

310_675-7-9.1 Written administrative policies and procedures

(a)

The facility shall maintain written policies to govern the administration of the facility. These policies shall be reviewed annually and revised as necessary.

(b)

The facility shall not admit any person unless it has the personnel and resources to provide all services and care prescribed for that person.

(c)

All persons seeking admission shall be evaluated as to their medical, nursing and social needs. The scope of care and service to be provided by the facility, or through contract, shall be included in the resident care plan following admission.

(d)

All residents shall have accommodations that are as close to their normal living arrangements as possible. Special care and arrangements shall be provided to ensure, if possible, that the accommodations support the resident's physical, mental and psycho-social needs in terms of sanitary environment, aesthetics and associations.

(e)

Residents shall be accepted and cared for without discrimination on the basis of race, sex, color, religion, ancestry, disability, or national origin.

(f)

Emergency care shall be provided to residents in case of sudden illness or accident, including persons to be contacted in case of an emergency.

(g)

Conflict resolution procedures shall be adopted for processing complaints received from residents and employees.

(h)

Job descriptions shall be developed that detail the functions of each classification of employee.

(i)

Procedures shall be adopted for handling residents' funds and providing access to the written records regarding a resident's funds by the resident or representative.

(j)

The facility has the following responsibilities concerning physicians: (1) The health care services for each resident shall be under a physician's supervision. (2) All physician orders shall be written in ink or indelible pencil and signed by the physician. (3) No medication or treatment shall be administered except on a physician's order. (4) The facility shall have a written policy that provides for physician services to be available twenty-four hours per day. (5) A list of physicians shall be posted at the nursing station for use if the resident's attending physician is not available. (6) The facility shall arrange for one, or more, physicians to be available in an emergency and to advise the facility. The physician called at the time of any emergency shall be noted in the records. If unable to contact a physician, the resident shall be transferred to a hospital emergency room.

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(k)

The facility shall adopt a nursing policy and procedure manual, which shall detail all nursing procedures performed within the facility. All procedures shall be in accordance with accepted nursing practice standards, and shall include, but not be limited to, the following: (1) Ambulation, body alignment and positioning, and routine range of motion unless contraindicated by the resident's physician. (2) Elimination, including a bowel and bladder training program, or frequent toileting for incontinent residents, when applicable. (3) Colostomy and ileostomy care. (4) Nutrition and meal service. (5) Oral suctioning and tracheotomy care. (6) Treatments. (7) Nasogastric care. (8) Oral hygiene. (9) Isolation procedures. (10)

Universal precautions. (11) Emergency procedures. (12) Medication Administration.
(13) Pain assessment and treatment.

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Pain assessment and treatment.

(l)

Each nursing station shall have a copy of the nursing policy and procedure manual, isolation techniques, and emergency procedures for fire and natural disasters.

(m)

The facility shall adopt policies and procedures for the administration of social services, activities, dietary, housekeeping, maintenance and personnel.

(n)

The facility shall adopt a policy that any person working in the facility who shows signs or symptoms of a communicable disease, shall be excluded from work, and shall be permitted to return to work only after approval of the director of nursing or charge nurse.

(o)

The facility shall adopt a procedure for taking inventory of and inconspicuously marking, for identification, the resident's personal effects (clothing and property) which shall be completed on admission of the resident and subsequently when new clothing or property is received by the resident. Identification marking shall be by a method that shall withstand repeated laundering or cleaning without loss of legibility. Jewelry, watches and similar articles of value shall not be subject to the marking requirement.

(p)

The facility shall adopt a policy that requires reporting of the loss of personal effects to the administrator, the resident, and the resident's representative. The

policy shall require the staff to assist the resident in attempting to locate the lost property and may, at the request of the resident, require the reporting of such losses to law enforcement authorities. The policy shall also indicate that a resident has the right to report losses directly to law enforcement authorities without fear of reprisal from the facility's administration or staff.