Texas Tech University Health Sciences Center El Paso
Institutional Compliance Procedure

Procedure: Posting Policy Revisions to the Compliance Website	**Procedure #:** HSCEP OP 10.01, PRO A
Effective Date: November 1, 2023	**Last Revision Date:**
References: HSCEP OP 10.01, Operating Policies and Procedures for TTUHSC El Paso	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhsc.edu/compliance/	

Policy Statement

The compliance department will post new compliance policies and revised compliance policies to the compliance website in a redline format to alert all faculty, staff and students of changes to existing policy or the creation of new policy.

Scope

This procedure applies to all Texas Tech University Health Sciences Center El Paso compliance staff members.

Procedure

1. Compliance staff will review compliance department policies and procedures in accordance with the requirements of the "Review" section of each policy/procedure.
    a. Policies that require review by an individual who is not a compliance department team member will be forwarded to those individuals within the appropriate review timeframe.
    b. The review process will be tracked utilizing the policy spreadsheet associated with the compliance staff members' annual work plan.

2. Once the policy or procedure has been reviewed by all required reviewers and the appropriate committee has approved the revisions of the new policy; the redline version will be posted to the compliance website.
    a. The compliance website URL is: https://elpaso.ttuhsc.edu/compliance/

3. The designated compliance staff member will complete a SysAid ticket requesting that the new or revised policy/procedure be posted to the, "Newly Updated Policies" section of the compliance website.

4. The individual that creates the SysAid ticket will create a second SysAid ticket requesting that the new/revised policy notification be added to Tech Talk to alert all faculty, staff and students of a new/revised policy.

    a. The Tech Talk announcement will contain the URL of the location of the new/updated policy/procedure.

5. The individual that creates the SysAid ticket will create a calendar invite on their own calendar to remind themselves to create a second SysAid ticket requesting that the updated policy be removed from the compliance website after it has been posted for 60 days.

Frequency of Review

This procedure will be reviewed during the month of November of each odd-numbered year by the designated Compliance personnel.

Review Date:
Revision Date: