

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: ADMINISTRATIVE POLICY AND PROCEDURE MANUAL
DEVELOPMENT, REVIEW, AND REVISION

Policy No.: A100

Supersedes: October 27, 2021

Review Date: March 24, 2023

Origin Date: January 5, 2010

Revision Date: March 24, 2023

PURPOSE:

To establish a standardized process for the development, review, and revision of Rancho Los Amigos National Rehabilitation Center's (RLANRC) policies and procedures.

POLICY:

RLANRC shall develop, review and revise policies that concur with DHS policies and regulatory requirements. Approved Department of Health Services' (DHS) policies may be accessed by all workforce members via the DHS Intranet.

Designated stakeholders will review policies every three years or as needed.

The office of Infection Control shall review and approve all policies related to Infection Control every two years, or as needed.

PROCEDURE:

A. Policy Review and Revision

1. The Chief Executive Officer's (CEO's) designee will provide policies and procedures' drafts to designated stakeholders to review and make their revisions using the "Track Changes" feature.
2. For clinical policies, stakeholders will revise and present them to the Medical Executive Council (MEC) before they are presented to the Executive Council (EC).
3. For administrative policies, stakeholders will revise and present them to EC.
4. After EC approves the policy, Hospital Administration will accept the tracked changes and send the final draft to the CEO for approval.
5. Once CEO approves the policy, the policy is uploaded to the ComplianceBridge policy homepage.

B. Policy Development

Before developing a new policy, departments will reach out to Hospital Administration to see if a similar policy already exists and can be modified to capture the procedure. If there is a need to generate a new policy, then the stakeholder will generate the policy using the current template and provide the policy purpose and summary prior to presenting the policy to MEC and/or EC.

REFERENCE:

DHS Policy 101 "Development and Maintenance of Departmental Policies"

Revised: 12/19, 10/21, 3/23

Reviewed: 12/19, 10/21, 3/23

Approved By: