

**VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE**

**NUMBER: 202
VERSION: 1**

SUBJECT/TITLE: PLAN FOR THE PROVISION OF CARE/SERVICES

POLICY: Each division must provide a description of its plan for the provision of care/services as part of the ValleyCare plan for patient care services.

Each plan must include the following:

1. **Department Name**
2. **Scope of Service** should include the services provided, type and age of patients served, any outside sources for needed services (if applicable), the department’s goals, and hours of operation.
3. **Standards of Practice** section should include the following statement: “Services and functions shall be developed and implemented in a manner consistent with regulatory and advisory agencies, and professional organizational standards”.
4. **Requirements for Staff** should include a list of required staffing classifications and the minimum requirements for each. If staffing levels are inadequate, the corrective action was taken should be identified.
5. **Staffing Plan** shall identify the number of classifications required per shift and a plan for addressing staffing variances.
6. **Supplies, Equipment and Space** should identify if each element is adequate to provide care/service; if not identify what is needed and what corrective action was taken.

The scope and availability of services at ValleyCare shall correspond to the need of the patients served and the availability of resources to those services, as described in Attachment 1. The population served by ValleyCare is comprised primarily of Service Planning Area 2, which includes the San Fernando and Santa Clarita Valleys.

ValleyCare provides the following services in its facilities.

Olive View-UCLA Medical Center

A. Services Provided On-Site

Emergency Medicine	Vascular Surgery
Psychiatry Emergency Room	Thoracic Surgery

SUBJECT/TITLE: PLAN FOR THE PROVISION OF CARE/SERVICES

Policy Number: 202

Page Number: 2

Medical Walk-in Services	Orthopedic Surgery
Medical-Surgical Inpatient	Seven Operating Rooms
Intensive Care	Podiatry
Step-Down Care	Ear, Nose & Throat
Internal Medicine Specialties	Neurology
Pediatrics Inpatient	Pathology (including FNA)
Suspected Child Abuse Clinic	Psychiatric Inpatient (locked ward)
Obstetrics and Gynecology	Radiology, including ULTZ, CT, MRI, & Invasive Radiology
Three Operative Delivery Rooms	Ancillary services, including RT, PT, OT, speech therapy, nutrition
Neonatal Intensive Care	Inpatient & Outpatient Pharmacy
General Surgery	Primary and Specialty Care Clinics
Plastic Surgery	

B. Services Available by Referral Only (e.g., not available on-site)

- Chronic Dialysis
- Neurosurgery
- Cardiovascular Surgery

Mid-Valley Comprehensive Health Center

- Primary Care (Adult, Pediatrics, Family Medicine, Women)
- Specialty Services (Cardiology, Ophthalmology, Dental, Eye Screening, Walk-In, Male Preventive Health, Colposcopy, Podiatry, Group Diabetes Clinic)
- Laboratory Services (Phlebotomy)
- Ancillary Services (Radiology, Mammograms, Case Management, Health Education, Nutritional Counseling)
- Nurse Directed Services

San Fernando Health Center

- Primary Care (Adult, Pediatrics, Women)
- Laboratory Services (Phlebotomy)
- Ancillary Services (Case Management, Health Education, Nutritional Counseling)
- Nurse Directed Services

Glendale Health Center

- Primary Care (Adult, Pediatrics, Women)

SUBJECT/TITLE: PLAN FOR THE PROVISION OF CARE/SERVICES

Policy Number: 202

Page Number: 3

- Laboratory Services (Phlebotomy)
- Ancillary Services (Case Management, Health Education, Nutritional Counseling)
- Nurse Directed Services

Vaughn School-Based Clinic

- Pediatric Services
- Laboratory Services (Phlebotomy)
- Ancillary Services
- Nurse Directed Services

PURPOSE: To identify the required elements to be included in individual ValleyCare departmental plans for the provision of care/services.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

References:	
Approved by: VEC-2007Nov	Date: 05/20/2008
Review Date: 05/20/2011, 3/05	Revision Date: 2/08
Distribution: Olive View Hospital-Wide Policies	
Original Date: 2/02	