

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF NURSING POLICY AND PROCEDURE MANUAL
2021 - 2024 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (All New Policies and Major Revisions)
546.00 V6		X			Urinary Bladder Catheterization	Added Suprapubic catheter procedure and maintenance

SC 5/2021

Attachment B

2020-2021 Summary of Policy Revisions

[illegible]

Attachment C

Policy & Procedure Manual (3 Years)	Required Review Frequency	Most Recent Board Approval Date	Item No.
Administrative Policies and Procedures	Three years	August 6, 2019	7
Ambulatory Services Mobile Medical Clinic	Three years	March 12, 2019	6
Ambulatory Services Primary Care	Three years	August 20, 2019	15
Ambulatory Services Speciality Care	Three years	August 20, 2019	15
Ambulatory Services Wound Clinic	Three years	March 12, 2019	6
Anesthesia	Three years	November 19, 2019	5
Behavioral Health	Three years	October 8, 2019	8
Bio-Medical Engineering	Three years	April 2, 2019	6
Breathmobile Program	Three years	July 23, 2019	8
Cardiac Services	Three years	August 21, 2018	13
Clinical Social Work	Three years	April 2, 2019	6
Critical Care - SICU/MICU/Burn	Three years	November 19, 2019	5
Dialysis	Three years	December 4, 2018	18
Education Development	Three years	May 4, 2021	14
Emergency/Trauma	Three years	August 20, 2019	15
Employee Health	Three years	August 20, 2019	15
Environment of Care	Three years	October 8, 2019	8
Environmental Services	Three years	August 20, 2019	15
Facilities Management	Three years	September 10, 2019	18
Health Information Management	Three years	April 2, 2019	6
Health Sciences Library	Three years	January 28, 2020	7
Human Resources	Three years	August 20, 2019	15
Infection Control	Three years	August 20, 2019	15
Information Management	Three years	September 10, 2019	18
Medical Imaging	Three years	December 15, 2020	13
Medical Staff Office	Three years	January 28, 2020	7
Medical Staff Office CME Program	Three years	December 5, 2017	14
Neurodiagnostics Policy	Three years	July 23, 2019	8
Neurodiagnostics Procedural Competency	Three years	July 23, 2019	8
Nursing Operations	Three years	March 23, 2021	12
Nutrition Care	Three years	March 12, 2019	6
Nutrition Services	Three years	March 12, 2019	6
Operative Services	Three years	August 21, 2018	13
Post Anesthesia Care Unit	Three years	April 2, 2019	6
Patient Accounts	Three years	August 6, 2019	7
Patient Navigation	Three years	December 5, 2017	14
Patient Reception	Three years	August 6, 2019	7
Pediatrics Unit	Three years	February 11, 2020	16
Pharmacy	Three years	September 25, 2018	11
Pulmonary Function Laboratory	Three years	July 23, 2019	8
Referral Center	Three years	September 10, 2019	18
Rehabilitation Services	Three years	August 20, 2019	15
Respiratory Care	Three years	July 23, 2019	8
Respiratory Care Procedural Competency	Three years	July 23, 2019	8
Security	Three years	June 25, 2019	6

Attachment C

Policy & Procedure Manual (3 Years)	Required Review Frequency	Most Recent Board Approval Date	Item No.
Sterile Processing	Three years	October 8, 2019	8
Utilization/Case Management	Three years	March 12, 2019	6
Volunteer Management	Three years	January 28, 2020	7
Policy & Procedure Manual (2 Years)		Most Recent Board Approval Date	Item No.
Blood Bank	Two years	November 19, 2019	5
Blood Gas Laboratory	Two years	July 23, 2019	8
Cancer Registry	Two years	May 21, 2019	9
Chemistry	Two years	November 19, 2019	5
Coagulation	Two years	November 19, 2019	5
Cytology	Two years	November 19, 2019	5
Emergency Response	Two years	April 16, 2019	7
Hematology	Two years	November 19, 2019	5
Histology	Two years	November 19, 2019	5
Clinical Laboratory Operations	Two years	November 19, 2019	5
Labor and Delivery	Two years	February 11, 2020	16
Maternal Child Health	Two years	February 11, 2020	16
Microbiology	Two years	November 19, 2019	5
Morgue	Two years	November 19, 2019	5
Mother/Baby Services	Two years	February 11, 2020	16
Mycobacteriology	Two years	November 19, 2019	5
Mycology	Two years	November 19, 2019	5
Neonatal Intensive Care Unit	Two years	February 11, 2020	16
Parasitology	Two years	November 19, 2019	5
Pathology	Two years	November 19, 2019	5
Phlebotomy	Two years	November 19, 2019	5
Point of Care	Two years	November 19, 2019	5
Pre-Analytic	Two years	November 19, 2019	5
Pre-Analytic Sent-Out	Two years	November 19, 2019	5
Serology	Two years	November 19, 2019	5
Urinalysis	Two years	November 19, 2019	5
Virology	Two years	November 19, 2019	5
Policy & Procedure Manual (1 Year)		Most Recent Board Approval Date	Item No.

ARROWHEAD REGIONAL MEDICAL CENTER
Pharmacy Services Policy and Procedures
2018-2021 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
1.1 v3				X	Departmental Scope of Service	
1.2 v1				X	Medical Center Organizational Chart	
1.3 v2				X	Policies and Procedures – Review, Revisions, Approval	
1.4 v1				X	Definition, Pharmacy Services	
1.5 v1				X	Statement of Standards	
1.6 v2				X	Accountability	
1.7 v1				X	Committee Membership	
1.9 v2				X	Responsibility of the Director	
1.11 v1				X	Pharmacy Security	
1.13 v1				X	Patient Care Area Inspections – Audits	
1.14 v1				X	Pharmacy Services Space	
1.15 v1				X	Inservices	
1.16 v1				X	Continuing Education	
1.17 v1				X	Orientation, Pharmacy Staff	
1.18 v1				X	Orientation, Nursing	
1.19 v1				X	Job Descriptions	
1.20 v2				X	Computer Downtime	
1.21 v2				X	Performance Improvement	
1.22 v1				X	Pharmacy Law	
1.23 v2				X	Pharmacy Practice Residency Program	
1.24 v1				X	Record Retention, Storage, and Retrieval	
1.25 v1				X	Disaster Plan	
1.26 v1				X	Staff Meetings	
1.27 v2				X	Pneumatic Tube System	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
1.28 v1				X	Sick Call Coverage – Pharmacist	
1.29 v1				X	Sick Call Coverage – Support Personnel	
1.30 v1				X	Shift Changes	
1.31 v1				X	Licensed Employee Theft or Impairment	
2.1 v1				X	Support Personnel	
2.2 v1				X	Telephone Use	
2.3 v2				X	Computer User Access Levels	
3.1 v2				X	Pharmacy and Therapeutics Committee	
3.2 v2				X	Formulary	
3.3 v1				X	Additions to the Formulary	
3.4 v1				X	Restricted Drugs	
3.5 v1				X	Therapeutic Substitution	
3.6 v1				X	Medication Use Evaluation	
3.7 v1				X	New Drug Information	
3.8 v1				X	Drug Information Service	
3.9 v3				X	Medication Administration	
3.10 v2				X	Medication Reconciliation	
3.11 v1				X	Antimicrobial Stewardship	
4.1 v2				X	Administration and Ordering Privileges	
4.2 v3				X	Interpretation and Verification of Orders	
4.3 v2				X	Preprinted orders	
4.4 v1				X	Identification of Prescribing Practitioner Signatures	
4.6 v2				X	Pediatric Medications	
4.7 v1				X	Medication Orders for the NICU	
5.1 v2				X	Automatic Stop Orders	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
5.2 v2				X	Bedside Medications, Self-Administration	
5.3 v1				X	Metric System	
5.4 v1				X	Dispensing of Inpatient Medications	
5.5 v1				X	Drug Allergy Information	
5.7 v1				X	Generic Drug Dispensing	
5.8 v1				X	Estrogen Patient Package Insert	
5.9 v1				X	Identification of Unauthorized Drugs	
5.10 v1				X	Surgery – Cancellation of drug orders	
5.11 v1				X	Transfers	
5.12 v1				X	Patient Profile – Drug Monitoring Service	
5.13 v2				X	Dispensing, Compounding, and Manufacturing	
5.14 v1				X	Transportation of Medications to Units	
5.15 v2				X	Emergency Department Drug Administration	
5.16 v1				X	Labeling	
5.17 v2				X	Labels – Inpatient	
5.18 v2				X	Labels – Outpatient	
5.19 v2				X	Discharge Procedure – Medications	
5.21 v3				X	Medications brought from home by patient	
5.23 v1				X	Procedure for disposition of outdated, contaminated, or discontinued medications	
5.24 v2				X	Expired medications monitoring	
5.25 v4				X	Storage of Drugs and Biologicals	
5.27 v3				X	Food-Drug Interactions	
5.28 v2				X	Unit Dose Packaging	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
5.29 v1				X	Light-Sensitive Medications	
5.29 v1				X	Light-Sensitive Medications- List Attachment A	
5.31 v1				X	Exchange Trays – Anesthesia Department	
5.32 v2				X	Emergency medication Box Exchange – FHC, Medical Imaging	
5.33 v4				X	Medication Administration Times	
5.34 v1				X	Returning Medications to Stock	
5.35 v8				X	High Alert Medications	
5.36 v3				X	Anticoagulation Therapy	
5.37 v1				X	Risk Evaluation and Mitigation Strategies (REMS)	
5.37 v1				X	Risk Evaluation and Mitigation Strategies (REMS) - Attachment A Formulary Medications with REMS	
5.37 v1				X	Risk Evaluation and Mitigation Strategies (REMS) - Attachment B Clozapine REMS Procedures	
5.38 v1		X			Emergency Medications for Staff	Retire policy as emergency dispensing medications to staff is a practice that has been ceased.
5.40 v1				X	Titrate and Taper Medication Orders	
5.41 v1				X	PRN Medication Orders	
5.44 v1				X	Adult Vancomycin Dosing Protocol	
6.3 v5				X	Cytotoxic Agents, Handling	
6.7 v3				X	Aseptic Technique	
6.8 v2				X	Cleaning and Sanitizing the IV Room	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
6.9 v1				X	IV Room Attire	
6.10 v3				X	IV Room Quality Assurance	
7.1 v3				X	Investigational Drugs	
7.2 v2				X	Investigational Drugs – Unusual Use or Indication	
8.1 v2				X	Controlled Substances – Administration	
8.2 v2				X	Controlled Substances – Management	
8.3 v1				X	Controlled Substances Inventory – Nursing	
8.4 v2				X	Controlled Substances – Audit	
8.4 v2				X	Controlled Substances – Audit Form	
8.6 v2				X	Controlled Substances – Dispensing and Inventory	
8.8 v1				X	Controlled Substances Diversion	
9.1 v2				X	Procurement of Medications, Biologicals, and Pharmaceuticals	
9.2 v1				X	Procurement of Medications from outside Pharmacies or Hospitals	
9.3 v1				X	Procurement List	
9.4 v3				X	Drug Recalls	
9.7 v2				X	340B Drug Pricing Program	
9.8 v2				X	Patient Assistance Programs – Bulk Replacement	
9.9 v2				X	Receipt of Medications	
9.10 v1				X	Drug Supply Chain Security Act	
10.1 v1				X	Adverse Drug Reactions	
10.2 v4				X	Medication Errors	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
11.1 v1				X	Emergency Drug Supply (Crash Carts)	
12.1 v1				X	Floor Stock Medications	
13.1 v1				X	Clinical Pharmacy Services	
13.2 v2				X	Competency	
13.3 v1				X	Patient Assessment	
13.4 v1				X	Intravenous to Oral Conversion	
14.1 v1				X	Abbreviations	
15.1 v1				X	Poison and Antidote Information	
16.1 v2				X	Outpatient records	
16.2 v1				X	Identification Requirements – Outpatient Prescriptions	
16.3 v2				X	Patient Counseling	
16.4				X	Back-up FSI Server	
16.5 v2				X	Re-boot FSI Server	
16.6 v2				X	Medication Restock – Optifill II	
16.7 v1				X	Basic set-up and shutdown for Optifill II	
16.8 v1				X	Exemption 11159.2 Guidelines	
16.9 v1				X	Discharge Medication Processing	
16.10 v1				X	Quality Assurance – Optifill	
16.11 v1				X	Outpatient Prescriptions for non-ARMC Patients	
16.12 v1				X	Medication Dispensing for Correctional Patients	
16.13 v1				X	Information Privacy, Security, and HIPAA Compliance	
16.14 v1				X	User Access for Pharmacy Systems	

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Policy #	New	Major	Minor	Reviewed	TITLE	Explanation (All New Policies and Major Revisions)
17.1 v1				X	Biologicals	
17.2 v1				X	Infectious Waste	
17.3 v2				X	Pharmaceutical Waste	
17.4 v2				X	Hazardous Waste	
18.1 v2				X	Automated Dispensing System	
18.3 v1				X	Medication Administration Record	
18.4 v1				X	Pharmacy Quality Assurance Program – Medication Errors	
19.1 v1		X			Infection Control – IV Additive Service	Retire current policy as the contents have been included in ADM 690.36
20.1 v2				X	Safety Manual	
20.2 v2				X	Basic Safe Practices	
20.3 v1				X	Fire Safety Responsibilities	
20.4 v2				X	Material Safety Data Sheets	
20.5 v2				X	Flammable Agents Storage	
20.6 v2				X	Disaster notification	
20.7 v2				X	Disaster Plan	
20.8 v2				X	Code Pink and Code Purple Response	
20.9 v1				X	Latex-Free Policy	
21.1 v2				X	Automated Cabinet Drug Dispensing System (Pyxis)	
21.2 v2				X	Discrepancy Resolution	
22.1 v2				X	Pricing Policies	
2.22 v2				X	Medication Return to Stock	



THIS IS TO CERTIFY THAT

ARROWHEAD REGIONAL MEDICAL CENTER'S

PHARMACY DEPARTMENT

HAS BEEN REVIEWED AND UPDATED

Cliff Hiroshige, PharmD	4/21/21
Department Head / Manager	Date
David Lanum, MD	4-26-21
Department Chair (if applicable)	Date
Associate Hospital Administrator (if applicable)	Date
Nannette Buenavidez, MSN/Ed, RN	4/22/21
Chief Nursing Officer (if applicable)	Date
Sam Hessami, MD	4/22/21
Chief Medical Officer (if applicable)	Date
Andrew Goldfrach, FACHE	4/21/21
Chief Operating Officer	Date
William L. Gilbert	4/26/21
Hospital Director	Date
	JUN 08 2021
Chair, Board of Supervisors	Date