



## Medicine Hat College Procedure [PROCEDURE TITLE]

|                      |  |
|----------------------|--|
| Procedure #:         | PR-HR-##-##  |
| Procedure Authority: | Administrative management responsible for creation, implementation and maintenance of the procedure. |
| Executive Sponsor:   | Member of EC who is ultimately responsible for the implementation of the procedure.                  |
| Approved by:         | Member of EC who is ultimately responsible for the implementation of the procedure.                  |
| Effective Date:      | M/dd/yyyy  |

**1. PURPOSE (Mandatory)**

A short, clear, explicit statement explaining the reason for the procedure.

**2. SUPPORTING (Mandatory)**

- Name of policy/policies the procedure supports.

**3. DEFINITIONS (As Required)**

- **Term:** definition

**4. PROCEDURE (Mandatory)**

Steps that must be taken to implement or ensure compliance with policy. Not all policies will require a procedure document.

| ACTION  | RESPONSIBILITY               |
|---|------------------------------|
| Action to be taken (use action words/verbs).<br>When possible use words (terms) used in policy to ensure understanding and clarity. | Who is to complete the step? |
|   |                              |

**5. ADDITIONAL INFORMATION**

Include information on any supporting documents (forms, etc.)

[Name]

[Title of EC Member who is Executive Sponsor for this Procedure]

Date:

**DOCUMENT HISTORY (Mandatory)**

Chronological list of actions undertaken for this Procedure

For example:

|          |   |
|----------|---|
| Nov 2009 | Procedure approved  |
| Nov 2010 | Procedure reviewed – no changes required                            |
| Nov 2011 | Procedure reviewed – significant changes required—redraft initiated |
| Jan 2012 | Revised Procedure approved  |
| Jan 2013 | Procedure reviewed—no changes required                              |
| Jan 2014 | Procedure reviewed—minor changes—re-approval not required           |