






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:** All P&Ps have been updated to improve accessibility.
- 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](#)
- [Smoke-Free Policy](#)
- [Hazardous Material Spill Response Procedures](#)
- [Fire Response Plan](#)
- [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](#)
- [Ventilation in Critical Care Areas Policy](#)
 -  [Critical Care Area Environmental Log](#)
- [Legionella and Other Waterborne Pathogens Management Plan](#)
 -  [Legionella Sample Data Sheet](#)
- [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 Checklist](#)
- [Environmental Safety Management Processes](#)
- [Environment of Care Management Plan Annual Evaluation Process](#)

Emergency Management (EM)..... 25

- [Emergency Management Program Development Plan](#)
- 📎 [Compliance Assessment Checklist of Emergency Management Standards](#)
- [Unified and Integrated Emergency Management Plan](#)
- [Hazard Vulnerability Analysis Policy](#)
- [Emergency Operations Plan](#)
- 📎 [After-Action Report](#)
- [1135 Waiver Request Procedures](#)
- [Emergency Communications Plan](#)
- 📎 [Patient Emergency Tracking Log](#)
- [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](#)
- [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](#)
- [Disaster Recovery Plan](#)
- [Emergency Management Education and Training Policy](#)

Human Resources (HR)..... 28

- [Staff Orientation Plan](#)

Infection Prevention and Control (IC) 29



- **UPDATED!** [Health Care–Associated Infections Management Policy](#)
- 📎 **NEW!** [Compliance Assessment Checklist of IC Standards](#)
- **NEW!** [Policy for Cleaning, Disinfecting, and Sterilizing Reusable Medical and Surgical Devices and Equipment](#)
- **NEW!** [Protocols to Prepare for High-Consequence Infectious Diseases or Special Pathogens](#)
- 📎 **NEW!** [Assessment Checklist for High-Consequence Infectious Diseases Preparedness](#)
- **UPDATED!** [Staff Vaccination Policy](#)

Information Management (IM)..... 30

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

Leadership (LD)..... 31

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

Life Safety (LS)	32
• Interim Life Safety Measures Policy	
Medication Management (MM)	33
• Accessibility of Patient Information Policy	
• High-Alert and Hazardous Medications Management Policy	
• Medication Substitution Protocols	
• Medication Control Policy	
• Medication Orders Policy	
• Medication Titration Orders Policy	
• Sterile Compounding Policy for Nonhazardous and Hazardous Medications	
• Sterile Compounding Staff Competency Procedures	
• Medication Compounding Quality Assurance Program	
• Recalled Medication Management Policy	
• Medication Administration Procedures	
• Self-Administered Medications Policy	
• Investigational Medications Management Policy	
• Medication Event Response Policy	
•  Medication Event Incident Report	
• Automatic Dispensing Cabinets Override Review Policy	
• Plan for Developing an Antibiotic Stewardship Program	
Medical Staff (MS)	35
• Medical Staff Bylaws, Rules, and Regulations Policy	
• Emergency Appraisal Treatment and Referral Policy	
• Graduate Medical Education Supervision and Accountability Policy	
• Clinical Privileges Application Processing Procedures	
• Dissemination of Privileging Decisions Policy	
• Temporary Privileges Policy	
• Focused Professional Practice Evaluation Policy	
• Ongoing Professional Practice Evaluation Policy	
• Clinical Practice Investigations and Corrective Action Policy	
• Adverse Decision Appeal Policy	
National Patient Safety Goals (NPSG)	38
• Critical Diagnostic Test Results Management Policy	
• Anticoagulation Management Policy	
• Medication Reconciliation Policy	
• Clinical Alarm Management Policy	
• UPDATED! Hand Hygiene Policy	
• UPDATED! Suicide Risk Management Assessment and Prevention Policy	
• Plan for Improving Health Care Equity	
• Preprocedure Verification Procedures	
•  Preprocedure Verification Form	
• Surgical Site Marking Alternative Procedures	
• Surgical Time-Out Procedures	

Nursing (NR)	40
<ul style="list-style-type: none"> • Nurse Staffing Plan Development Policy • Nursing Policies and Procedures Development Policy 	
Provision of Care, Treatment, and Services (PC)	41
<ul style="list-style-type: none"> • Initial Assessment Procedures 📎 Fall Risk Assessment Form 📎 Suicide Risk Assessment Form • Fall Risk Assessment and Mitigation Policy • Abuse and Neglect Assessment Procedures • Individualized Care Plan Development Procedures • UPDATED! Adult Electroconvulsive Therapy Policy • Patient Behavior Management Policy • Blood Transfusion Policy • Resuscitation Services Policy • Recognizing Early Warning Signs of Change or Deterioration in Patient Condition Policy • Post-Resuscitation Care Procedures • Anesthesia Services Policy • Specimen Management Policy • Restraint and Seclusion Policy 📎 Restraint and Seclusion Decision Checklist • Discharge Planning Policy • Blood Handling Policy • Maternal Hemorrhage Risk Assessment Policy • Maternal Hemorrhage Management Procedures 📎 Maternal Hemorrhage Cart Checklist • Maternal Blood Pressure Measurement Procedures • Procedures for the Management of Severe Maternal Hypertension/Preeclampsia 📎 Severe Maternal Hypertension/Preeclampsia Debriefing Form 	
Performance Improvement (PI)	44
<ul style="list-style-type: none"> • Performance Improvement Plan 	
Record of Care, Treatment, and Services (RC)	45
<ul style="list-style-type: none"> • Medical Record Entry Authentication Policy • Medical Record Timeliness Policy • Medical Record Retention Policy 	
Rights and Responsibilities of the Individual (RI)	46
<ul style="list-style-type: none"> • Patient Rights Policy • UPDATED! Visitor Policy During Infectious Disease Surge 📎 COVID-19 Visitor Prescreening Checklist • Patient Right to Decision-Making Policy • Informed Consent Policy 	

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

Transplant Safety (TS) 47

- [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) 48

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

Resources 49

- [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](#)