



Medicine Hat College Procedure [PROCEDURE TITLE]

Procedure #: PR-LL-##-##
 Procedure Authority: Administrative management responsible for creation, implementation and maintenance of the procedure.
 Executive Sponsor: Member of SEC who is ultimately responsible for the implementation of the Procedure.
 Approved by: Member of SEC 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 (Mandatory)

- **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.

Step	Action	Responsible Officer
1.	Action to be taken (use action words/verbs). When possible use words (terms) used in policy to ensure understanding and clarity.	Who is to complete the step?
2.		

5. ADDITIONAL INFORMATION

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

[Name]

[Procedure ##]

[Title of SEC 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