

Table of Contents

Introduction	1
Sample Policies and Procedures	20
Emergency Management (EM)	21
• Emergency Communications Plan	22
🔗 Patient Emergency Tracking Log	26
• Emergency Operations Plan.....	27
🔗 After-Action Report.....	36
• Hazard Vulnerability Analysis, Emergency Operations Plan, and Emergency Inventory Evaluation Process	40
• Hazard Vulnerability Analysis Policy.....	45
• Integrated Emergency and Disaster Management Plan	49
Facility Management and Safety (FM)	58
• Active Threat Response Procedures	59
• Compressed Gas Cylinder Management Policy.....	63
• Environmental Safety Management Processes	67
• Facility Management and Safety Plan	71
• Facility Management and Safety Plan Evaluation Process.....	77
• Fire Drill Procedures.....	81
🔗 Fire Drill Evaluation Form.....	86
🔗 Fire Drill Scheduling Tool	90
• Fire Response Plan	91
• Fire Safety Equipment and Building Features Maintenance Policy	94
• Hazardous Material Spill Response Procedures	97
• Interim Measures Policy.....	103
• Ionizing Radiation Safety Policy.....	107
• Medical Equipment Failure Response Procedures	112
• Smoking Policy	114
• Utility System Disruption Response Procedures	116
• Water Risk Management Plan	121
• Workplace Violence Prevention Plan.....	128
Human Resources (HR)	133
• Nurse Staffing Plan Development Policy.....	134
• Staff Orientation Plan.....	138

Infection Prevention and Control (IC)	142
• Hand Hygiene Policy.....	143
• Health Care–Associated Infections Management Policy.....	148
• Infection Prevention and Control During Construction Policy.....	152
📎 Infection Prevention and Control Measures Evaluation Worksheet	156
• Infection Prevention and Control Plan	159
• Infectious Disease Outbreak Response Procedures.....	166
📎 Infectious Disease Surge Response Assessment Checklist	170
• Staff Influenza Vaccination Policy	173
 Information Management (IM).....	177
• Confidentiality and Security of Health Information Policy.....	178
• Information Systems Downtime Management Plan.....	181
 Leadership (LD).....	186
• Code of Conduct Policy	187
• Conflict of Interest Policy	190
• Patient Flow Management Policy	193
• System or Process Failure Response Policy	199
 Medication Management (MM).....	204
• Accessibility of Patient Information Policy	205
• Antimicrobial Stewardship Procedures	207
• High-Alert and Hazardous Medication Management Policy	210
• Investigational Medications Management Policy.....	214
• Medication Administration Procedures.....	219
• Medication Control Policy	223
• Medication Event Response Policy.....	229
📎 Medication Event Incident Report.....	233
• Medication Orders Policy	236
• Medication Reconciliation Policy.....	240
• Recalled Medication Management Policy.....	244
• Self-Administered Medications Policy	247
 Medical Staff (MS).....	251
• Clinical Privileges Application Processing Procedures.....	253
• Dissemination of Privileging Decisions Policy	258
• Focused Professional Practice Evaluation Policy	261
• Graduate Medical Education Supervision and Accountability Policy	265
• Medical Staff Bylaws, Rules, and Regulations Policy	268
• Ongoing Professional Practice Evaluation Policy	271
• Temporary Privileges Policy.....	274

Provision of Care, Treatment, and Services (PC).....	277
• Abuse and Neglect Assessment Procedures	278
• Anesthesia Services Policy	281
• Blood Handling Policy.....	285
• Blood Transfusion Policy.....	288
• Clinical Alarm Management Policy.....	293
• Critical Diagnostic Test Results Management Policy	295
• Discharge Planning Policy.....	298
• Fall Risk Assessment and Mitigation Policy	302
• Individualized Care Plan Development Procedures	306
• Initial Assessment Procedures.....	311
 🔗 Fall Risk Assessment.....	314
• Patient Behavior Management Policy	319
• Post-Resuscitation Care Procedures.....	322
• Preprocedure Verification Procedures	326
 🔗 Preprocedure Verification Form.....	329
• Recognizing Early Warning Signs of Change or Deterioration in a Patient's Condition Policy.....	333
• Restraint and Seclusion Policy	337
 🔗 Restraint and Seclusion Decision Checklist.....	342
• Resuscitation Services Policy.....	344
• Specimen Management Policy	347
• Suicide Risk Assessment and Prevention Policy.....	350
• Surgical Time-Out Procedures.....	357
Performance Improvement (PI).....	359
• Performance Improvement Plan.....	360
Patient Rights and Responsibilities (PR).....	366
• Informed Consent Policy.....	367
• Patient Responsibilities Policy.....	370
• Patient Right to Decision Making Policy	372
• Patient Rights Policy.....	376
Record of Care, Treatment, and Services (RC)	380
• Medical Record Entry Authentication Policy.....	381
• Medical Record Retention Policy.....	383
• Medical Record Timeliness Policy	385
Transplant Safety (TS)	387
• Affiliated Organ Procurement Organization Policy.....	388
• Family Notification of Organ Donation Procedures	391

Resources	394
• Plan Template	395
• Policy and Procedures Evaluation Checklist.....	397
• Policy and Procedures Inventory Template.....	399
• Policy Template.....	400
• Procedures Template	402
• Scoring Rubric to Assess P&Ps	404