

# Nursing Services Policy and Procedure Manual

**UPDATE: 1st Period 2010  
April 2010**



Product #: H50075

## What information does this update contain?

This manual has been updated to reflect recent changes in regulatory and clinical guidelines. These regulatory and guideline changes include:

- 2010 National Patient Safety Goals – The Joint Commission
- 2009 Enteral Nutrition Practice Recommendations – American Society for Parenteral and Enteral Nutrition
- 2009 Guideline for Prevention of Catheter-Associated Urinary Tract Infections – Centers for Disease Control (CDC); Healthcare Infection Control Practices Advisory Committee (HICPAC)
- 2009 Food Code – Food and Drug Administration (FDA)

**Note: All appendices have been removed from the printed manual and are now included on the accompanying CD-ROM only. See individual chapter folders in the CD-ROM Word Files for corresponding appendix documentation (e.g., sample documentation, guidelines, tools, etc.).**

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The following documents have been created/revised/deleted based on changes to regulatory or clinical guidelines. The content changes in these documents should be reviewed to determine their impact on facility staff and operations. Documents that are included in this update but do not appear on this list have minor revisions such as a revised page number or small typographical changes.

<b>Document Type</b>	<b>Status</b>	<b>Title</b>	<b>Chapter</b>	<b>Page Number</b>
Policy	Revised	Admission Notes	Admissions, Transfers and Discharges	1
Policy	Revised	Admissions to the Facility	Admissions, Transfers and Discharges	5
Policy	Revised	Personal Property	Admissions, Transfers and Discharges	20
Procedure	Revised	Acceptance of Medications On Admission	Admissions, Transfers and Discharges	24
Procedure	Revised	Admission Assessment and Follow-Up: Role of the Nurse	Admissions, Transfers and Discharges	26
Procedure	Revised	Discharging the Resident	Admissions, Transfers and Discharges	31
Sample Documentation	Revised	Discharge Instructions for Care (MP5422)	Admissions, Transfers and Discharges	CD-ROM
Policy	Revised	Care Plans – Comprehensive	Assessments and Care Planning	5
Policy	Deleted	Quarterly Review of Care Plans	Assessments and Care Planning	
Policy	Revised	Resident Assessment Instrument	Assessments and Care Planning	13
Policy	Revised	Electronic Transmission of the MDS	Documentation	4
Policy	Deleted	Medical Records	Documentation	
Policy	Deleted	Refusal of Medications and Treatments, Documentation of	Documentation	
Policy	Revised	Release of Information	Documentation	7
Policy	Revised	Frequency of Meals	Food Services	7
Policy	Revised	Preventing Foodborne Illness – Food Handling	Food Services	13
Policy	Revised	Resident Nutrition Services	Food Services	16
Policy	Revised	Exposure Determinations	Infection Control	13
Policy	Revised	Handwashing/Hand Hygiene	Infection Control	15
Policy	Revised	Hepatitis B Vaccination	Infection Control	18
Procedure	Revised	Cleaning Broken Glass When Contaminated with Blood or Body Fluids	Infection Control	38
Procedure	Revised	Departmental (Environmental Services) – Laundry and Linen	Infection Control	42

<b>Document Type</b>	<b>Status</b>	<b>Title</b>	<b>Chapter</b>	<b>Page Number</b>
Procedure	Revised	Departmental (Physical Therapy) – Prevention of Infection	Infection Control	46
Procedure	Revised	Departmental (Recreational Therapy) – Prevention of Infection	Infection Control	48
Procedure	Revised	Departmental (Respiratory Therapy) – Prevention of Infection	Infection Control	49
Procedure	Deleted	Handwashing/Hand Hygiene	Infection Control	
Procedure	Revised	Needle Handling and/or Disposal	Infection Control	63
Sample Documentation	Revised	Central Line Catheter Protocol	Intravenous Therapy	CD-ROM
Policy	Revised	Administering Medications	Medications	5
Policy	Revised	Material Safety Data Sheets (MSDS) – Pharmacy	Medications	23
Policy	Revised	Medication/Food Interaction	Medications	29
Procedure	Revised	Administering Medications through an Enteral Tube	Medications	48
Procedure	New	Reconciliation of Medications on Admission	Medications	69
Sample Documentation	Revised	MedWatch Form 3500 (FDA – Voluntary Reporting)	Medications	CD-ROM
Sample Documentation	Revised	MedWatch Form 3500A (FDA – Mandatory Reporting)	Medications	CD-ROM
Tool	Revised	Some Common Drugs that are Considered Hazardous	Medications	CD-ROM
Sample Documentation	New	Admission/Readmission Medication Reconciliation Form (MP5215)	Medications	CD-ROM
Policy	Deleted	Automatic Stop Orders	Orders, Receiving and Transcribing	
Policy	Revised	Physician Medication Orders	Orders, Receiving and Transcribing	3
Policy	Revised	PRN Orders	Orders, Receiving and Transcribing	5
Policy	Revised	Writing Orders – General Principles	Orders, Receiving and Transcribing	8
Procedure	Revised	Medication Orders	Orders, Receiving and Transcribing	9
Policy	Revised	Dental Services	Personal Care	7
Procedure	Revised	Care of the Hearing Impaired Resident	Personal Care	38
Procedure	Revised	Care of the Visually Impaired Resident	Personal Care	40
Policy	Deleted	Employee Personnel and Departmental Policies	Personnel and Staffing	

<b>Document Type</b>	<b>Status</b>	<b>Title</b>	<b>Chapter</b>	<b>Page Number</b>
Policy	Deleted	Employee Selection	Personnel and Staffing	
Policy	Deleted	New Nursing Personnel	Personnel and Staffing	
Policy	Revised	Registry of Nurse Aides	Personnel and Staffing	30
Policy	Deleted	Reporting On and Off Duty	Personnel and Staffing	
Policy	Revised	Staff Development Program	Personnel and Staffing	36
Sample Documentation	Revised	Nursing Staff Directly Responsible for Resident Care (Example)	Personnel and Staffing	CD-ROM
Policy	Revised	Abuse Investigations	Resident Rights and Dignity	4
Policy	Revised	Noise Control	Resident Rights and Dignity	9
Policy	Revised	Refusal of Treatment	Resident Rights and Dignity	21
Policy	Revised	Reporting Abuse to Facility Management	Resident Rights and Dignity	23
Policy	Revised	Accidents and Incidents – Investigating and Reporting	Resident Safety	1
Policy	Revised	Water Temperatures, Safety of	Resident Safety	19
Sample Documentation	Revised	Evaluation for Use of Side Rails	Resident Safety	CD-ROM
Guidance	Revised	The Joint Commission Accreditation Program: Medicare/Medicaid Long Term Care National Patient Safety Goals (2010)	Resident Safety	CD-ROM
Procedure	Revised	Blood Sampling – Capillary (Finger Sticks)	Specimen Collection	9
Procedure	Revised	Cultures, Specimen Collection for	Specimen Collection	17
Policy	Revised	Unmanageable Residents	Behavior, Mood and Cognition	18
Policy	Revised	First Aid Treatment	Emergency and First Aid	7
Policy	Revised	Death of a Resident, Documenting	End of Life Care	4
Policy	Revised	Notification of Funeral Home	End of Life Care	6
Procedure	Revised	Notifying Funeral Home Director of Contagious Disease	End of Life Care	8
Policy	Revised	Clostridium Difficile	Managing Infections	7
Policy	Revised	Isolation – Categories of Transmission-Based Precautions	Managing Infections	11
Policy	Revised	Isolation – Initiating Transmission-Based Precautions	Managing Infections	16

<b>Document Type</b>	<b>Status</b>	<b>Title</b>	<b>Chapter</b>	<b>Page Number</b>
Policy	Revised	Isolation – Notices of Transmission-Based Precautions	Managing Infections	18
Policy	Revised	Multidrug-Resistant Organisms	Managing Infections	21
Policy	Revised	Reportable Diseases	Managing Infections	26
Policy	Revised	Tuberculosis Infection Control Program	Managing Infections	27
Policy	Revised	Tuberculosis Screening – Administration and Interpretation of Tuberculin Skin Tests	Managing Infections	29
Policy	Revised	Tuberculosis, Employee Screening for	Managing Infections	31
Policy	Revised	Tuberculosis, Screening Residents for	Managing Infections	34
Procedure	Revised	Reporting Communicable Diseases	Managing Infections	36
Procedure	Revised	Scabies	Managing Infections	37
Procedure	Revised	CPAP/BiPAP Support	Respiratory and Pulmonary Conditions	7
Policy	Revised	Dressings, Soiled/Contaminated	Skin and Wound Management	3
Clinical Protocol	Revised	Urinary Tract Infections/Bacteremia – Clinical Protocol	Urinary and Renal Conditions	3
Policy	Revised	Urinary Continence and Incontinence – Assessment and Management	Urinary and Renal Conditions	6
Procedure	Revised	Catheter Care, Urinary	Urinary and Renal Conditions	14
Procedure	Revised	Catheterization, Intermittent, Female Resident	Urinary and Renal Conditions	20
Procedure	Revised	Catheterization, Intermittent, Male Resident	Urinary and Renal Conditions	23
Procedure	Revised	Foley Catheter Insertion, Female Resident	Urinary and Renal Conditions	33
Procedure	Revised	Foley Catheter Insertion, Male Resident	Urinary and Renal Conditions	36
Procedure	Deleted	Foley Catheter Disconnection for Brief Intervals	Urinary and Renal Conditions	

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Volume 1	Title Page and Copyright Page	Title Page and Copyright Page	[ ] Check as Done Date _____ Initials _____
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Volume 1	Nursing Services Policy and Procedure Manual – Sources	Nursing Services Policy and Procedure Manual – Sources	[ ] Check as Done Date _____ Initials _____
Volume 1 Update Letters	-----	Place these filing instructions AFTER Nursing Services Policy and Procedure Manual – Sources	[ ] Check as Done Date _____ Initials _____
Volume 1 Admissions, Transfers and Discharges	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
	Table of Contents Pages i – ii	Table of Contents Pages i – ii	[ ] Check as Done Date _____ Initials _____
	Policies and Procedures Pages 1 – 2; Pages 5 – 10; Pages 19 – 34	Policies and Procedures Pages 1 – 2; Pages 5 – 10; Pages 19 – 34	[ ] Check as Done Date _____ Initials _____

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	Policies and Procedures Pages 5 – 6; Pages 13 – 16	Policies and Procedures Pages 5 – 6; Page 13	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Documentation	Title Page through Page 10 Entire Chapter	Title Page through Page 8 Entire Chapter	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Food Services	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
	Policies and Procedures Pages 7 – 8; Pages 13 – 16	Policies and Procedures Pages 7 – 8; Pages 13 – 16	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Infection Control	Title Page through Page 64 Entire Chapter	Title Page through Page 70 Entire Chapter	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Intravenous Therapy	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____

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Volume 1 Medications	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
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	Policies and Procedures Pages 5 – 10; Page 23; Pages 29 – 30; Pages 47 – 50; Pages 59 – 62; Pages 69 – 70	Policies and Procedures Pages 5 – 10; Page 23; Pages 29 – 30; Pages 47 – 50; Pages 59 – 62; Pages 69 – 72	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Orders, Receiving and Transcribing	Title Page through Page 11 Entire Chapter	Title Page through Page 10 Entire Chapter	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Personal Care	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
	Policies and Procedures Pages 7 – 8; Pages 19 – 20; Pages 23 – 24; Pages 37 – 42	Policies and Procedures Pages 7 – 8; Pages 19 – 20; Pages 23 – 24; Pages 37 – 42	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Personnel and Staffing	Title Page through Page 42 Entire Chapter	Title Page through Page 38 Entire Chapter	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Positioning and Moving	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____

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Volume 1 Resident Rights and Dignity	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
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	Policies and Procedures Pages 3 – 6; Pages 9 – 10; Pages 21 – 34	Policies and Procedures Pages 3 – 6; Pages 9 – 10; Pages 21 – 35	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
Volume 1 Resident Safety	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
	Table of Contents Page i	Table of Contents Page i	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
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Volume 1 Specimen Collection	Title Page	Title Page	[ <input type="checkbox"/> ]Check as Done Date _____ Initials _____
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Volume 1 Index	Index Title Page – Page 12 Entire Chapter	Index Title Page – Page 12 Entire Chapter	[ ] Check as Done Date _____ Initials _____
Volume 2	Title Page and Copyright Page	Title Page and Copyright Page	[ ] Check as Done Date _____ Initials _____
Volume 2	Nursing Services Policy and Procedure Manual – Sources	Nursing Services Policy and Procedure Manual – Sources	[ ] Check as Done Date _____ Initials _____
Volume 2 Behavior, Mood and Cognition	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
	Policies and Procedures Pages 17 – 18	Policies and Procedures Pages 17 – 18	[ ] Check as Done Date _____ Initials _____
Volume 2 Cardiovascular Conditions	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
Volume 2 Diabetic Care	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
Volume 2 Emergency and First Aid	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
	Policies and Procedures Pages 7 – 8	Policies and Procedures Pages 7 – 8	[ ] Check as Done Date _____ Initials _____

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Volume 2 End of Life Care	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
	Table of Contents Page i	Table of Contents Page i	[ ] Check as Done Date _____ Initials _____
	Policies and Procedures Pages 3 – 12	Policies and Procedures Pages 3 – 13	[ ] Check as Done Date _____ Initials _____
Volume 2 Falls and Fall Risk	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
Volume 2 Gastrointestinal Conditions	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
Volume 2 Managing Infections	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____
	Table of Contents Pages i – ii	Table of Contents Pages i – ii	[ ] Check as Done Date _____ Initials _____
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Volume 2 Miscellaneous	Title Page	Title Page	[ ] Check as Done Date _____ Initials _____

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Volume 2 Pain Management	Title Page	Title Page	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____
Volume 2 Respiratory and Pulmonary Conditions	Title Page	Title Page	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____
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Volume 2 Skin and Wound Management	Title Page	Title Page	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____
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Volume 2 Urinary and Renal Conditions	Title Page	Title Page	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____
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	Policies and Procedures Pages 3 – 40	Policies and Procedures Pages 3 – 40	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____
Volume 2 Index	Index Title Page – Page 12 Entire Chapter	Index Title Page – Page 12 Entire Chapter	[ <input type="checkbox"/> ] Check as Done Date _____ Initials _____

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