

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL
2021-2025 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
					SECTION 100 - ADMINISTRATIVE	
100.00 V7		X			Scope of Service	Added ostomy nursing consultation and care and diabetes educator for patient education. Removed specific location on ARMC campus as the department has split and staff members have relocated to the Valley building and a new office space.
101.00 V5			X		Mission, Vision, and Philosophy	
102.00 V5			X		Current Goal and Objectives	
103.00 V4		X			Budgetary Mechanism	Deleted – Process is designed by the finance department. It is not specific to the Education Department.
104.00 V4		X			Departmental Staff Meetings, Interdisciplinary Committee Participation, and Communication Mechanisms	Removed Nursing Standards Committee as it is a Department of Nursing meeting not an Education Department meeting. Job titles updated to reflect current titles.
105.00 V5		X			Staff Education	Removed specific language about Board of Registered Nursing requirements for continuing education and replaced with following their requirements.

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL
2021-2025 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
					SECTION 200 - ORGANIZATION	
200.00 V8		X			Organizational Chart	Narrative portion of the policy removed, the organizational chart covers the roles and reporting structure. The title of the policy was updated to reflect the change in the narrative.
201.00 V5		X			Director of Education Role	Deleted – Policy regarding specific position responsibilities is not required. All job duties are reflected in the position description.
202.00 V4		X			Nurse Educator Role	Deleted – Policy regarding specific position responsibilities is not required. All job duties are reflected in the position description.
					SECTION 300 - GENERAL POLICIES AND PROCEDURES	
300.00 V5		X			Hospital Orientation	Deleted – The policy is a duplicate of Administrative policy 220.02.
301.00 V6		X			Nursing Orientation	Deleted - The policy is a duplicate of Nursing Policy 302.00.
302.00 V4			X		Annual Educational Events	

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL
2021-2025 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
303.00 V2			X		Inservice Education	
304.00 V4		X			Continuing Education	Removed reimbursement language as this is part of the memorandum of understanding and the process is delineated in an administrative policy.
305.00 V5			X		Board of Registered Nursing (BRN) Requirements	
306.00 V5		X			Education Program Tracking, Reporting, and Maintenance	Removed Education Assistance Proposal language as this is part of the memorandum of understanding and the process is delineated in an administrative policy.
307.00 V3			X		Needs Assessment	
308.00 V3		X			Department Role in Patient/Family Education	Removed Closed Circuit Television (CCTV) System language as the CCTV system is no longer in use.
309.00 V3		X			Integrating and Coordinating Services With Other Departments	Removed specific agencies and replaced it with a generic term to cover all entities.
310.00 V3		X			Selecting Outside Resources For Needed Services	Removed contracting language as this is determined by a different department.
311.00 V6		X			American Heart Association (AHA) Classes and Cost	Updated to include online platform and card issuance to electronic Cards.

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL
2021-2025 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
312.00 V5		X			Nursing and Allied Health Student Clinical Rotations	Removed in person meeting requirement for student placement and replaced with online process for requesting placement. Clarified requirements for badges. Updated badge request and approval process.
313.00 V5		X			Department Money Transactions	Updated to reflect usage of new receipt and foundation process for deposits.
314.00 V2			X		Diabetes Education – Inpatient Management	
					SECTION 400 – PERFORMANCE IMPROVEMENT	
400.00 V4		X			Department Quality Assurance and Performance Improvement (QAPI)	Removed American Heart Association (AHA) specific language and added AHA resources for guidelines. Removed examples of departmental QAPI activities.
					SECTION 500 - PATIENT RIGHTS AND INFORMATION MANAGEMENT	
500.00 V3		X			Patient Privacy	Removed American Heart Association reference. Removed duplicate language found in other policies.
					SECTION 600 - SAFETY AND SECURITY	

ARROWHEAD REGIONAL MEDICAL CENTER
EDUCATION DEVELOPMENT DEPARTMENT POLICY AND PROCEDURE MANUAL
2021-2025 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
600.00 V4		X			Safety Management of the Physical Environment	Removed duplicate language found in other policies. Replaced specific brand names like Sani Cloth and Manikin Wipes with the term germicidal wipes.
601.00 V3		X			Disaster Plan	Removed education requirements as they are not applicable to the department. The title "Education Director" has been updated to "Education Services Supervisor," and the title "Secretary" has been changed to "Administrative Assistant."
602.00 V3		X			Code Response	Updated code pink and purple to reflect the new location of the department office.
603.00 V2		X			Utility System Failure Plan	Specified that the alternative locations for work are determined by need and availability.
604.00 V2		X			Emergency Evacuation Plan	Removed duplicate language covered in the Emergency response manual and updated safe evacuation locations.