

# Policy and Procedure Development and Management Policy

## 1. Introduction

Policy and procedure have critical roles in the operation of an organization. These documents are the link between an organization's strategic vision, mission, and mandate, and its governance and operational activities.

The Council may establish policies and procedures for the College of Acupuncturists of Alberta (the College) on any subject that affects the College. Also, the Chief Executive Officer may define policy and procedure for all duties and responsibilities as designated by the Council.

College policies establish clear expectations and limits for actions and, along with the *Health Professions Act* (the Act), associated regulations, and the College bylaws, form the foundation for College decisions.

Policies and their associated procedures provide information to the Council, regulated members, College management, employees, and contractors regarding the College's philosophy, direction, or expected behaviors, and required actions.

## 2. Purpose

This policy has been established to provide a consistent, integrated, and managed approach for the initiation, development, approval, implementation, and review of all College policies and procedures.

The establishment of this policy and associated procedure helps ensure that policies and procedures are developed and managed in a consistent manner that considers and ensures:

- alignment with the Act, the Acupuncturists Profession Regulation, the College bylaws, and other College policies and procedures;
- compliance with legislation;
- engagement of appropriate subject matter experts to provide content;
- diligence in conducting research to understand and apply best practices where appropriate;
- consultation with appropriate stakeholders to facilitate acceptance and ensure that all appropriate matters are heard and considered; and
- consistency in presentation to help readers understand document contents.

### 3. Definitions

**Employee:** means a person engaged by the College to perform a service in accordance with an employment agreement.

**Policy:** means an approved written statement of philosophy, direction, or expected behaviors that provides guidance or information to all regulated members, members of Council, committee members, College management, and employees in managing, administering, and complying with the activities of the College.

**Procedure:** means an approved written statement of specific actions to be taken to enable the achievement of a specific policy.

### 4. Policy

4.1 All new and revised College policies and procedures are to be initiated, developed, approved, and managed in accordance with:

4.1.1 The actions specified in the Policy and Procedure Development and Management Procedure, and consideration of the following:

4.1.1.1 Policies and procedures will:

4.1.1.1.1 be developed, implemented, revised, and managed as a planned activity allowing for appropriate due diligence through a consistent and transparent process;

4.1.1.1.2 be periodically reviewed to remain current, relevant, and aligned with the College's mandate and role within the Act;

4.1.1.1.3 not overlap or contradict other College or Government of Alberta policies or procedures;

4.1.1.1.4 comply with all appropriate legislative and legal requirements;

4.1.1.1.5 reflect the needs of the College and regulated members; and

4.1.1.1.6 be accessible on the College's external website.

4.1.1.2 The policy and procedure development process will ensure that:

4.1.1.2.1 impacts, benefits, and risks of new or revised policy or procedure are identified and understood during the approval process;

4.1.1.2.2 implementation is supported by an appropriate implementation and communications plan that addresses required change management, education, and training; and

4.1.1.2.3 appropriate consultation prior to approval and implementation takes place with, at a minimum, directly affected stakeholders.

- 4.1.2 Exceptions to this policy and associated procedure, that are required to address unique situations in a timely manner, may be approved on a case-by-case basis by the Council for corporate governance policies and procedures, or the Chief Executive Officer for operations policies and procedures.

## 5. Authority

This policy is established under the authority of Section 6 of the *Health Professions Act* and Article 4.1 of the College bylaws.

## 6. Scope

This policy applies to all members of the College, members of Council and committees, and College employees.

## 7. Related Policies and Procedures

- G.1.7.1 Policy and Procedure Development and Management Procedure

## 8. Version History

Date	Notes
August 13, 2022	New policy
June 24, 2025	Update Executive Director to Chief Executive Officer