

POLICY REVIEW COMMITTEE

Terms of Reference

This committee is a standing committee of the NESA BN Programs.

PURPOSE: To consider, develop and review policies and guidelines to guide the faculty, staff, students and administration of the NESA BN Programs.

RESPONSIBILITIES:

- Annually review the policies and guidelines of the NESA BN Programs to ensure that:
 - best evidence, as well as the context, philosophy and values of the NESA BN Programs are reflected
 - program-specific accountability, authority and responsibility are clearly delineated and consistently applied
- Ensure consistency of policies and guidelines between the two institutions, wherever possible. The Committee will also ensure that where there are required areas of divergence by institution, this will be clearly outlined.
- Obtain feedback from faculty, staff and students related to the need for development of new policies/guidelines, or the revision of existing policies/guidelines.
- With the guidance of the leadership of the NESA BN Programs, develop new policies/guidelines in order to address emerging needs or existing gaps in policy.
- Take new policies/guidelines, or those with revisions that are assessed as substantive by the Committee to the NESA Joint Faculty Council for approval.
- Annually review and update the NESA BN Program Policies and Guidelines, and ensure current policies/guidelines are loaded onto the Faculty of Health Sciences NESA BN Program website.
- Annually review *and* update the NESA BN Programs Student Handbook and Faculty Handbook, and ensure current handbooks are loaded onto the Faculty of Health Sciences NESA BN Program website.

Chair: To be appointed by the committee, for a term of no longer than three years, renewable once. Two years as chair and one year as past chair. The new chair will overlap one year with the past chair.

Voting Members:

Members by position:

- Practice Course Coordinator – University of Lethbridge
- Practice Coordinator – Lethbridge College
- Advising

Members at large:

- Two representatives from each institution – University of Lethbridge and Lethbridge College
- One Student representative from Lethbridge College, University of Lethbridge, and BNAD cohort

Reporting:

The committee reports to the NESAs BN Programs Joint Faculty Council and provides a written report in May of each year.

Term:

September 1 to August 31, normally for a three-year term.

Revised by/date:	Approved by/date:
Policy Review Committee: March 20, 2012	Joint Faculty: April 18, 2012
Policy Review Committee: March 27, 2013	Joint Faculty: April 24, 2013
Policy Review Committee: September 2014	Joint Faculty: December 16, 2014