







# Table of Contents

- Some items in the Table of Contents are indicated as “updated” or “new.” This means that these policies and procedures (P&Ps) have been updated or created since the previous edition of *PolicySource*. These changes reflect updates in the Joint Commission standards and elements of performance for hospital and critical access hospital 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 paper clip 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 Hospital and Critical Access Hospital

**Environment of Care (EC)** ..... 21

- [Environment of Care Plan](#)
- [Active Threat Response Procedures](#)
- [Workplace Violence Prevention Plan](#)
- **UPDATED!** [Smoke-Free Policy](#)
- [Hazardous Material Spill Response Procedures](#)
- **UPDATED!** [Fire Response Plan](#)
- **UPDATED!** [Fire Drill Procedures](#)
-  [Fire Drill Evaluation Form](#)
-  [Fire Drill Scheduling Tool](#)
- [Fire Safety Equipment and Building Features Maintenance Policy](#)
- [Medical Equipment Failure Response Procedures](#)
- [Utility System Disruption Response Procedures](#)
- [Legionella and Other Waterborne Pathogens Management Plan](#)
-  [Legionella Sample Data Sheet](#)
- [Ventilation in Critical Care Areas Policy](#)
-  [Critical Care Area Environmental Log](#)
- [Water Risk Management Plan](#)
- [Providing Emergency Power to Medication Dispensing Equipment Policy](#)
- [Emergency Backup for Medication Refrigeration Policy](#)
- [Emergency Lighting System, Exit Sign, and Emergency Generator Testing Procedures](#)
- [Piped Medical Gas and Vacuum System Management Policy](#)
- [Compressed Gas Cylinder Management Policy](#)
- [Infection Control During Construction Policy](#)
-  [Infection Control Measures Evaluation Worksheet](#)
- [Environmental Safety Management Processes](#)
- [Environment of Care Management Plan Annual Evaluation Process](#)

**Emergency Management (EM)**..... 25

- **UPDATED!** [Emergency Management Program Development Plan](#)
- 📄 [Compliance Assessment Checklist of Emergency Management Standards](#)
- [Unified and Integrated Emergency Management Plan](#)
- [Hazard Vulnerability Analysis Policy](#)
- **UPDATED!** [Emergency Operations Plan](#)
- 📄 [After-Action Report](#)
- [1135 Waiver Request Procedures](#)
- **UPDATED!** [Emergency Communications Plan](#)
- 📄 [Patient Emergency Tracking Log](#)
- **UPDATED!** [Emergency Response Staffing Plan](#)
- [Plan for Patient Care and Clinical Support During an Emergency](#)
- 📄 [Application and Approval Form to Serve as an Emergency Volunteer](#)
- 📄 [Volunteer Practitioner Evaluation Form](#)
- **UPDATED!** [Plan for Managing Safety and Security During an Emergency](#)
- [Plan for Managing Resources and Assets During an Emergency](#)
- [Plan for Managing Utilities During an Emergency](#)
- [Continuity of Operations Plan](#)
- **UPDATED!** [Disaster Recovery Plan](#)
- **UPDATED!** [Emergency Management Education and Training Policy](#)

**Human Resources (HR)**..... 28

- [Staff Orientation Plan](#)

**Infection Prevention and Control (IC)** ..... 29

- [Infection Prevention and Control Plan](#)
- [Hand Hygiene Policy](#)
- [Infectious Disease Outbreak Response Procedures](#)
- 📄 [Infectious Disease Surge Response Evaluation Checklist](#)
- **UPDATED!** [Staff Influenza Vaccination Policy](#)
- [Health Care–Associated Infections Management Policy](#)



**Information Management (IM)**..... 31

- [Information Systems Interruption Management Plan](#)
- 📄 [New Technology Decision Checklist](#)
- [Confidentiality and Security of Health Information Policy](#)
- [Remote Patient Monitoring Policy](#)

**Leadership (LD)**..... 32

- **UPDATED!** [Conflict of Interest Policy](#)
- [Code of Conduct Policy](#)
- [System or Process Failures Response Policy](#)
- **UPDATED!** [Ionizing Radiation Safety Policy](#)
- [Patient Flow Management Policy](#)

<b>Life Safety (LS)</b> .....	33
• <a href="#">Interim Life Safety Measures Policy</a>	
<b>Medication Management (MM)</b> .....	34
• <b>UPDATED!</b> <a href="#">Accessibility of Patient Information Policy</a>	
• <a href="#">High-Alert and Hazardous Medications Management Policy</a>	
• <a href="#">Medication Substitution Protocols</a>	
• <b>UPDATED!</b> <a href="#">Medication Control Policy</a>	
• <a href="#">Medication Orders Policy</a>	
• <a href="#">Medication Titration Orders Policy</a>	
• <b>NEW!</b> <a href="#">Sterile Compounding Policy for Nonhazardous and Hazardous Medications</a>	
• <b>NEW!</b> <a href="#">Sterile Compounding Staff Competency Procedures</a>	
• <b>NEW!</b> <a href="#">Medication Compounding Quality Assurance Program</a>	
• <a href="#">Recalled Medication Management Policy</a>	
• <b>UPDATED!</b> <a href="#">Medication Administration Procedures</a>	
• <a href="#">Self-Administered Medications Policy</a>	
• <a href="#">Investigational Medications Management Policy</a>	
• <b>UPDATED!</b> <a href="#">Medication Event Response Policy</a>	
📄 <a href="#">Medication Event Incident Report</a>	
• <a href="#">Automatic Dispensing Cabinets Override Review Policy</a>	
• <b>UPDATED!</b> <a href="#">Plan for Developing an Antibiotic Stewardship Program</a>	
<b>Medical Staff (MS)</b> .....	36
• <a href="#">Medical Staff Bylaws, Rules, and Regulations Policy</a>	
• <a href="#">Emergency Appraisal Treatment and Referral Policy</a>	
• <b>UPDATED!</b> <a href="#">Graduate Medical Education Supervision and Accountability Policy</a>	
• <a href="#">Clinical Privileges Application Processing Procedures</a>	
• <b>UPDATED!</b> <a href="#">Dissemination of Privileging Decisions Policy</a>	
• <a href="#">Temporary Privileges Policy</a>	
• <b>UPDATED!</b> <a href="#">Focused Professional Practice Evaluation Policy</a>	
• <b>UPDATED!</b> <a href="#">Ongoing Professional Practice Evaluation Policy</a>	
• <b>UPDATED!</b> <a href="#">Clinical Practice Investigations and Corrective Action Policy</a>	
• <a href="#">Adverse Decision Appeal Policy</a>	
<b>National Patient Safety Goals (NPSG)</b> .....	39
• <b>UPDATED!</b> <a href="#">Critical Diagnostic Test Results Management Policy</a>	
• <b>UPDATED!</b> <a href="#">Anticoagulation Management Policy</a>	
• <a href="#">Medication Reconciliation Policy</a>	
• <a href="#">Clinical Alarm Management Policy</a>	
• <a href="#">Suicide Risk Assessment and Prevention Policy</a>	
• <b>UPDATED!</b> <a href="#">Plan for Improving Health Care Equity</a>	
• <a href="#">Preprocedure Verification Procedures</a>	
📄 <a href="#">Preprocedure Verification Form</a>	
• <a href="#">Surgical Site Marking Alternative Procedures</a>	
• <a href="#">Surgical Time-Out Procedures</a>	

<b>Nursing (NR)</b> .....	41
<ul style="list-style-type: none"> <li>• <a href="#">Nurse Staffing Plan Development Policy</a></li> <li>• <a href="#">Nursing Policies and Procedures Development Policy</a></li> </ul>	
<b>Provision of Care, Treatment, and Services (PC)</b> .....	42
<ul style="list-style-type: none"> <li>• <b>UPDATED!</b> <a href="#">Initial Assessment Procedures</a> <ul style="list-style-type: none"> <li> <a href="#">Fall Risk Assessment Form</a></li> <li> <a href="#">Suicide Risk Assessment Form</a></li> </ul> </li> <li>• <b>UPDATED!</b> <a href="#">Fall Risk Assessment and Mitigation Policy</a></li> <li>• <a href="#">Abuse and Neglect Assessment Procedures</a></li> <li>• <a href="#">Individualized Care Plan Development Procedures</a></li> <li>• <b>UPDATED!</b> <a href="#">Patient Behavior Management Policy</a></li> <li>• <a href="#">Blood Transfusion Policy</a></li> <li>• <a href="#">Resuscitation Services Policy</a></li> <li>• <b>UPDATED!</b> <a href="#">Recognizing Early Warning Signs of Change or Deterioration in Patient Condition Policy</a></li> <li>• <a href="#">Post-Resuscitation Care Procedures</a></li> <li>• <a href="#">Anesthesia Services Policy</a></li> <li>• <a href="#">Specimen Management Policy</a></li> <li>• <a href="#">Adult Electroconvulsive Therapy Policy</a></li> <li>• <a href="#">Restraint and Seclusion Policy</a> <ul style="list-style-type: none"> <li> <a href="#">Restraint and Seclusion Decision Checklist</a></li> </ul> </li> <li>• <b>UPDATED!</b> <a href="#">Discharge Planning Policy</a></li> <li>• <a href="#">Blood Handling Policy</a></li> <li>• <a href="#">Maternal Hemorrhage Risk Assessment Policy</a></li> <li>• <a href="#">Maternal Hemorrhage Management Procedures</a> <ul style="list-style-type: none"> <li> <a href="#">Maternal Hemorrhage Cart Checklist</a></li> </ul> </li> <li>• <a href="#">Maternal Blood Pressure Measurement Procedures</a></li> <li>• <a href="#">Procedures for the Management of Severe Maternal Hypertension/Preeclampsia</a> <ul style="list-style-type: none"> <li> <a href="#">Severe Maternal Hypertension/Preeclampsia Debriefing Form</a></li> </ul> </li> </ul>	
<b>Performance Improvement (PI)</b> .....	45
<ul style="list-style-type: none"> <li>• <b>UPDATED!</b> <a href="#">Performance Improvement Plan</a></li> </ul>	
<b>Record of Care, Treatment, and Services (RC)</b> .....	46
<ul style="list-style-type: none"> <li>• <a href="#">Medical Record Entry Authentication Policy</a></li> <li>• <a href="#">Medical Record Timeliness Policy</a></li> <li>• <a href="#">Medical Record Retention Policy</a></li> </ul>	
<b>Rights and Responsibilities of the Individual (RI)</b> .....	47
<ul style="list-style-type: none"> <li>• <a href="#">Patient Rights Policy</a></li> <li>• <a href="#">Visitor Policy During Infectious Disease Surge</a> <ul style="list-style-type: none"> <li> <a href="#">COVID-19 Visitor Prescreening Checklist</a></li> </ul> </li> <li>• <a href="#">Patient Right to Decision Making Policy</a></li> <li>• <a href="#">Informed Consent Policy</a></li> </ul>	

- [Advance Directives Policy](#)
- [Mistreatment and Misappropriation Prohibition Policy](#)
- [Patient Responsibilities Policy](#)

**Transplant Safety (TS)** ..... 48

- [Affiliated Organ Procurement Organization Policy](#)
- [Identifying Opportunities for Asystolic Recovery of Organs for Donation Policy](#)
- [Family Notification of Organ Donation Procedures](#)
- [Tissue Adverse Events Investigation Procedures](#)

**Waived Testing (WT)** ..... 49

- [Waived Testing Policy](#)
- **UPDATED!** [Waived Testing Quality Control Policy](#)
- [Waived Testing Competency Assessment Policy](#)

**Resources** ..... 50

- [General Sources](#)
- [Plan Template](#)
- [Policy and Procedures Evaluation Checklist](#)
- [Policy and Procedures Inventory Template](#)
- [Policy Template](#)
- [Procedures Template](#)
- **UPDATED!** [Required Written Documentation Chapter for CAMCAH](#)
- **UPDATED!** [Required Written Documentation Chapter for CAMH](#)
- [Scoring Rubric to Assess P&Ps](#)