

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES B: Policy System Roles, Responsibilities, and Maintenance **POLICY: 1.001**

POINT PERSON: Director of Standards and Compliance

APPROVED: Superintendent **DATE: MAY 25, 2023**

SELECT ONE:

<input checked="" type="radio"/> New policy attachment	<input type="radio"/> Minor/technical revision of existing policy attachment
<input type="radio"/> Reaffirmation of existing policy attachment	<input type="radio"/> Major revision of existing policy attachment

I. POLICY SYSTEM ROLES, RESPONSIBILITIES, AND MAINTENANCE

A. Policy Coordinator

1. Among other responsibilities, the Policy Coordinator has authority to establish and enforce policy system document review timelines, excluding protocols, to ensure OSH compliance with policy review cycle requirements.
 - a. Once a policy system document has been deleted or made obsolete, it shall no longer be included in the policy review timeline.
 - b. A reinstated policy system document must be reviewed according to the appropriate established review process and timeline.
2. The Policy Coordinator oversees project management of policy system document reviews.
3. The Policy Coordinator maintains a list of vested parties required to be consulted for each policy system document review (excluding protocols).
4. The Policy Coordinator and other designee(s) as determined by the Superintendent must maintain a permanent file of all issued, signed administrative directives, policies, and policy attachments.

B. Department Staff

1. Department Heads are responsible for ensuring protocol updates are tracked and saved in an all-staff-accessible location.
2. Each Department Head must ensure their department maintains a permanent file of the issued, signed department protocols.

B. Point Persons

1. Point Persons are assigned by the Superintendent and are responsible for accuracy and completeness of policy system documents.
2. Point Person change requests must be submitted to and approved by the Superintendent.
3. Point Persons must convene workgroups and consult with all appropriate vested parties on policy system document proposals and updates.
4. Point Persons partner with the policy Writing Team to create draft documents for approval in a consistent, timely manner in accordance with established policy system document processes.
5. Point Persons may contact OSH Policies and Procedures inbox to receive orientation to the role and responsibilities of a Point Person.

C. Policy Writing Team

1. The policy Writing Team (Writing Team) partners with Point Persons and PRP to complete policy system document updates. Policy Point Persons may provide content to the Writing Team based on workgroup and vested party consultation.
2. Writing Team members assist with cross walking suggested content with existing policy, law, and regulation, formatting content, and policy system document language creation/editing.