

Download File PDF Hospital Housekeeping Policy And Procedure Manual

#Jenny



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#Markus Jensen



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#Diego Butler



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Care of Patients (COP)

- e. Documented policies and procedures guide the triage of patients for initiation of appropriate care. *
Interpretation: Triage shall be done only by qualified/trained individuals. This should be based on good clinical practices. The triage should be part of routine day-to-day functioning of the emergency department and not only from a disaster point of view. The criteria could be separate for trauma & non-trauma patients and for adults and children. For "triage" refer to the glossary.
- f. Staff are familiar with the policies and trained on the procedures for care of emergency patients.
Interpretation: All the staff working in the area should be oriented to the policies and practices through training documents. Staff should be trained in basic cardiopulmonary resuscitation, and preferably be trained / well versed in advanced cardiopulmonary resuscitation (adult, paediatric, neonatal).
- g. Admission or discharge to home or transfer to another organisation is also documented.
Interpretation: Self-explanatory.
- h. In case of discharge to home or transfer to another organisation, a discharge note shall be given to the patient.
Interpretation: The discharge note shall incorporate salient features of investigations that were done and treatment given.
- i. Quality assurance programmes are documented and implemented. *
Interpretation: The quality and safety programme should be documented and involve all aspects of the functioning in the Emergency department. Processes should be in place to ensure the patient safety. The Emergency department should collect data on key performance indicators as part of its quality improvement programme. The collected data should be collected, analyzed and

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