

P&P Updates:

Between 9/1/21 and 6/22/22, 5 new policies and 2 new forms were created, 2 policies and 1 form were retired, and 21 policies and 6 forms were updated.

As of 2/28/22, 8 out of 291 (3%) SV policies are past due for review. This represents a large decrease from the previous Executive Committee P&P report in August, when 21% were overdue.

As of 6/22/2022, 5 out of 292 (1.7%) SV policies are past due for review. This represents a significant decrease from the Executive Committee P&P report in August, when 21% were overdue.

NO.	TITLE	SUMMARY
Retired		
0200.1203	Informed Medication Advisement	This policy was retired due to its duplication with policy no. 0203.201 Informed Consent for Medications (SV Pharmacy)
Form 2076	Discharge Planning Progress Note Form	No longer using this form
0200.1006	Equipment and Supplies	This policy was retired due to its duplication with policy no. 0203.208 Equipment and Supplies (SV Pharmacy)

New		
0200.0113	Level of Observation	Outlines standards and procedures to accomplish different types of observation levels ordered by the Psychiatric Prescriber in addition to the standard 15-minute rounds. This also identifies
Form	SV Shower Log	Temporary procedure to address ligature risks in the shower rooms. Revised to clarify “verbal response” in response to CDPH review.
0200.1531	Environmental Safety Policy	Created in response to a recent audit. This policy establishes the procedure for conducting multidisciplinary inspections of the facility every 6 months to identify any ligature or other risks. Staff will use the Sempervirens Environmental Safety Assessment Tool and the Risk Level Classification Chart to document progress and take appropriate corrective action to remediate identified risks.
Form SV-1	Sempervirens Environmental Safety Assessment Tool	Used to complete the assessment outlined in the Environmental Safety Policy. This includes a risk classification chart and scoring sheet to assess the level of risk and corrective action needed.
0200.0812	Notifications of Release	Outlines the procedure for informing law enforcement of patient discharge when requested by law enforcement due to a 5150 status. Additionally, there is a notification procedure when requested by law enforcement due to confiscation of a firearm at the time of admittance to Sempervirens.
0200.1532	Medicare – Beneficiary Family Centered Care – Quality Improvement Organization	This policy outlines compliance with federal requirements to provide a Hospital Issued Notice of Non-Coverage to Medicare beneficiaries when necessary.
0200.0906	Electrocardiogram (EKG or ECG)	This policy was created to outlines the procedure to operate and document the Electrocardiogram equipment including the order requirements, RN training and competency, the procedure for patient, documentation and servicing the equipment.

Updated

0200.0806	Seclusions and Restraints	Changed name of form to include all debriefing in Avatar
0200.0903	Physical Exams	ED Physical exam is no longer acceptable to use in lieu SV Physical exam per DHCS
0200.0577	Activities of Daily Living	Revised to match new Level of Observation policy and to include definition of ligature risk and update requirements of every 15-minute visual rounds to check patients due to existing ligature risks on the unit until all ligature risks are resolved.
Form 2043	Activities of Daily Living	Revised to reflect change from 1 hr/30 min/15 min checks to 15 min checks and level of observation 1:1 in response to CDPH review.
Form 2095	Daily Suicide/Self-Harm Observation Levels Assessment Tool	Revised to remove suicide patient levels 1 and 2 (30 min and 15 min checks, respectively) and added levels of observation 1:1 in response to CDPH review.
0200.0557	Suicide/Self-Harm	Overhauled this policy in response to CDPH review. Added new Levels of Observation and updated and/or added the following sections: suicide precaution criteria and assignment, documentation, searches and contraband and ongoing monitoring and safety precautions. Incorporates use of the Suicide Risk Screening Form 2114. The screening will be completed at admission and any patients determined as having imminent risk of suicide based on the screening, will be placed on a 1:1 observation
0200.1517	Assault Precautions	Revised to update to new level of observation in response to CDPH review
Form 2060	Physician's Discharge Orders	Attached to policy 0200.0812; added checkbox about law enforcement request to be notified of discharge
0200.0804	Jail Transfers	Added new section about having a Licensed Practitioner of the Healing Arts evaluate an inmate for 5150 criteria. Updated to add documentation of nurse-to-nurse discussion regarding transfer.
Form 2010	Jail Transfers Form	Updated form to include more details about Suicidal and Homicidal Ideation, along with history of prior attempts as it relates to suicide.
0200.0576	Vital Signs and Weights	Updated wording and added information about process when a patient refuses to allow vital signs be taken.
0200.0801	Absence Without Leave (AWOL)	Revised to include requirement to complete an Incident Report and chart time of AWOL in Humboldt Progress Note. An Unusual Occurrence Report is required, if the AWOL results in serious injury or death. Patients returning after AWOL, will receive a psychiatric evaluation and a new legal hold, if applicable.
0200.0504	Admission of Patient	Revised to include nurse to nurse communication when a patient is being admitted from an ED, CSU or another acute hospital and limits the time to provide patient with an acceptance or refusal for treatment to two (2) hours from receipt of the admission packet. Admission will be avoided during shift change, when practicable.
0200.0114	Unusual Occurrences-Management and Documentation	Revised to include requirement to complete the Sempervirens Administrative Investigation Report to document all findings and corrective actions. This report will be submitted to the SV Deputy Director, Quality Management Coordinator, and Behavioral Health Director and filed with the respective UOR and retained by SV Leadership for three (3) years. The revisions also include a slightly different process when the unusual occurrence is patient abuse by an SV staff member or the death of a patient.
Form 2114	Suicide Risk Screening Form	The form is to assess for suicide risk for patients admitted to SV.

0200.1401	Employee Orientation	Revised to include orientation topics, RELIAS and NEOGOV mandatory trainings that must be completed within three (3) months of hire.
0200.1402	Employee Requirements	Revised to include specific trainings that are required for all SV employees to complete within three (3) months of hire such as CPR, Suicide Prevention and Management of Assaultive Behavior
0200.1010	Medication Reconciliation	Revised to allow medication list from CSU or another Humboldt County Mental Health Psychiatric Prescriber to continue to be used if the SV admitting Psychiatric Prescriber agrees and the patient has an Informed Consent form on file.
0200.0409	Safety Plan: Inpatient Discharge from Sempervirens	Revised to require the Safety Plan be given to the SV patient at the time of discharge, filed in the patient's chart, and a note of completion added in the Humboldt Progress Note.
0200.0709	Medi-Cal Coverage Applications at Sempervirens	Overhauled to outline the process for assisting customers in obtaining Medi-Cal benefits, including internal contact information and forms given to the patient.
0201.211	Nutritional Screening/Consultations	Revised to require the RN must complete all questions on the nutritional screening intake, recording patient's BMI and the threshold for a dietitian recommendation.
0201.217	Nutritional Supplements	Removal of requirement to keep milk and soy milk on hand for the sole purpose of mixing with nutritional supplements.
0203.217	Controlled Substances: Procedure for Handling	Revised to include requirement to complete an Incident Report if the narcotic cabinet keys are not returned within one (1) hour.
0203.200	Administration of Medications	Revised to incorporate Electronic Medication Administration Records and that verbal medication orders must be validated within 24 hours.
0205.110	Infection Control Preventionist Qualifications	Revised to include training requirement.
0205.160	Interim Policy for Suspected or Confirmed Coronavirus (COVID-19)	Revised to specify acceptable masks, signage and OSHA requirements, changes to visitation procedures, vaccination and testing procedures, virus testing methodologies, and reference to the methodology to determine community case rates.
Form 2095	Daily Suicide/Self Harm Observation Levels Assessment Tool	Updated to expand details when suicide or self-harm ideation is absent.