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| Title | Policy Approvals and Modifications |
| Date | May 10, 2024 |
| Applies to | <p>Master of Nursing <i>MN- Primary Health Care Nurse Practitioner (MN-PHCNP)</i> <i>MN – Leadership in Professional Nursing Practice (MN-LPNP)</i></p> <p>Graduate Diploma <i>Primary Health Care Nurse Practitioner – Graduate Diploma Program (PHCNP)</i> <i>Graduate Diploma in Professional Practice, Clinical Leadership and Education</i></p> |

Policies in the School of Nursing are intended to outline standard processes and procedures for the program.

A. Approval

Procedure

1. New policy ideas can be initiated by any member of the School of Nursing.
 - 1.1. Consultation regarding an idea are to be led by a proposer with relevant stakeholders, and will consider the following options to address idea;
 - 1.1.1.Modification to existing policy
 - 1.1.1.1. Proceed to “Modifications” section of this policy.
 - 1.1.2.Development of new policy
 - 1.1.2.1. Proceed to 2.
2. A policy to be drafted by faculty who are members of the School of Graduate Studies with consultation from relevant stakeholders should:
 - 2.1.1.Be drafted on existing School of Nursing policy template.
3. The draft policy is to be brought forward to the Graduate Program Council for approval.
4. An approved policy shall be posted within 7 days of approval to the Graduate Nursing Information SharePoint site.

B. Modifications

This policy sets out the parameters and requirements for modifications to existing policies. Policy modifications are intended to:

- Implement the outcomes of a program review;
- Reflect the ongoing evolution of the program;
- Facilitate improvements in processes and procedures;
- Respond to the changing needs of students, faculty, and staff.
- Respond to changes in entry to practice competencies and professional standards.

Revisions may include substantive changes:

- A change that alters the initial policy intent or objective
- Modifies or adds to the initial policy requirements.
- Procedures for implementing the policy change significantly.
- An initial policy is retired, and a new one is written in its place.



or minor revisions:

- Adding new definitions to increase understanding of the terms of the policy.
- Clarifying points of the initial policy
- Rearranging information for a better flow
- Making corrections such as punctuation or spelling
- Making changes to a procedure to add clarity to a policy's execution.
- Attaching a new procedure to aid in the policy statement's implementation process.
- Adding guidelines

Procedure

All policy revisions are to be brought forward to the Graduate Program Council for approval.

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| Faculty and University/College Policies and Documents |
| Faculty of Health Sciences Policies and Procedures |
| University Policies |
| Senate Policies and Procedures and SGPS Regulations |
| School of Nursing Graduate Policies |