

Scope: The Inter-Professional Policy Committee (IPPC) is charged by the University of Michigan Health System (UMHS) Executive Committee with oversight of all clinical policies, procedures and guidelines (PP&Gs) related to clinical care and operations at the UMHS, including the University of Michigan hospitals, the outpatient/ambulatory clinics and ambulatory surgery centers (and 100%-owned or controlled clinical facilities). The IPPC's scope does not include the UMMS (UM Medical School), UM Nursing School, affiliates, joint ventures, or subsidiaries that are not 100% owned or not controlled by Michigan Medicine. The operations of Metropolitan Hospital and its subsidiaries and affiliates are also excluded. The definitions below were developed by the IPPC to inform their clinical policy governance work.

1. Governance Roles

1.1. PP&G Owner

The Owner is in an administrative/operational/clinical leadership role with oversight for the proposed PP&G. The person in this role is ultimately responsible for managing a PP&G's development/revision (including completeness and accuracy), and is accountable for collaborating to ensure the implementation, operationalization, and maintenance of the PP&Gs that they own.

In some circumstances, the owner may also be the author of a new/revised PP&G if the owner also has subject matter expertise and is close to the work described in the PP&G. Ownership of a PP&G is tied to a *role* rather than an individual. Provisions will be made to transfer ownership to another appropriate owner if the original owner is no longer able to fulfill the role.

1.2. PP&G Author(s)

An author is a subject matter expert (SME) who may identify the need for a new/revised policy, procedure or guideline, receives approval from the owner to develop it, writes it (often in collaboration with relevant stakeholders), and serves as a resource throughout the approval, monitoring and review processes. They may also assist with the development and execution of the implementation (including communication and training) plan.

In some circumstances, the author may also be the owner of a new/revised PP&G if the author is a leader with the ability to maintain oversight of the PP&G throughout its lifecycle. Authorship is tied to a *role* rather than an individual. Provisions will be made to transfer authorship ongoing responsibilities to another appropriate SME if the original author is no longer able to fulfill the role.

1.3. Implementation Leader

The Implementation Leader is charged by the Owner to develop and execute all aspects of activating a new or significantly revised PP&G (either individually or by leading a team). This person may be the Author or someone else who is close to the daily work, but has the responsibility to implement operational changes.

Provisions will be made to transfer the implementation leader's ongoing responsibilities to another appropriate individual if the original implementation team leader is no longer able to fulfill the role.

1.4. Stakeholder

Any individual or group(s) who are affected by or have an effect on the PP&G being developed.

Other Definitions

1.5. Effective Date

The effective date is the date that it is expected that staff will begin using the new PP&G. For some PP&Gs, the effective date will be the same as the approval date. However, for many PP&Gs, the effective date will be delayed for a designated, limited period of time following the approval date to allow for the Implementation Plan to be executed. Delaying the effective date of the PP&G should not delay the approval process for the PP&G. The new/revised PP&G will be posted/activated in PolicyStat on the effective date.

1.6. Approval Date

The approval date is the date that the PP&G completed its approval pathway and was approved by its approval body/bodies.

1.7. Exhibit

An exhibit is something that is referred to and attached to the document and so that the reader can see it for themselves. Making something an exhibit makes it part of the document, something to be considered and that is thought to be essential to the document.

1.8. Appendix

An appendix is attached at the end to supplement the document, usually for references (so it's a list of similar things, a bibliography, a study, etc.). An appendix is typically not referenced within the body of the PP&G. You don't have to read the appendix to be able to understand the document. It is additional reference information.