

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

December 17, 2019

**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 to the Administrative Policy and Procedures Manual 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 B.):  
(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.

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:

Administrative Policy and Procedure Manual - Policy Revisions

**Arrowhead Regional Medical Center Operations, Policy and Procedure  
Manuals  
December 17, 2019**

The Administrative Policy and Procedures Manual contains hospital-wide policies and procedures required by regulation or determined by ARMC Administration to pertain to the entire ARMC facility/staff in the delivery of quality services, and is necessary to maintain compliance with policy and regulatory bodies. The Administrative Policy and Procedures Manual contains 367 policies, of which one policy has a major change, one has a minor change to the Index pertaining to Patient Care, and 365 policies have no revisions. ARMC completed the 2019 review of the policy revisions and recommends the revisions summarized in Attachment A.

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

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Michael Markel, Principal Assistant County Counsel, 387-5455) on November 27, 2019; Finance (Amanda Trussell, Principal Administrative Analyst, 387-4773) on December 3, 2019; and County Finance and Administration (Katrina Turturro, Deputy Executive Officer, 387-5423) on December 3, 2019.

**Arrowhead Regional Medical Center Operations, Policy and Procedure  
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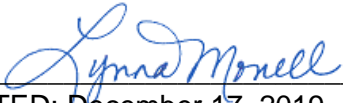
Record of Action of the Board of Supervisors  
County of San Bernardino

**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: December 17, 2019



cc: File- Medical Center w/attach  
la 12/20/2019