

Start Date: 8/20/2008

Projected End Date: Ongoing with new members invited to join on an annual basis with current members having the option to rotate out.

Policy and Procedure Review and Revision Team Charter – July 2008

The Policy and Procedure Review and Revision Team will review all existing local policies and ensure alignment with the delivery system implemented as of July 2008. This may be achieved thru clarifying, simplifying, and deleting unnecessary and outdated elements. The team is also responsible for identifying and developing new policies required as local processes change and/or regulations are issued. As new policies are developed or existing policies modified, the team will be responsible for moving the policy thru the approval process and for creating a method to communicate and launch the new policy.

This team is accountable to the Systems Alignment Team. Regular updates to that team are expected. Lori Strumpf is the current leader of the Systems Alignment Team. The team is empowered to develop and recommend policies for approval to the Planning and Operations Manager.

Within the first three (3) months it is expected that this team will:

- Review and revise the OJT and customized training policy to ensure alignment with the current delivery system;
- Review the procedures put in place through the new design and identify if supporting policy(s) are necessary;
- Prioritize for review current local policies by understanding the needs of the current delivery structure.