



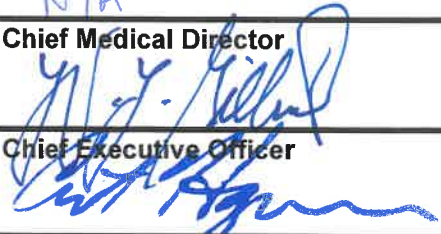



**THIS IS TO CERTIFY THAT**

**ARROWHEAD REGIONAL MEDICAL CENTER'S  
HUMAN RESOURCES POLICIES & PROCEDURES**

**HAS BEEN REVIEWED AND UPDATED**

**AS NEEDED**

	
Department Manager	Date
N/A	
Department Chair	Date
N/A	
Chief Nursing Officer	Date
N/A	
Chief Medical Director	Date
	
Chief Executive Officer	Date
Curt Hagman	AUG 20 2019
Chair, Board of Supervisors	Date

**ARROWHEAD REGIONAL MEDICAL CENTER  
HUMAN RESOURCES**

**2019 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 (All New Policies and Major &amp; Minor Revisions)</b>
					Table of Contents	
1			X		Table of Organization with Lines of Responsibility and Accountability	Updated ARMC format; updated ORG chart (attachment)
2			X		Departmental Mission and Goals	Updated ARMC format
3			X		Scope of Services and Standardized Operations	Updated ARMC format; updated department location
4			X		Staffing Models and Assignments	Updated ARMC format; updated positions and assignments
5			X		Performance Improvement	Updated ARMC format
6			X		Integrating and Coordinating Services with other Departments	Updated ARMC format
7			X		Evaluation and Recommendation for Selection of Outside Services	Updated ARMC format; updated Attachment RTF
8			X		Departmental Staff Meetings	Updated ARMC format; updated positions titles
9			X		Safety and Environmental of Care	Updated ARMC format
10			X		Staff Education	Updated ARMC format; Updated title of ACE
11			X		Customer Service	Updated ARMC format





Manual: Departmental

(i.e. Administrative Operations Manual(AOM), Nursing, Safety, Infection Control, Departmental)

Policy Owner: Susan Peterson, Supervising Human Resource Officer

(Coordinator, Supervisor, Manager)

Policy No.: 1-15

Policy Name: Department of Human Resources Policies and Procedures

☐ New policy    ☐ Policy with major revisions    ☐ Policy is patient care related

- ☒ Reference Administrative Policies and Procedures (ADM) Policy #100.03
- ☒ Appropriate approvals are signed off on this form as indicated below
- ☒ Policy is in appropriate format (AOM # 100.03 attachment A- policy template)
- ☒ Outline is formatted correctly (AOM # 100.03 attachment D- outline format)
- ☒ Policy is written in the present tense in third person (i.e. policies are approved by Medical staff)
- ☒ Spell check performed and document reviewed
- ☒ Spell out all abbreviations at the first Occurrence (Arrowhead Regional Medical Center {ARMC})
- ☒ Abbreviations used are approved (See ARMC approved abbreviation list in ARMC Tools)
- ☒ Attachments/affiliated forms are included as part of the policy and must be lettered accordingly (i.e. Attachment A, Attachment B, etc)
- ☒ References are evidence based and current
- ☒ Regulatory agencies that apply are referenced (HFAF, Title 22, CMS)
- ☒ Affected stakeholders have had input and signed off below (i.e. Can affect or be affected by the actions of the policy. This should include medical staff)
- ☒ Consistent terminology is used (i.e. the medical center vs. the facility vs the hospital. Choose one)
- ☒ Font: Arial; Size: 11pt

Susan Peterson

Policy Owner /Department Manager, Supervisor, Coordinator

8/1/19  
Date

N/A  
Initiating Department/Service Medical Director

Date

[Signature]  
Initiating Department Administrator

8/2/19  
Date

☐ Policy to be piloted. Start date \_\_\_\_\_