

Policy Development Committee

Terms of Reference

Preamble

The Faculty of Medicine (FoM) Policy Framework indicates that working groups are to be established for all policies being created or revised within the FoM. The Policy Development Committee is the designated working group for all faculty wide policies.

Purpose

To provide oversight and guidance to the Policy Analyst during policy development.

Membership

- Vice Dean of Medicine
- Chief Operating Officer
- Manager of Academic Affairs
- Policy Analyst

Operations

- The committee shall meet monthly or at the call of the Policy Analyst.
- A written record of decision and action items of the committee will be kept.
- Decisions are achieved by consensus.
- The Terms of Reference of the committee will be reviewed at least every 3 years, or as needed.

Responsibilities

- Ensure a coordinated and consistent process is in place for the development, approval and dissemination of FoM policies, procedures, and guidelines.
- Ensure all processes are compliant Memorial University's Development, Approval and Administration of University Policies document.
- Ensure all Faculty of Medicine policies must be in compliance with existing Memorial University policies and regulations.
- Review faculty wide policies and provide feedback to the Policy Analyst during all phases of policy development/revision.



Faculty of Medicine

- Provide guidance to the Policy Analyst regarding who in the FoM should be involved with specific policy review processes.
- Stay informed of all ongoing policy developments and revisions within the FoM.