

TO: Interstate Medical Licensure Compact Commission

FROM: Bylaws & Rules Committee

DATE: February 16, 2016

RE: **Proposed policy** on policies issued by the IMLC Commission

POLICY ON POLICIES

ADOPTED: _____

EFFECTIVE: _____

I. POLICY STATEMENT

The Interstate Medical Licensure Compact (IMLC) Commission is committed to providing policies that clearly interpret and provide guidance on its actions in the interpretation, application and administration of the IMLC. Policies are not legally binding, but are intended to provide clarity, guide decisions, or implement a procedure or protocol.

II. PURPOSE

The purposes of this policy is to establish:

1. A formal mechanism to create, approve, rescind and periodically review IMLC policies.
2. A central policy archive that is accessible and easy to use.

III. DEFINITIONS

Policy - A policy is a governing set of principles that guide the IMLC Commission in its actions in the application and administration of the IMLC. It helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, and provides a basis for consistent decision-making, resources allocations or a method of action selected to guide and determine present and future decisions. It mandates actions or constraints and contains specific procedures to follow.

Policy action - A policy may be created, amended or rescinded.

Policy development - Commissioners or IMLC Commission committees may propose policy action. The IMLC Commission will determine the need for policy action pertaining to the interpretation or application of the language and provisions of the IMLC. The IMLC Commission may delegate authority to the executive director to determine the need for policy action for the administration of the IMLC.

Policy approval - The authority to determine which policy action requires approval of the IMLC Commission rests with the executive committee, which shall review proposed policy action and decide to recommend it with or without amendments, return it for further study and analysis, or reject it all together. The Commission may review any approved or rejected policies and choose to vote to rescind or reject the action of the executive committee.

Policy maintenance - All policies will be maintained centrally and will be accessible to all interested persons through the IMLC Commission website. Anyone responsible for creating, distributing or revising IMLC policy shall follow the procedures outlined in this policy.

IV. DEVELOPMENT

Proposed policy actions shall be presented in a format that includes:

1. *Policy Statement* - This is a summary of the policy action.
2. *Purpose* - This section addresses what the policy action intends to accomplish.
3. *Definitions* - This section lists and defines specific terms in the policy action.
4. *Development* - This section lists the format of a policy action.
5. *Requirements* - This section delineates the requirements of a policy.

V. REQUIREMENTS

1. An IMLC policy shall be clearly written and understandable and be accessible to the IMLC Commission, member states, and the public.
2. An IMLC policy shall be consistent with applicable laws and regulations and case law.
3. An IMLC policy is effective upon adoption, or shall express an effective date, and the policy shall remain in effect until amended or rescinded by the authorized authority, or as expressed in the policy, such as a sunset clause. The date of amendment(s) to an existing policy shall be expressed, but the original policy adoption date shall be retained.

4. All IMLC policies shall be reviewed and updated every five fiscal years or earlier as needed.

5. All IMLC policies shall be maintained on the IMLC Commission's website. Policies that are rescinded shall be removed on the effective date of the policy action.

6. An IMLC policy action shall be announced in a press release created and distributed by the communications committee.

VI. RESPONSIBILITY

The executive committee shall be responsible for ensuring that all IMLC policies are current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The executive committee may delegate this responsibility to the executive director.