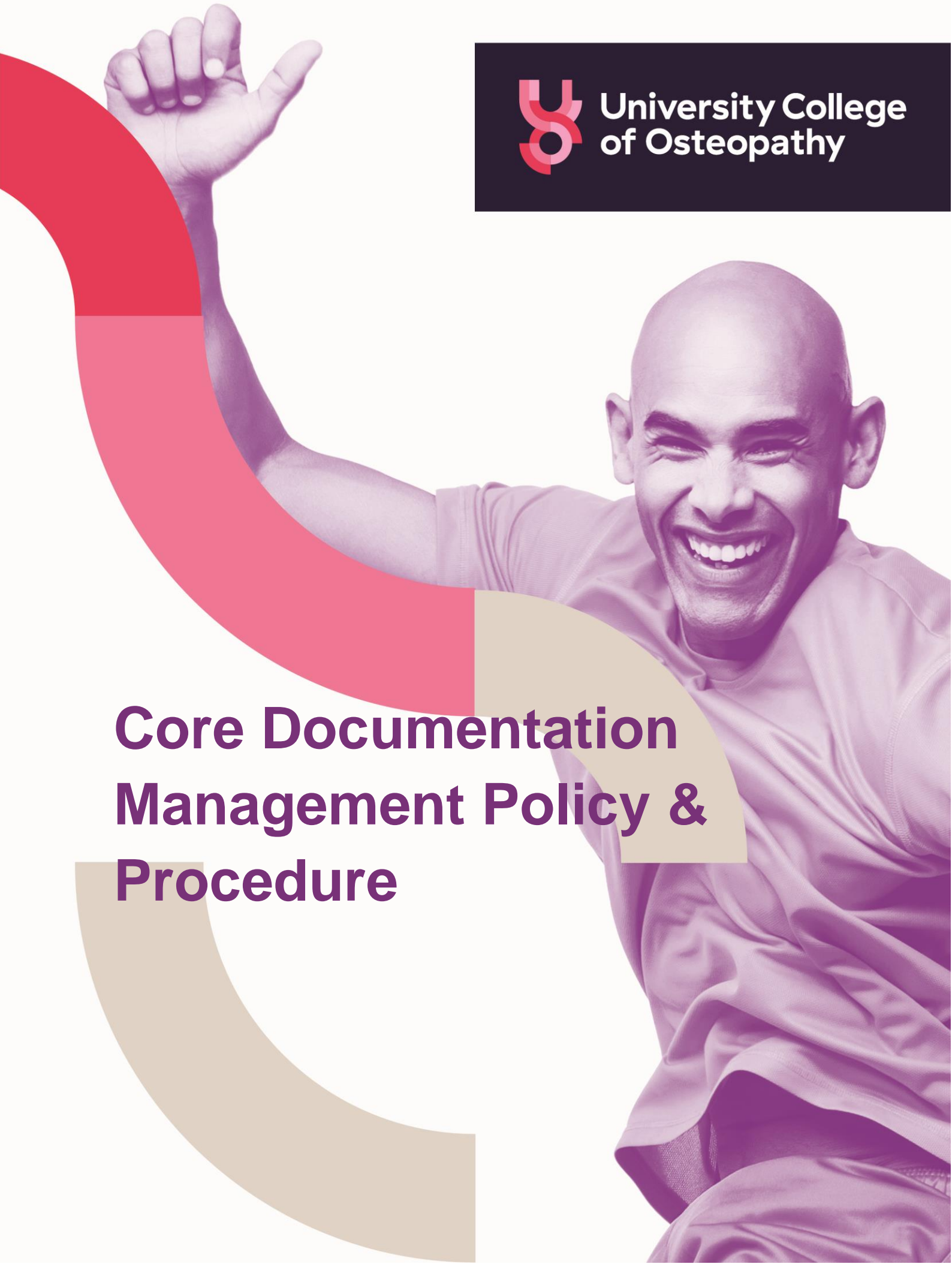




University College
of Osteopathy

Core Documentation Management Policy & Procedure



| Core Documentation Cover Page | | | | | |
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| Core Documentation Management Policy & Procedure | | | | | |
| Version number | Dates produced and approved (include committee) | Reason for production/ revision | Author | Location(s) | Proposed next review date and approval required |
| V1.0 | Nov 2012 SMT | To ensure that there is a document control system so that current versions can be identified and located and oUCOlete documents are removed from use. | Student Experience & Quality Enhancement Manager | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Nov 2013 |
| V2.0 | Oct 2013 Vice-Principal (Education) | Annual Review Minor Modification to separate the Core Documentation from Version Control Policy. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Oct 2016 |
| V3.0 | Aug 2014 PRAG Chair | Administrative Amendment to reflect current committee titles. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Aug 2016 |
| V4.0 | Oct 2016 Vice-Principal (Education) | Biennial Review Minor Amendment to remove personal names and reflect relevant appendices. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Oct 2018 |
| V5.0 | Jul 2017 PRAG Chair | Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Oct 2018 |
| Equality Impact | | | | | |
| Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities) | | | | | |
| Neutral equality impact (i.e. no significant effect) | | | | | X |
| Negative equality impact (i.e. increasing inequalities) | | | | | |
| <p>If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk</p> | | | | | |

CORE DOCUMENTATION MANAGEMENT POLICY AND PROCEDURE

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1. SCOPE

- 1.1 The purpose of this policy and procedure is to ensure that there is a document control system so that current versions can be identified and located and obsolete documents are removed from use.

2. INTRODUCTION

- 2.1 Core Documentation at the University College of Osteopathy (UCO) falls into the following categories. The table below indicates the types of core documentation and how the UCO manages, stores and publishes it.

TABLE 1

| Core Documentation Category | Storage Location | Publication Location | Responsibility |
|--|---|--|---------------------------------|
| Course Documentation Course Information Forms Unit Information Forms Course Handbooks Unit Handbooks | J:\0 Quality Team - Core Documentation | BONE | Core Documentation Holder |
| Institutional Documentation Guidelines Handbooks for External Persons | J:\0 Quality Team - Core Documentation | Intranet | Core Documentation Holder |
| Operational Documentation Committee Minutes | J:\0 Quality Team - Core Documentation | N/A Available on Request from the Core Documentation Holder | Core Documentation Holder |
| Policies, Procedures & Regulations | J:\0 Quality Team - Core Documentation | Intranet | Core Documentation Holder |
| Committee Terms of Reference | J:\0 Quality Team - Core Documentation | Intranet | Core Documentation Holder |

3. ROLES AND RESPONSIBILITIES

- 3.1 The Vice-Principal (Education) has overall responsibility for the Core Documentation Management Policy and Procedure.
- 3.2 The Core Documentation Holder is responsible for storing and publishing all master versions. They are also responsible for the management of the Policy, Procedure and Regulation Development and Review Schedule and hold all records of review documentation on behalf of the Quality Team.

- 3.3 The Policy, Procedure and Regulation Development and Review Schedule details all of the UCO's policies, procedures and regulations including details of their development and review schedules. It is implemented via the Policy, Regulations and Audit Group and is reported upon annually to the Quality Assurance Committee.
- 3.4 Document owners are responsible for making amendments to core documents in-line with the review cycle, which must include following the Version Control Policy and Procedure. Once the document is approved the owner must send it to the Core Documentation Holder so that it can be stored, recorded and published.
- 3.5 All staff can access the published versions of core documentation from the UCO's intranet.
- 3.6 All staff are encouraged to use the documents on the intranet for all policies, procedures and regulations and to use those uploaded onto BONE for all course documents. Staff are reminded not to rely on printed copies as being the most up to date versions.
- 3.7 Members of the Quality Team only have access to the master copies of core documentation and records of documentation revision. This includes the Vice-Principal (Education), and the Head of Quality, who is normally also the Core Documentation Holder.
- 3.8 Location for published versions of core documentation: the Intranet <http://intranet.uco.ac.uk/> (accessible by staff and students, as appropriate)
- 3.9 Location of master versions of core documentation, the review register and records of documentation revision: J:\0 Quality Team - Core Documentation (accessible by the Quality Team only).

4. DOCUMENTATION STORAGE AND PUBLICATION LOCATIONS

A) MASTER VERSIONS AND RECORDS OF DOCUMENTATION

- 4.1 Master versions of core documentation, the Policy, Procedure and Regulation Development and Review Schedule and records of documentation revisions are stored by the Quality Team. These are not accessible by other staff or students.

B) PUBLISHED VERSIONS

- 4.2 A final, approved version of a Core Document is published as an un-editable document on the Intranet or BONE as detailed in Table 1. A record of each document is listed in the Core Documentation register, which includes information about its date for review and documentation history (Appendices A).
- 4.3 The Core Documentation Holder oversees the processes for documentation storage and the Chair of the Policy, Regulations and Audit Group (PRAG) is responsible for

initiating reviews; this includes maintaining the register and triggering document owners to update documentation following the review cycle.

C) ADDITIONAL DOCUMENTATION LOCATIONS

- 4.4 The master version of a course specific core document may be made available by a member of staff in other locations (for instance electronically – e.g. on BONE). The master version is an un-editable document so it cannot be amended when it is copied to another location.
- 4.5 Staff are encouraged not to print off copies of documents but to refer to the Core Documents on the Intranet for all policies, procedures and regulations and to BONE for all core documents regarding course information.
- 4.6 All documents on the intranet are the up to date versions and should be used by all staff and students.

APPENDIX A: TEMPLATE FOR CORE DOCUMENT HISTORY

Core Documentation Cover Sheet

| | | | | |
|---|---|-------------|-----------------------|-------------|
| Document title | | | | |
| Document date | dd/mm/yy | | | |
| Version number | E.g. Drafts v0.1, v0.2, v0.3 Revisions vX1.1, vX1.2, vX1.3 Approved versions v1.0, v2.0, v3.0 | | | |
| Author name and job title | | | | |
| Circulation when approved and location(s) (Please Tick) (✓) | | Please Tick | | Please Tick |
| | Committee Members | | Confidential | |
| | Staff | | | |
| | Students | | | |
| | Alumni | | | |
| | Public | | | |
| | Website/public intranet | | | |
| Other location/s | e.g. Student Handbook/Staff Handbook | | | |
| Review trigger date | Ask the Core Documentation Holder for advice if required | | | |
| | Yes | No | Not applicable | |
| Consultation with appropriate stakeholders | e.g. Tick if consultation has been carried out and add references to evidence | | | |
| Consideration of equality impact | e.g. Tick if equality impact has been considered | | | |
| Committee with final approval authority | e.g. SMT (following recommendation by QAC) | | | |
| Date committee approval issued and minute reference | Leave blank until approval has been given | | | |

Development record for committee information

Note: The development record is to be retained by the Core Document Holder in the J:\Core documentation drive following committee approval, but removed for publication

| | |
|---|--|
| Key amendments since last approved version | E.g. a) 'Contact details updated, para. 11; b) Addition of 'and actions on appeals' to end of para 24; c) Deletion of 'on the advice of the Vice Principal...' prior to 'will inform the student of the stage two outcome...', para. 56 |
|---|--|