Appendix W
YAKIMA NEIGHBORHOOD HEALTH SERVICES
PROCEDURE AND SAFETY REVIEW OUTLINE

1) Organizational structure and values
   a) Organizational chart
   b) Chief Executive Officer
   c) Organizational Values
2) Personnel Handbook
   a) Employee Health Services
   b) Swipe Cards
   c) Family Leave
3) Patient Fees and Charges
   a) Patient Registration
   b) Funding of YNHS services
4) Managed Care
   a) Managed Care entities
   b) Participating Managed Care Plans
   c) YNHS Responsibilities for Managed Care Patients
   d) Healthy Options Rules
   e) Basic Health Plan
   f) Health Coverage – Special Projects
5) Confidentiality
   a) Employees
   b) Patients/Clients
      i) Notice of Privacy Practices
      ii) Authorization to release protected health information
      iii) Internet
   c) Security
      i) Network and program accountability
      ii) Phone system
      iii) Long distance codes
      iv) Building security
      v) Computer security and password information
6) Joint Commission Accreditation
   a) YNHS Mission
   b) Accreditation process
   c) Adverse Drug Reaction
   d) Staff participation in QI program
   e) Patient Rights & Responsibilities
   f) Education of Patients
   g) Skills Checklists
   h) Competencies
      i) Age-specific
      ii) Cultural
   i) Safety
      i) General Safety Rules
      ii) Unattended children

Excerpted from Safety and Emergency Management Manual

      iii) Safety Committee
      iv) Incident Reporting
      v) Ergonomics
      vi) Electrical
   j) Emergency Management
      i) Power Failure
      ii) Natural Gas Leak
      iii) Earthquake
      iv) Systems Failure
   k) Hazardous Chemicals
      i) Safety Data Sheets (SDS)
      ii) Hazardous Spills

7) Emergency Codes
   a) Code Red
      i) Announcing
      ii) Fire Safety
      iii) Evacuation
   b) Code Blue
      i) Announcing
      ii) Code Blue Team
   c) Code Pink
      i) Announcing
      ii) Staff response
   d) Code Pink to All Exits
      i) Announcing
      ii) Staff response
   e) Code Silver
      i) Announcing
      ii) Staff response
   f) Panic Levers

8) Virtual Tour
   a) Eye wash stations and kits
   b) "Area Clear and Secure" signs
   c) Stair Chair
   d) Spill kits
   e) Safety bulletin board
   f) Evacuation Boxes
   g) Body fluid exposure packets
   h) Urgent care cart
   i) Security codes, alarm procedures, evacuation bags, elevator keys
   j) Emergency exits in Business Center
   k) Gas shut off valves
   l) Panic levers

9) Security
   a) Incident reporting
   b) Nametags
      i) Employees
      ii) Visitors

Excerpted from Safety and Emergency Management Manual

Infection control plan
Panic Lever locations
Patient safety (maintaining an exit, Code 99)
Pull station locations
Violence in the Workplace Prevention training (reception)
Vehicle maintenance and use

Behavioral Health
Code Blue Responsibilities
Ergonomics
Evacuation Plan
Fire extinguisher locations
Hazardous chemical training
Home visitor safety
Infection control plan
Panic Lever locations
Patient safety (maintaining an exit, Code 99)
Pull station locations
Violence in the Workplace Prevention training (reception)
Vehicle maintenance and use

Procedure And Safety Review
Employees should participate in Procedure and Safety Review during the first month of employment, and annually thereafter. (See Appendix W: PROCEDURE AND SAFETY REVIEW OUTLINE for a list of topics)