies policies and procedures;
 - I. Graduate Studies is also governed by the policies and procedures established by Memorial's School of Graduate Studies.
 4. **Professional Development Council (PDC)** for Office of Professional Development (OPD) policies and procedures;
 5. **Senior Management Committee (SMC)** and/or the Dean of Medicine for faculty-wide policies and procedures;
- Changes to FoM regulations must be approved by Faculty Council.
 - At the discretion of the appropriate committee and the Dean of Medicine, certain policies and procedures may be reviewed by SMC.
 - Policies are brought to Faculty Council for information purposes.

Process for the Development, Approval, and Administration of Faculty of Medicine Policies and Procedures

1. Concept Proposal and Approval

- Any member of the Faculty of Medicine can make a proposal to the Policy Analyst that a new policy, or a revision to an existing policy, is required.
- Such a proposal must be substantiated by a well-crafted rationale and have the support of the appropriate unit head, which can include a program manager/coordinator and/or an Assistant/Associate Dean.

- When the need for a new policy or a revision to an existing policy has been identified, its development is led by the Policy Analyst.

2. Drafting and Consultation

- A working group is established to be involved with the policy creation/revision. The working group is responsible for providing oversight and guidance to the Policy Analyst during policy development.
- The Policy Development Committee is the designated working group for all faculty wide policies. The Policy Development Committee is informed of all ongoing policy development and revisions within the Faculty of Medicine.
- For Undergraduate, Postgraduate, Graduate, and OPD policies, an ad hoc working group is created which is comprised of individuals who have insight and experience in the content area. This working group can be a subcommittee of a standing committee of Faculty Council.
- The Policy Analyst is responsible for drafting the policy and relevant procedures.

3. Policy Approval

- When the draft policy and relevant procedures have been prepared by the Policy Analyst and approved by the working group, the Policy Analyst forwards the document to the appropriate committee/authority to attain approval.
- Appropriate revisions are carried out if suggested by the approval authority.

4. Implementation

- A policy generally takes effect on the same day that it receives approval unless otherwise indicated by the approval authority.
- Once approved, the Policy Analyst and working group is responsible for developing and executing a communication plan.

5. Review of Policies

- The Policy Analyst conducts a review of all Faculty of Medicine policies as needed, but each policy must be formally reviewed by the Policy Analyst and working group at least four years from the approval date.
- The review should identify inaccuracies, gaps, and potential overlaps of policy content and identify the effectiveness of the policy and relevant procedures.

This framework is based on Memorial University's [Development, Approval and Administration of University Policies](#). All Faculty of Medicine policies must be in compliance with existing Memorial University policies and regulations.