Table of Contents

Introduction to PolicySource

- UPDATED! Get Started
- UPDATED! Policies, Procedures, Protocols, or Plans for Home Care Organizations

Sample Policies, Procedures, and Plans for Home Care

- Environment of Care (EC)
 - Compressed Gas Cylinder Management Policy
 - o Emergency Backup for Medication Dispensing and Refrigeration Equipment Policy
 - o Emergency Lighting System and Emergency Generator Testing Procedures
 - o Environmental Safety Management Processes
 - o Fire Drill Procedures
 - Fire Drill Evaluation Form: Home Health
 - Fire Drill Evaluation Form: Hospice
 - Fire Response Plan
 - Hazardous Material Spill Response Procedures
 - Piped Medical Gas and Vacuum System Management Policy
 - o **NEW!** Utility System Disruption Response Procedures: Hospice

• Emergency Management (EM)

- o 1135 Waiver Request Procedures
- Emergency Communications Plan
- o Emergency Operations Plan
 - Patient Emergency Tracking Log
- o Integrated Emergency Preparedness Plan

• Equipment Management (EQ)

- Home-Use Medical Equipment Setup Procedures
- Staff-Use Medical Equipment Maintenance Policy

• Human Resources (HR)

- Ongoing Education and Training Policy
- Staff Competency Policy
- Staff Orientation Plan
- Staff Qualifications Verification Policy

Infection Prevention and Control (IC)

- Infection Prevention and Control Plan
- Infectious Disease Outbreak Response Procedures
 - Unfectious Disease Outbreak and Patient Surge Response Evaluation Checklist
- Staff Influenza Vaccination Policy

Information Management (IM)

- Confidentiality and Security of Health Information Policy
- o Information Systems Interruption Management Plan

Leadership (LD)

- Code of Conduct Policy
- Conflict of Interest Policy
- Contracted Services Policy
- Ethical Business Practices Policy
- Volunteer Documentation Policy

Life Safety (LS)

Interim Life Safety Measures Policy

Medication Compounding (MC)

- Compounding Area Integrity Policy
- NEW! Compounding Staff Competency Procedures
- Nonsterile Compounding Components Management Policy
- Nonsterile Compounding Policy
- Nonsterile Preparations Operating Procedures Documentation Policy
- Policy for Environmental Quality Control for Compounded Sterile Preparations
 - Medication Compounding Checklist
- NEW! Procedures for Ensuring Sterility, Purity, and Stability of Compounded Sterile Preparations
- NEW! Radiopharmaceuticals Management Procedures

Medication Management (MM)

- Accessibility of Patient Medication Information Policy
- o **NEW!** Automatic Dispensing Cabinets Override Review Policy
- NEW! Dispensing Accuracy Policy
- High-Alert and Hazardous Medication Management Policy
- Investigational Medications Management Policy
- NEW! Medication Control Policy
- Medication Event Response Policy
 - Medication Event Incident Report
- Medication Orders Policy
- Medication Substitution Protocols
- Medication Titration Orders Policy
- NEW! Procedures for Management and Disposal of Controlled Medications in the Home
- Recalled Medication Management Policy
- Self-Administered Medications Policy

National Patient Safety Goals (NPSG)

- o Fall Risk Assessment and Mitigation Policy
 - Fall Risk Assessment
- Hand Hygiene Policy
- Home Oxygen Safety Risk Assessment Procedures

Provision of Care, Treatment, and Services (PC)

- Abuse and Neglect Assessment Procedures
- NEW! Adverse Blood Transfusion Reaction Response Procedures
- Continuity of Care Policy
- Discharge Planning Policy

- o Individualized Care Plan Development Procedures: Home Health
- o Individualized Care Plan Development Procedures: Hospice
- Initial Assessment Procedures: Home Health
- Initial Assessment Procedures: Hospice
- o **NEW!** Policy on Appropriate Staff Training on Use of Seclusion and Restraint

Performance Improvement (PI)

Performance Improvement Plan

Record of Care, Treatment, and Services (RC)

Patient Record Retention Policy

• Rights and Responsibilities of the Individual (RI)

- Advance Directives Policy
- Informed Consent Policy
- Mistreatment and Misappropriation Prohibition Policy
- Patient Complaint Resolution Policy
- Patient Responsibilities Policy
- Patient Rights Policy

Waived Testing (WT)

- Staff Waived Testing Competency Assessment Policy
- Waived Testing Policy
- Waived Testing Quality Control Plan

Resources

- **UPDATED!** Applicability Grid
- General Sources
- Plan Template
- Policy and Procedures Evaluation Checklist
- Policy and Procedures Inventory Template
- Policy Template
- Procedures Template
- **UPDATED!** RWD Chapter for CAMHC
- Scoring Rubric to Assess P&Ps