

UConn HEALTH

UConn Health Executive Policy Committee (EPC) POLICY REVIEW FORM

Section A

The individual who presents a policy to EPC for review must be in attendance at meeting. This person will be considered the policy sponsor. Under certain circumstances a policy may be approved electronically.

Name of Policy Sponsor: _____

Name of Policy: _____

New ☐

Revision* ☐

Deletion ☐

When was this policy last revised? _____

***NOTE: IF THIS IS A REVISION, ATTACH A COPY OF THE OLD POLICY AS WELL AS A TRACKED CHANGES VERSION TO THIS DOCUMENT.**

Section B

The following questions must be answered:

1. What occurred to cause the need to either revise or initiate this policy?

2. Was policy reviewed by another committee or others?

Yes ☐

No ☐

If yes, what is the name of the committee or names of others who worked on sponsoring the policy?

Name of committee or others:

3. Are there any other committees/people who have the authority to comment on this policy, and if so, have they? If not, please describe a plan of action to do so. (The EPC will not process a policy that still requires review/approval by others.)

4. Who will sign the policy?

First signatory (required): _____

Title: _____

Second signatory (optional): _____

Title: _____

Third signatory (optional): _____

Title: _____

Section C

If this UConn Health policy also applies in JDH, please specify which section of the HAM (1 – 12):

Section D

Does this policy replace an existing policy? If so, list policy name and number to be removed:

Section E

The individual presenting the policy to EPC is responsible for insuring the policy has been vetted in the right forum(s). Please sign below to certify this is completed.

Signature of policy sponsor: _____

Date: _____

Submit a copy of this form to Angela Marsh utilizing the Submit button below or manually at: amarsh@uchc.edu along with a DRAFT copy of the tracked changes version of proposed policy. Mail a signed copy of this form to the attention of Angela Marsh, Compliance Office, MC 5329.

FOR EPC COMMITTEE USE ONLY:

Compliance	CMHC	Finance Purchasing	HIPAA Privacy	HIPAA Security	HR	IT	Institutional	JDH	ODE
Research		SODM		SOM			UMG		