

Policy Title	Establishing and Maintaining School Policies and Procedures
Policy Number:	ADM 1.01
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. 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.

III. 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.

IV. 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.

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. 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.

VII. Attachments

SOP: Establishing Policies and Procedures

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/10/2015	N/A	Initial Policy	N/A	CDDAA

2.0	3/4/2022	N/A	New Template & Revisions	N/A	CDDAA
2.1	8/1/2023	N/A	New Template	N/A	CDDAA
2.2	11/20/2024	N/A	Updated Policy Ownership & Policy Language Alignment	N/A	RLT
1	3/15/2026	3/15/2029	Revisions /Version Changed – BSMH Template Adopted	2.2	RLT

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.