

**SECTION - MEDICAL/NURSING SERVICES
ADMINISTRATIVE DIRECTIVE NO. 520
(Replaces A.D. No. 520 dated 2/15/06)**

Effective Date: February 16, 2007

SUBJECT: NURSE OF THE DAY (NOD)

I. PURPOSE

The NOD serves as a hospital-wide resource during off hours of operations for monitoring and implementing hospital policy and guiding adherence of nursing procedures.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

Is responsible for assuring that quality and appropriate patient care services are provided hospital-wide. The NOD has the authority to act on behalf of Program Management in the delivery of these services within the constraints of hospital and program policies. The NOD provides information to the Medical Officer on Call (MOC) and Psychiatric Medical Officer on Call (PMOC), the Executive Officer of the Day (EOD) and Program Management (POD) as indicated. While the NOD may lend temporary assistance to Program Management, primary responsibility for 24-hour Program Management remains with the Program Director. The NOD is under the direction of the Coordinator of Nursing Services (CNS).

IV. METHOD

- A. After-hours, weekends, and holidays the NOD makes rounds and assesses Individuals with medical and psychiatric problems and reports change of conditions which include significant findings to the PMOC and MOC as needed.
- B. The NOD office consists of several nurses with distinct functions such as an Assistant Coordinator of Nursing Services (ACNS) who supervises the NOD Office staff each shift. The ACNS, Health Services Specialist (HSS), and RN classifications act for the Coordinator of Nursing Services in his/her absence. NOD Office staff are assigned duties by the CNS /designee. Organizational relationships include the concept of liaison between the NOD and other departments.

V. RESOURCE DISTRIBUTION

The NOD provides consultation to programs and departments regarding functions of nursing personnel. The NOD working with Central Staffing Office assigns employees to units based on patient/unit acuity service needs. The NOD makes temporary assignments of nursing employees to meet emergency problems during other than normal working hours.

VI. EMERGENCY SERVICES AND DISASTER PLAN

The NOD assists in developing and implementing procedures that will facilitate emergency care of Individuals, employees, and visitors. During times of disaster, the NOD responds as per the Emergency Preparedness Manual.

VII. EVALUATION

The NOD Office staff is responsible for ongoing evaluation of their services to the treatment units and reporting interventions and events of the day to the CNS. The NOD Office is responsible for the first review of Incident Reports that occur during the absence of Program Management. Selected reviews shall be reported to the EOD for information, direction, and action as indicated or directed.

VIII. COORDINATION

- A. The NOD assists with after-hours, weekend, and holiday hospital-wide activities. In emergency situations, the NOD shall direct appropriate action in consultation with the Executive Director or designee (EOD).
- B. Many important inter-program functions and relationships can best be handled by central coordination through the NOD office: Emergency medical and psychiatric issues; contact with Protective Services; contact with Fire Department; Incident Reports; Infection control reporting; hospital deaths; after-hour transfers to outside medical facilities; disaster plan coordination; and all Sentinel Events or other events that affect the organizational infrastructure of Coalinga State Hospital. These coordination functions are incorporated in the NOD Department Operations Manual.

IX. CONSULTATION/TRAINING

The NOD Office staff provides nursing consultation to the MOC, PMOC, EOD, POD, and program-nursing employees. The NOD provides In-service Training as needed and as assigned.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 134 Facility Plan for Services

A.D. No. 182 Sentinel Events

A.D. No. 334 Emergency Preparedness Program

A.D. No. 342 Emergency Services Plan - First Aid within the Secured Area for Visitors & Staff

A.D. No. 518 Nursing Service

A.D. No. 568 Nursing Staff Allocation: Minimum On-Duty Coverage

A.D. No. 646 Central Medical Services

A.D. No. 830 Special Incident Reports