

RotaCare® Bay Area, Inc.
POLICY & PROCEDURES



Business Office:
PO Box 18430
San Jose, CA 95158
www.rotacarebayarea.org
Tel. (408) 379-8000
Fax (408) 379-8007



RotaCare Bay Area, Inc.

Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
1	Purpose & Corporate Requirements		
		Mission Statement	0100
		Philosophy of Care	0110
		RotaCare Bay Area Inc. Concept	0120
		Participation Requirements	0130
		Certification-Recertification Application	0133
2	Governance & Administration		
		Articles of Incorporation	0200
		Attachment: Articles of Incorporation for RCBA, Inc.	
		Non-Profit Status	0201
		Attachment: IRS 501(c)3 Determination Letter	
		Organizational Structure	0205
		Attachment: RCBA, Inc. Organizational Chart	
		Bylaws of RotaCare Bay Area, Inc.	0206
		Board of Directors	0210
		Board of Directors Roster	0210A
		Board of Directors Roles & Responsibilities	0210B
		Selection of New Board Members	0210C
		Board of Directors Application	0210D
		Board of Directors Member Orientation	0210E
		Board of Directors Job Description	0210F
		Board of Directors Officers	0215
		Board Committees	0215B
		Administrative Staff:	
		Executive Director Job Description	0216
		Administrative Coordinator Job Description	0218
		Conflict of Interest	0225



RotaCare Bay Area, Inc.

Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
		Conflict of Interest Questionnaire	0225A
		Site Advisory Council	0230
		Attachment: Advisory Council Organizational Chart	
		Selection of New Advisory Council Members	0230B
		Policies and Procedures	0235
		Sample Policies and Procedures Form	0235A
		Donations Acknowledgement	0245
		Sample Thank You Letter	0245A
		Accounting Procedures	0250
		Allocation of Earned Interest Income	0251
		Cash Handling	0252
		Signature Authority of Executive Director	0255
		Grant Proposal Notification	0257
		Grant Allocation	0258
		Discrimination Policy	0260
		Employee Discrimination Report	0260A
3	License Regulations		
		Posting of Clinic License	0300
		Licensing Report of Changes	0310
		Submission of Application to Change Clinic License	0320
4	Marketing/Public Relations		
		Clinic Site Tours, Events	0420
		Clinic Printed Materials	0430
		Media News Releases	0440



RotaCare Bay Area, Inc. Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
5	Services		
		Clinic Site Management Scope of Responsibility	0500
		Scope of Services:	
		RotaCare Bay Area, Inc. Governance	0510
		Clinic Site Scope of Services	0520
		Request to Expand Scope of Services	0530
		Site Basic Services Equipment	0560
6	Supplies		
		Site Medical Emergency Supplies	0600
		Inventory and Expiration of Supplies	0602
7	Facilities		
		Site Lease Agreement	0700
		Clinic Site Key Control	0705
		Site Facilities Maintenance	0710
		Site Building Alteration / Construction	0720
		Site Disaster Plan	0730
		Site Fire Safety Protocol	0750
		Site Earthquake Response	0760
		Site Bomb Threat Response	0770
8	Staffing		
		Site Staffing Requirements	0800
		Physician Certificate	0810
		Physician's Certification Check-Off List	0810A



RotaCare Bay Area, Inc. Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
9	Position Descriptions		
	Site Administrator		0900
	Clinical Coordinator		0900A
	Volunteer Coordinator		0900B
	Site Medical Director		0905
	Site Physician Staff		0910
	Site Physician Assistants		0912
	Site Physician Assistant Agreement		0912A
	Site Nurse Practitioner		0913
	Site Nurse Practitioner Standardized Procedures		0913A
	Site Pharmacist		0930
	Site Social Worker		0940
	Site Charge Nurse		0945
	Site Triage Professional		0950
	Site Registrar		0965
	Site Interpreter		0970
10	Personnel Policies		
	Site Volunteer Orientation		1010
	Volunteer Orientation Check List		1020
	Volunteer Personnel File		1025
	Volunteer Health Records		1040



RotaCare Bay Area, Inc.

Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
11	Clinic Systems		
		Site Specific Referral List	1100
		Patient Flow Plan	1105
		Site Clinic Setup Checklist	1107
		Site Clinic Setup Checklist - Attachment	1107A
		Site Patient Discharge Procedures	1120
		Posting of Clinic Schedule	1130
12	Clinic Services		
		On-Site Emergency Service	1200
		Medical Emergency Procedure	1200A
		Site Transfer of Patients	1210
		Transfer Agreements	1211
		Lab Services	1240
13	Medical Records		
		Site Patient Medical Records	1300
		Medical Record Documentation	1304
14	Medication Dispensing		
		Site Medication Storage	1400
		Drug Audit	1400A
		Quarterly Drug Audit Form	1400B
		Site Drug Formulary	1400C
		Prescription Program	1401
		Site Medication Orders	1410
		Site Medication Dispensing	1420



RotaCare Bay Area, Inc. Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
		Site General Medication	1430
		Site Medication Refrigeration	1440
15	Reports		
		Site Unusual Occurrence / Incident Report	1500
		Incident / Injury Report	1501A
		Unusual Occurrence Report Form	1501B
		Police Reportable Injuries and Conditions	1510
		Suspected Injury Report	1510A
		Animal Bite Report	1520
		Reporting Communicable Diseases	1530
		Reportable Communicable Diseases and Conditions Title 17 CCR §2500	1530A
		Pesticide Illness Report	1540
		On-Duty Injury	1550
		Abuse and Violence Reporting	1560
16	Infection Control		
		Site Hazardous Waste	1600
		Site Sterile Procedures	1610
		Hand Washing	1620
		Isolation Policy	1630
		Universal Precautions	1640
		Exposure Plan	1650
		Exposure Plan Attachment HIV Testing Consent / Declination	1650A
		Needlestick Guidelines Attachment	1650B
		Exposure Plan Attachment 3 Written Opinion	1650C



RotaCare Bay Area, Inc.

Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
17	Quality Assurance		
		Medical Review / Quality Management Plan	1700
		Quarterly Quality Management Report	1701
		Quarterly QA Report Summary	1701A
18	Patient Affairs		
		Site Patient Consent for Treatment	1800
		Legal Consent – Medical Treatment of Minors	1800A
		Attachment: Registration form	1801
		Patient Education	1802
		Patient Care Follow Up	1803
		Patient Care Follow Up Form	1803A
		Patient Counseling	1804
		Patient Care Follow Up Form	1804A
		Terms of Service	1805
		Site Patient Confidentiality	1810
		Site Patient Treatment Policies (Nursing Protocols)	1820
		Vital Signs	1820A
		Auto-Lancet Device	1820B
		Ace Wrap	1820C
		Dressing Change	1820D
		Wet to Dry Dressing	1820E
		Eye Gauze or Shield	1820F
		Intramuscular Injection	1820G
		Medication Administration	1820H
		Nebulizer Treatment	1820I



RotaCare Bay Area, Inc. Policies and Procedures

Table of Contents

<u>Tab</u>	<u>Section</u>	<u>Policy:</u>	<u>Policy Number</u>
		Neurovascular Checks of Extremities	1820J
		Oral Airway Insertion	1820K
		Skin Tests	1820L
		Pelvic Exam	1820M
		Random Urine (Clean Catch) Specimen Collection	1820N
		Suture Removal	1820O
		Tepid Baths	1820P