

Request to Include Non-IHOP Policies and Practice Standards on the Institutional Handbook of Operating Procedures (IHOP) Web Site

The Policies and Procedures web site provides a comprehensive search engine that benefits all of UTMB in understanding operations and expectations specific to departments and programs.

This form must accompany any information to be included on this site to ensure that stakeholders have had an opportunity for input and that the respective administrator for the department or program has given approval.

Has the area supervisor or department head approved this policy? Yes No

Signature of supervisor/department head

Does this policy impact other work areas? Yes No

Has input and agreement been obtained from those other work areas? Yes No

Departments/Individuals/Committees having input: _____

Name of Department Head/Committee Chair _____