

ATTACHMENT B

Psychiatric Health Facility: Approved Policies September 2016 – September 2017

#	Policy Name and Attachments (if any)	Approval Date(s)
1	Acuity Staffing <ul style="list-style-type: none"> Attachment A: Daily Acuity Report Attachment B: Patient Acuity Tool Attachment C: Staffing Decision Tree 	8/23/17
2	Level of Observation <ul style="list-style-type: none"> Attachment A: Q15 Patient Rounds DAY Attachment B: Q15 Patient Rounds NIGHT Attachment C: Patient Observation Record 	8/23/17
3	Infection Control Physical Environment <ul style="list-style-type: none"> Attachment A: Infection Control Construction Permit 	8/23/17
4	Informed Consent for Psychotropic Medication <ul style="list-style-type: none"> Attachment A: Informed Consent for Mental Health Medication 	8/23/17, 1/4/17
5	Medication Disposal and Destruction <ul style="list-style-type: none"> Attachment A: Controlled Medication Disposal Log Attachment B: Non-controlled Medication Disposal Log Attachment C: Controlled Drug Record 	8/23/17, 9/14/16, 9/9/16
6	Safe Injection Practices Single-Use Devices and Sterile Fluid Management	7/26/17
7	Seclusion and Restraint <ul style="list-style-type: none"> Attachment A: Physical Restraint, Seclusion or Mechanical Restraint and/or Emergency Medication form Attachment B: Denial of Rights form 	5/24/17, 9/9/16
8	Environmental/Janitorial Services	5/24/17

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9	Medical Waste Management - Biohazardous and Sharps Waste	5/24/17
10	Linen/Laundry Policy	5/24/17
11	Off-unit Therapeutic Pass <ul style="list-style-type: none"> Attachment A: Off-unit Therapeutic Pass Risk Assessment 	3/22/17, 1/4/17
12	Stop Orders for Medications	3/22/17, 9/30/16
13	Pain Management <ul style="list-style-type: none"> Attachment A: Wong-Baker FACES Pain Rating Scale 	3/22/17
14	Denial of Rights <ul style="list-style-type: none"> Attachment B, Denial of Rights form, updated 	3/22/17
15	Patient Elopement <ul style="list-style-type: none"> Attachment A: Elopement Risk Assessment Attachment B: Unusual Occurrence Incident Report Attachment C: 24-Hour Unusual Occurrence Incident Report 	3/22/17, 1/4/17
16	Care of Suicidal Patients <ul style="list-style-type: none"> Attachment A: Hermes-Deakins Suicide Risk Assessment Attachment A: Level of Observation Checklist 	1/4/17
17	Visitors	1/4/17
18	Outside Food	1/4/17
19	Medication Administration <ul style="list-style-type: none"> Attachment A: Medication Education Flow Sheet 	1/4/17
20	On-Call Administrator	1/4/17

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21	Access to Medication Storage Areas	1/4/17, 9/9/16
22	Unusual Occurrence Reporting <ul style="list-style-type: none"> Attachment A: Unusual Occurrence Incident Report Attachment B: 24-Hour Unusual Occurrence Incident Report 	1/4/17, 10/17/16, 9/30/16
23	Social Services Documentation Standards <ul style="list-style-type: none"> Attachment A: Social Services Progress Note Attachment B: Psychosocial Assessment/Discharge Plan Attachment C: Psychosocial Assessment Update Attachment D: Social Services Weekly Progress Note: Acute Attachment E: Social Services Weekly Progress Note: Administrative Attachment F: Administrative Day Waiver Request for Medi-Cal or Medi-Cal Eligible Patients 	1/4/17
24	Critical Laboratory Values <ul style="list-style-type: none"> Attachment A: Critical Laboratory Value List 	11/30/16
25	Sexual Contact Between Patients	10/17/16
26	Hospital Construction and Renovations <ul style="list-style-type: none"> Attachment A: Environmental Safety and Infection Control Risk Assessment Attachment B: Infection Control Construction Permit 	10/17/16
27	Reportable Diseases, Conditions and Occurrences <ul style="list-style-type: none"> Attachment A: Communicable Disease - (Except Tuberculosis) Confidential Morbidity Report Attachment B: Reportable Diseases and Conditions Attachment C: Tuberculosis Confidential Morbidity Report Attachment D: Department of Motor Vehicles (Conditions Impairing Driving Capacity) Confidential Morbidity Report 	10/17/16
28	Occupational Exposure to Communicable Diseases Other Than Blood borne Pathogens	10/17/16

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29	Standard Precautions	10/17/16
30	Glucometer Policy	9/30/16
31	Patients' Own Medications policy <ul style="list-style-type: none"> Attachment A: Patient's Own Medication Record 	9/30/16, 9/9/16
32	Emergency Supplies and Drugs (E-Kit) policy <ul style="list-style-type: none"> Attachment A: E-Kit Fridge Attachment B: E-Kit Controlled Attachment C: E-Kit Medical Emergencies Attachment D: PHF Attachment E: Emergency Medication Utilization Form 	9/30/16, 9/14/16, 9/9/16
33	Transcribing New Medication Orders	9/30/16
34	Controlled Substance Management <ul style="list-style-type: none"> Attachment A: Controlled Drug Report Attachment B: Controlled Substance Delivery Log Attachment C: Controlled Drug Count Sheet 	9/30/16
35	Sample Medications <ul style="list-style-type: none"> Attachment A: Medication Storage Temperature Log Attachment B: Sample Medication Monthly Inspection Log Attachment C: Medication Sample Log 	9/30/16
36	Emergency Medication Kit (E-Kit) <ul style="list-style-type: none"> Attachment A: Emergency Medication Utilization form 	9/30/16, 9/9/16
37	Employee Immunization	9/14/16, 9/9/16

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38	Nutritional Screening and Assessment <ul style="list-style-type: none"> Attachment A: Nutritional Screening section of Nursing Assessment Attachment B: Nutritional Assessment 	9/14/16
39	Disaster and Emergency Supplies for Dietary Services	9/14/16, 9/9/16
40	Food Substitutions and Replacement Meals	9/9/16
41	Client Problem Resolution Process <ul style="list-style-type: none"> Attachment A: Grievance Form Attachment B: Acknowledgement Letter Attachment C: Conclusion Letter 	9/9/16
42	PRN Medications	9/9/16
43	Ice Procurement, Storage and Handling	9/9/16
44	Medication Errors and Adverse Drug Reactions <ul style="list-style-type: none"> Attachment A: Unusual Occurrence Incident Report Attachment B: Adverse Drug Reaction Report Form 	9/9/16
45	Staff Orientation and Training for Seclusion and Restraint	9/9/16
46	Facility Surveillance and Inspection <ul style="list-style-type: none"> Attachment A: Environmental Rounds Worksheet for Infection Control 	9/9/16
47	Blood Glucose Monitoring	9/9/16
48	Therapeutic Diets	9/9/16

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49	Washer and Dryer Disinfection/Soiled Laundry Handling	9/9/16
50	Request for Additional Food	9/9/16
51	Hand Hygiene	9/9/16

Approved Hometown Pharmacy Policies

1	Pharmacy Deliveries	6/28/17, 10/17/16, 9/30/16
2	Providing Pharmacy Products and Services	6/28/17, 9/9/16
3	Receipt of Routine Deliveries	9/9/16
4	Quality Improvement Program <ul style="list-style-type: none"> • Attachment A 	9/9/16
5	Pharmacy Participation in Facility Quality Improvement and Pharmacy and Therapeutics Committee	9/9/16
6	Pharmacy Consultant Services	9/9/16
7	Generic Substitution	9/9/16
8	STAT and Emergency Medication Orders and Deliveries	9/9/16
9	Reordering, Changing, and Discontinuing Orders	9/9/16
10	After Hours Medication Orders	9/9/16
11	Communication of Orders to Pharmacy and Prescriber Authorization	9/9/16

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12	Patient Information Required by the Pharmacy	9/9/16
13	Facility Receiving Pharmacy Products and Services	9/9/16
14	Medication Refills	9/9/16
15	House Supply Medications	9/9/16
16	Drug Recalls	9/9/16
17	Return Medications and Credits	9/9/16
18	Loss or Theft of Drugs	9/9/16
19	Drug Sample Control	9/9/16
20	Provision of Pharmacy Services During an Emergency	9/9/16
21	Medication Shortages, Backorders, and Unavailable Drugs	9/9/16
22	Non-Formulary Drugs	9/9/16
23	High Alert Medications	9/9/16
24	Clozapine	9/9/16