



Rancho Los Amigos National Rehabilitation Center

FINANCE ADMINISTRATION

DEPARTMENTAL POLICY AND PROCEDURE

**SUBJECT: MAINTENANCE OF POLICIES AND PROCEDURES
MANUAL**

Policy No.: 101.28

Supersedes:
Revision Date: March 1999
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PURPOSE:

To assist in the effective operation and to meet accreditation requirements, each department and unit shall prepare and maintain a Policies and Procedures Manual to cover their operations. This manual should contain at a minimum

- a. Cover sign-off sheet.
- b. Table of Contents.
- c. Proper organizational chart showing relationship to Medical and Hospital Administration.
- d. Introductory statement and description of service offered.
- e. Mission Statement.
- f. Written documentation on inter/intradepartmental communication.
- g. Employee safety policies in case of fire, radiation, infection prevention.
- h. Directions for evacuation or care of patients by staff in an emergency (fire, earthquake, etc.).
- i. Statement of orientation, in-service training, on-the-job training and continuing education with documentation.
- j. Description of the process for staff qualifications, responsibilities, and clinical privileges. Copies of current licenses and performance evaluations must be on file.
- k. Statement on procedures or guidelines used to establish quality control.
- l. Detailed policies and procedures covering your operation.

Please cross reference where appropriate policies/procedures relate to other departments/services (e.g., Nursing and Pharmacy on medications).

Finance operates under RLANRC Policy #124.