

SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 262
(Replaces AD dated 12/15/2005)

Effective Date: November 9, 2006

SUBJECT: NURSING POLICY & PROCEDURE COMMITTEE

I. PURPOSE

To ensure that Nursing Policies and Procedures are based upon current Standards of Patient Care and Standards of Nursing Practice. Nursing policies and procedures describe and guide the nursing care provided.

II. AUTHORITY

California Code of Regulations, Title 22, Business & Professions Code 70213, Health & Safety Code 2725, Division 2, Chapter 2, Section 1250.

III. POLICY

Written policies and procedures for Individual care shall be developed, maintained and implemented by nursing services. Central Nursing Services shall review and revise policies and procedures every three years or more often if necessary. Policies and procedures of the other departments which contain requirements for the nursing service shall be reviewed and approved by nursing services prior to implementation. Policies and procedures that require consistency and continuity in Individual care, incorporating the nursing process and the medical treatment plan, shall be developed and implemented in cooperation with the medical staff. Policies and procedures which contain competency standards for staff performance for the delivery of Individual care shall be established, implemented, and updated as needed for each nursing unit.

IV. METHOD

Policies and procedures shall be based on current standards of nursing practice and shall be consistent with the nursing process which includes: assessment, nursing diagnosis, planning intervention, evaluation, and, as circumstances require, patient advocacy. Policies and procedures are developed and revised within the framework of state licensing regulations, Performance standards, DMH policy/Special Orders, and hospital Administrative Directives.

- A. Formulate hospital wide standards of nursing care.
- B. Review and revise the Nursing Policy and Procedures every three years or more often if necessary.

- C. Review all program requests for program specific nursing procedures, which may differ from the Nursing Policy and Procedure Manual.
- D. Function in conjunction with the Infection Control Committee in areas of "infection control" policies and procedures and the Interdisciplinary Practice Committee in the areas of "Standardized Nursing Procedures."

V. RESPONSIBILITY

This Committee is accountable to the Executive Director. The hospital administration and the governing body shall review and approve all policies and procedures that relate to nursing services every three years or more often if necessary.

VI. MEMBERSHIP

Chairperson: Assistant Coordinator of Nursing Services/designee

Members: HSS or RN Program designee
Representative from Unit Supervisors Group
Representative from Nursing Coordinators Group
Representative from Psychiatric Technician Professional Practice Organization
Representative from Professional Nurses Practice Group Association
Representative from Training Center
Nursing Representative from Central Medical Services

VII. MEETINGS

A. The Nursing Procedure Committee will meet at least monthly. The Chairperson will designate the meeting time and place.

B. Minutes:

- 1. Minutes to all Nursing Procedure Committee meetings will indicate all pertinent matters discussed relating to Nursing Procedure formulation and review. These minutes will indicate date of meeting, chairperson, and all persons attending the meeting. Format of minutes will be a standard: (1) Issue, (2) Discussion, (3) Recommendations, (4) Action, and (5) Follow-up.
- 2. Minutes distribution: will be distributed to the following departments:
 - a. All Committee Members
 - b. Standards Compliance
 - c. Quality Assurance
 - d. Health Information Manager
 - e. Health & Safety Coordinator
 - f. Central Medical Services

- g. Program Directors
- h. Chairs, Medicine/Psychiatry
- i. Pharmacy
- j. Public Health
- k. Clinical Director
- l. Executive Director



W. T. VOSS
Executive Director