

**SECTION - COMMITTEES  
ADMINISTRATIVE DIRECTIVE NO. 218  
(Replaces A.D. No. 218 dated 7/13/06)**

Effective Date: July 12, 2007

**SUBJECT: PATIENT CARE POLICY COMMITTEE**

**I. PURPOSE**

To establish a systematic review of all Administrative Directives (A.D.) that governs the care of Individuals and the operations of the hospital.

**II. AUTHORITY**

California Code of Regulations, Title 22, Section 73521.

**III. POLICY**

The Patient Care Policy Committee (PCPC) shall review all A.D.s annually to ensure each directive accurately reflects current hospital practices and incorporates the most recent standards and regulations that govern the operations of the hospital and/or pertain to patient care.

**IV. METHOD**

**A. Membership:**

The Executive Director shall appoint the Chairperson of the Committee.

**1. Membership shall consist of the following disciplines:**

- a. Executive Director
- b. Medical Director
- c. Hospital Administrator
- d. Clinical Administrator
- e. Coordinator of Nursing Services
- f. Director, Standards Compliance (Chairperson)
- g. External Affairs Manager
- h. Chief of Rehabilitation Therapy Services

i. Chief of Social Work Services

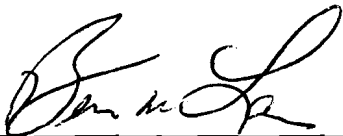
All hospital employees who have business with the committee are welcome to attend upon approval of the Chairperson.

B. Meetings:

The PCPC shall meet on a monthly basis. The date, time, and coordination of A.D. assignments shall be the responsibility of the Chairperson. A minimum of 6 committee members is necessary in order to have a quorum. Minutes from the committee shall be forwarded to all Department Managers, PCPC members, and A.D. members for distribution within their departments.

C. AD Approval Process:

1. All A.D.s approved by the committee shall be submitted to the Executive Director for signature. An A.D. becomes effective upon the Executive Director's signature being placed on the official A.D. hardcopy.
2. Once the A.D. has been signed by the Executive Director, it shall be scanned, and placed in the All Users Folder under I: Drive/All Users/Approved Administrative Directives and made available to all employees. All Department Managers shall be responsible for ensuring that any of their employees who do not have access to a computer is provided a hardcopy of the new/revised A.D. upon approval.
3. Any A.D. not approved by the committee shall be returned to the appropriate author with feedback for further revisions. Once the A.D. has been revised, it shall be submitted to the committee for review and approval.



BEN MCLAIN  
Executive Director (Acting)

Cross Reference(s):

A.D. No. 101 Administrative Directives  
A.D. No. 202 Hospital Committees