Table of Contents

- Some items in the Table of Contents are indicated as "updated." This means that these policies and procedures (P&Ps) have been updated since the previous edition of *PolicySource*. These changes reflect updates in Joint Commission standards and elements of performance for ambulatory care and office-based surgery accreditation. **Note:** A number of P&Ps have been updated due to changes in terminology. These are noted in orange in the Table of Contents and as "Terminology changes" in the chapter grids.
- Those items with a paperclip icon 📎 are not P&Ps themselves but supplementary materials or attachments for a particular P&P. Not every P&P has such attachments, but that does not prohibit someone using *PolicySource* to create their own ancillary materials for any of their own P&Ps.

Introduction to *PolicySource* 1

Sample Policies and Procedures for Ambulatory Care and Office-Based Surgery

Environment of Care 21

- Environment of Care Plan
- Managing MRI Risks Policy
- Hazardous Material Spill Response Procedures
- Fire Response Plan
- Fire Drill Procedures
  - 📎 Fire Drill Evaluation Form
  - 📎 Fire Drill Scheduling Tool
- Medical Equipment Failure Response Procedures
- Compressed Gas Cylinder Management Policy
- Emergency Backup for Medication Refrigeration Policy
- Utility System Disruption Response Procedures
- **UPDATED!** Infection Control During Construction Policy
- Environment of Care Management Plan Annual Evaluation Process

Emergency Management 23

- Emergency Management Plan
- 1135 Waiver Request Procedures
- Emergency Communications Plan
- Procedures for Tracking Patients During an Emergency
- Licensed Emergency Volunteers Policy
- Integrated Emergency Preparedness Plan

Human Resources 25

- Staff Orientation Plan
- Ongoing Staff Education Policy
- Ongoing Education for Diagnostic Imagining Staff Policy

Draft

- Assessing and Documenting Staff Competency Policy
- Procedures for Evaluating Staff Performance
- Granting Clinical Privileges Policy

Infection Prevention and Control 26
- Infection Prevention and Control Plan
- Hand Hygiene Policy
- Infectious Disease Outbreak Response Procedures
- Staff Influenza Vaccination Policy
- Surgical Site Infections Prevention Policy

Information Management 27
- Information Systems Interruption Management Plan
- Remote Patient Monitoring Policy
- Privacy and Security of Health Information Policy

Leadership 28
- Responsibility of Governance Policy
- Code of Conduct Policy
- Emergency Equipment for Operating Rooms Policy
- Conflict of Interest Policy

Life Safety 29
- *Life Safety Code*® Building Assessment Policy
- *Life Safety Code*® Deficiencies Procedures

Medication Management 30
- Accessibility of Patient Information Policy
- High-Alert and Hazardous Medication Management Policy
- Medication Outage or Shortage Substitution Protocols
- Medication Orders Policy
- Recalled Medication Management Policy
- **UPDATED!** Medication Event Response Policy
  - Medication Event Incident Report
- Automatic Dispensing Cabinet Override Review Policy

National Patient Safety Goals 31
- Patient Identifiers Policy
- **UPDATED!** Plan for Improving Health Care Equity
- Preprocedure Verification Procedures
  - Preprocedure Verification Form
- **UPDATED!** Anticoagulation Management Policy
- Surgical Site Marking Alternative Procedures
- Surgical Time-Out Procedures

Draft

Provision of Care, Treatment, and Services 32
- Initial Assessment Procedures
- Abuse and Neglect Assessment Procedures
- Blood and Blood Component Handling Policy
- Response to Life-Threatening Emergencies Policy
- Preprocedure Patient Assessment Policy
- Conditional Presurgery Exam and Medical History Policy

Performance Improvement 33
- **UPDATED!** Performance Improvement Policy

Record of Care, Treatment, and Services 34
- **UPDATED!** Clinical Record Timeliness Policy
- **UPDATED!** Procedures for Documenting Care, Treatment, and Services

Rights and Responsibilities of the Individual 35
- Patient Rights Policy
- Informed Consent Policy
- **UPDATED!** Investigational Medications Management Policy
- Advance Directives Policy
- Patient Complaint Resolution Policy

Transplant Safety 36
- Specimen Management Policy
- Tissue Adverse Events Investigation Procedures

Waived Testing 37
- Waived Testing Policy
- Waived Testing Competency Assessment Policy
- Waived Testing Quality Control Policy

Resources 38
- **UPDATED!** Applicability Grid
- General Sources
- Plan Template
- Policy and Procedures Evaluation Checklist
- Policy and Procedures Inventory Template
- Policy Template
- Procedures Template
- **UPDATED!** Required Written Documentation Chapter for *CAMAC*
- **UPDATED!** Required Written Documentation Chapter for *CAMOBS*
- Scoring Rubric to Assess P&Ps

Draft