CATEGORICAL LIST
Policies and Procedures

Administration
Business Office
Corporate Compliance
Dietary
HIPAA
Human Resources
Information Technology (IT)
Maintenance
Minimum Data Set (MDS)
Nursing
  - Clinical
  - Infection Control
  - Medication Management
  - Nursing Processes
Social Services
Therapy
ADMINISTRATION

Abuse, Neglect, and Exploitation
Administration of Facility
Availability of Survey Results
Delegation of Activity Program Duties
Dental Services
Elopements and Wandering Residents
Equal Access to Quality Care
Federal Rights of Residents
Fire and Disaster Safety Plan
Fire or Explosion Incident Reporting
Fire Watch
Firearm and Weapon Possession
Homelike Environment
Laboratory Testing Waiver
Medical Director Responsibilities
Policy Template
Quality Assessment and Assurance
Quality Assurance Performance Improvement (QAPI)
Readmission to Facility
Reporting Fire Alarm System Failure
Right to Refuse Transfers
Survey Self-Assessment Management Policy
Transfer Agreement
Transfer and Discharge (including AMA)
Use of Outside Resources
Waiver of Licensed/Registered Nursing Personnel
CATEGORICAL LIST

BUSINESS OFFICE

Admissions
Availability of Resident Funds After Business Office Hours
Conveyance of Resident Funds Upon Death
Medicaid RAC Audits
Resident Emails
Resident Trust Funds
Surety Bond Requirements
Transactions Involving Resident Funds
CORPORATE COMPLIANCE

Automatic Email Forwarding
Confidentiality of Social and Medical Information
Copyrights
Identity Theft Compliance
Instant Messaging
Licensed Nurse Credentialing and License Verification
Medical Staff Credentialing and Privileging
Password Setup and Administration
Reporting and Investigation of Fraud and Misconduct
Software Contraband
Whistleblower Protection
DIETARY

Calibrating Thermometers
Dietary Services – Staffing
Disposal of Garbage and Refuse
Safe Handling of Eggs
Food Preparation Guidelines
Handwashing Guidelines – Dietary Employees
Maintaining a Sanitary Tray Line
Manual Ware Washing – 3 Compartment Sink
Puree Food Preparation
Standardized Menus
Therapeutic Diet Orders
HIPAA

Automatic Email Forwarding
Confidentiality of Social and Medical Information
Identity Theft Compliance
Instant Messaging
Release of Medical Records
Safeguarding of Resident Identifiable Information
Security of Portable Devices
Software Contraband
HUMAN RESOURCES

Absenteism
Attendance and Punctuality
Background Investigations
Cell Phones
Changes in Personal Data
Communicable and Contagious Diseases
Company Vehicle
Conduct and Behavior
Disciplinary Action
Discrimination
Driver Requirements
Employee Performance Appraisal Form
Employee Smoking
Employment Application
Employment of Minors
Evaluation Process
Family and Medical Leave
Form I-9
Identification Badges
License Verification
Licensed Nurse Credentialing and License Verification
Meal and Break Periods
Medical Examination
Medical Staff Credentialing and Privileging
Outside Employment
Payroll Direct Deposit
Personal Visitors
PRN Employees
Release of Employee Information
Required Training, Certification, and Continuing Education of Nurse Aids
Sexual Orientation
Social Security Numbers
Solicitation
Termination of Employment
Threatening or Violent Behavior in the Workplace
Time Clock
Time Off for Voting
Unlawful Harassment
Victim’s Leave
Wage Garnishments
Workplace Contraband
CATEGORICAL LIST

INFORMATION TECHNOLOGY

Electronic Security
Electronic Signatures
HIPAA Security
Multimedia Devices
Password Security
Password Setup and Administration
Risk Assessment – Information Security
Social Media Use
Terminated Employees
Use of Company Computers
Virus Prevention
Wireless Communication Devices
MAINTENANCE

Electrical Safety
Elevator Maintenance
Fire and Disaster Safety Plan
Fire or Explosion Incident Reporting
Fire Watch
Homelike Environment
Homelike Environment, Maintaining a Safe, Clean, Comfortable Environment
Pest Control Program
Preventive Maintenance – Wheelchairs
Resident Environmental Quality
MINIMUM DATA SET (MDS)

Assessment Frequency
Care Planning – Resident Participation
Completing an Accurate Assessment Regarding Pressure Ulcers
Comprehensive Care Plans
Conducting an Accurate Resident Assessment
Maintaining Minimum Data Set (MDS) Assessments
MDS 3.0 Completion
Minimum Data Set (MDS 3.0) Assessment Completion, Transmission and Validation
Timely Completion of MDS Assessments
NURSING – CLINICAL

Appropriate Use of Catheters and Feeding Tubes
Automated External Defibrillator
Catheter Irrigation
Catheterization of a Female
Catheterization of a Male
Clean Dressing Change
Colostomy Change
Oxygen Concentrator
Pain Management
Pain Management and Assessment
Perineal Care
Pressure Ulcer Risk Assessment
Pressure Ulcers
Skin Assessment
Staple Removal
Suprapubic Catheterization
Suture Removal
Tracheostomy Care
Tracheostomy Care – Suctioning
Ureterostomy
UTI Prevention with Indwelling Catheter Use
Verifying Placement of Feeding Tube
Wound Treatment Documentation
NURSING – INFECTION CONTROL

Glucometer Disinfection
Hand Washing
Handling Soiled Linen
Infection Control
Infection Control in the Beauty Salon
Influenza Vaccinations
Patient/Resident Isolation: Suspected, Confirmed, or Active Pulmonary or Laryngeal Tuberculosis
Pneumococcal Polysaccharide Vaccinations
Preventing Occupational Exposure to Bloodborne Pathogens
Standard Precautions Infection Control
Transmission Based Precautions Infection Control
Transporting a Resident on Isolation
Tuberculin (TB) Skin Test
Vaccination
Vaccine Information Statements
NURSING – MEDICATION MANAGEMENT

Addressing Medication Regimen Review Irregularities
Controlled Substance Administration and Accountability
Destruction of Unused Drugs
Handling of Hazardous Drugs
Medication Cross Match
Medication Errors
Medication Orders
Medication Regimen Review
Medication Reordering
Medication Self-Administration Assessment Form
Medication Storage
Preventing Medication Errors
Resident Self-Administration of Medication
Storage of Medications Requiring Refrigeration
Timely Administration of Insulin
Unused Medication Return
NURSING – PROCESSES

Accessible Call Lights
Accidents and Supervision
Accommodation of Needs
Activities of Daily Living (ADLs)
Admission of a Resident
Admission Orders
Behavior Management Plan
Diagnostic Testing Services
Discharge Summary and Plan of Care
Hydration
Incident and Accident
Maintenance of Clinical Records
Meal Supervision and Assistance
Medical Abbreviations
Notification of Changes
Nursing Service Staffing Levels
Nursing Services – Registered Nurse (RN)
Offering/Serving Bedtime Snacks
Paid Feeding Assistants
Physician Visits and Physician Delegation
Promoting/Maintaining Resident Dignity During Mealtimes
Promoting/Maintaining Resident Dignity
Prompt Notification of Lab Results
Restraint Free Environment
Serving a Meal
Verbal Orders
Weight Monitoring
SOCIAL SERVICES

Behavior Management Program
Change of Room or Roommate
Family Council Meetings
Hearing and Vision Services
Resident and Family Grievances
Resident and Family Interview
Resident Council Meetings
Resident Right to Access and Visitation
Resident Right to be Informed of Resident Rights and Responsibilities
Resident Right to Privacy in Communication
Resident Right to Share a Room
Resident Right to Vote
Resident Right to Work
Resident Self Determination and Participation (Activities)
Resident Self Determination and Participation (Schedules)
Social Services
CATEGORICAL LIST

THERAPY

Adaptive Feeding Equipment
Specialized Rehabilitation Services
Therapy Code of Conduct
Therapy Evaluation
Therapy Progress Note
Therapy Screen
Therapy Treatment Procedures Considerations for All Modality Treatments
Therapy Treatment Procedures for Gait Training
Therapy Treatment Procedures for Neuromuscular Re-Education
Therapy Treatment Procedures for OT Self-Care/Home Management Training
Therapy Treatment Procedures for Therapeutic Activity
Therapy Treatment Procedures for Therapeutic Exercise