## **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 home care 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 ① 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 Home Care	
Environment of Care	21
Hazardous Material Spill Response Procedures	
Fire Response Plan	
Fire Drill Procedures	
Fire Drill Evaluation Form: Home Health	
Fire Drill Evaluation Form: Hospice	
<u>Utility System Disruption Response Procedures: Hospice</u>	
Emergency Backup for Medication Dispensing and Refrigeration Equipment Policy	
Emergency Lighting System and Emergency Generator Testing Procedures	
Piped Medical Gas and Vacuum System Management Policy	
Compressed Gas Cylinder Management Policy	
Environmental Safety Management Processes	
Emergency Management	23
NEW! Emergency Management Program Development Plan	
UPDATED! Unified and Integrated Emergency Management Plan	
NEW! <u>Hazard Vulnerability Analysis Policy</u>	
UPDATED! Emergency Operations Plan	
Patient Emergency Tracking Log	
UPDATED! 1135 Waiver Request Procedures	
UPDATED! Emergency Communications Plan	
NEW! Emergency Response Staffing Plan	
NEW! Plan for Patient Care and Clinical Support During an Emergency	
NFW! Plan for Managing Safety and Security During an Emergency	

**NEW!** Plan for Managing Resources and Assets During an Emergency

**NEW!** Plan for Managing Utilities During an Emergency

•	NEW! Disaster Recovery Plan	
•	NEW! Emergency Management Education and Training Policy	
E	Equipment Management	26
<u></u>	Home-Use Medical Equipment Setup Procedures	20
•	Staff-Use Medical Equipment Maintenance Policy	
	Start 636 Wedical Equipment Waintenance Folloy	
<u>H</u>	luman Resources	27
•	Staff Qualifications Verification Policy	
•	Staff Orientation Plan	
•	Ongoing Education and Training Policy	
•	Staff Competency Policy	
In	nfection Prevention and Control	28
	Infection Prevention and Control Plan	20
•	Infectious Disease Outbreak and Patient Surge Response Procedures	
•	Staff Influenza Vaccination Policy	
	Starr Hillacriza Vaccination Folicy	
In	nformation Management	29
•	Information Systems Interruption Management Plan	
•	Confidentiality and Security of Health Information Policy	
Le	<u>eadership</u>	30
•	Code of Conduct Policy	
•	Conflict of Interest Policy	
•	Ethical Business Practices Policy	
•	Volunteer Documentation Policy	
•	Contracted Services Policy	
<u>Li</u>	<u>ife Safety</u>	31
•	Interim Life Safety Measures Policy	
м	Nedication Compounding	32
•	NEW! Medication Compounding Quality Assurance Program	
•	NEW COLUMN TO THE TAXABLE PARTY OF TAXA	
•	N=141	
•		
•		
	Medication Compounding Checklist	
•		
•	NEW COLUMN TO THE COLUMN TO TH	
•		

• **NEW!** Continuity of Operations Plan

•	UPDATED! Nonsterile Compounding Policy	
•	NEW! Procedures for Depyrogenation of Compounded Products	
•	NEW! Procedures for Release Inspection and Testing of Compounded Sterile Preparations	
•	UPDATED! Procedures for Ensuring Sterility, Strength, Quality, and Purity of CSPs	
•	NEW! Procedures for Packing and Transporting CSPs	
•	UPDATED! Radiopharmaceuticals Management Procedures	
<u>Me</u>	edication Management	34
•	Accessibility of Patient Medication Information Policy	
•	Medication Orders Policy	
•	High-Alert and Hazardous Medication Management Policy	
•	Medication Substitution Protocols	
•	Medication Control Policy	
•	Medication Titration Orders Policy	
•	Dispensing Accuracy Policy	
•	Recalled Medication Management Policy	
•	Procedures for Management and Disposal of Controlled Medications in the Home	
•	Self-Administered Medications Policy	
•	Investigational Medications Management Policy	
•	Medication Event Response Policy	
	Medication Event Incident Report	
•	Automatic Dispensing Cabinets Override Review Policy	
Na	ational Patient Safety Goals	36
•	Hand Hygiene Policy	
•	Fall Risk Assessment and Mitigation Policy	
•	Home Oxygen Safety Risk Assessment Procedures	
Pro	rovision of Care, Treatment, and Services	37
•	Initial Assessment Procedures: Home Health	
•	Initial Assessment Procedures: Hospice	
•	Abuse and Neglect Assessment Procedures	
•	Individualized Care Plan Development Procedures: Home Health	
•	Individualized Care Plan Development Procedures: Hospice	
•	Adverse Blood Transfusion Reaction Response Procedures	
•	Continuity of Care Policy	
•	Policy on Appropriate Staff Training on Use of Seclusion and Restraint	
•	Discharge Planning Policy	
	erformance Improvement	38
•	Performance Improvement Plan	

NEW! Procedures for the Use of Garbing and Hand Hygiene in Sterile Compounding
 NEW! Procedures for Cleaning and Disinfecting the Compounding Environment

Record of Care, Treatment, and Services
Patient Record Retention Policy
Rights and Responsibilities of the Individual
Patient Rights Policy
Informed Consent Policy
Advance Directives Policy
Mistreatment and Misappropriation Prohibition Policy
Patient Complaint Resolution Policy
Patient Responsibilities Policy
Waived Testing 41
<u>Waived Testing Policy</u>
Staff Waived Testing Competency Assessment Policy
UPDATED! <u>Waived Testing Quality Control Plan</u>
Resources 42
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 CAMHC
Scoring Rubric to Assess P&Ps