



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: STANDARDIZED PROCEDURE/
STANDARDIZED GUIDELINE:
DEVELOPMENT, REVIEW, AND APPROVAL OF

Policy No.: A240
Effective Date 02/1999
Page: 1 of 2

Purpose of Procedure: To establish the mechanism for initiating and implementation of standardized procedures performed by Registered Nurses (RN) and Licensed Vocational Nurses (LVN's) at Rancho Nursing Department.

Definition: A standardized procedure is defined as:

1. A specialized procedure that, under special circumstances, RNs and LVNs may perform when training and competency experience and/or education requirements are met.
2. The procedure is outside current parameters of the Nurse Practice Act.
3. The procedure is not commonly performed as a community standard.

Policy Statements:

1. Privileges are granted to perform the defined procedure under a medically approved and prescribed protocol.
2. All standardized procedures will be reviewed and reapproved based upon Nursing Executive Council guidelines.
3. According to Board of Registered Nursing (BRN) guidelines, the standardized procedures should:
 - a. Include a written description of the method used in developing and approving them.
 - b. In writing, dated, and signed by Chief Nursing Officer and the Medical Director.
 - c. Specify which standardized procedure functions RNs may perform and under what circumstances.
 - d. State any specific requirements which are to be followed by RNs in performing the particular standardized procedure functions.
 - e. Specify any experience, training, and or education requirements for performance of standardized procedure functions.
 - f. Establish a method for initial and continuing evaluation of the competence of the RNs authorized to perform the standardized procedure.
 - g. Specify the scope of supervision required for performance of standardized procedure.
 - h. Specify any specialized circumstances under which the RN is to immediately communicate with a physician concerning patient's condition.
 - i. State the limitations on settings, if applicable in which standardized procedure function may be performed.
 - j. Specify patient record keeping requirements.

Procedural Steps:

- I. Initiating a Standardized Procedure/ Standardized Guidelines
 - A. Establish necessity for standardized procedure.
 - B. Draft procedure to include the elements specified by BRN
 - C. Consult with related Medical Staff and Nursing Directors.
 - D. Submit draft to Evidence Based Practice Council, Nursing Operations Council, appropriate committees, and Nursing Executive Council for review and approval.
- II. Review and re-approval process
 - A. For inpatient it is recommended that standardized procedures are included in the appropriate policy and procedures.
 - B. The policy and procedure pertinent to each standardized procedure will be reviewed minimally every three years. Consult with related medical staff for input.

SUBJECT: Standardized Procedure/ Standardized Guideline:
Development, Review, and Approval of

Policy No.: A240
Supersedes: ALL
Page: 2 of 2

- C. Submit draft to Evidence Based Practice Council, Nursing Operations Council, appropriate committees, and Nursing Executive Council for review and approval.
 - D. Obtain signature of the Chief Nursing Officer and Medical Director.
-

Reviewed by: Bincy Mathew, MSN, RN, CMSRN, Angelica S. Lopez, DNP, RN, AGCNS-BC, CCRN, CRRN, CNRN

References: Nursing Policy #A540 - Competency Assessment Policy
Board of Registered Nursing 2011 Standardized Procedure Guidelines
Board of Vocational Nursing and Psychiatric Technicians Article 2542

Reviewed/Revised:

02/99 – New	07/07 – Reviewed
08/01 – Revised	07/10 – Revised
04/04 – Reviewed	08/13 – Reviewed
10/16 – Revised	01/23 – Revised