

**OUM Policy and Procedure Committee
Charter**

Effective Date: September 26, 2018

Purpose

The OUM Policy and Procedure Committee (“Committee”) is responsible for reviewing and approving all hospital-wide policies. The Committee shall ensure that policies are properly developed, approved, and implemented, as well as confirm that each document has a plan for communication and education. Committee members shall ensure decisions meet regulatory and/or standard requirements, and conduct research where necessary and appropriate.

Membership & Organization

The OUM Policy and Procedure committee is a standing committee that is chartered by and reports to the SVP Ethics and Compliance Officer (ECO), and chaired by the Director of Ethics and Compliance.

The Committee shall consist of (i) 24 voting seats, each filled by a primary member and an alternate member from each of the selected functional areas, (ii) non-voting members, which consist of OUM senior executive leaders and ex-officio members.

Senior executive leaders serve as a resource for voting members. It is encouraged that they attend the Policy and Procedure committee meetings, but it is not a requirement.

Functional areas include Ancillary, Clinics and Ambulatory, Education, Emergency Nursing, Environment of Care, Ethics & Compliance, Finance, HIM, Human Resources, IT&S, Lab, Nursing OUMC, Nursing OUMC-Edmond, Nursing TCH, Procedural, Pharmacy, Physician/Provider, Quality, Radiology, Regulatory, Risk Management, Safety and Security, Surgical Services, and Supply Chain. Additional functional areas may be added as needed.

Appointment & Vacancies

Primary and alternate members will be nominated by senior executive leaders to represent each functional area. The SVP Ethics and Compliance Officer (ECO) shall provide final appointment approval.

Process for Appointment

- Appointments shall be for a two-year renewable term.
 - Request for nominations shall be sent to senior executive leaders no later than October 1, prior to the end of each two-year term.
 - Nominations for primary and alternate members are due back to the committee chair by November 15.
 - Appointments will be approved by the SVP Ethics and Compliance Officer no later than December 15.
 - New committee members shall begin their role on the committee January 1.
 - In the event that a committee member leaves the organization mid-term (resignation, retirement, termination, etc.), the senior executive leader from the respective area will provide a replacement nominee.
 - Replacement appointment will fulfil the remainder of the current two-year term.
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- In the event that a committee member takes leave of absence, the alternate will serve as voting member until the primary returns.

Meetings

The Committee shall meet monthly, unless otherwise cancelled by the committee chair.

The Committee must have a quorum to conduct business. A quorum shall consist of 80% of voting members. If a primary member is unable to attend, the respective alternate is expected to participate in meetings. If neither are able to attend, the chair must be notified at least twenty-four hours prior to the start of the meeting

Alternate members will not vote unless their respective primary member is unable to attend.

Responsibilities

The Committee shall have the following responsibilities in support and furtherance of the purpose of the Committee:

- Be present and participate in at least eighty percent (80%) of committee activities and reflect the voice of the areas they represent. The expectation is that every member be in attendance in person or by phone.
- Attend ad hoc meetings as scheduled.
- Make decisions that will enhance and streamline the committee structure and its processes.
- Review new and existing policies and procedures and make recommendations.
- Validate policies in Compliance 360 within a week of the policy being submitted for review by the policy owner.
- Mindfully consider patient safety, regulatory requirements and the impact on the organization when validating policies.
- Identify organizational roadblocks within the policy and procedure system.
- Assist OUM P&P chair in meeting the goals set by this committee.