

Policy Management

Federal Regulations: 418.56(a), 418.100, 418.116	Effective Date: August 8, 2018
State Regulations:	Revision Date(s): February 27, 2023

PURPOSE: To provide direction for the development, implementation, and monitoring of policies and procedures.

POLICY: Written policies and procedures at Hospice follow regulatory standards and are based on the most current knowledge available based on accepted standards of practice and evidence-based outcomes. Content of policies and procedures represent current knowledge regarding the subject contained in the written policy or procedure. Policies and procedures are revised when changes in practice, regulations or standards occur and are reviewed at least annually by the Governing Body.

PROCEDURE:

- 1) The Governing Body assumes full legal authority and responsibility for the management of the hospice and the provision of all hospice services.
- 2) The Governing Body approves and annually reviews policies and procedures governing the hospice.
- 3) The Policy and Procedure Committee is appointed as a liaison to the Governing Body and has the authority and responsibility to approve all policies and procedures.
- 4) Policies and procedures are available and accessible to employees and volunteers.
- 5) Policies and procedures are reviewed or written based on the following
 - a) Regulatory issues or changes
 - b) Findings from the QAPI program
 - c) Ethical or legal concerns
 - d) Standards of practice
 - e) Evidence based outcomes
 - f) Current scientific knowledge
 - g) Employment practices
 - h) Security issues
 - i) Workforce issues
 - j) Other information as applicable
- 6) Policy Format
 - a) The Effective Date is the date the policy was originally implemented.
 - b) The Revision Date is the date the policy was revised.
 - c) Annually an approval cover sheet is signed and dated by a member of the Governing Body indicating that all policies and procedures were reviewed and approved.