

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

July 27, 2021

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 of policies 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 C):

1. Operative Services Policy and Procedure Manual
(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 Procedure Manuals and Policies 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 at a minimum of every one, two or three years, depending on the type of manual, and require Board of Supervisors (Board) acceptance and approval.

The aforementioned manual and policies 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:

Operative Services Policy and Procedure Manual – Policy Revisions

**Arrowhead Regional Medical Center Operations, Policy, and Procedure
Manuals
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The Operative Services policy and procedure manual contains a total of 110 policies, of which the Patient Care / Perfusion subsection includes 38 new policies and procedures addressing requirements for the cardiothoracic surgical program and Title 22 requirements. A minor change was also made to the index of the manual. ARMC completed the 2020-2021 review of the policies and recommends the revisions summarized in Attachment A, Summary of Revisions. The 38 new policies added to the manual are included in Attachment B, as listed below:

Policy Number	Policy Title
257.00 Issue 1	Cardiovascular Surgery Service Equipment and Supplies
258.00 Issue 1	Cardiovascular Surgery Team & On-Call CVOR Team
300.00 Issue 1	Accidental Hypothermia Guidelines
301.00 Issue 1	Adult Pump Prime
302.00 Issue 1	Albumin Administration
303.00 Issue 1	General Principles of Aseptic Techniques and Standards Protocol for Perfusion Circuit
304.00 Issue 1	Autologous Prime (RAP)
305.00 Issue 1	Autotransfusion
306.00 Issue 1	Breakdown and Disposal of Perfusion Circuit
307.00 Issue 1	Cardioplegia Administration using Myocardial Protection System (MPS)
308.00 Issue 1	Cardioplegia Setup and Priming
309.00 Issue 1	Cardiopulmonary Support (CPS)
310.00 Issue 1	Emergency Cardiopulmonary Bypass Preparation
311.00 Issue 1	Emergency Initiation of Cardiopulmonary Bypass
312.00 Issue 1	Excess Volume in Perfusion Circuit
313.00 Issue 1	Femoral Vein to Femoral Artery Bypass Guidelines
314.00 Issue 1	General Standards for Perfusion Services
315.00 Issue 1	Guidelines Deep Hypothermic Circulatory Arrest (DHCA)
316.00 Issue 1	Guidelines for Pharmacological Support
317.00 Issue 1	High Serum Potassium Levels Guidelines during Cardioplegia Administration
318.00 Issue 1	Initiation of Cardiopulmonary Bypass
319.00 Issue 1	Jehovah Witness Patient on Cardiopulmonary Bypass
320.00 Issue 1	Left Heart Bypass Guidelines
321.00 Issue 1	Management of Adults on Cardiopulmonary Bypass
323.00 Issue 1	Off Pump Sterility
324.00 Issue 1	Oxygenator Change Out
325.00 Issue 1	Perfusion Considerations for a Patient with Renal Disease
326.00 Issue 1	Pump Standby Guidelines
327.00 Issue 1	Re-establishment of Bypass Following Initial Termination
328.00 Issue 1	Retrograde Cardioplegia
329.00 Issue 1	Set Up and Priming of Centrifugal Pump for Thoracic Aneurysms
330.00 Issue 1	Sickle Cell Anemia Patient Management on Cardiopulmonary Bypass
331.00 Issue 1	Sucker Cardiopulmonary Bypass Guidelines
332.00 Issue 1	Termination of Cardiopulmonary Bypass
333.00 Issue 1	Transfusion Guidelines and Determination of Amount of Blood Needed in Cardiopulmonary Bypass Prime
334.00 Issue 1	Treatment of Water-Blood Leak from the Heat Exchanger
335.00 Issue 1	Volume Selection
336.00 Issue 1	Management of Air Embolism

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On July 13, 2021 (Item No. 12), the Board accepted and approved the report of review and certification of ARMC Operations, Policy, and Procedure Manuals listed in Attachment C.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Charles Phan, Deputy County Counsel, 387-5455) on June 25, 2021; Finance (Yael Verduzco, Administrative Analyst, 387-5285) on July 8, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on July 12, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Col. Paul Cook (Ret.)
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 27, 2021



cc: File - Medical Center w/attach
CCM 07/28/2021