

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

February 11, 2020

FROM

WILLIAM L. GILBERT, Director, Arrowhead Regional Medical Center

SUBJECT

Arrowhead Regional Medical Center Operations, Policy and Procedure Manuals

RECOMMENDATION(S)

Accept and approve the revisions of policies and the report of the review and certification of the Arrowhead Regional Medical Center Operations, Policy and Procedure Manuals (included and summarized in Attachments A through N.):

1. Respiratory Care
2. Maternal Child Health
3. Neonatal Intensive Care
4. Pediatric
5. Labor and Delivery
6. Mother – Baby

(Presenter: William L. Gilbert, Director, 580-6150)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of the revisions and the report of the review and certification of the Arrowhead Regional Medical Center (ARMC) Operations, Policy, and Procedure Manuals are non-financial in nature and will not result in the use of Discretionary General Funding (Net County Cost).

BACKGROUND INFORMATION

The ARMC Operations, Policy, and Procedure Manuals are prepared in compliance with the policies and procedures of the Administrative Operations Manual, County policies, California Code of Regulations Title 22, Chapters 1 and 5, Centers for Medicare and Medicaid Services (CMS), The Joint Commission (TJC), and other appropriate regulations and guidelines. Per CMS and TJC requirements, all ARMC Operations, Policy, and Procedure Manuals are reviewed and revised, as necessary, a minimum of every year or every three years, depending on the type of manual, and require Board of Supervisors (Board) acceptance and approval.

The aforementioned manuals are necessary to maintain compliance with policy and regulatory bodies. Adherence to the standards set forth in these manuals will improve County government operations and provide for the safety, health and social service needs of County residents by ensuring policies and procedures are in place for hospital operations and quality patient care.

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The Department Manager, Medical Executive Committee, Quality Management Committee, and ARMC Administration, reviews all ARMC policy manuals. ARMC Operations, Policy, and Procedure Manuals reviewed include the following:

Respiratory Care Services Policy and Procedure Manual - Policy Revisions

The Respiratory Care Policy and Procedure Manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain to the administration and application of Respiratory Care. The Respiratory Care Policy and Procedures Manual contains 103 policies, of which one has major changes. ARMC completed the 2019 review of the policy revision and recommends the revisions summarized in Attachment A.

Maternal Child Health Department Policy and Procedure Manual - Review and Update

The Department manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain subject matter. The Department manual contains 56 policies, of which 5 new policies have been added, 3 policies have a major revision, 14 policies have minor revisions, and 34 polices have been reviewed with no recommended changes. ARMC completed the 2019-20 review of the policy revisions and recommends the revisions summarized in Attachment B. Review and update of this manual is certified in Attachment C. New policies are included in Attachment D, as listed below:

Policy Number	Policy Title
5204	Blood Products, Refusal of: Pregnant Women
5205.1	Bassinet Technique, Individual
5208.1	Breastfeeding/Breastmilk Use: Mothers/Neonates with Positive Drug Screens
5268	Surrogate Birth Plan
5272	Topical Anesthetic Cream

Neonatal Intensive Care Department Policy and Procedure Manual - Review and Update

The Department manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain subject matter. The Department manual contains 47 policies, of which 0 new policies have been added, 4 policies have a major revision, 27 policies have minor revisions, and 16 polices have been reviewed with no recommended changes. ARMC completed the 2019-20 review of the policy revisions and recommends the revisions summarized in Attachment E. Review and update of this manual is certified in Attachment F.

Pediatric Department Policy and Procedure Manual - Review and Update

The Department manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain subject matter. The Department manual contains 12 policies, of which 0 new policies have been added, 1 policies have a major revision, 2 policies have minor revisions, and 9 polices have been reviewed with no recommended changes. ARMC

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completed the 2019-20 review of the policy revisions and recommends the revisions summarized in Attachment G. Review and update of this manual is certified in Attachment H.

Labor and Delivery Department Policy and Procedure Manual - Review and Update

The Department manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain subject matter. The Department manual contains 52 policies, of which 1 new policies have been added, 2 policies have a major revision, 44 policies have minor revisions, and 5 polices have been reviewed with no recommended changes. ARMC completed the 2019-20 review of the policy revisions and recommends the revisions summarized in Attachment I. Review and update of this manual is certified in Attachment J. New policies are included in Attachment K, as listed below:

Policy Number	Policy Title
248.00	Second Stage of Labor, Nursing Care and Management

Mother – Baby Department Policy and Procedure Manual - Review and Update

The Department manual contains policies and procedures required by regulation or determined by ARMC Administration to pertain subject matter. The Department manual contains 16 policies, of which 0 new policies have been added, 3 policies have a major revision, 4 policies have minor revisions, and 9 polices have been reviewed with no recommended changes. ARMC completed the 2019-20 review of the policy revisions and recommends the revisions summarized in Attachment L. Review and update of this manual is certified in Attachment M.

The Board has previously accepted and approved the report of review and certification of ARMC Operations, Policy, and Procedure Manuals listed in Attachment N.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Michael Markel, Principal Assistant County Counsel, 387-5455) on January 21, 2020; Finance (Amanda Trussell, Principal Administrative Analyst, 387-4773) on January 21, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on January 27, 2020.

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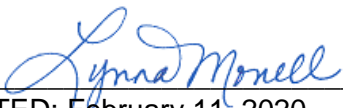
Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: February 11, 2020



cc: ARMC- Gilbert w/attach
File- Medical Center w/attach's
la 02/14/2020