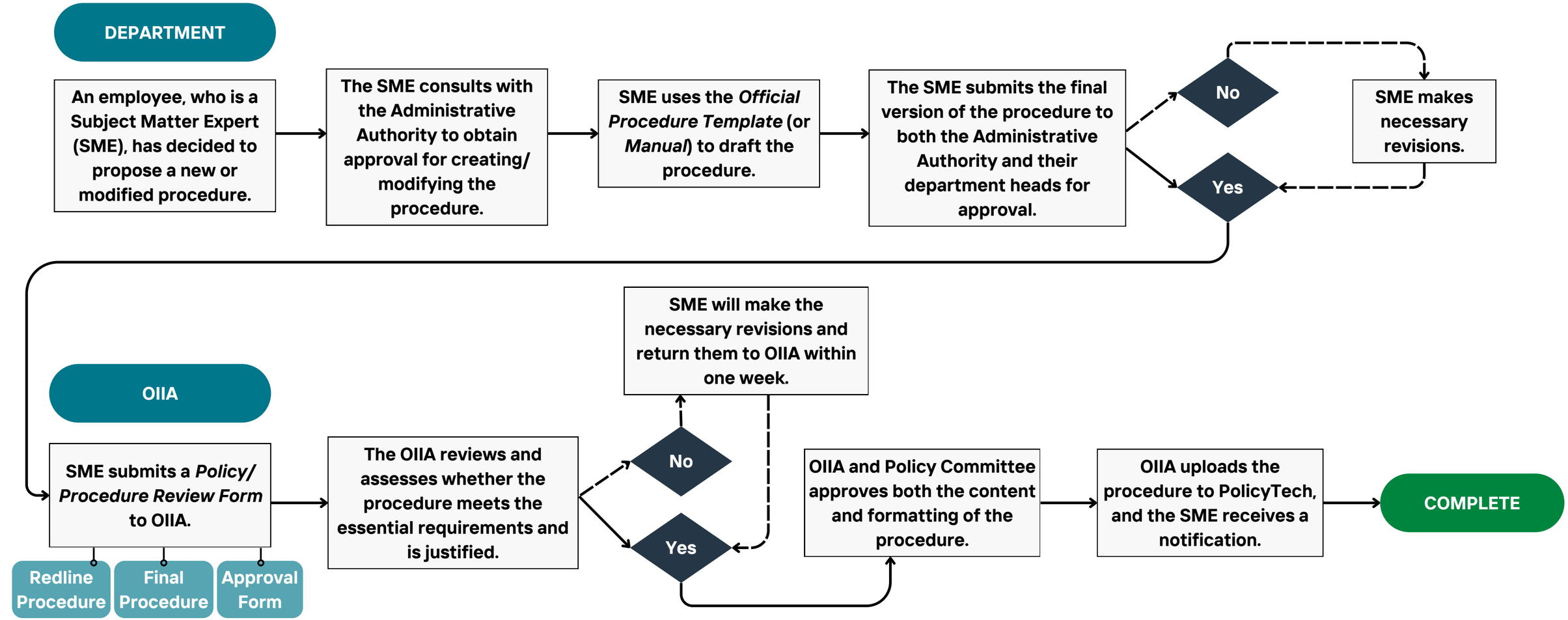
Process diagram:

PROCEDURE APPROVAL PROCESS



Process diagram: **NEW PROCEDURE APPROVAL PROCESS**

Creation

- Determine there is a need for a new procedure.
- Draft the new procedure using the *Official Procedure Template* or *Manual* found online.
- Complete the *Procedure Approval Form* with the Administrative Authority and Department Head to verify the procedure's necessity and alignment with guidelines.

Review

- SME submits Policy / Procedure Review Form to OIIA.
- OIIA determines if procedure meets requirements and is necessary.
- Revisions, if needed, are sent to SMEs for necessary edits.

Feedback

- The Policy Committee will evaluate the procedure and provide their feedback.
- Revisions, if needed, are sent to SMEs for necessary edits.
- OIIA and Policy Committee gives approval of the new procedure.

Publication

- OIIA updates the document details provided in the procedure.
- OIIA uploads and releases the updated version of the procedure into PolicyTech.
- SMEs who submitted the Policy Review Form will be notified when the procedure is published, and they will be provided with direct access links.

Last Updated: 8/18/2025

Process diagram: **PROCEDURE MODIFICATION APPROVAL PROCESS**

Submit

- Determine a procedure needs to be modified.
- Draft the modifications of the current procedure using the *Official Procedure Template* or *Manual*.
- To ensure that the changes are necessary and approved, the SME will complete the *Procedure Approval Form* in collaboration with the Administrative Authority and the Department Head.

Review

- SME submits Policy / Procedure Review Form to OIIA.
- OIIA determines if procedure meets requirements and the change is necessary.
- Revisions, if needed, are sent to SMEs for necessary edits.

Upload

- The SME has verified the effective date and the revision dates for the procedure.
- OIIA updates the document details provided at the in the procedure document.
- OIIA uploads and releases the updated version of the policy into PolicyTech.

Communication

- SMEs who submitted the Policy/Procedure Review Form will be notified when the procedure is published, and they will be provided with direct access links.
- OIIA updates the records to reflect the modifications made.

Last Updated: 8/18/2025