YSM Policy and Procedure Process & Document Management Solution

Andrea TenBrink, Senior Director, Compliance
Parami Hettiarachchi, Senior Policy Analyst

Introductions

ANDREA TENBRINK, CHC, CHPC, MHA
Senior Director Compliance, In November 2021, Andrea accepted the role of senior director compliance for Yale School of Medicine. This role reports to Arnim Dontes, deputy dean of finance & administration. Andrea previously served as the compliance and privacy officer for a health system in southern Oregon and is passionate about operationalizing data-driven compliance programs that focus on creating cultures of open communication, collaboration, and risk prevention. Andrea received her BA in Italian language and literature from Smith College and her Master of Healthcare Administration from USC. Andrea can be reached at (203) 214-0295 or andrea.tenbrink@yale.edu.

PARAMI HETTIARACHCHI
Senior Policy Analyst, Parami has worked for Yale Medicine as a pre-award administrator since 2018. This role will serve as oversight for the Yale School of Medicine Document Control Program. The program will ensure that policy, procedure, and guidelines are properly vetted through various governance structures, posted on an internal accessible site, and reviewed for accuracy on a routine basis. Parami can be reached at parami.mh@yale.edu.

Why Document Management Matters?

DOJ/OIG Policy Expectations

Patient Safety/Employee Accountability

Risk-Litigation/Exposure

Prior State

Non-centralized documents

Non-standardized format or review cycle

Issues with finding and accessing documents

Issues with document awareness

Conflicting and duplicate versions

Document content quality issues

Document category issues

Team Approach

- **Thomas Maddalena**, Senior Director, Continuous Improvement
- **Paul Harkins**, Project Manager, Continuous Improvement
- **Henry Ung**, Manager, Continuous Improvement
- **Jennifer Mulligan**, Senior Director, Finance and Administration
- **Brian Rebeschi**, Executive Director, YSM Business Operations
- **Jess Caponigro**, Controller, YSM
- **Gina Kozak**, Associate Controller, YSM
- **Jill Ely**, Director, YSM Research Administration
- **Alison Valentino**, Asst Director, Compliance & Optimization
- **Michael Jarosz-** Associate Director, University Policy and Compliance
- **Lena Smith Parker**, Senior Program Leader and Relationship Manger
- **Parami Hettiarachchi**, Senior Policy Analyst, YSM
- **Andrea TenBrink**, Senior Director, Compliance

Proposed YSM Document Control Process

University Level Stays

- Alignment with approval process (policy committee and operations input).
- Alignment with policy- not conflicting
- Alignment with template structure and terminology

YSM Document Control

- Improvement on accessibility and search functionality
- Improvement on review/approval process
- Difference on review cycle (3 year vs 5)

Naming Conventions

Policy

Standard Operating Procedures (SOPS)/Procedure

Guidelines

Bylaws

Forms

Reference Materials

Template/Structure

Yale SCHOOL OF MEDICINE

Procedure for the Nomination and Renewal of Endowed Professorships within Yale School of Medicine

Responsible Office:	Academic Affairs
Responsible Official:	Deputy Dean, Academic Affairs
Policy Sponsor:	Linda Bockenstedt, Anna Maria Hummerstone, Paul Greeley
Document Administrator:	Parami Hettiarachchi
Date of Origin:	05/19/2020
Approval Date	05/19/2020
Effective Date:	05/19/2020

Contents

1. Nomination
2. Terms of Appointment & Renewal
3. Review of endowed professorships awarded prior to 2020

Scope

This procedure applies to the Faculty at the Yale School of Medicine.

1. Nomination

1. The Office for Finance will provide the Dean a list of open endowed professorships and their indentures at least once a year in January.
2. Department chairs may nominate faculty for department-held endowed professorships. In consultation with the Dean or Deputy Deans for Scientific Affairs, they may also nominate faculty for centrally held endowed professorships for which the indenture is relevant to their department.
3. In addition, on an annual basis, the Dean of YSM will review with department chairs all faculty at the rank of professor on the traditional and clinician scholar tracks who do not hold an endowed chair to identify candidates for centrally held endowed professorships. Criteria will include national recognition, the impact of work, grant funding, publications, and other programmatic considerations. A goal is to identify faculty for recognition proactively.
4. Offer or retention letters that include the offer of an endowed professorship must contain the following language:

   You will be appointed the XXXXX Professor of XXX, subject to appointment to the faculty [if relevant] and to approval by the Corporation of Yale University. This endowed professorship pays approximately XXXXX per year, depending on institutional investments, which can be put toward your salary and benefits first and then other needs. All named professorships in the School of Medicine are for ten-year renewable terms.

5. At the time of nomination, the chair will submit a packet to the Dean for approval. The nomination packet should consist of a nomination letter, the CV of the nominee, three letters of recommendation from outside the institution, a list of other faculty in the department at the same rank who do not hold an endowed professorship, and a brief statement as to why the chair is nominating that faculty member specifically. Examples might include: Recognition of the faculty member will preempt recruitment elsewhere or the faculty member's research uniquely fits the indenture of the endowed professorship. At the time of nomination, the chair will convey the names of faculty members at the rank of professor and outside the department who might serve as consultants to the Dean.

   For nominees who have been recruited from outside Yale, the same recommendation letter may serve for the appointment process and for the nomination. For nominees who have been

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Mirroring University Template

Display YSM or YM logo

Document Sections (Complete over time)

Document Groups

Governance
- All YSM related Bylaws

Faculty
- OAPD & Academic/Faculty Affairs Policies & Procedures to be added at later date. Initial navigation will be via a widget on landing page.

Education
- **MD EDUCATION:** Included in document uploading and will be part of go-live. Will have header and footer but not YSM template until after accreditation.
- PA Education: Phase 2
- MHS Program: Phase 2

Research
- **YCCI**: Included in upload but no documents ready for publication. Will be templated on YSM templates.
- Basic Science Phase 2
- Post Doc and other trainees from Graduate School Phase 2

Clinical
- **Yale Medicine Administration:** Included in document uploading and will be part of go-live. Will be templated on YSM templates.
- **Yale Medicine Practice Standards:** Included in document uploading and will be part of go-live. Will have header and footer but not YSM template until later date.

Finance & Administration
- **F&A Operations & Finance**: Included in document uploading and will be part of go-live. Will be templated on YSM templates.
- **YSM Communications:** Included in document uploading and will be part of go-live. Will be templated on YSM templates.

Website Wayfinding

Solution Navigation- Front User Benefits

Solution Navigation- Licensed User Benefits

PolicyTech™ User Roles

1 Owner

2 Writers

3 Reviewers

4 Approvers

5 Assignees

Owner
- Create content and setup workflow
- Manage revisions

Writers
- Create Content
- Collaborate

Reviewers / Approvers
- Content Experts / Responsible for Content
- Accept or Revise

Assignees
- Search and browse published content
- Attest to approved content
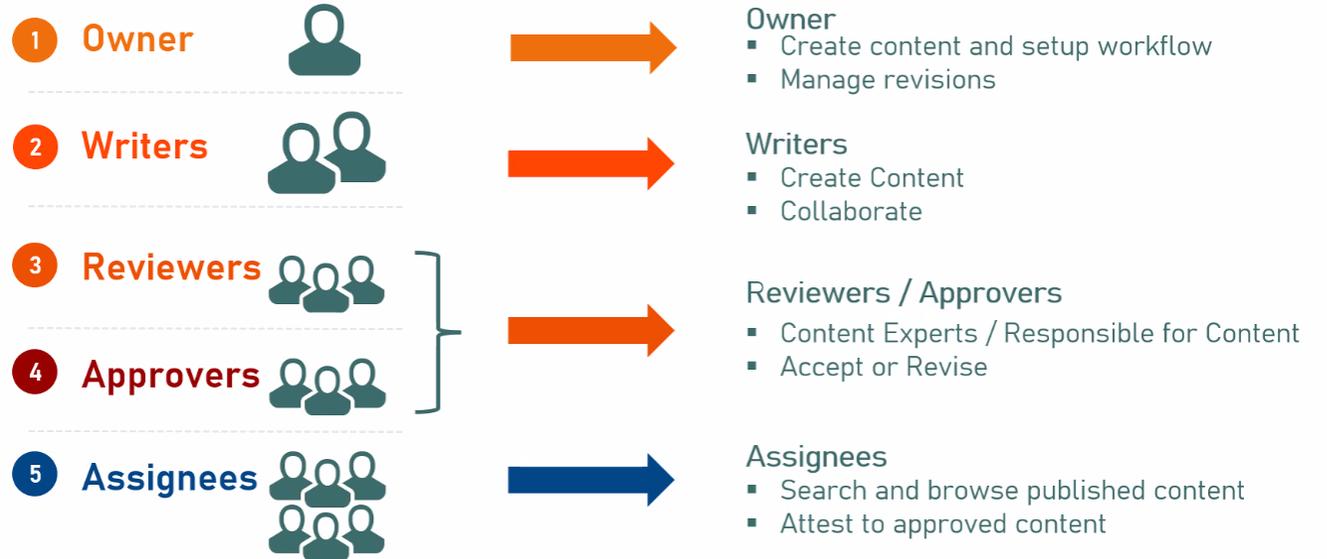
Key Contacts

YSM Policy email (for general questions): ysm.policy@yale.edu
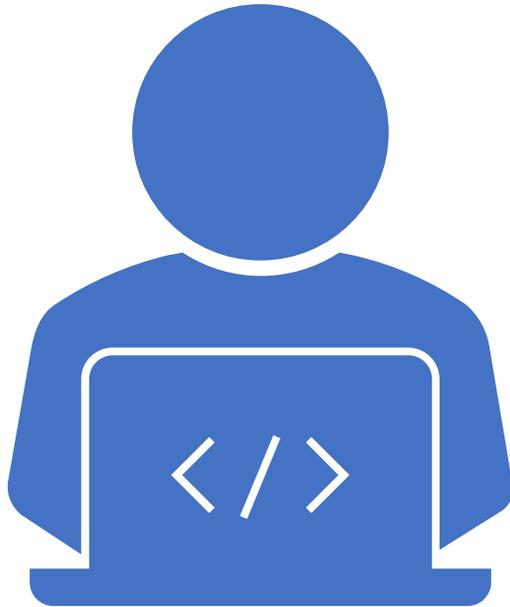
Doc Admin Area	Doc Admin Contact
YSM Senior Policy Analyst & Governance	Parami Hettiarachchi, Senior Policy Analyst, parami.mh@yale.edu
Finance & Admin: Finance and Administration	Kelsey Schieren, kelsey.schieren@yale.edu Victoria Manders, victoria.manders@yale.edu Maia James, maia.james@yale.edu
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Education: MD Education	Francesca Torelli, francesca.torelli@yale.edu
Research: YCCI	Rhonda Paz, rhonda.paz@yale.edu
Clinical: YM Administration	Claudia Myers, claudia.meyers@yale.edu
Clinical: YM Practice Standards	Julianna Maisano, julianna.maisano@yale.edu

Additional Doc Admins will be assigned over time

Questions ?