Policy Management Workflow

Executive Sponsor

Accountable for substance of policy documents under his/her jurisdiction	Supports and endorses final policy implementation to operational team

Policy Owner

Primarily responsible for content of the policy	Manages movement of the document throughout the review and approval process

Stakeholder Reviewers

Generally SME's and/or those effected by implications of the policy	Clinical policies must have clinical and CEO Review	Legal review as appropriate	SMEs may accept, recommend revisions or decline

Policy Management Committee Members

May access, view and recommend edits throughout the process	May recommend approval

Policy Management Co-Chairs

Can create documents for assigned Policy Owners	Can access and edit all draft documents	Convey and communicate suggested edits, revisions etc.	Provide final approval of documents for publication