

Title: Media Review	Policy Number: 3.2
Approved By: Joe Holliday MD, MPH	Program Area: Family Planning
Effective Date: 2001	Revised Date: 6/10

Purpose Statement of Policy:

To provide review and approval of informational and educational materials for men and women of child-bearing age seeking family planning services provided by Title X.

Definition:

Defined within the Media Review policies the following areas must be addressed:

- Committee convened for this purpose must consist of five to nine members who are broadly representative of the community to review and approve all informational and educational materials developed or made available under the project prior to their distribution.
- To assure that the materials are suitable for the population and community for whom they are intended and assure their consistency with the purposes of Title X.
- Consider the educational and cultural background of the individuals to whom the materials are addressed.
- Consider the standards of the population or community to be served with respect to such materials.
- Review the content of the material to assure the information is factually correct.
- Establish a written record of its determinations (minutes) which is submitted annually to the appropriate staff in the Women’s Health Branch.
- The committee may delegate responsibility for the review of the factual, technical and clinical accuracy to appropriate project staff. However, final approval of the material rests with the committee.

Responsibilities:

It is the responsibility of the local health department and its designated personnel to develop, implement, and ensure compliance among all staff on the administration of the Media Review policies/procedures in the Title X Family Planning Clinic.

Policy:

The local health department will ensure that written policies are in place that address the above required areas in the definition section for administration of the media review process regarding review and approval of informational and educational materials.

Legal Authority:

This policy is based on Title X regulations (January, 2001) Section 6.8 concerning review and approval of informational and educational material.

References:

Title X Guidelines can be accessed at:

https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157

For example policies from the local level, please contact your Regional Women's Health Nurse Consultant.