### CONNECTICUT VALLEY HOSPITAL NURSING POLICY & PROCEDURE MANUAL

## **INTRODUCTION: Nursing Policy and Procedure Development & Promulgation**

### SECTION A: NURSING SERVICE ORGANIZATION

<b>CHAPTE</b> 1.2	R 1:Hospital Plan For Providing Nursing Care Reporting to Work and the Maintenance of Recordkeeping	<b>03/16</b> 03/15
CHAPTE 2.1	R 2:Standards of Nursing Practice and Care Psychiatric Mental Health Nursing Practice	N/A
2.1	(Ethics, Description and Phenomena of Concern)	
2.2	American Nurses Association Standards of Psychiatric-Mental Health Nursing Practice (2007)	Clinical N/A
2.3	Generic Standards of Nursing Practice for Connecticut Valley Hospital	2015
2.4	Credentialing and Levels of Practice	2015
2.5	Standard of Professional Performance	
2.6	Addiction Services: Professional Practice Standards (2004)	
07	N/A	
2.7	Forensic Services Practice Standards	N1/A
	<ul><li>2.7.1 Competency Restoration Practice Standards</li><li>2.7.2 Department of Corrections Transfers Practice Standards</li></ul>	N/A N/A
	2.7.2 Department of Conections Transfers Fractice Standards 2.7.3 Diagnostic Evaluation Practice Standards	N/A
	2.7.4 Psychiatric Security Review Board (PSRB) Practice Standards	N/A
2.8	Nursing Code of Ethics	N/A
CHAPTE	R 3:Nursing Competencies to Provide Care	
3.1	Orientation of the New Nursing Employee	12/15
3.2	Orientation of Per Diem and Agency Staff	11/15
3.2.2	Agency Nurse Shift Evaluation Form	N/A
3.3	Competency Based Orientation	11/15
3.4	Annual Competency Based Performance Evaluation	12/15
3.6	Student Nurse Affiliation	12/15
CHAPTE	R 4: Performance Improvement in Nursing, Quality & Appropriateness of	of Care
4.1	Performance Improvement Monitoring in Nursing 05/15	
4.2 07/	Retention/Disposition Schedules For Nursing Forms /15	
CHAPTE	R 5:Patient's Rights: Confidentiality, Treatment, Ethics, Privacy an	d

### Dignity

5.3	Confidentiality (refer to OP&P, Section II, No. 10.2 (10/06))	N/A
5.4	Patient Rights (refer to OP&P, Section I, No. 1.1 (10/06))	N/A
5.6	Types of Leaves	05/15
5.8	Visitation OP&P & Division Specific (refer to OP&P, Section I, No. 1.: (06/09)	10
	and DSM)	N/A

# SECTION B: THE NURSING PROCESS

CHAPTE	R 6:Admission, Nursing Assessment, Nursing Reassessment	
6.1	Admission of the Patient	10/14
<u> </u>	6.1a CVH Admission Checklist	N/A
6.2	Admission Assessment 6.2.2 Admission Nursing Assessment Form (CVH-171)	06/14 N/A
	<ul><li>6.2.2 Admission Nursing Assessment Form (CVH-171)</li><li>6.2.3 Addictions Admission Nursing Assessment Form (CVH-519)</li></ul>	N/A
	6.2.4 Patient Personal Safety Preference	07/15
	6.2.4a Patient Personal Safety Preference Form (CVH-469)	N/A
6.3	Annual Nursing Reassessment	05/15
	6.3.2 Annual Reassessment Form (CVH-171a)	N/A
6.5	Clinical Assessment of the Patient (Mental Status Evaluation/MSE)	05/15
	6.5.1 Clinical Assessment Tracking Tool (CVH-143)	N/A
	6.5.1a Clinical Assessment Flow Sheet	05/15
6.6	Care of the Pregnant Patient	12/15
6.7	Fall Risk Screening, Assessment and Management	04/14
	R 7:Nursing Plan of Care Processes	
7.1	Nursing Plan of Care	
7.0	10/14 Dela of the Desistand Numer Deslanatory Duling	07/45
7.2 7.3	Role of the Registered Nurse: Declaratory Ruling	07/15 04/14
7.5	Nursing Care Assignments 7.3.1 Nursing Care Assignment Sheet	N/A
7.4	Patient and Family Education	04/14
7.5	Integrated Progress Notes	08/16
7.6	Nursing Report and Change of Shift Procedures	03/15
	7.6a Nursing Report and Change of Shift Communication Sheet	N/A
CHAPTE	R 8:Transfer, Escort and Discharge	
8.1	Patient Transfer	02/15
	8.1.1 Nursing Transfer Reassessment Form (CVH-254)	N/A
8.2	Escorting Patients	05/15
	8.2a Patient Clothing Description Community Trips (CVH-502b)	N/A
	8.2b Forensic Services Community Activities Form (CVH-432)	N/A
0.0	8.2c Dutcher Hall Activity Form (CVH-466)	N/A
8.3	Patient Discharge	05/14
	8.3a Discharge/Aftercare Plan (CVH 2a)	N/A
SECTION	I C: PSYCHOLOGICAL ADAPTATION	
CHAPTE	R 9:Levels of Observation	

9.1	Freedom of Movement	09/15
	9.1.1 General Psychiatry	01/15
9.2	Routine Observation	06/14
	9.2.1 Routine Observation Flow Sheet (CVH-63)	N/A

## CHAPTER 10: Psychiatric Interventions and Special Procedures

10.2	Reserved for future policy	
	10.4.1 Seclusion/Restraint Form (CVH-480a-c)	N/A
10.6	Staff Debriefing Following a Seclusion or Restraint Episode	07/14
	10.6a Staff Debriefing Form	N/A
10.7	Psychiatric Emergency Monitoring ("All Available")	
	06/14	
	10.7.1 Psychiatric Emergency "All Available" Monitor	N/A
10.8	Electro-Convulsive Therapy	05/15
	10.8.1 Preparation Checklist	07/09
10.10	Emory/Craig Cubicle (CVH Modification)	01/09
10.12	Nurse Assist MC700/Chair and Bed Sensor Alarms	09/15
10.13	Posey Keep Safe Self-Releasing Chair Belt Alarm	09/15
10.14	Posey Body Blanket	09/15

### SECTION D: PHYSIOLOGICAL ADAPTATION

### CHAPTER 12: Intervention in Medical Emergency Situations

12.0	Airway Management 12.01 Tracheostomy Suctioning 12.02 Tracheostomy Care	N/A 08/16 08/16
12.1	Resuscitation 12.1.1 Cardiopulmonary Resuscitation (CPR) (FT pg. 788-793 (2005)) 12.1.2 Airway Obstruction (FT pg. 786-788 (2005)) 12.1.3 Nursing Implications (FT pg. 793-795 (2005))	N/A N/A N/A
12.2	Medical Emergency 12.2a Emergency Medical Patient Record (CVH-346) 12.2b Inter-Agency Patient Referral Report 12.2c Patient Data for Evaluation/Admission from CVH to Middlesex H (CVH Form 344) 12.2.1 Emergency Cart, Contents & Use 12.2.1a Medical Emergency M	Ń/A 05/15
	12.2.2 Emergency Cart Check Procedure 12.2.2a Emergency Cart Ch 12.2.2b Monthly Emergency Cart Content Inspection & AED Inventory	05/15 ecklist 05/15
12.3	Automated External Defibrillator (AED)	03/16
12.4	Emergency Medical Bag Inspection Cottage Program	02/16

# CHAPTER 13: Basic Needs

	Diet and Meal Monitoring 13.1.1 Nutritional Needs (FT pg. 238-246 (2005)) 13.1.2 Nutritional Standards (FT pg. 240-245 (2005)) 13.1.3 Assessing Nutritional Status (FT pg. 245-250 (2005)) 13.1.4 Managing nutritional problems (FT pg. 251-254 (2005)) 13.1.5 Gastrostomy-Jejunostomy Tube Reinsertion 13.1.6 Aspiration Risk Precautions 13.1.7 Using and Caring for the Patient with a Gastric Feeding Tube	11/15 N/A N/A N/A 12/15 12/15 08/16
13.2	Fluid and Chemical Balance 13.2.1 Body Fluid (FT pg. 260-262 (2005)) 13.2.2 Fluid and electrolyte distribution (FT pg. 262-263 (2005)) 13.2.3 Fluid Volume Assessment 13.2.3 Fluid Volume Assessment/Regulation (FT pg. 263-269 (2005)) 13.2.3 Intake and Output Chart (CVH N/A 13.2.4 Gastrointestinal Intubation (FT pg. 617-620 (2005)) 13.2.5 Nasogastric Tube Insertion (FT pg. 620-623 (2005)) 13.2.6 Nasogastric Tub Removal (FT pg. 623-624 (2005)) 13.2.7 Total Parenteral Nutrition-TPN	N/A N/A N/A 05/15
	13.2.7a TPN Element of Performance-Competency Check List	02/09
13.3	Hygiene 13.3.1 Integumentary System (FT pg 307-310 (2005)) 13.3.2 Providing a Tub Bath or Shower (FT pg. 310-313 (2005)) 13.3.3 Therapeutic Baths 13.3.3a Century Tub 13.3.3b Sitz Bath (FT pg. 310 & 602 (2005))	N/A N/A N/A 05/15 N/A
	13.3.4 Shaving	08/16
13.4	<ul> <li>Sleep &amp; Rest</li> <li>13.4.1 Sleep Functions, Phases, Cycles, &amp; Requirements (FT pg. 339-(2005))</li> <li>13.4.2 Factors Affecting Sleep (FT pg. 341-344 (2005))</li> <li>13.4.3 Sleep Assessment (FT pg. 344-345 (2005))</li> </ul>	-341 N/A N/A N/A
13.5	Oxygenation 13.5.1 Assessing/Promoting Oxygenation (FT pg. 406-413 (2005)) 13.5.1a Using a Pulse Oximeter (FT pg. 427-428 (2	N/A 2005)) N/A
13.6	Oxygen Administration 13.6a Emergency Oxygen Administration 13.6b Non-Emergency Short-Term O <sub>2</sub> Therapy	03/16 07/15 05/15

13.6.1	The Companion O <sub>2</sub> Portable Unit	09/15
13.7	Hair Care	10/16
14.1 14.3	R 14: Death and Dying Stages of Dying (FT pg. 797-805 (2005)) Post Mortem Care Grieving (FT pg. 805 (2005)) Nursing Implications (FT pg. 805-807 (2005))	N/A 05/15 N/A N/A
<b>CHAPTE</b> 15.1	R 15: Examinations and Special Tests Bayer Contour Blood Glucose Monitoring System	03/15
	15.1a Bayer Contour Quality Control Testing Form Patients Scheduled Healthcare Appointments 15.2a Patients Scheduled Healthcare Form (CVH-543) General Nursing Responsibilities (FT pg. 209-212 (2005)) Chain of Custody Testing A Pacemaker With The Teletrace Transmitter	03/15 05/15 N/A 05/15 03/16
CHAPTE	R 16: Physical Assessment	
16.1 16.2	Vital Signs Notification Neurological Assessment	12/15 09/16
	R 17: Physiological Nursing Care	
17.3 17.4	Therapeutic Exercise 17.2.1 Assessing Fitness (FT pg. 506-509 (2005)) 17.2.2 Types of Exercise (FT pg. 509-524 (2005)) Casts and Traction (FT pg. 529-537 (2005)) Ambulatory Aids (FT pg. 545-565 (2005)) Urinary Elimination	N/A N/A N/A N/A
17.5	<ul> <li>17.5.1 Process and promotion (FT pg. 649-653 (2005))</li> <li>17.5.2 Midstream Clean Catch Urine Specimen</li> <li>17.5.3 Managing Urinary Incontinence</li> <li>17.5.4 Managing Incontinence (FT pg. 653-654 (2005))</li> <li>17.5.5 Pleurx Catheter Drainage</li> <li>17.5.8 Performing Suprapubic Catheter Care</li> </ul>	N/A 05/15 05/15 N/A 05/15 08/16
17.8	Hemodialysis IV Therapy With Infusion Pump via Central Line Intermittent (Straight) Urinary Catheter Insertion	

## **CHAPTER 18: Bowel Elimination**

18.1	Assessing Bowel Elimination (FT pg. 680-684 (2005))	N/A
18.2	Promoting Bowel Elimination (FT pg. 684-685 (2005))	N/A
18.2.3	Managing Fecal Incontinence	01/15
18.3	Ostomy Care (FT pg. 685-703 (2005))	N/A

### **CHAPTER 19: Wound Care**

19.1	Inflammatory Response (FT pg. 591-593 (2005))	N/A
19.2	Injury Assessment & Reassessment Flow Sheet	05/15
19.2a	Injury Assessment/Reassessment Flow Sheet (CVH-635)	N/A
19.3	Wound Care Monitoring and Documentation	05/15
19.3a	Wound Repair (FT pg. 591-592 (2005))	N/A
19.4	Wound Care (FT pg. 594-612 (2005))	N/A

### **SECTION E: INFECTION CONTROL**

### CHAPTER 20: Asepsis

20.1	Hand washing (see IC Chapter II.A Hand Hygiene))	N/A
20.2	Personal protective Equipment (ICM, Section II, Chapter II.B (9/00))	N/A
	20.2.1 Gloves (FT pg. 445-446 (2005))	N/A
	20.2.2 Gowns (FT pg. 450, 469-470 (2005))	N/A
	20.2.3 Masks (FT pg. 445 (2005))	N/A
	20.2.4 Removal of Barrier Garments (FT pg. 470 (2005))	N/A
	20.2.5 Isolation Room (FT pg. 468-469 (2005); ICM, Section II, Chapte	r II.C
	(9/00))	N/A

## **CHAPTER 21: Care of the Patient with an Infection**

21.1	Types of Precautions (ICM, Section II, Chapter II.D (9/00))	N/A
	21.1.1 Standard (FT pg. 465 (2005))	N/A
	21.1.2 Transmission-Based (FT pg. 466-467 (2005))	N/A
	21.1.3 Airborne (FT pg. 467-468 (2005))	N/A
	21.1.4 Droplet (FT pg. 468 (2005))	N/A
	21.1.5 Contact (FT pg. 468 (2005))	N/A
21.2	Tuberculosis Control Plan (ICM, Section II, Chapter II.G (7/99))	N/A
21.3	Respiratory Protection Plan (ICM, Section II, Chapter II.H (8/99))	N/A
21.4	Transporting Patients (FT pg. 471-472 (2005))	N/A
21.5	Nursing Implications (FT pg. 472-475 (2005))	N/A
СНАРТЕ	R 22: Infection Control Measures	
22.1	Medical Supplies (ICM, Chapter IV, Chapter IV, J (7/00)	N/A
	22.1.1 Monitoring Central Supplies	02/15
22.2	Dietary Techniques	
	22.2.1 Food Storage Procedures	07/14
	22.2.2 Refrigeration Maintenance Procedures	07/14
22.2.2	2a Temperature Monitor	07/14

22.3	Employee Health Services (ICM, Section V (10/00))	N/A
22.4	Equipment Cleaning (ICM, Section II, Chapter II.K (5/00))	N/A
22.5	Hazardous Waste (ICM, Section II, Chapter II.M (10/99))	N/A
22.6	Immunizations (ICM, Section II, Chapter II.J (6/00))	N/A
22.7	Nebulizer	05/14
	22.7a Nebulizer Tool	05/14
22.8	Wheelchair Cleaning Procedures	06/15
22.8a	Wheelchair Cleaning Log	06/15

## **SECTION F: MEDICATION POLICIES & PROCEDURES**

CHAPTER 23: I	Medication Management		
23.1 Auton	nated Medication System		01/15
23.1a	Narcotics Count Form		N/A
23.1.1 Auto	mated Medication System – Page Ha	all	07/15
23.2 Medic	ation Transcription		03/15
23.3 Prepa	ration and Administration		05/15
23.3a Prepa	ration and Administration (Blue Hills)		07/16
23.3.1 Hour	s of Administration		01/16
23.3.2 Auto	matic Stop Orders		02/16
	natic Therapeutic Interchange		
02/16			
23.5 Rece	eiving Telephone Orders		07/16
23.6 Med	ication Documentation		07/15
23.6.1 PRN	l Orders		03/16
23.7 Insu	lin Verification and Administration		10/15
23.8 Patie	ent Self-Administration of Medication		07/15
23.8	a Assessment for Self-Administration	of Medication (CVH-515)	N/A
23.9 Treati	nents		
01/15			
23.9a Treati	ment Record (CVH-498)		N/A
23.10 Aller	gy Documentation		01/15
	ent Specific Medications (i.e. creams,		05/15
23.12 Twe	enty-Four Hour Medication Transcription	ion Review	01/15
23.12	a Twenty-Four Hour Transcription Re	eview Log	07/5
23.12	b Twenty-Four Hour Transcription Re	eview Communication Shee	et N/A
	<i>Iedications (FT pg. 705-720 (2005))</i>		N/A
23.15 Topic	al Medications (FT pg. 721 (2005))		N/A
23.15	.1	Cutaneous (FT pg. 721	(2005))
			N/A
23.15	.2	Sublingual (FT pg. 722	(2005))
			N/A
23.15	.3	Buccal (FT pg. 722	• • • •
			N/A
23.15	.4	Vaginal (FT pg. 724 )	• • • •
			N/A
23.15	.5	Rectal (FT pg. 724	(2005))
			N/A

23.15.6	Otic (FT pg. 723 (2005)) N/A
23.15.7	Ophthalmic (FT pg. 723 (2005)) N/A
23.15.8 Nasal (FT pg. 724 (2	2005)) N/A
23.16 Inhalants (FT pg. 724 (2005))	N/A
23.16.1 Preparation and Administration 23.17 Parenteral/Injectables	of Nebulizer Medication 08/15
23.17.1	Drug Preparation (FT pg. 734-737 (2005)) N/A
23.17.2	Injection Routes
23.17.3 Intradermal (FT p	og. 737, 746-747 (2005)) N/A
23.17.4 Subcutaneous (F	
23.17.5 Insulin (FT pg.	737-739 (2005)) N/A
23.17.6 Heparin (FT pg	. 739 (2005)) N/A
23.17.7 Mulltidose Vials	03/15
23.17.8 Retractable Syrir	nge 01/15
	Disposal (ICM, Section II, Chapter II.M
23.18 Emergency & Involuntary Med (5/02)) N/A	ication (refer to OP&P Section I, No. 3.1
23.19 Adverse Drug Reactions	05/15

# **SECTION G: PATIENT SAFETY**

CHAPTE	R 24: Safety/Security Policies & Procedures	
24.1	Abuse Allegations (Verbal, Physical, Sexual)	03/15
	24.1a Incident Report	N/A
	24.1b Work Rule Violation (MHAS-20)	N/A
	24.1c Patient Data for Evaluation Admission	08/09
24.2	Medical Equipment Utilization With Minimal Risk	01/15
	CVH-613 Medical Equipment	N/A
	CVH-613a WFD Medical Equipment	N/A
24.3	Telephone Policies (refer to OP&P manual)	N/A
24.4	AWOL/Elopement (refer to OP&P, Section il, No. 2.10 (03/07) and I	DSM)
	N/A	
24.5	Safety Considerations In The Distribution of Dental Floss	02/15
24.6	Window Screens and Lock Check	01/16
24.7	Security Pyxis Override Keys	02/16
24.8	Window Key Protocol	03/16
24.10	Search Procedures (refer to OP&P Section1, No. 1:11 (06/07))	N/A
24.11	Patient Property	05/15
	24.11a Property/Clothing Record (CVH-23)	N/A
	24.11b Report of Confiscation of Alcohol, Unauthorized Substances,	Material
	or Items (CVH-319)	N/A
	24.11c Whiting Forensic Division Patient Property List (CVH-454)	N/A
	24.11d Electronic Equipment Monitoring Form	N/A
24.12	Sharps Count of Restricted Items	03/16

FT = Fundamentals Text (Reference Source) ICM = Infection Control Manual OP&P = Operational Policies and Procedure DSM = Division Specific Manual