

Table of Contents

Introduction to *PolicySource*

- Get Started
- Policies, Procedures, or Plans for Home Care Organizations

Sample Policies and Procedures for Home Care

- Environment of Care
 - Environmental Safety Management Processes
- Emergency Management
 - Emergency Communications Plan
- Human Resources
 - Ongoing Education and Training Policy
 - Staff Competency Policy
 - Staff Orientation Plan
 - Staff Qualifications Verification Policy
- Infection Prevention and Control
 - Staff Influenza Vaccination Policy
- Information Management
 - Confidentiality and Security of Health Information Policy
- Leadership
 - Code of Conduct Policy
 - Conflict of Interest Policy
 - Volunteer Documentation Policy
- Medication Management

- High-Alert and Hazardous Medication Management Policy
- Medication Event Response Policy
- Medication Orders Policy
- Medication Substitution Protocols
- Self-Administered Medications Policy

- National Patient Safety Goals
 - Fall Risk Assessment and Mitigation Policy
 - Hand Hygiene Policy
 - Home Oxygen Safety Risk Assessment Procedures

- Provision of Care, Treatment, and Services
 - Abuse and Neglect Assessment Procedures
 - Continuity of Care Policy
 - Individualized Care Plan Development Procedures: Home Health
 - Individualized Care Plan Development Procedures: Hospice
 - Initial Assessment Procedures: Home Health
 - Initial Assessment Procedures: Hospice

- Record of Care, Treatment, and Services
 - Patient Record Retention Policy

- Rights and Responsibilities of the Individual
 - Informed Consent Policy
 - Mistreatment and Misappropriation Prohibition Policy
 - Patient Complaint Resolution Policy
 - Patient Rights Policy

Resources

- General Resources
- Plan Template

File Name: POLHC TOC

- Policy and Procedures Evaluation Checklist
- Policy and Procedures Inventory Template
- Policy Template
- Procedures Template
- RWD Chapter for *CAMHC*
- Scoring Rubric for Plan Assessments