

Monthly Hospital-wide Policies and Procedures Review

The monthly Laguna Honda policy and procedure review meeting was held on 10/1/2013 and 10/29/2013, and a list of new, revised and deleted hospital-wide policies and procedures for JCC approval is summarized below. A copy of the individual revised policies and procedures is included in subsequent pages.

<i>New Policies and Procedures</i>		
Policy Number	Title and Reason(s) for Development	Approved by*
72-07	Isolation Cart Use The policy was developed to provide instructions on the procurement and use of isolation carts.	NEC, MEC, HEC
73-09	Respiratory Protection Program The policy was developed to protect employees from potentially hazardous airborne contaminants during the performance of their duties.	NEC, MEC, HEC
<i>Revised Policies and Procedures</i>		
Policy Number	Title and Reason(s) for Revision	Approved by*
20-01	Admission to Laguna Honda and Relocation Between Laguna Honda SNF Units Procedure #1d regarding prospective residents with certain conditions that Laguna Honda cannot adequately care for and procedure #3 on weekend admissions from SFGH were revised.	NEC, MEC, HEC
20-04	Discharge Planning Two new attachments were added – Attachment A: Substance Abuse and Dual Diagnosis Treatment Placement for LHH Patients and Attachment B: LHH SATS Referral Protocol for Opiate Replacement Treatment.	MEC, NEC, HEC
21-06	Transporting the Resident's Files Medical Records on Campus Revised to specify that the policies and procedures apply solely to on campus transporting.	HEC
25-05	Hazardous Drugs Management Substantial revisions were required to reflect changes in knowledge and practice, assure patient safety and facilitate appropriate placement within the integrated delivery system.	MEC, NEC, HEC
72-01 C2	Standard Precautions The policy was retitled, policy statements were revised and background information was added. Procedures were renumbered to follow the standard format for all hospital-wide policies and procedures.	NEC, MEC, HEC
<i>Deleted Policy and Procedure</i>		
Policy Number	Title and Reason(s) for Deletion	Approved by*
72-01 E2	Adult Day Health Policy no longer applies.	HEC

*HEC – Hospital Executive Committee; MEC – Medical Executive Committee; NEC – Nursing Executive Committee

Departmental Policies and Procedures Review

Departmental policy and procedure reviews were conducted in the past months and a list of revised departmental policies and procedures for JCC approval is summarized below. A copy of the individual policies and procedures is included in subsequent pages.

Activity Therapy Policy and Procedure

Policy Number	Title and Reason(s) for Development	Approved by*
<u>New Policy and Procedure</u>		
D4	Quarterly Progress Note Format The policy was developed to outline the process and format for developing quarterly progress note.	MEC, NEC

Outpatient Clinics Policies and Procedures

Policy Number	Title and Reason(s) for revision	Approved by*
<u>Revised Policies and Procedures</u>		
C1	OUTPATIENT CLINIC CLEANING OF EXAMINATION ROOMS The policy is updated. The policy outlines procedure of cleaning exam rooms.	MEC, NEC
C2	OUTPATIENT CLINIC NONCRITICAL RESIDENT CARE EQUIPMENT The policy was updated. The policy outlines the process cleaning noncritical resident care equipment.	MEC, NEC
C3	OUTPATIENT CLINIC CLEANING OF MEDICAL INSTRUMENTS PRIOR TO DISINFECTION OR STERILIZATION The policy is updated. The policy outlines the process of cleaning re-usable medical instruments.	MEC, NEC
C4	OUTPATIENT CLINIC HIGH LEVEL CHEMICAL DISINFECTION	MEC, NEC
A6	OUTPATIENT CLINIC STAFF AND LICENSURE This policy is updated and re-titled. This policy defines the licensure of the clinic staff.	MEC, NEC
B1	SIMPLE SURGICAL PROCEDURES IN OUTPATIENT CLINIC This policy is updated and re-titled. The policy was developed to define and outline the process of procedures done in the outpatient clinic. To clarify the meaning of simple procedures and which procedures required a pre-operative history and physical.	MEC

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<u>Deleted Policy and Procedure</u>		
Policy Number	Title and Reason(s) for Deletion	Approved by*
D1	CODE OF ETHICS Deleted – no longer applies	MEC
D3	SHIFT, HOURS, BREAK AND OVERTIME Deleted – no longer applies	MEC
D4	ATTENDANCE STANDARDS Deleted – no longer applies	MEC
D5	DRESS CODE Deleted – no longer applies	MEC
E1	CONTINUING EDUCATION Deleted – no longer applies	MEC
F1	EMERGENCY PREPAREDNESS Deleted – no longer applies	MEC
F2	FIRE PLAN Deleted – no longer applies	MEC

Respiratory Services Policy and Procedure

Policy Number	Title and Reason(s) for Revision	
<u>Revised Policy and Procedure</u>		
Respiratory Services P&P A17	Arterial Blood Gas Collection: Point of Care Testing Procedures on running a patient sample and proficiency testing were added to comply with CMS/CLIA regulations.	MEC

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