**Appendix Six**

**Accelerated Revision Process Cover Sheet**

**Title of Policy/Procedure:**

**Policy/Procedure Holder:**

**Administrative Contact:**

**To be completed by Administrative Contact**

1. **BRIEF SUMMARY OF REVISIONS:**
2. **RATIONALE FOR USING ACCELERATED PROCESS (I.E. Explain why changes are “minor”)**

**To be completed by Policy and Procedure Committee**

# REVIEW BY POLICY AND PROCEDURE COMMITTEE

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Check Box** | **Date** | **Comments** |
| Approved by Committee |  |  |  |
| Sent back for Standard Procedure |  |  |  |
|  |  |  |  |

1. **RATIONALE FOR COMMITTEE DECISION:**

**Note: Committee must consider whether they agree that changes are minor and give their rationale. If changes are not minor, policy/procedure goes back to Policy/Procedure Holder**