

Hospital-wide Policies & Procedures Submitted to JCC for Approval on January 13, 2015

<u>New Policies and Procedures</u>		
Policy No.	Title and Reason(s) for Development	Comments
24-24	Nurse-Physician Communication During Quiet Hours 10 PM and 6 AM	To provide all Laguna Honda residents with assessment and care/management in a timely manner appropriate to the situation at hand. Approved by NEC, MEC, and HEC.
<u>Revised & Renumbered Policies and Procedures</u>		
Policy No.	Title and Reason(s) for Revision	Comments
34-01	Hospital Equipment and Supplies	Renumbered to 31-02 (No Content Change)
71-07	Handling and Storage of Medical Gases	Renumbered to 73-10 (No Content Change)
72-02	Blood-borne Pathogen Occupation Exposure Control Plan	Renumbered to 73-06 (No Content Change)
72-03	Annual Employee PPD Testing	Renumbered to 73-12 (No Content Change)
72-04	Employee Annual Health Examination	Renumbered to 73-13 (No Content Change)
72-06	Pandemic Influenza Plan	Renumbered to 70-08 (No Content Change)
74-01	Spill Response Plan	Renumbered to 70-07 (No Content Change)
74-02	Medical Waste Management Program	Renumbered to 73-11 (No Content Change)
74-05	Hazard Communication Program	Renumbered to 73-03 (No Content Change)
76-04	Violence in the Workplace – Zero Tolerance	Renumbered to 73-05 (No Content Change)
78-01	Clinical Product and Device Evaluating	Renumbered to 31-03 (No Content Change)
78-02	Training Staff on Using New Equipment	Renumbered to 31-04 (No Content Change)
<u>Revised Policies and Procedures</u>		
24-11	Notification of Family/SDM/Conservators of Change of Condition and/or Death	Clarifies the responsibilities of the licensed nurse, physician, and social worker when notifying the family, surrogate decision maker (SDM), and/or conservator of resident change in condition and/or death. Approved by NEC, MEC, and HEC.

24-16	Code Blue	Extensive revision of P&Ps to reflect updated processes. Approved by NEC, MEC, and HEC.
60-12	Review of Sentinel and Significant Events	Purpose nos. 2, 3, and 4 were added. Titles and abbreviations were updated. Approved by HEC.
<u>Revised Clinical Nursing Policies and Procedures</u>		
Policy #	Title and Reason(s) for Revision	Comments
E 5.0	Enteral Tube Feeding Management	Revision includes changes in documentation of intake: each shift clears the pump of volume fed and flushed for the shift, documents volume fed and flushed for that shift; PM shift will add the volumes fed and flushed for each shift to obtain a 24-hour intake. Approved by NEC and MEC.

<u>Revised Administrative Nursing Policies and Procedures</u>		
Policy #	Title and Reason(s) for Revision	Comments
A 1.0	Nursing Policies and Procedures	Revision includes changes in policy statement. Manual copies will be available in 3 sites, namely Nursing Office, Nursing Education, and Office of the CNO. Minor changes in procedure section including Nursing Education Nursing P&P Coordinator as member; also included the roles and responsibility of member. Approved by NEC.
A 6.0	Orientation of Nursing Personnel	Revision includes changes in verbiage with P&Ps. Deleted Personal Handbook Quiz (under Policy #5-a). Approved by NEC.
D9 9.0	Maintaining Temperature of Medication and Nourishment Refrigerators Via TempTrak & Cleanliness of Refrigerators	Minor typographical corrections and cross references were added. Approved by NEC.