



## 1 PURPOSE

- 1.1 This document describes the policies and procedures for developing, implementing, and revising policies and procedures for the UW Institutional Review Board (IRB) and the Human Subjects Division (HSD).

## 2 POLICIES

- 2.1 HSD has and maintains written policies and procedures for the major functions of the UW IRBs and HSD. As required by federal regulations, this includes procedures which the IRB will follow for:
  - 2.1.1 Conducting its initial and continuing review of research and for reporting its findings and actions to the investigator and institution;
  - 2.1.2 Determining which projects require review more often than annually and which projects need verification from sources other than the investigators that no material changes have occurred since previous IRB review; and
  - 2.1.3 Ensuring prompt reporting to the IRB of proposed changes in a research activity, and for ensuring that such changes in approved research, during the period for which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to subjects.
- 2.2 HSD and IRB policies and procedures must be consistent with:
  - 2.2.1 Applicable federal and state regulations;
  - 2.2.2 The terms of the UW's Federalwide Assurance (FWA);
  - 2.2.3 UW Executive Order No. 24.
- 2.3 The HSD Director has delegated authority from the Vice Provost of Research to develop, implement, and revise policies and procedures for the IRB and HSD (Reference 7.3).
  - 2.3.1 The HSD Director is expected to consult with other UW offices, groups, and individuals in developing policies and procedures, and in interpreting regulations and regulatory guidance.
- 2.4 As established by the Vice Provost for Research (Reference 7.3), policies must have the written concurrence of the Institutional Official listed on the UW's FWA.
- 2.5 Procedures should provide sufficient step-by-step description with key operational details so that an independent observer can understand how HSD and the IRB operate and conduct their major functions.

# Policy Document Template

**William Stallings**



## **Policy Document Template:**

Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Laboratory Policies and Processes Using Templates Project Management and Six Sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program The templates span the entire project life cycle from initiation to planning to execution to monitoring and finally to closure The book also examines how Six Sigma concepts can be used to optimize laboratories and contains templates that cover administrative issues quality assurance sample control and health and safety issues In addition there is a section of criteria files that relate the individual document templates to specific accreditation criterion Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved Therefore a stringent quality assurance program including well documented policies and a procedure manual is essential Ensuring that laboratories meet the standards of ISO 17025 this volume is a critical component of any laboratory s accreditation process

**Information Security Policies, Procedures, and Standards** Douglas J. Landoll, 2017-03-27 Information Security Policies Procedures and Standards A Practitioner s Reference gives you a blueprint on how to develop effective information security policies and procedures It uses standards such as NIST 800 53 ISO 27001 and COBIT and regulations such as HIPAA and PCI DSS as the foundation for the content Highlighting key terminology policy development concepts and methods and suggested document structures it includes examples checklists sample policies and procedures guidelines and a synopsis of the applicable standards The author explains how and why procedures are developed and implemented rather than simply provide information and examples This is an important distinction because no two organizations are exactly alike therefore no two sets of policies and procedures are going to be exactly alike This approach provides the foundation and understanding you need to write effective policies procedures and standards clearly and concisely Developing policies and procedures may seem to be an overwhelming task However by relying on the material presented in this book adopting the policy development techniques and examining the examples the task will not seem so daunting You can use the discussion material to help sell the concepts which may be the most difficult aspect of the process Once you have completed a policy or two you will have the courage to take on even more

tasks Additionally the skills you acquire will assist you in other areas of your professional and private life such as expressing an idea clearly and concisely or creating a project plan

**How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements** Stephanie L. Skipper, 2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

**Policy Templates with Gatekeeper for Kubernetes** William Smith, 2025-08-20 Policy Templates with Gatekeeper for Kubernetes Policy Templates with Gatekeeper for Kubernetes is an authoritative and comprehensive guide for practitioners seeking to master policy automation in cloud native environments Through an in depth exploration of the policy as code paradigm this book charts the evolution of Kubernetes policy management articulating both foundational principles and advanced techniques Readers will gain a clear understanding of the Open Policy Agent OPA ecosystem and how Gatekeeper can be deployed to secure govern and automate Kubernetes clusters at scale The book methodically covers core architecture concepts hands on deployment with leading tools and the nuanced authoring of reusable ConstraintTemplates using the powerful Rego language Real world patterns for policy composition validation and automated remediation are detailed alongside strategies for CI CD integration and large scale operational monitoring Advanced sections provide battle tested advice for policy testing troubleshooting performance optimization and supporting continuous compliance across multi tenant regulated and federated environments Whether you are responsible for cluster security compliance or operational governance this book equips you with practical templates best practices and forward looking insights You will discover how to achieve robust governance seamless policy delivery and effective collaboration within your organization all while preparing for future challenges in Kubernetes security auditing and

automation Policy Templates with Gatekeeper for Kubernetes is an indispensable resource for organizations embracing policy as code to drive compliance and operational excellence in cloud native platforms **The Complete Company**

**Policies** Ian Long,2024-03-29 This book is about a much neglected but essential element of the success of any business company policy This is a comprehensive guide to determining what policies your company needs and how to draft and approve the relevant documents and implement them throughout the organization From anti bribery laws to data privacy and health and safety your business is faced with a range of legal and regulatory obligations that must be identified and documented properly These obligations must be addressed for internal and external stakeholders The task of identifying and documenting effective policies is an essential step in establishing good corporate governance and ultimately a culture of compliance These policies in turn provide a solid foundation for the reputation and commercial success of the organization and form an essential bridge between the company s strategy and the various procedures needed to carry it out With many useful templates and practical examples this book will help you to ensure the accuracy and completeness of your policy documents It covers all areas of your business including financial reporting anti money laundering anti fraud conflicts of interest data privacy and security remote working social media whistleblowing and more This book will be useful to company directors company secretaries and senior managers and their advisers including consultants auditors and solicitors It will be particularly relevant to any business that needs to create or review their policies in light of current regulations and standards

*Language Policy in Business* Elisabeth Barakos,2020-11-15 Language Policy in Business Discourse ideology and practice provides a critical sociolinguistic and discursive understanding of language policy in a minority language context Focusing on Welsh English bilingualism in private sector businesses in Wales the book unpacks the circulating discourses ideologies and practices of promoting bilingualism as a sociocultural and economic resource in the globalised knowledge economy It sheds light on businesses as ideological sites for struggles over language revitalisation which has been characterised by tensions and discursive shifts from essentialist ideologies about language identity nation and territory to an increased commodification of bilingualism The book is premised on the understanding that language is a focal point for articulating and living out historical power relationships and inequalities and that language policy processes are never apolitical It adds to a body of literature about bilingualism in minority language contexts and more broadly about how the fields of politics business and society are inextricably related **Operational Templates and Guidance for EMS Mass Incident Deployment**

Federal Emergency Management Agency,U.S. Fire Administration,2012-06 Emergency Medical Services EMS agencies regardless of service delivery model have sought guidance on how to better integrate their emergency preparedness and response activities into similar processes occurring at the local regional State tribal and Federal levels The primary purpose of this project is to begin the process of providing that guidance as it relates to mass care incident deployment While not a comprehensive guidance document this project should serve as a foundation for further development of EMS specific policies

and templates that improve EMS readiness to manage the full spectrum of hazards that face their communities *Security Policies and Implementation Issues* Robert Johnson, Chuck Easttom, 2020-10-23 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES *Security Policies and Implementation Issues* Third Edition offers a comprehensive end to end view of information security policies and frameworks from the raw organizational mechanics of building to the psychology of implementation Written by industry experts the new Third Edition presents an effective balance between technical knowledge and soft skills while introducing many different concepts of information security in clear simple terms such as governance regulator mandates business drivers legal considerations and much more With step by step examples and real world exercises this book is a must have resource for students security officers auditors and risk leaders looking to fully understand the process of implementing successful sets of security policies and frameworks Instructor Materials for *Security Policies and Implementation Issues* include PowerPoint Lecture Slides Instructor's Guide Sample Course Syllabus Quiz Exam Questions Case Scenarios Handouts About the Series This book is part of the Information Systems Security and Assurance Series from Jones and Bartlett Learning Designed for courses and curriculums in IT Security Cybersecurity Information Assurance and Information Systems Security this series features a comprehensive consistent treatment of the most current thinking and trends in this critical subject area These titles deliver fundamental information security principles packed with real world applications and examples Authored by Certified Information Systems Security Professionals CISSPs they deliver comprehensive information on all aspects of information security Reviewed word for word by leading technical experts in the field these books are not just current but forward thinking putting you in the position to solve the cybersecurity challenges not just of today but of tomorrow as well [SharePoint 2013](#) Errin O'Connor, 2014 Covers SharePoint 2013 Office 365's SharePoint Online and Other Office 365 Components In *SharePoint 2013 Field Guide* top consultant Errin O'Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O'Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365's SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud *SharePoint 2013 Field Guide* will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It's like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24-36 month roadmap reflecting initial

requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Digital Accounting Ashutosh Deshmukh,2006-01-01 This volume provides a foundation in digital accounting by covering such fundamental topics as accounting software XBRL eXtensible Business Reporting Language and EDI The effects of the Internet and ERP on accounting are classified and presented for each accounting cycle along with a comprehensive discussion of online controls

Pro SharePoint 2010 Development for Office 365 Dave Milner,Bart McDonough,Paul Stork,2012-12-31 It s no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations

How to Achieve 27001 Certification Sigurjon Thor Arnason,Keith D. Willett,2007-11-28 The security criteria of the International Standards Organization ISO provides an excellent foundation for identifying and addressing business risks through a disciplined security management process Using security standards ISO 17799 and ISO 27001 as a basis How to Achieve 27001 Certification An Example of Applied Compliance Management helps a

*Information Rights* Philip Coppel KC, 2023-09-21 An essential addition to the bookshelf of any practitioner who has to consider information rights however often The book is the best kind of practitioner text practical and clear but also scholarly thoughtful and analytical Sarah Hannett KC Judicial Review Retaining the position it has held since first publication this is the 6th edition of the leading practitioner text on all aspects of information law The latest edition includes a substantially enlarged set of chapters on appeals enforcement and remedies as well as covering over 250 new judgments and decisions published since the last edition Information Rights has been cited by the Supreme Court Court of Appeal and the Tribunals and is used by practitioners judges and all those who practise in the field including journalists The new edition maintains its style of succinct statements of principle supported by case law legislative provisions and statutory guidance The work is divided into 2 volumes Volume 1 is a 1 500 page commentary with a comprehensive coverage of the data protection regime freedom of information and environmental information law as well as other rights of access to official information such as local government legislation and the Public Records Act There is detailed coverage of appeal and regulatory procedures Volume 2 comprises extensive annotated statutory material including the DPA 2018 the UK GDPR FOIA Tribunal rules and statutory guidance Contributors James Findlay KC Olivia Davies John Fitzsimons Richard Hanstock and Dr Christina Lienen all of Cornerstone Barristers Antony White KC Sarah Hannett KC Sara Mansoori KC and Aidan Wills all of Matrix Chambers Aidan Eardley KC and Clara Hamer both of 5RB Rupert Bowers KC and Martin Westgate KC both of Doughty Street Chambers Henry King KC and Bankim Thanki KC both of Fountain Court Chambers James Maurici KC and Jacqueline Lean both of Landmark Chambers Gemma White KC Blackstone Chambers Oliver Sanders KC 1 Crown Office Row Saima Hanif KC 3VB Jennifer Thelen 39 Essex Chambers and Simon McKay McKay Law [SharePoint 2013 Field Guide](#) Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial



requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Policy Alienation and the Power of Professionals Lars Tummers, 2013-01-01 Tummers book resurfaces alienation as an established and useful concept but also as a forgotten and ignored reality Shifts in policies affect the meaning of these policies and reforms affect power balances The analyses in this book are crucial to help understand why policies fail and why there is resistance to change Tummers coins policy alienation as an increasingly indispensable concept Reforms would have been different if Tummers analysis on powerlessness and meaninglessness was more taken into account Geert Bouckaert Katholieke Universiteit Leuven Belgium and former President of the European Group for Public Administration Lars Tummers has written a must read book While systemic changes ushered in by market oriented reforms have received attention little is known about the plight of the individual in modern bureaucracies Tummers presents a masterful and authoritative account of policy alienation that public service professionals experience The breadth and depth of Tummers s scholarship is impressive This book has something of value for everyone from the casual reader to public management scholar Sanjay K Pandey The State University of New Jersey US Why do public sector professionals resist change Tummers offers a compelling account of the alienation of professionals following new public management reforms This timely and methodologically innovative book shows public managers how to implement organisational change and provides scholars with a set of new measurement scales Policy Alienation and the Power of Professionals is a must read for anyone who wants to understand how professional organisations operate and why professionals resist some changes while embracing others Steven Van de Walle Erasmus University Rotterdam the Netherlands Professionals often have problems with governmental policies they have to implement This ranges from Israeli teachers striking against school reforms via British civil servants quitting their jobs as they have problems with New Public Management reforms focused on cost cutting to US healthcare professionals feeling overwhelmed by a constant flow of policy changes resulting in tensions conflicts and burn outs This eloquent book by Lars Tummers develops a framework to understand these important issues with policy

implementation using the innovative concept of policy alienation Policies in healthcare social security and education are analyzed The conclusions challenge the common assertions regarding the reasons why professionals resist policies For instance the impact of professional influence often viewed as an end in itself is nuanced Lars Tummers reveals that it is far more important for professionals that a policy is meaningful for society and for their clients than they have an influence in its shaping Policy Alienation and the Power of Professionals is essential for public administration scholars policymakers change managers and professionals To improve its academic and practical significance a policy alienation questionnaire is developed to measure the degree of policy alienation felt by implementers This instrument can be used to first understand and then improve policy performance in various settings

Security Program and Policies Sari Stern Greene,2014 This is a complete up to date hands on guide to creating effective information security policies and procedures It introduces essential security policy concepts and their rationale thoroughly covers information security regulations and frameworks and presents best practice policies specific to industry sectors including finance healthcare and small business Ideal for classroom use it covers all facets of Security Education Training Awareness SETA illuminates key concepts through real life examples

*Microsoft Exchange Server 2013 Unleashed* Rand Morimoto,Michael Noel,Guy Yardeni,Chris Amaris,Andrew Abbate,2013 Presents information on the design implementation migration and administration of a Microsoft Exchange Server environment

*IT Service Management: ISO/IEC 20000 1:2018 - Introduction and Implementation Guide - Second edition* Dolf van der Haven,2020-10-26 The revised standard for Service Management ISO IEC 20000 1 2018 is the third version of the international standard for service management replacing the 2011 edition It provides requirements for the planning design transition delivery and improvement of a Service Management System which is the coordinated set of policies processes organisational structure and people to manage services This book introduces the ISO IEC 20000 1 standard as well as providing extensive practical advice on implementing an SMS that conforms to the requirements It does so by referring to the ISO IEC 20000 1 2018 documentation toolkit which is separately available and contains dozens of templates that allow you to provide the documented evidence necessary

**Practical SharePoint 2013 Enterprise Content Management** Steve Goodyear,2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your organization s needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization s information within SharePoint collaborating on transitory content and capturing and controlling your records You ll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and

understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM

**Integrative Document & Content Management** Len Asprey, Michael Middleton, 2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution's business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere

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