

74721 Written Administrative Policies

(a)

Administrative policies shall be established and implemented by the agency.

(b)

These policies and procedures shall be reviewed and revised as necessary. The policies and procedures shall be made available upon request to patients or their representatives and to Department representatives.

(c)

These policies and procedures shall include, but not be limited to: (1) A plan to handle medical emergencies. (2) A statement that patients will be accepted for treatment or care on the basis of reasonable expectation that the patient's needs can be met by the agency. (3) Reasons for termination of services. (4) Policies designed to prevent, identify, and control infections. (5) Clinical program policies. (6) Provisions for a quality management program. (7) Written personnel policies which shall include qualifications, responsibilities, and conditions of employment for each type of personnel. Such policies shall be available to all personnel. (8) An emergency preparedness plan designed to provide continuing care/service in the event of an emergency that would result in the interruption of patient care services.

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