POLICY AND PROCEDURE PRIORITY TOOL-KIT

Below you will find a list of policies and procedures considered high risk prevention/protection measures. Also provided as part of this tool-kit is a policy and procedure template and sample that you may use as a standardized policy format. (Separate document)

Develop all necessary clinical practice and operating policies and procedures. Make a list of all necessary policies and procedures with a priority designation (High, Medium, and Low) and a timeline for completion. The following should be given highest priority as risk prevention measures. Other policies and procedures, as identified by the grantee, can be phased in over a period of time not to exceed three-six months for completion of all.

Emergency policies and procedures (including transfers to hospital via EMS)
Emergency Management and Disaster Recovery
Universal Precautions
24/7 Coverage
After hours coverage
Infection Control
Patient Confidentiality
Referral tracking for monitoring and follow-up of specialty referrals
Management of Biohazards
Accidental Exposure (i.e., Needlestick and other contaminated sharps injury)
Incident Management
Laboratory Manual (controls, competency testing, etc.)
Medical Equipment Management Plan
Clinical Protocols and Standing Orders Delegation
Medication Management (Any medications kept onsite)
Refrigerator Maintenance and Monitoring
Informed Consent
Release of Health Information
HIPAA related policies (compliance, training, etc)
Refusal to Consent to Treatment or Services
Leaving the Center against Medical Advice
Security Management
Assessing Patient Satisfaction
Patient Grievance
Consumer Bill of Rights (Patient Rights and Responsibilities)
Confidentiality of Patient Records
Provider Credentialing and Privileging
Use of clinical protocols
Incident Management