



PEICOT

POLICY TITLE: POLICY & PROCEDURE DEVELOPMENT

No: 1.4

DATE ESTABLISHED: November 20, 2018

CATEGORY: Governance

AUTHORITY: RHPA/Regulations

Purpose:

This policy outlines the structure for the College’s policies and procedures.

Principles:

- Having appropriate policies and procedures allows for effective governance of the College and provides parameters to its council, committees, and employees.
- Having policies and procedures provides for succession planning and orientation of new council members or employees.
- Policies and procedures reduce risk to the organization during transition periods.

Policy:

The College shall have written policies and procedures that direct and/or delineate the work of the College.

Categories:

Policies and procedures shall belong to one of the following categories:

- ***Governance:*** pertaining to the daily operations of the College and any guidelines for its Council, committees or working groups and employees; may include human resource management.
- ***Administration:*** outlines the day-to-day functioning of the College employee(s), management of college documents and registration files.
- ***Registration:*** Outlines the requirements and procedures for registration and renewal for College members.
- ***Financial:*** Outlines policies & procedures for accounting, reimbursement of expenses and signing authority.
- ***Continuing competency:*** outlines the requirements and procedures for continuing competency for College members.

Header:

Policies and procedures shall have the following fields in the header: a) policy or procedure title, b) date established, c) category and c) authority.

Referencing:

Policies and procedures shall reference the appropriate sections of the College’s act and regulations that give authority to the policy.

Numbering:

Policies and procedures shall be numbered for easy access and referencing.

Sections:

Policies and procedures shall have the following sections (as appropriate): a) purpose, b) principles, c) policy and/or procedure, d) definitions, e) references, g) outcomes (if applicable), and h) additional sections if deemed necessary, e.g. background, appendices.

Approval Process:

1. Policies and procedures shall be drafted by the Registrar, a committee or working group or by a third-party consultant.
2. Policies and procedures shall have a draft notation until the approval process is complete.
3. The policy categories require the following approvals:
 - a. governance: Council;
 - b. administration: Council;
 - c. registration: Council /Registration Committee;
 - d. financial: Council;
 - e. continuing competency: Council /Continuing Competency Committee.
4. The Council of the College reserves the right to revoke or replace any policies or procedures.

Storage:

1. Approved policies and procedures shall be stored electronically on the College website and on the College hard drive under PEICOT Policies & Standards.
2. Policies and procedures that have been revoked shall have a revoked watermark, shall have the date and reasons they were revoked added to the end, and shall be stored electronically on the College drive under Policies & Standards/Revoked.

Review Period:

1. Policies and procedures shall be reviewed at least once every:
 - a. governance: 3 years;
 - b. administration: 3 years;
 - c. registration: 2 years;
 - d. financial: 2 years;
 - e. continuing competency: 2 years.
2. Policies and procedures shall be reviewed 1 year after initial inception.
3. Policies and procedures may be reviewed earlier if deemed necessary.
4. The Registrar shall keep a review period schedule.

Outcome:

1. An organized collection of policies and procedures with set structure and review periods for use by council or committee members, employees, or College registrants.
2. An effective process for the creation and review of policies and procedures.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 20, 2018	November 25, 2019	September 2022