

WAC 246-322-035 Policies and procedures. (1) The licensee shall develop and implement the following written policies and procedures consistent with this chapter and services provided:

- (a) Criteria for admitting and retaining patients;
- (b) Methods for assessing each patient's physical and mental health prior to admission;
- (c) Providing or arranging for the care and treatment of patients;
- (d) Assuring patient rights according to chapters 71.05 and 71.34 RCW, including posting those rights in a prominent place for the patients to read;
- (e) Protecting against abuse and neglect and reporting suspected incidents according to the provisions of chapters 71.05, 71.34, 74.34 and 26.44 RCW;
- (f) Fire and disaster plans, including;
- (i) Accessing patient-occupied sleeping rooms, toilet rooms and bathrooms;
- (ii) Summoning internal or external resource agencies or persons, such as a poison center, fire department, and police;
- (g) Emergency medical care, including:
 - (i) Physician orders;
 - (ii) Staff actions in the absence of a physician; and
 - (iii) Storing and accessing emergency supplies and equipment;
- (h) Managing assaultive, self-destructive, or out-of-control behavior, including:
 - (i) Immediate actions and conduct;
 - (ii) Use of seclusion and restraints consistent with WAC 246-322-180 and other applicable state standards; and
 - (iii) Documenting in the clinical record;
- (i) Pharmacy and medication services consistent with WAC 246-322-210;
- (j) Infection control as required by WAC 246-322-100;
- (k) Staff actions upon:
 - (i) Patient elopement;
 - (ii) A serious change in a patient's condition, and immediately notifying family according to chapters 71.05 and 71.34 RCW;
 - (iii) Accidents or incidents potentially harmful or injurious to patients, and documentation in the clinical record; and
 - (iv) Patient death;
- (l) Smoking on the hospital premises;
- (m) Responsibility for patients' personal property, including recording any valuables left on deposit with the hospital;
- (n) Allowing patients to work on the premises, according to WAC 246-322-180;
- (o) Maintenance and housekeeping functions, including schedules;
- (p) Cleaning, inspecting, repairing and calibrating electrical, biomedical and therapeutic equipment, and documenting actions;
- (q) Transporting patients for:
 - (i) Diagnostic or treatment activities;
 - (ii) Hospital connected business and programs; and
 - (iii) Medical care services not provided by the hospital;
- (r) Transferring patients to other health care facilities or agencies;
- (s) Obtaining and retaining criminal history background checks and disclosure statements consistent with WAC 246-322-030.
- (t) Research involving patients;

(u) Clinical records consistent with WAC 246-322-200, the Uniform Medical Records Act, chapter 70.02 RCW and Title 42 C.F.R., chapter 1, Part 2, 10/1/89;

(v) Food service consistent with chapter 246-215 WAC and WAC 246-322-230.

(2) The licensee shall review and update the policies and procedures annually or more often as needed.

[Statutory Authority: Chapter 71.12 RCW and RCW 43.60.040. WSR 95-22-012, § 246-322-035, filed 10/20/95, effective 11/20/95.]