

Monthly Hospital-wide Policies and Procedures Review

The monthly Laguna Honda policy and procedure review meeting was held on 2/4/2014, 3/4/2014 and 3/18/2014, and a list of revised 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>Revised Policies and Procedures</i>		
Policy Number	Title and Reason(s) for Revision	Approved by*
24-01	Missing Resident Procedures Title changed and major revision to update policy statements, purpose and procedures. The procedures were revised and regrouped into initial elopement assessment, on-going elopement assessment, resident elopement while on campus, resident elopement while off campus and documentation.	HEC, MEC, NEC
50-06	Employee Reimbursement Requests: Departmental Guidelines Revised to delete outdated references.	HEC
50-07	Business Travel Reimbursement: Departmental Guidelines Revised to delete outdated references.	HEC
55-01	Medicare Part A Eligibility, Certification and Coverage Revised title and added procedures for Acute and SNF Physician Certification and revised medicare beneficiary notices.	HEC
73-01	Injury and Illness Prevention Program (IIPP) Summary Revised to update the responsible party for reporting in the event of a fatality or a serious occupational injury or illness and to delete an outdated webpage link.	HEC
75-08	Handling Lost and Found Items Major revision to update procedures.	HEC
90-05	Catering Services Title changed and major revision to reflect updated policy, purposes and procedures.	HEC
Attachment for 20-02 Bed Hold and 20-06 Pass Policy	Attachment: Case Scenarios for Census Management The AWOL grid was revised.	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.

Outpatient Clinics Policies and Procedures

Policy Number	Title and Reason(s) for development	Approved by*
<u>New Policy and Procedure</u>		
B2	<p>Protocol for Flame Use for Denture Molding in Patients Who Are On Chronic Oxygenation in Dental Suites</p> <p>New Policy that outlines the process and procedure in the use of flames in dental clinic.</p>	MEC

Nursing Policy and Procedure

<u>Revised Policies and Procedures</u>		
Policy Number	Title and Reason(s) for Revision	Approved by*
A 10.0	<p>Utilization and Monitoring of Internal and External Per Diem/P103 Nursing Personnel</p> <p>Revision in the policy includes clarification of policy statement, adding Background information regarding definition of Per Diem & P103 which was previously stated in the policy section, and verbiage changes with consistent wordings of "external & internal" instead of "inside/outside" P103.</p>	NEC
A 11.0	<p>Utilization of Overtime Staff</p> <p>Revision includes removing "monitoring" on the context of the P&P. Added 2 policy statements which were moved from the procedure section.</p>	NEC
C 5.0	<p>Maintaining Accurate Neighborhood Census</p> <p>Verbiage changed from "units" to neighborhood. Added policy statement regarding use of Invision LCR to access census report.</p>	NEC
D3 1.0	<p>Oral Hygiene</p> <p>Revision in policy statements include: residents should be encouraged to participate with their own oral hygiene, oral hygiene equipment must not be stored in the resident's bathroom, and nursing caregivers must communicate medications that can potentially affect oral health. A new section added under procedure for "special circumstances for oral hygiene" referring to CAMBRA protocol. Updated references.</p>	NEC, MEC
D5 6.0	<p>Elastic or Anti-Embolic Stockings</p> <p>Revision includes changes in nursing practice that LN will re-measure or resize stockings when edema worsens or if weight loss occurs, and use of Front Card RCP and TAR for documentation.</p>	NEC, MEC

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D6 3.0	Range Of Motion Exercise Simplified policy statement to RN is responsible in assessing ROM. Revised procedures include separating Active ROM from Passive ROM. Updated references.	NEC, MEC
D6 4.0	Positioning and Alignment in Bed and Chair Changes in policy statement include RN will assess ability of resident to reposition and consults with physician for rehab referral. Simplified procedures and updated references.	NEC, MEC
D6 5.0	Ambulation Changes in policy statement include RN will continue to assess resident's ability to ambulate and HHA cannot walk a resident. Simplified purpose statement and procedure. RN will have on-going assessment and will communicate with RCT any change in ambulating function.	NEC, MEC
G 5.0	Blood Glucose Monitoring Minor changes in verbiage on policy statement. Nurse Manager of CSR changes to Point of Care Coordinator. Cleaning and disinfecting of glucometer machine with facility approved disinfectant & use gauze to dry.	NEC, MEC
L 1.0	Emergency Intervention for Choking Policy was reinstated and major revisions made with policy statement including staff must follow facility's procedure to safely manage resident who are identified as high risk for aspiration, rescue intervention and activation of code blue must be prompted regardless of resident's code status. Procedure changes include how to respond to resident who manifest signs of choking and choking interventions for unconscious and conscious resident.	NEC, MEC
<u>Deleted Policy and Procedure</u>		
Policy Number	Title and Reason(s) for Deletion	Approved by*
G 10.0	Nursing Consideration in Providing Cultural Competency Care This P&P was recommended to be deleted because it is already reflected in the LHH Mission Statement. It is also included in LHHPP 20-03 Resident Rights P&P. The content is also more of educational rather than P&P.	NEC

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