

**Policy Name:** Establishing and Maintaining School Policies and Procedures - SOMI  
**Policy Number:** ADM 1.01  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 12/1/2024  
**Version:** 2.2  
**Policy Status:** Approved

## I. Policy

Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) establishes and maintains policies and procedures to establish clear guidance for its business and academic practices.

## II. Purpose

The purpose of this policy is to establish a uniform method for the creation and/or updating of policies and procedures for the School.

## III. Scope

The policies of SOMI include only those policies and procedures that are generally applicable to more than one department or level of the School. Matters affecting only one department or office are not considered to be within the scope of this policy.

## IV. Definitions

**Policies** – statements of management philosophy and guidelines established to provide direction and assistance to the campus community in the conduct of the affairs of SOMI.

**Procedures** – statements that delineate specific actions to be taken to adhere to established policies, allowing for orderly implementation of those policies.

## V. Policy Details

The Richmond Higher Education Institutions Leadership team (RLT) will be responsible for review of all policies. The Director of Compliance and Risk Management is responsible for facilitating and overseeing the review for correct form, formatting, and consistency of the policies across all divisions of the School. Policies are assigned to the appropriate RLT member as “owner” and are reviewed on a three-year cycle, or more frequently if the situation or the policy content dictates. Any recommendations for content change will be presented to the RLT. Final approval of all policies rests with the RLT.

**VI. Attachments**

SOP: Establishing Policies and Procedures

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	5/10/2015	Initial Policy	CDDAA
2.0	3/4/2022	New Template & Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA
2.2	11/20/2024	Updated Policy Ownership & Policy Language Alignment	RHEI Leadership Team