

THIS IS TO CERTIFY THAT

ARROWHEAD REGIONAL MEDICAL CENTER'S HUMAN RESOURCES POLICIES & PROCEDURES

HAS BEEN REVIEWED AND UPDATED AS NEEDED

Sover Miles		8/1/19
Department Manager		Date
NA		
Department Chair		Date
NA		
Chief Nursing Officer		Date
NA .		
Chief Medical Director		Date
Il of - Jellen	2	8/2/19
Chief Executive Officer		Date
Will Hym	Curt Hagman	AUG 2 0 2019
Chair, Board of Supervisors		Date

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	Explanation (All New Policies and Major & Minor Revisions)		Updated ARMC format; updated ORG chart (attachment)	Updated ARMC format	Updated ARMC format; updated department location	Updated ARMC format; updated positions and assignments	Updated ARMC format	Updated ARMC format	Updated ARMC format; updated Attachment RTF	Updated ARMC format; updated positions titles	Updated ARMC format	Updated ARMC format; Updated title of ACE	Updated ARMC format
2019 Summary of Policy Revisions	Policy Title	Table of Contents	Table of Organization with Lines of Responsibility and Accountability	Departmental Mission and Goals	Scope of Services and Standardized Operations	Staffing Models and Assignments	Performance Improvement	Integrating and Coordinating Services with other Departments	Evaluation and Recommendation for Selection of Outside Services	Departmental Staff Meetings	Safety and Environmental of Care	Staff Education	Customer Service
	Minor Reviewed						r i						
	Minor		×	×	×	×	×	×	×	×	×	×	×
	Major												
	New												
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	Explanation (All New Policies and Major & Minor Revisions)	Updated ARMC format; Updated Attachment	Updated ARMC format; Updated HR Location	Updated ARMC format; Updated Attachment to assignments	Updated ARMC format; Minor changes to language				
2019 Summary of Policy Revisions	Policy Title	Department Specific Orientation	Emergency Evacuation Plan	Code Pink and Code Purple	Department Disaster Plan – Code Triage				
	Reviewed								
	Minor	×	×	×	×				
	New Major								
	New								
	Policy #	12	23	14	75				



Manual: Depa	rtmental
	ministrative Operations Manual(AOM), Nursing, Safety, Infection Control, Departmental) Susan Peterson, Supervising Human Resource Officer
•	(Coordinator, Supervisor, Manager)
Policy No.: 1-1	15 · ·
Policy Name:	Department of Human Resources Policies and Procedures
☐ Nev	w policy Policy with major revisions Policy is patient care related
	Reference Administrative Policies and Procedures (ADM) Policy #100.03
Ø,	Appropriate approvals are signed off on this form as indicated below
অঘ্যান্য ব্য	Policy is in appropriate format (AOM # 100.03 attachment A- policy template)
<u>v</u>	Outline is formatted correctly (AOM # 100.03 attachment D- outline format)
Ø,	Policy is written in the present tense in third person (i.e. policies are approved by Medical staff)
Q,	Spell check performed and document reviewed
	Spell out all abbreviations at the first Occurrence (Arrowhead Regional Medical Center (ARMC))
Ø	Abbreviations used are approved (See ARMC approved abbreviation list in ARMC Tools)
Ø	Attachments/affiliated forms are included as part of the policy and must be lettered accordingly (i.e. Attachment A, Attachment B, etc)
Ø,	References are evidence based and current
	Regulatory agencies that apply are referenced (HFAF, Title 22, CMS)
卤	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
Policy Ov	Peterson where /Department Manager, Supervisor, Coordinator Department/Service Medical Director Date Department/Administrator Date Date

NIA				
Stakeholder	r (Administrator, Mana	ger or Designee, Medical Staff)	Date	
NA				
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Stakeholder	r (Administrator Mans	iger or Designee, Medical Staff)	Date	
NIA	(Administrator, Maria	iger or besignee, Medical Stall)	Date	
	r (Administrator, Mana	ger or Designee, Medical Staff)	Date	
NIA				
	Coordinator		Date	
Approvals:	LATA	Policy Procedure and	Standarda Committae	
	NIK	Policy, Procedure and	Standards Committee	
		Appropriate Medical Staff C	ommittee (P&T, Operative Serv	ices, etc.)
	8/1/19	Patient Safety / Qualit	y Management Committee)
	8/30/19	Board of Supervisors		
ummary of Ac	ctions:			
				30
Policy to be	oiloted. Start dat	te		