University of North Texas Health Science Center **POLICY COMMUNICATION PLAN**	**Questions, Contact:** **Desiree Ramirez, Chief Compliance Officer** desiree.ramirez@unthsc.edu **817-735-5131**	**Name of Policy**

Part 1. Stakeholder Impact & Training Requirements

[This plan is to be used to communicate new, revised or retired/rescinded policies to the intended audience and other relevant stakeholders. It will include what is required to ensure the relevant audience understand the new/amended policy and/or replacement of retired policies.

Impacted Stakeholders	Do they need to be informed about policy changes or updates?	Information requirement	Key Messages	Communication Medium	Frequency	Education or Attestation required?	Responsible Party and Date of Communication
e.g. • All Schools • Deans/Directors • Faculty Only • Employees Only • Students Only • All Employees and Students • Volunteers/Contractors	Yes/No	e.g. : • Key changes • Revised content (if applicable) • Effect to the audience	e.g.: • Implementation date (*the date a policy/delegation/procedure is published in the Policy Library and is the date it takes effect*) • Date of retired policy and new policy date • Brief explanation of the reasons for new/revision/rescinded policy	e.g.: • newsletter • email • INSITE or public web page • Open Forum (auditorium, classroom, etc.) • Attestation through PolicyTech	e.g. • Once • Repeatable	Yes/No	Who is responsible for the communication and by what date

Part 2. Compliance Monitoring

Policy Owners or their delegate(s) are responsible for ensuring their policies comply with current State and Federal laws and UNT System Regulations and Regent Rules. In order to provide assurance to the Office of Institutional Compliance and Integrity that the policy(ies) are compliant, the following template should be completed.

Examples of activities or procedures that may be required include; obtaining accreditation, registration or licensing from the relevant authority; reporting to a relevant authority on compliance; employing or training particular staff to undertake compliance-related duties; maintaining records on activities undertaken by staff or students in accordance with the legislation; developing a procedure for reporting of non-compliance incidents within the organisational area.

Compliance procedures should not be "add-on" activities which require additional resources, but should, wherever possible, integrate with the normal business activities of the relevant department/ unit.

Compliance requirement, e.g. legislation or regulation	Monitoring activities / Procedures required	Frequency	Training Materials required?	Responsible Unit