

***Appendix M - Policy & Procedure Template***

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| **Policy Name:** |  |
| **Application/**  **Scope:** | [Staff, Faculty Members and Learners of the Rady Faculty of Health Sciences] |
| **Approved (Date):** |  |
| **Review Date:** | 10 years from approval date |
| **Revised (Date):** |  |
| **Approved By:** | Dean’s Council, Rady Faculty of Health Sciences  [Faculty Executive Council/Faculty Council, Rady Faculty of Health Sciences]  [Senate Committee on XX]  [Senate] |

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| 1. | BACKGROUND | |
|  | 1.1 |  |
|  | 1.2 |  |
|  | 1.3 |  |
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| 2. | REASON FOR POLICY | |
|  | 2.1 |  |
|  | 2.2 |  |
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| 3. | POLICY AND PROCEDURE STATEMENTS | | |
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|  | 3.1 |  | |
|  | 3.2 |  | |
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| 4. | **REVIEW AND EFFECT ON PREVIOUS STATEMENTS** | | |
|  | 4.1 | | The Review Date for this Policy and Procedure is ten (10) years from the date it is approved by the Dean’s Council, Rady Faculty of Health Sciences. In the interim, this document may be revised or repealed if:   1. The Dean, Rady Faculty of Health Sciences & Vice-Provost (Health Sciences), with appropriate approvals, deems it necessary or desirable to do so; 2. It is no longer legislatively or statutorily compliant; and/or 3. It comes into conflict with another governing document of the RFHS or the University of Manitoba. |
|  | 4.2 | | If this document is revised or repealed, any related Rady Faculty of Health Sciences documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed. |
|  | 4.3 | | This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document. |
| 5. | POLICY CONTACT | | |
|  | Please contact [ ] with questions regarding this document. | | |