

ARROWHEAD REGIONAL MEDICAL CENTER
BEHAVIORAL HEALTH POLICY AND PROCEDURE MANUAL
 2019 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
					SECTION I - OVERVIEW	
100			X		Scope of Services	
					SECTION II - STANDARDIZED OPERATIONS	
200			X		Indigent Travel/Petty Cash	
202			X		Transfers To And From Behavioral Health	
203			X		Patient Movement	
204			X		Visiting Procedures and Staff Coverage	
205			X		Review and Amendment to the Behavioral Health Policy Manual	
206			X		Control and Organization of the Policy and Procedure Manual	
					SECTION III - PERSONNEL	
300			X		Assistant Hospital Administrator-Behavioral Health Position Description	
303			X		Mental Health Nurse II Position Description	
303.01			X		Mental Health Nurse II/Charge Nurse Position Description	
304			X		Mental Health Nurse I Position Description	
305			X		Licensed Vocational Nurse II Position Description	
306			X		Licensed Vocational Nurse I Position Description	

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307			X		Psychiatric Technician – Position Description	
308			X		Behavioral Health Clinic Supervisor – Position Description	
309			X		Clinical Therapist II – Position Description	
310			X		Clinical Therapist I – Position Description	
311			X		Pre-Licensed Clinical Therapist I – Position Description	
312			X		Mental Health Clinician I (D) Position Description	
313			X		Occupational Therapist II – Position Description	
314			X		Occupational Therapist I – Position Description	
315			X		Certified Occupational Therapy Assistant – Position Description	
316			X		Secretary I – Position Description	
317			X		Office Assistant III – Position Description	
318			X		Hospital Unit Assistant – Position Description	
320			X		Verification of License, Certificate and Registration	
321			X		Nursing Supervisor – Behavioral Health Admin Position Description	
322			X		Mental Health Nurse Manager Position Description	
					SECTION IV – STAFFING MODEL AND ASSIGNMENTS	
400			X		Acuity Staffing Plan	
401			X		Social Work Staffing Plan	

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402			X		Patient Assignments	
403			X		Medical Staff	
					SECTION V - DEPARTMENT SPECIFIC HIRE ORIENTATION AND STAFF EDUCATION	
500			X		Orientation and Staff Development/Education – Nursing Staff	
500.01			X		Orientation and Education – Clinical Therapist Division	
501			X		Orientation - Clinical Therapist	
502			X		Occupational Therapist Orientation	
504			X		Documentation of Training and Meetings	
505			X		CPR	
506			X		Ineligible Persons Policy	
					SECTION VI - COMPETENCY	
600			X		Ongoing Competency Assessment Program- Patient Care and Support Services	
601			X		Competency Assessment	
					SECTION VII - PERFORMANCE IMPROVEMENT AND STANDARD OF CARE	
700			X		New Policy and Procedure Distribution	

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701			X		Medical Clearance	
703			X		Treatment Plan Monitoring Procedure	
704			X		Social Work Service Resources Evaluation and Recommendation for Selection of Outside Sources for Needed Services	
705			X		Discharge Plans	
706			X		Psychosocial Evaluations – Initial Assessments	
707			X		Psychiatric Evaluation	
709			X		Nursing Assessment Process	
709.01			X		Nursing Chart Audit	
710					Unusual Occurrences	Deleted
711					Seclusion/Restraint (Refer AOM Policy #670.00)	Deleted
711.01					Seclusion and Restraint Documentation Guidelines (Refer AOM Policy #670.00)	Deleted
711.02					BHU Surveillance Tapes (Refer ARMC Security Policy #101.480)	Deleted
712			X		Special Observation Unit (SOU)	
712.01			X		Visitation For Patients on 1:1's/Physical Restraints	
713.01			X		Management of Aggressive Behavior (MAB)	
714			X		Patient Monitoring for 1:1's	
715			X		Risk for Seizures and Other Problems	
715.01			X		Seizure Precaution Management	

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715.02			X		Seizure – Related Injury Prevention	
716			X		Nutritional Deficits, Risk for	
717			X		Social Service	
718			X		Admissions Criteria	
718.01			X		Admissions Process	
719			X		Discharge Criteria	
720.01			X		Medication Administration	
721			X		ARMC BH Incoming Transfer Procedure and Log Documentation	
722			X		Interdisciplinary Treatment Team	
723			X		Occupational Therapy Services	
724			X		Occupational Therapy Treatment Outcomes	
725			X		Treatment Groups	
726			X		Psychological Services Program	
727					Telecommunication Device for the Deaf (TDD)	Deleted, addressed in ADM 900.02
728			X		Referral of Discharged Patients to DBH Clinics or Other Psychiatric Service	
729			X		Management of All Medical Emergencies	
730			X		Consultation and Emergency Medical Care for Patients Hospitalized at ARMC Behavioral Health	
730.01			X		Behavioral Health Patient Transport to ARMC	

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731			X		Electro-Convulsive Treatment Psychosurgery, Aversive Conditioning	
732			X		Patient Satisfaction Survey	
733			X		Treatment Plan Completion	
734			X		ARMC – Psychiatric Emergency Services	
734.01			X		Psychiatric Triage Policy	
735			X		Procedure for Tracking Interdisciplinary Treatment Plan	
737			X		Spiritual Care of Patient	
738					Vital Signs	Deleted, addressed in NRS 526
739			X		Providing Care for Patients Incontinent Episodes	
741			X		Required RN to RN Report on Patient Transfers	
742			X		Patient Transport From ARMC to BH	
743			X		Shift Report	
743.01			X		24-Hour Nursing Management Report (Communication)	
748			X		Dependent Care Services	
751			X		Developmental Disabilities, Special Interventions for Patients with	
752			X		Elderly and/or Frail, Special Interventions for Patients Who Are	
753			X		Data Collection	
754			X		Occupational Therapy Screening and Evaluation Process	

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755			X		Social Service's Chart Reviews	
756			X		Patient with Drug Resistant Organism	
757			X		Commode and Shower Chairs with Grab Bars	
758			X		CPAP Policy	
759			X		Patient Abuse	
					SECTION VIII - SAFETY AND ENVIRONMENT OF CARE	
800			X		Safety Manual	
801					Security System	Delete
802					Smoking Policy	Delete
803			X		Patient, Visitor and Personnel Safety	
806			X		Code Grey (Stat Call)	
807			X		Firearms and Other Dangerous Weapons	
808					Emergency Equipment/Drugs: Crash Carts and Code Blue	Delete, Addressed in 670, EOC 101.630, DON 500.00
809			X		Elevator Usage	
810					Cleaning Patient Room – Discharge/Transfer	Delete
811			X		Fire Evaluation Plan	
811.01			X		Disaster Plan	

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811.02			X		Emergency Evacuation Plan 2BHS/ BH TRIAGE	
811.03			X		Emergency Evacuation Plan 2BHN	
811.04			X		Emergency Evacuation Plan 1BHN	
811.05			X		Emergency Evacuation Plan 1BHS	
811.06			X		Emergency Evacuation Plan CSU	
812			X		Outside Contacts Regarding Patients	
813			X		In Patient Treatment Flow Sheet	
814			X		Occupational Injury/Illness	
815			X		Razor, Use of	
816			X		Decompression of Behavioral Health Triage	
817			X		Dress Code Policy	
818			X		Prevention of Suicide	
819			X		Cell Phone Usage in ARMC - BHU	
821			X		Use of Transmission Devices in Behavioral Health	
822			X		Patient Viewing of Movies and Television	
823			X		Personal Alarms	
824			X		How to Properly Operate Metal Detectors	
825			X		BH Triage Use of Metal Detectors	

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					SECTION IX - INFECTION CONTROL	
900			X		Pulmonary Tuberculosis – Active or Suspected	
901			X		Washer and Dryer	
902			X		Cleaning Posey T-A-T Cuff – Behavioral Restraints	
905			X		Communicable Diseases	
905.01					Lice and Scabies	Deleted, addressed in IC 408
906			X		Patient with Drug Resistant Organism	
					SECTION X - PATIENT'S RIGHTS / LEGAL	
1000			X		Writ of Habeas Corpus	
1001			X		Notification of Release to County Mental Health Director and Peace Officer	
1002			X		Certification Review Hearings	
1003			X		Procedure for Handling Allegations of Sexual Familiarity	
1004			X		Involuntary Patients' Advisement	
1005			X		Involuntary Patients	
1006			X		Voluntary Patients	
1007			X		Leaving Against Medical Advice	
1008			X		Religious Services	
1009			X		Patients' Complaint Procedure	

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1010			X		Hearing for Jail Hold Patients	
1011			X		Patients' Rights	
1012			X		Patient Abandonment	
1013			X		Seen and Released Individuals	
1015			X		Riese Court/Decision Procedure for Medical Competency Hearings	
1016					Language Services	Delete, addressed in ADM 900.02 and ADM 900.05
1017			X		Patient Identification System: Armbands	
1018			X		Patient Safekeeping	
1019			X		Disposal of Unclaimed Property and Cash of Patients	
1020			X		Patients' Clothing	
1021			X		Clothing Search	
1022			X		Mental Health Facilities Report of Firearms Prohibition	
1024			X		Certification Review Hearing Process Form	
1025			X		Notice of Certification	
1026			X		Consent to Use of Psychotropic Medication	
1027			X		Denial of Rights Form	
1028			X		Tarasoff-Duty to Warn Potential Victim(s) of Threatened Client Violence	
1029			X		5150 Validation	

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1030			X		Management of Prisoners in Behavioral Health Unit	
1031			X		Patient to Patient Assault	
1032			X		Psychotropic Medications, Administration of	
1033			X		Safe Items/Sharps	
1034			X		Legal Status of Patient	
1035					Advance Directives (Refer to AOM 901.00)	Deleted
1036					Abuse-Children – Reporting of (Refer to AOM 602.00)	Deleted
1036.01					Abuse-Elder, Dependent Adult (Refer to AOM 602.01)	Deleted
1037			X		Contraband	
					SECTION XI - ASSESS / REFERRAL	
1100			X		Documents Required for Admission to State Hospital	
1101			X		Hospital to Hospital Transfers	
1102			X		Notification of Exceeded Bed Capacity	
1103			X		Handicapped Access, Grab Bars and Nurse Call Device	
					SECTION XII - MEDICAL RECORDS	
1200			X		Medical Record	

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1201			X		Medical Records: Legal Message from Medi-Care Form	
1202			X		Notification of Admission or Release (Consent to Release Information)	
1203			X		Interdisciplinary Treatment Plan Format	
1204			X		Procedure to Identify Unknown Patients	
1206			X		Authentication of Medical Records	
					SECTION XIII - BIOPSYCHSOCIAL	
1301			X		Education, Patient and Family	
					SECTION XIV - UTILIZATION MANAGEMENT	
1400			X		Administrative Day Criteria	
1401			X		Chart Reviews	
1402			X		Utilization Review Process	
1403			X		Medical Care Evaluations studies	
1404			X		Utilization Review Committee	
1405			X		Appeals	

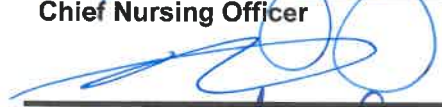
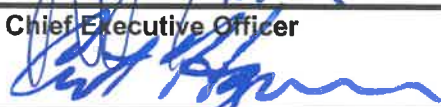
EM July 2019



THIS IS TO CERTIFY THAT

**ARROWHEAD REGIONAL MEDICAL CENTER'S
BEHAVIORAL HEALTH DEPARTMENT**

**HAS BEEN REVIEWED AND UPDATED
AS NEEDED**

 Healthcare Program Administrator	Ashley Banks	8/22/2019
		Date
 Department Chair	Kerth Gordon, MD	8/3/19
		Date
 Clinical Director II	John Von Oesen	8/22/19
		Date
 Chief Nursing Officer	Nanette Buenavidez	8/11/19
		Date
 Chief Medical Officer	Varadarajan Subbiah	9/11/19
		Date
 Chief Executive Officer	William L. Gilbert	9/12/19
		Date
 Chair, Board of Supervisors		OCT 08 2019
		Date