


Table of Contents

Please note the following:

- 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 year’s edition of *PolicySource*. These changes are made to reflect updates in the Joint Commission standards and elements of performance for the nursing care center and assisted living accreditation programs.
- Those items with a paperclip 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 Nursing Care Center and Assisted Living Community

Environment of Care (EC) 21

- [Environment of Care Plan](#)
- [Visitor Policy](#)
- [Patient and/or Resident Elopement Procedures](#)
- [Smoke-Free Policy](#)
- [Hazardous Material Spill Response Procedures](#)
- [Fire Response Plan](#)
- **Updated!** [Fire Safety Equipment and Building Features Maintenance Policy](#)
- [Medical Equipment Failure Response Procedures](#)
- [Utility System Disruption Response Procedures](#)
- [Water Risk Management Plan](#)
- **New!** [Policy for Providing Emergency Power to Medication Dispensing Equipment](#)
- [Emergency Backup for Medication Refrigeration Policy](#)

Emergency Management (EM) 23

- [Hazard Vulnerability Analysis Policy](#)
- [Emergency Operations Plan](#)
- [Emergency Communications Procedures](#)
- [Licensed Emergency Volunteers Policy](#)
 [Application and Approval Form to Serve as an Emergency Volunteer](#)
- [Nonlicensed Emergency Volunteers Policy](#)
 [Volunteer Practitioner Evaluation Form](#)

Human Resources (HR)	25
• Procedures to Identify and Verify Staff Qualifications	
• Orientation Plan	
• Updated! Staff Competency Policy	
• Licensed Independent Practitioner Licensure Verification Policy: Assisted Living Communities	
• Updated! Licensed Practitioner Licensure Verification Policy: Nursing Care Centers	
infection Prevention and Control (iC)	26
• Infection Prevention and Control Plan	
• Hand Hygiene Policy	
• Infectious Disease Outbreak Response Procedures	
📎 Infectious Disease Surge Response Assessment Checklist	
information Management (iM)	27
• Information Systems Interruption Management Plan	
Leadership (LD)	28
• Governance Responsibility Policy	
• Code of Conduct Policy	
• System or Process Failures Response Procedures	
• Conflict of Interest Policy	
• Contracted Services Policy	
Life Safety (LS)	29
• Interim Life Safety Measures Policy	
Medication Management (MM)	30
• High-Alert and Hazardous Medication Management Policy	
• Medication Control Plan	
• Medication Orders Policy	
• New! Recalled Medication Management Policy	
• Medication Administration Procedures	
• Self-Administered Medications Policy	
• New! Investigational Medications Management Policy	
• Medication Event Response Policy	
📎 Medication Event Incident Report	
• Automatic Dispensing Cabinets Override Review Policy	
• Antimicrobial Stewardship Policy	
National Patient Safety Goals (NPSG)	32
• Patient and/or Resident Identifiers Policy	
• Anticoagulation Management Policy	
• Medication Reconciliation Policy	
• Updated! Fall Risk Assessment and Mitigation Policy	
• Pressure Injury Identification and Prevention Plan	

Provision of Care, Treatment, and Services (PC)	33
<ul style="list-style-type: none"> • New! Procedures to Determine Eligibility for Acceptance • Initial Resident Assessment Procedures • Initial Patient and/or Resident Assessment Procedures • Abuse, Neglect, and Exploitation Assessment Procedures • New! Critical Diagnostic Test Results Management Policy • Policy for Recognizing Early Warning Signs of Change or Deterioration in a Patient and/or Resident • Life-Threatening Emergency Response Procedures • Restraint and Seclusion Policy •  Restraint and Seclusion Decision Checklist 	
Performance Improvement (PI)	34
<ul style="list-style-type: none"> • Performance Improvement Policy 	
Record of Care, Treatment, and Services (RC)	35
<ul style="list-style-type: none"> • Clinical Record Timeliness Policy • Clinical/Resident Record Content Policy 	
Rights and Responsibilities of the individual (Ri)	36
<ul style="list-style-type: none"> • Patient and/or Resident Rights and Responsibilities Policy • Patient and/or Resident Decision-Making Rights Policy • Informed Consent Policy • Advance Directives Policy • New! Rights of Patients and/or Residents Who Work at the Organization • New! Patient and/or Resident Responsibilities Policy 	
Waived Testing (WT)	37
<ul style="list-style-type: none"> • Waived Testing Policy • Waived Testing Competency Assessment Policy 	
Resources	38
<ul style="list-style-type: none"> • General Resources • Plan Template • Policy and Procedures Evaluation Checklist • Policy and Procedures Inventory Template • Policy Template • Procedures Template • Required Written Documentation Chapter for CAMALC • Required Written Documentation Chapter for CAMNCC • Scoring Rubric to Assess P&Ps 	