

OREGON STATE HOSPITAL

POLICY ATTACHMENT

ATTACHMENT B: Regular Policy, Procedure, and Attachment Review Process

POLICY: 1.001

POINT PERSON: Director of Quality Management

APPROVED: Interim Superintendent

DATE: SEPTEMBER 30, 2026

SELECT ONE: ☐ New policy attachment ☒ Revision of existing policy attachment
☐ Reaffirmation of existing policy attachment

RESPONSIBLE PERSON/GROUP	PROCEDURES
Policy Point Person	• Coordinate with the Hospital Policy Analyst to select vested parties who have subject matter expertise. • Draft the document with the analyst and vested parties, integrating initial feedback. • Obtain review from Legal Affairs and Standards & Compliance and incorporate feedback. • Organize and deploy any required training.
Vested Parties	• Collaborate to update language and review policy drafts, ensuring alignment with current practice and regulatory requirements.
Hospital Policy Analyst	• Oversees the full policy review and update process: initiating reviews and conducting regulatory research, drafting with vested parties, managing Legal and Compliance input, coordinating any needed training, securing Superintendent approval, updating storage locations, and notifying staff
Legal Affairs and Standards and Compliance departments	• Review policy system documents to ensure accreditation and legal requirements are met.
Superintendent	• Review, approve, and sign the document(s)