

## Policy

<b>Type:</b>	Quality Assurance		
<b>Number:</b>	1.4		
<b>Name:</b>	Communication Policy		
<b>Status:</b>	Final	<b>Version:</b>	1
<b>Date Approved:</b>	September 22, 2014	<b>Date Revised:</b>	April 14, 2015

**Policy Statement:** All communications between the QA Committee or assessor/remediator/preceptor and the member are to be conducted through a staff person. The only exception would be communications between the member and an assessor/remediator/preceptor when the latter is actually performing his or her assessment, remediation or preceptorship.

### Procedure:

1. QA Committee members should be very careful if a member involved in the program, or his or her representative, approaches the Committee member directly. The Committee member should terminate the conversation immediately, make a written note of what occurred and report the matter to the Director, Quality Assurance.
2. Any correspondence sent directly to a QA Committee member/assessor/preceptor/remediator should be forwarded to the Director, Quality Assurance for reply.