

Board of Trustees

June 20, 2022

Biennial Reviews

Action

Biennial Reviews

Anesthesia

Emergency Medical services (EMS)

Med Surg (Acute Care)

Physical Therapy/Occupational Therapy

Safety & Security

Sleep Lab

Speech Therapy

Anesthesia Biennial Review 2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Anesthesia Administration Outside the OR		X				
Anesthesia Apparatus				X		Inserted 2 tables for Pre-Anesthesia Checkouts
Anesthesia Gas and Nitrogen Storage				X		Corrected supply department
Anesthesia Guidelines for Anesthesia Management		X				
Anesthesia Latex Allergy Policy and Procedure		X				
Anesthesia Machine Safety		X				
Anesthesia Pediatric Guidelines		X				
Anesthesia Safety Regulations		X				
Anesthesia Selection Guidelines				X		Corrected typo
Anesthesia Work Place		X				
Blood Utilization		X				
Completion of Anesthesia Record Sheet		X				
Continuing Education Requirements		X				
Criteria for Notifying Surgeon, Physician, or Anesthesia		X				
Duties & Responsibilities- Certified Registered Nurse Anesthetist (C.R.N.A.)		X				
Duties and Responsibilities Anesthesia Medical Director		X				
Duties and Responsibilities Chief Nurse Anesthetist		X				
Infection Control Procedures During Anesthesia		X				
Management of Patient with Malignant Hyperthermia				X		Corrected typo
Neuraxial Anesthesia and Anticoagulation				X		Updated Heparin withhold time for neuraxial/nerve procedures
Organization of the Anesthesia Department		X				
Oxygen Enriched Atmosphere – Safety in Surgical Suites				X		Corrected typo

Emergency Medical Services (EMS) Biennial Review
2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Administration of Pre-hospital Medications by EMS Personnel		x				
Ambulance Response Procedures		x				
Ambulance Response to Dispatches and Emergency Driving of Ambulances		x				
Documentation and Use of Controlled Substances Pre-hospital by EMS Staff		x				
Medical Screening Exams and Transfers		x				
Patient Ambulance Transfers		x				
Patient Refusals for Ambulance Transport		x				
Procurement and Restock of EMS Drugs from Pharmacy		x				
Quality Assurance Program and Activities		x				
Relationship between DCH EMS and the Davis County Hospital Pharmacy		x				
Standard Precautions/Exposure Control		x				
Storage of Drugs in the EMS Department and Ambulances		x				
Utilization of Ambulance		x				

SOPs

SOP - Ambulance Fuel Credit Card		x				
SOP - Emergency Medical Services Emergency Responder Incident Rehab Plan		x				
SOP - EMS Documentation / Ambulance Run Reports		x				
SOP - EMS Employee Time Off		x				

SOP - EMS Response on Fires Within Davis County		x				
SOP - EMS Skills Maintenance		x				
SOP - EMS Specific Criteria for Casual/ prn Staff		x				
SOP - EMS Staff Uniforms		x				
SOP - Helicopter Landing Zone Procedures & Security		x				
SOP - Malpractice for EMS Employees		x				
SOP - Medical Necessity		x				
SOP - Plan for EMS Equipment Maintenance and Cleaning		x				
SOP - Training and Education		x				
SOP - Use of Paging Systems/Pagers		x				
SOP -Radio and Cell Phone Ambulance Communications		x				

Med-Surg Biennial Review 2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
24-Hour Nursing Assessment Record and Narrative Nursing Notes		x				
Administration of Special IV Medications in Acute Care		x				
Admissions to Acute Care: Observation or Inpatient		x				
Bed Usage at Davis County Hospital		x				
Diet Interventions		x				
Levels of Care for the Hospice Patient		x				
Medicare Outpatient Observation Notice (MOON)		x				
Medication Administration Record (MAR)		x				
Nursing Assignments		x				
Nursing Department Schedule, Vacation and Absence		x				
Nursing Performance Improvement/Peer Review in Med/Surg/Peds Area		x				
Patient Care Plan		x				
Patient Rights and Responsibilities		x				
Patient/Family Access to Medical Records		x				
Preparation of Inpatient for Surgery		x				
Spiritual-Pastoral Care		x				
Visiting Hours		x				
Vital Signs Per Protocol		x				

SOPs

SOP 1% Xylocaine Injection Prior to IV Needle Insertion		x				
SOP Acceptance of Verbal Orders, Telephone Orders and Critical Test Results		x				
SOP Accessing Keys on Acute Care		x				
SOP Adenosine (Adenocard)		x				
SOP Admitting a Patient to 1 on 1 Care		x				
SOP Amiodarone (Cordarone/Nexterone)		x				
SOP Atropine		x				
SOP Bathing the Patient		x				
SOP Bladder Retraining Post-Catheterization		x				
SOP Calcium Chloride/Gluconate		x				
SOP Cardiac Monitoring		x				
SOP Catheter Irrigation		x				
SOP Caregiver's Trays & Sleeping Facilities		x				
SOP CEU		x				
SOP Cleaning Showers		x				
SOP Crossmatch Transfusion Report Requisition		x				
SOP Diltiazem (Cardizem)		x				
SOP Discharge Instructions		x				
SOP Dismissing the Patient		x				
SOP Dobutamine (Dobutrex)		x				
SOP Dopamine		x				
SOP Ephinephrine (Adrenalin)		x				
SOP Esmolol (Brevibloc)		x				

SOP Etomidate (Amidate)		x				
SOP Evaluation of New Demonstration Equipment		x				
SOP Eye Drops		x				
SOP Feeding Assistance		x				
SOP Flumazenil (Romazicon)		x				
SOP Fosphenytoin (Cerevyx)		x				
SOP Glasgow Coma Scale		x				
SOP Guidelines for Fitting Walkers, Canes, and Crutches		x				
SOP Heparin Drip	x					
SOP High Risk for Falls		x				
SOP Hospital Request Leave (HRL) Days		x				
SOP Identification and Care of Patient with Latex Allergy or Sensitivity		x				
SOP Instilling Medications Through a Nasogastric (NG) Tube		x				
SOP Ketamine (Ketalar)		x				
SOP Labetalol (Normodyne)		x				
SOP Lidocaine		x				
SOP Magesium Sulfate		x				
SOP Medications Brought from Patient's Home		x				
SOP Monitoring Intake and Output		x				
SOP Naloxone (Narcan)		x				
SOP NeoPuff Infant T-Piece Resuscitator		x				
SOP Neuromuscular Blockers (Succinylcholine, Rocuronium, Vecuronium)		x				
SOP Neutropenia Precautions		x				
SOP Nicardipine (Cardene)		x				
SOP Nitroglycerin		x				
SOP Norepinephrine (Levophed)		x				
SOP Nursing Initiation of Oral Nutrition Supplements		x				
SOP Obtaining Overhead Trapeze/Setup for the Acute Care Unit		x				
SOP Obtaining Traction Setup (Cervical or Pelvic) for the Acute Care Clinic		x				
SOP Operation of Bed Scales		x				
SOP Patient Care Delivery System Guidelines: Chart and Noting Orders		x				
SOP Patient Care Delivery System Guidelines: Charting of Lab, X-Ray, Progress Notes, Etc.		x				
SOP Patient Care Delivery System Guidelines Charts Leaving the Floor		x				
SOP Patient Controlled Analgesia (PCA) IV Infuser		x				
SOP Patient Positioning		x				
SOP Phenylephrine (Neosynephrine)		x				
SOP ProcalAmine		x				
SOP Respite Care		x				
SOP Saline Wells, "Saline Flushes"		x				
SOP Skin Care Protocol		x				
SOP Total Parenteral Nutrition (TPN) Management		x				
SOP Transfer of Patient to Nursing Home or Care Facility		x				
SOP Transferring Patient		x				
SOP Use Magnetic and Bed Alarm		x				
SOP Use of Hospice Inpatient Room		x				
SOP Vasopressin		x				

Physical Therapy / Occupational Therapy
2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Adaptive Equipment		X				
Adverse Reaction to Treatment		X				
Aquatic Therapy		X				
Care of the Patient		X				
Choking Precautions		X				
Cleaning Hydrocollators		X				
Cleaning Procedure for Hydrotherapy Tanks		X				
Clerical Functions		X				
Departmental Meetings		X				
Direction, Utilization and Supervision		X				
Discharge Criteria		X				
Discharge Planning - Rehabilitation Services		X				
Discharge Planning for Rehab Services Patients		X				
Documentation of Patient Assessments		X				
Draping of Patients to Maintain Privacy		X				
Dysphagia Precautions		X				
Electrical Muscle Stimulation (E-Stim)		X				
Electrical Safety / Equipment Use		X				
Employee Orientation / Equipment Training		X				
Establishing Patient Treatment Frequency		X				
Evaluation		x				
Hydrocollator Packs		X				
Initiation of Therapy for Patients on Bedrest		X				
Inpatient Documentation Guidelines		X				
Inpatient Hold Policy		X				
Logrolling		X				
Maintaining Freezer, Refrigerator, Paraffin, and Hydrocollator Temperatures		X				
Management of Outpatients No Show/No Cancellation/Late/Multiple Cancellations		X				
Medical Based Fitness		X				
Occupational Therapy for Orthopedic Patients		X				
Occupational Therapy Scope of Practice		X				
Outpatient Documentation Guidelines		X				

P.T. Guidelines for Contraindications of Exercise/Physical Activity		X				
Patient and Family Education – Physical Therapy		X				
Patient Treatment Plan		X				
Phonophoresis		X				
Physical Therapy Care, Treatment and Services		X				
Physical Therapy Scope of Practice		X				
Physician Approval for Inpatient Plans of Care		X				
Process for Medical Service During Therapy Treatment		X				
Re-Evaluation		X				
Registration of a Minor for Outpatient Rehabilitation		X				
Scheduled/Unscheduled Absences/Requests for Time off		X				
Scope of Practice		X				
Speech Therapy Scope of Practice		X				
Taking / Returning Inpatients		X				
Transcutaneous Electrical Nerve Stimulation (TENS)		X				
Transfer of Primary Care		X				
Treatment Errors		X				
Treatment Prioritization		X				
Treatment Programs		X				
Ultrasound Modality		X				
Wound Care - Burns		X				
Wound Care - Debridement		X				

Safety and Security Biennial Review 2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Aggressive Intruder Alert-A.L.I.C.E		x				
Bomb Threat				X		Updated the logo on the attachment
Communications Plan				X		Updated the contact Information and for it to be reviewed annually instead of biennially.
Emergency Operations Plan		x				Updated to be reviewed annually in approvals. No change to policy
Evacuation Levels		x				
External Lock Down		x				
Fire Plan		x				
Hazardous Materials Incident				x		removed notifying Fire and HazMat for external incidents. Page for external incidents changed from HazMat External Incident to Decontamination Team
Incident Command System Activation				x		Changed "call tree" to a call list with a method to ensure all staff can be contacted efficiently.
Missing Person				x		Removed FBI info as contact could not be validated. Changed DIA phone number to current listed.
Plain Language Emergency Codes		x				
Safety Responsibilities		x				
Severe Weather & Tornado Watch/Warning	X					Went through CAH & BOT in March 2022
Tornado Watch / Warning Plan					x	replaced by new severe weather policy
Therapy Pool Usage				x		13b. Added "using the phone, dial..."

Care and Use of Gait Belts					x	Nursing has a safe patient handling policy which includes use of gait belts
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Sleep Lab Biennial Review
2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Acceptance Criteria		x				
Bi-Level Therapy		x				
Calibrations		x				
Clinical Oversight						
CPAP Therapy		x				
Definitions						updated procedure in March 2022
Diagnostic Polysomnogram		x				
Direct Referrals		x				
Disasters During a Sleep Study (Somnitech Policy)			X			Went through CAH & BOT in March
Documentation		x				
Electrical Safety, Maintenance and Repair		x				
Electronic Records		x				
Emergency CPAP Protocol			X			Went through CAH & BOT in March 2022
Emergency Procedures		x				
Equipment Cleaning		x				
Equipment Inspection		x				
Medical Director of Sleep Lab		x				
Montages		x				
Monthly Meetings		x				
Monthly Staff Education and Training			X			Went through CAH & BOT In March 2022
MSLT Study		x				
MWT Study			X			Went through CAH & BOT in March 2022
Oxygen Therapy		x				
Patient Record Retention		x				
Pediatric Protocols		x				
Performance of Sleep Study		x				
Polysomnogram Quality Review		x				
Portable Monitoring/Home Sleep Testing		x				updated procedure in March 2022
Records		x				
Release of Patient Records						updated in October 2021
Scoring		x				
Split-Night Polysomnogram		x				
Staffing		x				Last revised in March 2022
Universal Precautions & Bloodborne Pathogens			X			Went through CAH & BOT in March 2022
T3 Home Sleep Study System Cleaning Guide		x				

Speech Therapy Biennial Review
2022

Title	New	No Changes	Revised Statement	Revised Procedure	Retired	Comments
Scope of Care		X				
Dysphagia Precautions		X				
Choking Precaution		X				