

**ARROWHEAD REGIONAL MEDICAL CENTER  
HUMAN RESOURCES POLICIES AND PROCEDURES**

**2022-2023 Summary of Policy Revisions**

<b>Policy #</b>	<b>New</b>	<b>Major</b>	<b>Minor</b>	<b>Reviewed</b>	<b>Policy Title</b>	<b>Explanation (New and Major Only)</b>
				X	Table of Contents	
1 v3			X		Table of Organization with Lines of Responsibility and Accountability	
2 v3			X		Departmental Mission and Goals	
3 v3			X		Scope of Services and Standardized Operations	
4 v3			X		Staffing Models and Assignments	
5 v3			X		Performance Improvement	
6 v3			X		Integrating and Coordinating Services with other Departments	
7 v3			X		Evaluation and Recommendation for Selection of Outside Services	
8 v3			X		Departmental Staff Meetings	
9 v3			X		Safety and Environment of Care	
10 v3			X		Staff Education	
11 v3			X		Customer Service	

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12 v3			X		Department Specific Orientation	
13 v3			X		Emergency Evacuation Plan	
14 v3			X		Code Pink and Code Purple	
15 v3			X		Department Disaster Plan – Code Triage	







**THIS IS TO CERTIFY THAT**

**ARROWHEAD REGIONAL MEDICAL CENTER'S**

**HUMAN RESOURCES  
POLICIES AND PROCEDURES MANUAL**

**HAS BEEN REVIEWED AND UPDATED**

Shari Daniels		12-16-24
Department/Service Director, Head or Manager		Date
Andrew Goldfrach, MHA, FACHE		1/10/2025
ARMC Chief Executive Officer		Date
Dawn Rowe		4/8/2025
Chair, Board of Supervisors		Date

SIGNED AND CERTIFIED THAT A COPY OF  
THIS DOCUMENT HAS BEEN DELIVERED  
TO THE CHAIRMAN OF THE BOARD.  
LYNNA MONELL  
Clerk of the Board of Supervisors  
of San Bernardino County  
By  Deputy



**ARROWHEAD REGIONAL MEDICAL CENTER  
CANCER PROGRAM POLICIES AND PROCEDURES**

**2024 Summary of Policy Revisions**

<b>Policy #</b>	<b>New</b>	<b>Major</b>	<b>Minor</b>	<b>Reviewed</b>	<b>Policy Title</b>	<b>Explanation (New and Major Only)</b>
			X		Table of Contents	
100.01 v2			X		Cancer Accreditation	
100.02 v2			X		Staff credentials	
100.03 v2			X		Multidisciplinary cancer case conference	
100.04 v2			X		Genetics Counseling and Risk Assessment	
100.05 v2			X		Departmental care services	
100.06 v2			X		Survivorship Program	
100.07 v2			X		Cancer registry quality control	
100.08 v2			X		Clinical Research Accrual	
101.01 v2			X		Organizational structure, function and provision of services	
101.02 v2			X		Software reporting system	
101.03 v2			X		Data, documentation and reporting	
101.04 v2			X		Cancer case Identification	
101.05 v2			X		Cancer case finding and suspense	
101.06 v2			X		Cancer case abstracting	
101.07 v2			X		Quality control	
102.01 v2			X		Organizational Structure, function and provision of services	
102.02 v2			X		Oncology Clinic and patient processing	
102.03 v2			X		Support Groups and Educational Resources	
102.04 v2			X		Tracking, documentation and reporting	



THIS IS TO CERTIFY THAT

ARROWHEAD REGIONAL MEDICAL CENTER'S

CANCER PROGRAM  
POLICIES AND PROCEDURES MANUAL

HAS BEEN REVIEWED AND UPDATED

BALJINDER CHIMA, MSN, RN

*B Chima*

*12/19/2024*

Director, Manager or Supervisor  
SIAM SAADAT, MD

Date

*[Signature]*

*12/19/2024*

Department/Service Medical Director

Date

Brandy Arthur

*B. Arthur*

DEC 23 2024

Hospital Administrator

Date

Sharon Brown

*Sharon Brown*

*12/23/24*

Chief Nursing Officer

Date

John H. Brill, MD

*John H. Brill*

*12-23-24*

Chief Medical Officer

Date

Nanette R. Buenavidez

*Nanette R. Buenavidez*

*1/6/25*

Chief Operating Officer

Date

Andrew Goldfrach

*Andrew Goldfrach*

DEC 26 2024

ARMC Chief Executive Officer  
Dawn M. Rowe

Date

*Dawn M. Rowe*

*4/8/2025*

Chair, Board of Supervisors

Date

## ATTACHMENT E

Policy & Procedure Manual (3 Years)	Required Review Frequency	Most Recent Board Approval Date	Item No.
Administrative Policies and Procedures	Three years	February 11, 2025	10
Ambulatory Services Mobile Medical Clinic	Three years	October 4, 2022	10
Ambulatory Services Primary Care	Three years	October 8, 2024	13
Ambulatory Services Speciality Care	Three years	September 26, 2023	14
Ambulatory Services Wound Clinic	Three years	March 12, 2019	6
Ambulatory Services - Cancer Program	Three years	April 8, 2025	
Anesthesia	Three years	November 19, 2019	5
Behavioral Health	Three years	December 3, 2024	6
Bio-Medical Engineering	Three years	December 13, 2022	7
Breathmobile Program	Three years	December 3, 2024	6
Cardiac Services	Three years	August 21, 2018	13
Clinical Social Work	Three years	September 13, 2022	9
Critical Care - SICU/MICU/Burn	Three years	November 5, 2024	8
Dialysis	Three years	July 9, 2024	4
Education Development	Three years	December 19, 2023	16
Emergency/Trauma	Three years	April 9, 2024	9
Employee Health	Three years	August 20, 2019	15
Environment of Care	Three years	February 11, 2025	10
Environmental Services	Three years	May 9, 2023	6
Facilities Management	Three years	September 13, 2022	9
Graduate Medical Education	Three years	December 3, 2024	6
Health Information Management	Three years	October 22, 2024	11
Health Sciences Library	Three years	July 9, 2024	4
Human Resources	Three years	April 8, 2025	
Hyperbaric Oxygen Therapy	Three years	June 11, 2024	21
Infection Control	Three years	September 10, 2024	11
Information Management	Three years	September 26, 2023	14
Medical Imaging	Three years	October 8, 2024	13
Medical Staff Office	Three years	January 28, 2020	7
Medical Staff Office CME Program	Three years	December 19, 2023	17
Neurodiagnostics Policy	Three years	June 11, 2024	21
Neurodiagnostics Procedural Competency	Three years	June 11, 2024	21
Nursing Operations	Three years	June 14, 2022	12
Nutrition Care	Three years	March 12, 2019	6
Nutrition Services	Three years	August 6, 2024	7
Operative Services	Three years	October 22, 2024	11
Post Anesthesia Care Unit	Three years	April 2, 2019	6
Patient Accounts	Three years	January 14, 2025	12
Patient Navigation	Three years	December 5, 2017	14
Patient Reception	Three years	November 19, 2024	8
Pediatrics Unit	Three years	March 28, 2023	11
Pharmacy	Three years	March 11, 2025	5
Pulmonary Function Laboratory	Three years	June 11, 2024	21
Referral Center	Three years	September 10, 2024	11
Rehabilitation Services	Three years	September 26, 2023	14

## ATTACHMENT E

Policy & Procedure Manual (3 Years)	Required Review Frequency	Most Recent Board Approval Date	Item No.
Respiratory Care Policies	Three years	June 11, 2024	21
Respiratory Care Procedural Competency	Three years	June 11, 2024	21
Security	Three years	June 11, 2024	21
Sterile Processing	Three years	March 26, 2024	20
Case Management / Utilization	Three years	February 11, 2025	10
Volunteer Services	Three years	October 22, 2024	11
Policy & Procedure Manual (2 Years)		Most Recent Board Approval Date	Item No.
Blood Bank	Two years	June 25, 2024	20
Blood Gas Laboratory	Two years	June 11, 2024	21
Cancer Registry	Two years	May 21, 2019	9
Chemistry	Two years	June 25, 2024	20
Coagulation	Two years	June 25, 2024	20
Cytology	Two years	June 25, 2024	20
Emergency Response	Two years	July 23, 2024	9
Hematology	Two years	June 25, 2024	20
Histology	Two years	June 25, 2024	20
Information System	Two years	June 25, 2024	20
Laboratory General	Two years	June 25, 2024	20
Labor and Delivery	Two years	June 11, 2024	21
Maternal Child Health	Two years	January 23, 2024	14
Microbiology	Two years	June 25, 2024	20
Morgue	Two years	June 25, 2024	20
Mother/Baby Services	Two years	March 28, 2023	11
Mycobacterium	Two years	June 25, 2024	20
Mycology	Two years	June 25, 2024	20
Neonatal Intensive Care Unit	Two years	November 14, 2023	13
Parasitology	Two years	June 25, 2024	20
Pathology	Two years	June 25, 2024	20
Phlebotomy	Two years	June 25, 2024	20
Point of Care	Two years	June 25, 2024	20
Pre-Analytic	Two years	June 25, 2024	20
Sent-Out	Two years	June 25, 2024	20
Serology	Two years	June 25, 2024	20
Urinalysis	Two years	June 25, 2024	20
Virology	Two years	November 19, 2019	5
Policy & Procedure Manual (1 Year)		Most Recent Board Approval Date	Item No.