Registry: Your Registry Name

TABLE OF CONTENTS

Section	Ref.	Page
INTRODUCTION		**23**
Introduction		23
Our Philosophy		24
Definitions		26
CHAPTER A - GENERAL POLICIES		**27**
Policy on Compliance with Federal, State and Local Laws	A-1	27
Standards for the Structure, Management and Operation of a Nurse Registry	A-3	29
Policy on Organization, Services, Administration Control	A-7	33
Policy on Direction/Coordination/Overall Supervision of Patient Services	A-8	34
Scope of Services and Services to Be Provided	A-9	35
Mission Statement	A-11	37
Goals and Objectives	A-12	38
Policy on Plan of Care/Eligibility Criteria for Admission	A-14	40
Physician Letter of Medical Necessity	A-15	41
Inability to Provide Service	A-16	42
Objectives and Services to Be Provided	A-17	43
Policy on Governing Body	A-18	44
Board of Directors Orientation	A-20	46
Governing Body	A-21	47
Board of Directors Confidentiality Statement	A-22	48
Delegation of Authority	A-23	49
Management Responsibilities	A-24	50
Management Staff Functions	A-25	51
Planning Process, Marketing Plan	A-28	54
Policy on Administration	A-29	55
Board of Directors Conflict of Interest	A-30	56
Supervisory Plan	A-31	57
Policy on Supervising Physician or Registered Nurse	A-32	58
Policy on Patient Visits	A-33	59
Policy on Record Keeping by Home Health Aides	A-34	60
Policy on Clinical Record Keeping	A-35	61

Registry: Your Registry Name

Section	Ref.	Page
Hepatitis B Vaccine	A-36	62
Hepatitis B Declaration Form	A-37	63
HIV and Hepatitis Information Sheet	A-38	64
Standard Precautions	A-40	66
Universal Precautions	A-41	67
Transportation Responsibility	A-43	69
Infection Control Acknowledgment	A-44	70
Policy During the Absence of the Administrator	A-45	71
Policy During the Absence of the RN in Charge	A-46	72
Policy on Advance Directives	A-47	73
Hours of Operation and Emergency Services	A-48	74
Telephone Availability Duties	A-49	75
Emergency Management Plan	A-50	76
Emergency/Disaster Plan	A-52	78
Emergency Measures to Handle Belligerent Client	A-55	81
Handling Barriers to Communication Policy and Procedures	A-56	82
Auxiliary AIDS and Persons with Disabilities	A-57	83
Policy on HIPAA/ HITECH Act Enrolled	A-58	84
Breach Notification and Notice of Privacy Practices	A-59	85
Confidentiality/Privacy of Personal Health Information (PHI) Policy	A-61	87
Confidentiality Statement	A-65	91
Fax Privacy Policy	A-66	92
Personal Health Information, Pledge of Confidentiality	A-68	94
Public Disclosure	A-69	95
Staff Conflict of Interest	A-70	96
Statement Principle Relating Disclosure of Conflicts of Interest	A-71	97
Individual Statement Regarding Conflict of Interest	A-72	98
State Regulatory Requirements	A-73	99
Information Management Systems	A-74	100
Data Collections and Reviews	A-75	101
Legal Requirements	A-76	102
Assignments and Staffing	A-77	103
Administrative Records and Reports	A-78	104
Record Retention Policies/Confidentiality, Release of Information	A-79	105

Registry: Your Registry Name

Section	Ref.	Page
Sensitive Patient Information	A-83	109
Protection of Data in the Management Information System	A-84	110
Protection, Storage and Retention of Registry Documents	A-85	111
Verification of Physician License	A-87	113
Consent Practices	A-88	114
Refusal of Care	A-89	115
Computer Files Backup	A-90	116
Client List	A-91	117
Restorative Nursing	A-92	118
Contingency Plan	A-93	119
Computer Usage Policy	A-94	120
Illegal Remuneration	A-95	121
Patients with Alzheimer's Disease or Other Related Disorders; Staff Training Requirements	A-96	122
Discontinuing Operations	A-97	123
Contractor's Rights and Responsibilities	A-98	124
Contractor's Code of Conduct	A-100	126
Compliance Program	A-101	127
Fraud Prevention	A-104	130
Code of Ethics	A-108	134
Ethics Committee	A-110	136
Ethics Policy	A-111	137
Registry Zero Fraud Tolerance Policy	A-112	138
Critical Test Result Reporting	A-113	139
Laboratory Testing CLIA Waiver	A-114	140
Photographing/Videotaping Patients	A-116	142
Policy on Changes in Authority Ownership, or Management	A-118	144
Utilities Management Plan	A-119	145
Different Cultural Background/Beliefs Competency Plan (CCP)	A-120	146
Policy for ALF Services	A-123	149
Standardized Terminology, Definitions, Abbreviations, Acronyms, Symbols	A-125	151
Improve the Accuracy of Patient Identification	A-126	152
RN in Charge Records Review Policy	A-127	153
Authentication of Electronic Signature	A-128	154

Registry: Your Registry Name

Section	Ref.	Page
Live-In Caregiver Services Policy & Procedure (Aide Staff)	A-129	155
Minimum Licensure Requirements Policy	A-139	165
CHAPTER B - PERSONNEL & OPERATIONS POLICIES		**170**
Policy on Personnel Policies	B-1	170
Personnel Policy Statements	B-2	171
Application Employment Process (Independent Contractor Documentation)	B-4	173
Adherence to Laws, Regulations and Registry Procedures	B-6	175
Contractor Identification	B-10	179
Policy and Procedure Dress Code	B-11	180
Policy on Contractor Evaluation	B-12	181
Contractor Evaluation Sheet - Annual	B-13	182
Performance Evaluation	B-14	183
Personnel Policies Safe and Adequate Care of the Patient	B-15	184
Patient Safety Checklist	B-16	185
Home Safety Patient's Home Environment	B-17	186
Policy on Hiring/References	B-19	188
Reference for Potential Contractor	B-21	190
Policy on Medical Examination Certificate	B-22	191
Medical Examination Certificate	B-23	192
Policy and Procedure Contractor Orientation	B-24	193
Policy and Procedure Statement of Orientation Completion	B-25	194
Policy on Orientation Addition - 8 Hr Orientation	B-26	195
Policy on Jobs	B-27	196
Policy on Personnel Under Hourly or per Visit Contract	B-28	197
Policy Sick Leave	B-29	198
Policy and Procedure Contractor Health	B-30	199
Screening for Criminal Background/Screening of Registry Personnel	B-31	200
Policy on Hiring and Firing	B-32	201
Staff Recruitment	B-33	202
Job Posting	B-34	203
Notice of Job Opening	B-35	204
Job Interviews	B-36	205
Registry Interview Information	B-37	206

Registry: Your Registry Name

Section	Ref.	Page
Outcome of Application Interview for Staff Position	B-38	207
Licensure Renewal	B-39	208
Meal Period	B-40	209
Termination of Employment	B-41	210
Involuntary Termination of Employment	B-42	211
Resignation of Employment	B-43	212
Resignation Notice	B-44	213
Transfer Request	B-45	214
Transfer Request Form	B-46	215
Exempt Employment Status	B-47	216
Discipline of Registry Staff Member	B-48	217
Contractor Warning/Suspension/Reinstatement/Termination	B-50	219
Registry Staff Concern	B-51	220
Nurse Registry Inappropriate Behavior Documentation	B-53	222
Exit Interview for Nurse Registry Staff Members	B-55	224
Accident/Incidents of Nurse Registry Staff Members/Clients	B-57	226
Contractor Accident/Incident Report	B-59	228
Consent Form to Release Physical Examination/Criminal Background Screening Data Form	B-60	229
Payroll System	B-61	230
Salary Changes	B-62	231
Policy on Patient Visits / Plan of Care / Verbal Orders / Assessment and Consultation with a Physician	B-63	232
Policy and Procedure Continuing Education	B-64	233
Personnel Licensure	B-65	234
Criteria Used When Assigning Nursing Personnel	B-66	235
Policy on Monitoring of Contracted Services	B-67	236
Policy on "Institutional Planning"	B-68	237
Policy on Annual Operating Budget	B-69	238
Policy on Capital Expenditures Plan	B-70	239
Policy on Board Membership	B-71	240
Organizational Philosophy	B-72	241
Organizational Chart	B-73	242
Organization	B-74	243

Registry: Your Registry Name

Section	Ref.	Page
Policy on Annual Review of Plan and Budget	B-75	244
Policy on Professional Personnel	B-76	245
Self-Evaluation Committee Meeting	B-77	246
Policy on Acceptance of Patients	B-78	247
Discharge of Patients	B-79	248
Policy on Plan of Care, Medical Supervision	B-80	249
Policy on Periodic Review of Plan of Treatment	B-81	250
Plan of Treatment Review Process	B-82	251
Anti-Harassment Policy	B-83	252
Policy on Patient Transfer	B-84	253
Patient Transfer Summary to Another Health Care Facility	B-85	254
Back-Up Staffing	B-86	255
Contractor Back-Up Services	B-87	256
Back-Up Services Policy	B-88	257
Back-Up Service Agreement	B-89	258
Certificate of Waiver CLIA (Waived Test)	B-90	259
Volunteers	B-91	260
Hepatitis C (HCV) Education	B-92	261
Staff Competency	B-93	262
Missed Visit Policy	B-94	263
Equal Opportunity Employment	B-95	264
Work Related Injuries	B-96	265
Workers' Compensation	B-98	267
Retention of Personnel Records	B-99	268
Staff Safety at Work	B-100	269
Situations with Potential for Violence	B-103	272
Equipment Safety	B-104	273
Drug Free Workplace	B-105	274
Contractor Database	B-106	275
Employment Categories	B-107	276
Immigration Reform and Control Acts (I-9)	B-108	277
Introductory Period	B-109	278
PRN Status	B-110	279
PRN Questionnaire	B-111	280

Registry: Your Registry Name

Section	Ref.	Page
Expense Reports	B-112	281
Garnishments	B-113	282
Holiday Pay	B-114	283
Meeting and In-Service Times	B-115	284
Mileage Reimbursement/Travel Time	B-116	285
Overtime	B-118	287
Pay Period	B-119	288
Timesheets/DVR'S	B-120	289
Notice of Right to Elect Continuation Coverage	B-121	290
COBRA Benefit Continuation	B-123	292
Continuing Education Units	B-124	293
Dental Insurance	B-125	294
Medical Insurance	B-126	295
Paid Time Off (PTO)	B-127	296
Time Off Request Form	B-128	297
Family/Medical Leave of Absence	B-129	298
Family/Medical Leave of Absence Request Form	B-132	301
Jury Duty	B-133	302
Military Leave of Absence	B-134	303
Personal Leave of Absence	B-135	304
Abuse/Neglect Investigation	B-136	305
Attendance	B-137	306
Automobile Usage	B-138	307
Contractor Counseling and Grieving	B-140	309
Performance Notes	B-141	310
Employee Performance Improvement Plan	B-142	311
Personal Conduct	B-143	312
Security Inspections	B-145	314
Substance Abuse	B-146	315
Workplace Violence Prevention	B-148	317
Drug and Alcohol Testing	B-149	318
Health Requirements	B-152	321
Clarification of Contractor Status	B-153	322
Administration of Influenza Vaccine to Contractors in Health Care Settings	B-154	323

Registry: Your Registry Name

Section	Ref.	Page
Professional Boundaries in the Nurse Registry Workforce	B-157	326
Osha's Hazard Communication Standard That Describes Appropriate Labeling of Hazardous Chemicals	B-166	335
Prohibition of Providing Services to a Family Member	B-169	338
Policy and Procedures Staff Health	B-170	339
CHAPTER C - SKILLED NURSING SERVICES		**341**
Policy on Skilled Nursing Service	C-1	341
Nursing Philosophy and Objectives	C-2	342
Policy on Emergency Procedures	C-3	343
Policy on Progress Notes/Initial Assessment	C-4	344
Policy on Patient Assessment	C-5	345
Policy on Home Health Aide Services	C-8	348
Policy on Supervising Visits	C-9	349
Policy on Clinical Records	C-10	350
Policy on Retention of Records	C-12	352
Policy on Protection of Records	C-13	353
Release of Information from Clinical Records	C-14	354
Authorization for Release of Information	C-15	355
Client's Summary Report	C-16	356
Clinical Records - Summary Reports	C-17	357
Discharge Planning	C-18	358
Discharge Planning Control Log	C-19	359
Security of Records/Confidentiality	C-20	360
File Movement Register	C-21	361
Medical Record Correction Policy	C-22	362
Reporting Medical Device Events	C-23	363
Medical Device Incident Report	C-24	364
Illness and Injury Prevention	C-25	365
Needle-Stick Prevention and Sharps Safety	C-27	367
Registered Nurse Delegation Task Policy	C-28	368
Delegation of Tasks or Activities	C-29	369
CHAPTER D - EVALUATION OF THE NURSE REGISTRY PROGRAM		**371**
Patient Satisfaction Survey	D-1	371

Registry: Your Registry Name

Section	Ref.	Page
Quality Assurance Evaluation Form Patient/Family Questionnaire	D-2	372
Family Questionnaire (Spanish Version)	D-3	373
Quality Assurance Form Physician Questionnaire	D-6	376
Policy and Procedure for Clinical Record Review	D-7	377
Notification of Client's Clinical Record Deficiencies	D-8	378
Patient Care Plan	D-9	379
Policy and Procedure Bomb Threat	D-10	380
Policy and Procedure Hurricane/Tornado Warnings	D-11	381
Policy on Dispensing Fluids to Confused Patients	D-13	383
Urinary Catheter Policy	D-14	384
Further Policies & Practices to Ensure Patient and Staff Safety	D-15	385
Policy on Home Health Aide In-Service Training	D-16	386
Policy on Homemaker Training	D-17	387
Policy on Experimental Drugs	D-18	388
Policy on Goals of a Plan of Treatment	D-19	389
Bed Siderail Policy	D-20	390
Policy on Patient's Progress Notes	D-21	391
Policy on Waste Disposal	D-22	392
Disposing of Syringes and Contaminated Dressings	D-23	393
Policy on Accounting	D-24	394
Policy on Misrepresentation	D-25	395
Policy on Sterile Dressings	D-26	396
Policy on Soiled Dressings	D-27	397
Policy on Non-Discrimination	D-28	398
Policy on Drug Orders and Changes in Orders	D-29	399
Policy on Modify Orders	D-30	400
Order for Drugs	D-31	401
Policy on Planning	D-32	402
Policy on Home Health Aide Supervision	D-33	403
Policy on Type of Training Required of Home Health Aides	D-34	404
Policy on Courtesy Title	D-35	405
Policy on Admission	D-36	406
Patient Information at Contract Signing: Independent Contractor Disclosure	D-38	408

Registry: Your Registry Name

Section	Ref.	Page
Policy Non Admission	D-41	411
Policy on Medication Errors and Drug Reaction Policy	D-42	412
Medication Assessment Protocol	D-43	413
Narcotics Policy	D-44	414
Policy on Verification of Self-Administered Medications	D-45	415
Biomedical Waste Protocol	D-47	417
Policy and Procedure for Biomedical Waste Pickup	D-51	421
Reordering Supplies and Biohazardous Waste Container	D-52	422
Administration of Drugs and Biologicals	D-53	423
Drug Classifications and Routes That Are Not Approved for Administration	D-55	425
Administration of Blood Components	D-56	426
Contractor Satisfaction Survey	D-58	428
CHAPTER E - TITLE VI OF THE CIVIL RIGHTS ACT OF 1964		**430**
Policy on Compliance with Title VI of Civil Rights Act of 1964	E-1	430
Policy on Grievance Procedure (Section 504)	E-2	431
Client's Bill of Rights / Responsibilities	E-4	433
Policy on Persons with Confirmed or Suspected Disabling or Infectious Diseases, Including AIDS	E-6	435
Affirmative Action Policy	E-8	437
Americans with Disabilities Act (ADA)	E-9	438
Policy and Procedure for Communicating Information to Persons with Limited English Proficiency	E-10	439
Policy and Procedure for Communicating Information to Persons with Sensory Impairments	E-11	440
CHAPTER F - OVERALL PLAN & BUDGET		**442**
Policy on Budget	F-1	442
Financial Management	F-2	443
Financial Planning	F-3	444
Financial Planning List of Responsibilities	F-4	445
Income and Expense Projection for Three Fiscal Years	F-5	446
Policy on Wage Scales and Charges	F-6	447
Patient Charges for Our Services	F-7	448
Capitalization, Depreciation and Amortization	F-8	449
Capitalization Policy	F-9	450

Registry: Your Registry Name

Section	Ref.	Page
Financial Eligibility Criteria	F-10	451
Insurance Cases and Private Pay	F-11	452
Reduced and No-Fee Services	F-12	453
Inventory/Fixed Assets	F-13	454
Procedure to Ensure Accurate Billing and Insurance Claims, Third Party Payers	F-14	455
Payment Receipt and Verification	F-15	456
Billing, Payroll and Invoice Input	F-16	457
Review and Collection of Accounts Receivable	F-17	458
Accounts Receivable Reconciliation	F-18	459
Fee Setting and Collection Policy	F-19	460
Refunds Extension of Credit Policy	F-20	461
Insurance and Bonding	F-21	462
Uncompensated Care Indigent Patients	F-22	463
Bad Debt Policy	F-23	464
Charge Verification	F-24	465
Purchasing and Accounts Payable	F-25	466
Medical Supplies	F-26	467
Policy on Standards of Sound Business Practice	F-27	468
Policy for Financial Hardship	F-28	469
CHAPTER G - CONTRACTS & AGREEMENTS		**470**
Contracts	G-1	470
Policy on Services Under Arrangement	G-3	472
Contract Agreement	G-4	473
Contract with a Non-Licensed Provider	G-6	475
Services Agreement with Other Health Care Facilities	G-7	476
Contractor Contract	G-8	477
Business Associate Contract	G-10	479
CHAPTER H - BYLAWS		**483**
By-Laws	H-1	483
Administrative Policy	H-2	484
Nurse Registry Services Provided Self Pay/Private Insurance Recipients	H-3	485
How to Order Nurse Registry Services/Referral Procedures	H-7	489
Marketing Plan	H-8	490

Registry: Your Registry Name

Section	Ref.	Page
Information for Our Patients (Notice to Clients)	H-9	491
CHAPTER I - JOB DESCRIPTIONS		**494**
Job Descriptions	I-1	494
President/Chief Executive Officer	I-2	495
Chief Operating Officer	I-4	497
Administrator	I-6	499
Compliance Officer	I-9	502
RN in Charge	I-10	503
Field Registered Nurse	I-12	505
Psychiatric Nurse	I-14	507
Home Health Aide / CNA	I-15	508
Policy on Selection of Home Health Aide	I-18	511
Companion or Sitter	I-19	512
Homemaker	I-20	513
Chore Worker	I-21	514
Licensed Practical Nurse	I-22	515
Alternate RN in Charge	I-23	516
Administrator Assistant	I-25	518
Registered Nurse for Home Visits	I-26	519
Patient/Client Representative	I-27	520
Billing Clerk	I-29	522
Patient Case Manager	I-30	523
Office Clerk	I-32	525
Alternate Administrator	I-33	526
Registered Nurse High Tech	I-35	528
Referral to Dietitian/Nutritionist	I-37	530
Office Manager	I-38	531
Secretary/Typist	I-39	532
Coder/Workflow Coordinator	I-40	533
Referral Services Assistant	I-42	535
Human Resources Specialist	I-43	536
Chief Financial Officer	I-44	537
Director of Human Resources	I-45	538
General Manager	I-47	540

Registry: Your Registry Name

Section	Ref.	Page
Community Health Pediatric Registered Nurse	I-49	542
Medical Record Manager	I-51	544
Medical Record Assistant/Clerk	I-52	545
Community Liaison	I-53	546
Referral Hospital Liaison	I-54	547
Community Education/Liaison/Outreach	I-55	548
CHAPTER J - NURSING MANUAL		**550**
Objectives of Nursing Care	J-1	550
Policy for Nurses Notes, Hints and Patient's Training	J-2	551
The Nursing Process	J-3	552
Accidents	J-4	553
Policy on Complaints	J-5	554
Procedure for Thinning Charts	J-6	555
Legal Aspects of Charting	J-7	556
Descriptive Terms Commonly Used in Charting	J-9	558
Client's Clinical Record Filing System	J-21	570
Client's Clinical Record Numbering	J-22	571
Home Care Infusion Therapy Policy and Procedure	J-23	572
Home IV Therapy Policy and Procedure	J-24	573
Home Infusion Nurse Responsibilities Policy and Procedure	J-27	576
Initiation, Medication, Administration, Monitoring & Discontinuation of Therapy	J-28	577
Patient Education and Discharge Planning Policy and Procedure	J-29	578
Anaphylaxis Protocol Policy and Procedure	J-31	580
Medication Administration	J-32	581
Medication Profile/Medication Monitoring	J-33	582
Possession of Sterile Water	J-34	583
Multidisciplinary Patient Education	J-35	584
Patient Education	J-36	585
Pain Management	J-38	587
Pain Management Education	J-40	589
Patient Risk of Falls Assessment	J-41	590
Patient Visit - Scheduling	J-42	591
Interdisciplinary Care Planning	J-43	592

Registry: Your Registry Name

Section	Ref.	Page
Verbal/Telephone Orders Read Back	J-45	594
Confirmation of Physician Telephone/Verbal Order	J-46	595
Guidelines for Medical Management and Physician Responsibilities	J-48	597
Patient Instruction Sheet Oxygen Concentrator	J-49	598
Medication Transfer Communication	J-51	600
Medication Management Patient Information	J-52	601
Sentinel Event	J-54	603
Sentinel Event Criteria	J-56	605
Risk Management	J-57	606
Incident Report (Risk Management)	J-61	610
Adverse Drug Reaction Reporting	J-62	611
CHAPTER K - NURSING CARE & PROCEDURES		**612**
Post-Operative Instructions for Cataract Patient	K-1	612
Treatment for Lice	K-2	613
Other Infection Control Measures	K-3	614
Ordering of Supplies	K-4	615
Guide for Medical Plan of Care	K-5	616
Drug Distribution and Control	K-6	617
Procedure for Dispensing Fluids to Confused Patients	K-7	618
Oxygen Procedures	K-8	619
Terms Used in Nursing	K-9	620
Hand Washing	K-10	621
Isolation Equipment	K-11	622
Gown Technique	K-12	623
Mask Technique	K-13	624
Specimen Collection	K-14	625
Cleansing Enema	K-16	627
Removal of Fecal Impaction	K-17	628
Retention Enema	K-18	629
Emergency Measures for Epileptic Seizures or Convulsions	K-19	630
Prevention & Treatment of Pressure Injuries	K-20	631
Procedure for Dressing Change	K-21	632
Feeding a Patient by Nasal or Gastrostomy Tube	K-22	633
Insertion of Levin Tube	K-23	634

Registry: Your Registry Name

Section	Ref.	Page
Levin Tube Feeding	K-24	635
Testing Diabetic Urine	K-25	636
General Guidelines for Glucometer Quality Control Testing	K-26	637
Use of Blood Glucose Meters	K-27	638
Blood Glucose Monitoring	K-28	639
General Guidelines for Documentation of Quality Control Results	K-29	640
Urinary Catheters	K-30	641
Applying an External Catheter	K-31	642
Application of Foley Drainage Bag	K-32	643
Application of Leg Drainage Bag	K-33	644
Foley Catheter Irrigation	K-34	645
Colostomy Care	K-35	646
Cleansing Artificial Dentures	K-36	647
Safe Ways of Transferring Your Patients	K-37	648
Blind Persons, Aiding	K-38	649
Going to Doctor's Office for Appointment	K-39	650
Ambulation	K-40	651
Turning a Patient	K-41	652
Positioning	K-42	653
Moving Patient Up in Bed	K-43	654
Getting Patient in/Out of Bed	K-44	655
Assisting Patient into and Out of Wheelchair	K-45	656
Assisting Patients Onto and Off Stretcher	K-46	657
How to Undress a Patient	K-47	658
How to Use Bed Cradles	K-48	659
Pressure-Relief and Positioning Devices	K-49	660
Application of Cold Sponges	K-50	661
Application of Ice Bag	K-51	662
Cold Compresses/Eye	K-52	663
Application of Hot Water Bottle	K-53	664
How to Give Early Morning and H.S. Care	K-54	665
Partial Bath	K-55	666
Bed Bath	K-56	667
How to Give Tub Bath or Shower	K-58	669

Registry: Your Registry Name

Section	Ref.	Page
Sitz Bath	K-59	670
Oral Hygiene	K-60	671
Back Rub	K-61	672
Shaving the Face of the Male Patient	K-62	673
How to Care for the Hair	K-63	674
Making an Unoccupied Bed	K-64	675
Making an Open Bed	K-65	676
Making an Occupied Bed	K-66	677
Nursing Procedures for the Dying	K-67	678
Post Mortem Care	K-68	679
Care of the Dying	K-69	680
Infection Control Policy	K-70	681
Personnel Infection Control	K-71	682
Post Exposure Evaluation and Follow-Up Procedures	K-72	683
Exposure Control Plan	K-73	684
Home Care Acquired Infection	K-75	686
Infection Prevention and Control Addressing Prioritized Risks	K-78	689
Limiting the Spread of Infections Associated with Medical Equipment, Devices and Supplies	K-81	692
Minimize Opportunity for Transmission of Pathogens to Patients and Healthcare Workers	K-82	693
Limiting the Spread of Infections Associated with Procedures	K-83	694
Infection Control Information at Registration	K-84	695
Infection Control Continuing Education	K-85	696
Contractor Exposure Incident	K-86	697
Incident/Occurrence Report	K-87	698
AIDS	K-89	700
Procedure on Order Labs Test	K-91	702
Procedure for 2-Month Plan of Treatment Summaries	K-92	703
Procedure for Wound/Pressure Injury Summaries	K-93	704
Guidelines for Maintenance of Peripheral IV Sites & Central Lines	K-94	705
Procedure Flushing at Hickman Catheter	K-96	707
Procedure Heparinization with Cap Change Line	K-97	708
Procedure Hickman Catheter Dressing Change	K-98	709

Registry: Your Registry Name

Section	Ref.	Page
Triple Lumen CVP Catheter Procedure	K-99	710
Groshong Catheter Procedure	K-100	711
Needle Safety and Prevention of Injury	K-101	712
Use of Thermometer	K-103	714
Falls Policy	K-105	716
Timed Get Up and Go Test	K-106	717
Request for Physician's Orders to Deal with Falls	K-107	718
Incident Report Falls	K-108	719
Emergent Care for Injury Caused by Fall or Accident at Home Review Tool	K-109	720
Accepted Medical Term Abbreviations	K-111	722
Dangerous Abbreviations or Dose Designation	K-115	726
Infection Control & Safety Management: the Bag Technique	K-116	727
Bag Technique Self-Assessment Checklist	K-118	729
Panic Value	K-119	730
Look Alike, Sound Alike Medication	K-120	731
Pulse Oximetry Policy	K-121	732
Hand Hygiene, CDC Guidelines	K-122	733
Handwashing Improvement Plan	K-124	735
Glucometer Competency and Quality Control	K-126	737
Process for Investigating Outbreaks of Infectious Diseases	K-127	738
Infection Surveillance, Monitoring and Reporting of Contractors and Patients	K-131	742
Home PT / INR Monitoring Policy	K-135	746
Insulin Administration	K-137	748
Blood Pressure Monitoring	K-139	750
Single Use Medical Devices Policy	K-142	753
Precautions to Protect Immune Compromised Patients	K-144	755
Prevention of Infection Related to Respiratory Tract Care	K-145	756
Guidelines on Caring for Patients with Multi-Drug Resistant Organisms	K-146	757
Bloodborne Pathogens Manual and Plan	K-148	759
Influx of Infectious Patients	K-156	767
Urostomy Care Policy	K-158	769
Chair Stand Test Protocol	K-160	771
Identification TB High Risk Exposure	K-161	772

Registry: Your Registry Name

Section	Ref.	Page
Management of Home Ventilators Policy	K-162	773
Reducing Harm from High Risk Medicines	K-164	775
High Alert Medication Management	K-165	776
Clinical Guideline for Pleural Care Procedures	K-167	778
Respite Care Policy	K-169	780
Grocery Shopping and Errands Policy	K-170	781
Policy on Laundry	K-171	782
Chore Services Policy	K-172	783
CHAPTER L - INITIAL ASSESSMENT		**784**
Initial Comprehensive Assessment/Team Conference	L-1	784
Team Case Conference Procedure	L-4	787
Client's Case Conference	L-5	788
Client's Case Management	L-7	790
Case Management Notes	L-9	792
Case Management, Care Coordination, Communication Note	L-10	793
Client Nutritional Status	L-11	794
Nutrition	L-12	795
Do Not Resuscitate	L-13	796
Resuscitation Orders	L-14	797
Assessment of Possible Abuse/Neglect	L-15	798
Safety in the Home	L-17	800
Safety Client Setting	L-19	802
Home Safety Assessment	L-20	803
Safety Guidelines Medical Equipment and Supplies	L-21	804
Safety Program, Safe Lifting	L-23	806
Prevention of Accidents	L-24	807
Patient Informed Decision Making	L-25	808
Consents	L-26	809
Reinstatement / Resumption of Care Policy	L-27	810
Patient Assessment Functions and Qualifications	L-28	811
First Dose Home IV Antimicrobial Administration	L-29	812
Implementing Care and Treatment	L-33	816
CHAPTER M - MISCELLANEOUS		**819**
Policy on Contractor Time Slip	M-1	819

Registry: Your Registry Name

Section	Ref.	Page
Changes in Assignments	M-2	820
Policy Smoke Free Environment	M-3	821
Health Care Advance Directives (Important Information)	M-4	822
Designation of Health Care Surrogate	M-5	823
Statement of Witnesses	M-7	825
Living Will	M-8	826