

Departmental Review Steps

The departmental review follows these steps:

- The department designee(s) is emailed a questionnaire that has direct correlation to the procedure.
- The questionnaire is completed and returned by an assigned date.
- The reviewer assesses the questionnaire and adds comments.
- The reviewer also assesses the department's web pages, if necessary, by examining the practicality and functionality of each hyperlink.
- A final meeting is scheduled to discuss the results of the review; to determine compliance or non-compliance with procedures; and to listen to comments from the designee.
- If the department is found to be non-compliant, a plan of action is initiated with a determined completion date.
- A findings acknowledgement is signed by the designee and the reviewer to verify findings are discussed; issues or risks are identified; a plan of action is addressed, if needed; and a completion date for resolution of non-compliant issues is determined.

