

**SULLIVAN COUNTY PUBLIC HEALTH SERVICES
POLICY MANUAL - TABLE OF CONTENTS**

A. ADMINISTRATION & GOVERNANCE	Original	Revised	Reviewed
ABN	6/15		
Abuse/Neglect Policy	9/02	10/05, 3/16	
Accident/Incident Reporting	10/03	4/12, 8/16, 9/17	
Administrative Review Policy of patients not accepted or discharged to an Inpatient Facility	12/03	4/16	
Admission Policy	2/89	9/99, 9/01, 9/03, 4/04, 8/04, 8/06, 3/16	
Agency coverage for weekend and/holiday nursing responsibilities	11/09	12/09, 3/15	
Agency 24-hour coverage	2/89	9/99, 6/03, 3/08, 12/14	
Archiving	6/15	10/17	
Chart Security	12/05	9/08, 12/15	
CHRC (Criminal History Record Check)	9/06	9/07, 10/07, 9/08, 6/09, 8/09, 11/09, 6/10, 12/13, 9/16	
Community agencies	9/99		
Complete Medical Record Set/Designated Record Set	12/04	5/05	
Computer equipment responsibility	4/04	8/04	
Confidentiality	3/94	9/99	
Continuation of care guidelines	9/99	5/01, 10/03, 3/08	
Corporate Compliance/Standards/Compliance Checks	10/04	3/06, 1/10, 4/10, 5/15	
County-owned vehicle Business use Maintenance Vehicle breakdown Accident	6/01, 3/03	11/05, 3/06, 7/06, 11/06, 10/09	
Discharge process from agency	12/92	9/99, 9/01, 8/04, 5/15	
Dress code			
a) For Nurses	9/99	7/02, 4/08, 8/06, 10/13	
b) For Home Health Aides	8/04	6/06, 8/06, 4/16	
Fees policy	2/04		
Fire drill	5/90	11/15, 6/16	6/93, 9/99
HIN-HPN Policy	6/06	3/14, 9/16	
HIPAA policies			
a) Access	4/03		
b) Accounting of Disclosure	4/03		
c) Amendment	4/03		
d) Authorization	4/03	10/04	
e) Complaint	4/03		
f) Confidentiality	4/03		
g) Designated Record Set(DRS)	10/03		
h) Fax	4/03		
i) Notice of Privacy Practices	4/03		
j) Role-based Access	8/03		
k) Sanctions	4/03		

A. ADMINISTRATION & GOVERNANCE (CONT'D)	Original	Revised	Reviewed
HIV confidentiality	2/91	9/99, 8/02, 6/03	
HIV Counseling and Testing	2003	9/05, 11/15	
Home Care Registry	9/09		
Issue resolution	9/99		
Medical Coding	6/18		
Nurse competencies	10/03	8/04, 1/09, 5/15	
Nursing Staff scheduling	9/99	3/03, 6/03, 11/03, 12/04, 7/05, 4/06, 11/06, 7/09, 4/16	
On Call Responsibilities for CHHA & LTHHCP	1/08	7/08, 2/09, 11/09, 6/17	
Orientation	9/99	10/17	
Overtime Policy	12/05	1/09	
Patient case review	7/02	11/16, 6/18	
Patient complaints	5/90	9/99, 8/16, 4/17	
Patient Supplies	10/09		
Peer Review & Utilization Review	9/99	4/03	
Per-diem employment	5/01	6/03	
Personnel employment process, health & file	2/05, 7/05	3/08, 6/09, 10/09, 5/10, 9/13, 4/16	
Policy development	9/99	9/01, 12/05, 3/16	
Quality improvement	9/99	9/01, 12/13, 6/14	
Quality Standards	6/09	9/13	
Record retention	3/88	9/99, 6/03	
Record weeding	3/02		
Referral process	9/99	1/05, 5/05, 12/15	
Removal/Limitation of work	2/92	9/99	
Safe environment	10/03		
Suggestion box	9/99	6/03	
Termination of patient/provider relationship	9/99		
Time & Effort Tracking	7/09	11/10	
Transfer policy (patient)	7/01	8/04, 11/05, 6/18	

B. CLINICAL POLICIES	Original	Revised	Reviewed
1. Infection Control			
a) Handwashing	1989	9/12	9/99
b) Bag technique	7/90	9/05, 4/13	9/99
c) Exposure Control Plan	12/92	9/99	9/99
d) Medical Waste Sharps Transport and Disposal	12/92	9/05, 5/09, 12/16	9/99
e) Aseptic technique	9/99	9/08. 5/16	9/99
f) Cleaning and Disinfecting of Equipment	6/18		
g) Respiratory protection policy	12/92	9/99, 6/03, 6/10	
h) Blood & Body Fluid Spill - Clean Up Process	7/01	8/01, 12/05, 3/12	4/17
i) Infection Control Policy	6/18		
2. Assessment –			
1) Temperature	1989	9/05, 3/12	9/99
2) Pulse	1989	9/05, 9/12	9/99
3) Pulse Oximeter	2/04	9/05, 9/11, 9/13	
3) Lung auscultation	7/01	9/05, 9/08	
4) Respiration	1989	9/05	9/99
5) Blood pressure	1989	9/05, 9/08, 4/17	9/99
6) Weight	9/99	10/05, 10/07, 9/12	
7) Edema evaluation	9/99	9/05	
8) Pain Assessment	3/11		
3. Genitourinary Care			
a) GU- Straight Catheter Procedures	12/17		
b) GU- Suprapubic Catheter Procedures	12/17		
c) GU- Urine Sample Procedures	12/17		
d) GU – Condom Catheter Application	12/17		
e) GU – Indwelling Catheter Procedures	12/17		
f) GU – Urinary Bag Procedures	12/17		
4. Laboratory			
a. Blood collection via venipuncture	1989	5/01, 9/05, 12/08, 9/15	9/99, 8/01
c. Glucose Testing- Patient's Glucometer	8/01	3/04, 9/05, 7/12	
d. INRatio Machine	6/09	3/11	
e. Transporting of Laboratory Specimens	7/01	9/05, 11/15, 6/18	8/01
5. Wound			
a) Wound Culture	6/87	9/05, 1/16	9/99
b) Wound documentation	3/02	9/05, 3/06, 7/12	
c) Wound irrigation	9/99	10/05, 7/12	9/99
d) Wound measurement	9/99	10/05, 9/08, 7/12	9/99
e) Decubitus ulcer care	6/87	9/05, 9/08, 7/12	9/99
f) Staple/suture removal	6/87	9/12	9/99
6. Type of Dressings			
a) Clean dry dressing	1989	9/05, 12/16	9/99
b) Dry sterile dressing	1989	9/05	9/99
c) Wet to dry normal saline	1989	9/05	9/99
d) Permeable film dressing	9/99	9/05	9/99
e) Unna Boot	1989	10/05	9/99
7. IV Therapy	1987		9/99, 1/16
8. Other			
a) Nephrostomy Tube Care Policy	6/18		

b) Oxygen therapy	7/01	9/02, 9/05	
c) PERS	9/10	7/13	

C. DIAGNOSTIC & TREATMENT POLICIES	Original	Revised	Reviewed
1. Communicable Disease Policies			
a) TB – Admission to TB Clinic	4/09	6/12	
Discharge from TB Clinic	4/09	6/12, 10/17	
Monthly TB Revisit	4/09	10/17	
b) Rabies Management Plan			
e) STDs			
f) Influenza			
Prevention of Influenza Transmission	11/14		
Influenza & Pneumococcal vaccines	11/06		
Influenza Vaccination Policy	10/13	9/16	
Influenza vaccine declination form	10/13		
NYSDOH Mask Mandate	10/13		
FAQ – flu mask requirements	7/13	2015	
2. EPI Administrative Policies & Procedures			
a) EPI On Call Policy	10/17		
b) TB DOT - Guidelines	2/16		
c) Adverse Event Reporting via NYPORTS	9/16		
d) PATIENTS’ RIGHTS- D&T Center	9/16		
e) Safe Patient Handling	4/17		
f) Medication and Biological Management Policy	12/16		

D. Support Services			
	Original	Revised	Reviewed
Therapy Policy	10/03	10/17	
Physical Therapy	3/89	9/01, 9/08, 6/18	
Occupational Therapy	3/89	1/00, 9/08, 6/18	9/99
Speech Therapy	3/89	1/00, 9/08, 6/18	9/99
Medical Social Work	3/89	1/00, 3/08, 6/18	9/99
Home Health Aide Responsibilities	8/04	6/06, 5/16	
Dress Code: HHAs	8/04	8/06, 4/16	6/06
Home Health Aides (Services & Supervision)	3/89	9/03, 11/05, 12/07, 3/08, 9/08, 5/16	9/97, 9/99, 1/00, 8/01
Home Health Aide Usage from other agencies	12/03	9/05, 5/16	
Home Health Aide Services - Matrix of Activities			
E. Documentation			
	Original	Revised	Reviewed
Abbreviations	5/00	6/03, 10/05	
Advanced directives	9/93	9/99	
Continuation of care guidelines	9/99	10/03, 3/08	5/01
DNR	9/93	9/99	
Documentation guidelines	5/00	10/02, 10/03, 11/05, 12/08, 8/16	
Electronic Signature Policy	9/06		
485 Plan of treatment	12/99	2/05, 5/05, 9/08, 3/16	
Multidisciplinary Referral	12/99	10/17	
Notification of discharge policy	11/01	1/02, 3/03	
Nursing daily statistic	1/97	9/99, 10/05, 11/05	
OASIS	9/00	10/03, 8/04, 11/05, 4/09	
Pain Policy	3/15		
Patient rights & responsibilities	9/99	8/04, 12/04, 5/05, 10/17	9/99
SCIC (Significant Change in Condition)	7/01	11/05	6/18
Transportation Assistance Levels (TALs)	9/16		
Visit verification	9/99	9/99, 1/16	

F. Other Policies			
	Original	Revised	Reviewed
County Wide Policies			
SC Policy – Anti-Discrimination and Harassment	4/01	2/16	
SC policy - Cancer screening	9/06	8/07, 8/16	
SC policy – Building & Facility Security	11/06	6/16	
SC policy - Cell Phone and Pager usage	1/04		
SC Policy -EAP Employee assistance program	7/01		
SC policy - Family Medical Leave (FMLA)	1/04	7/09, 3/10	
SC Policy – Guide to Reimbursement of Employees’ Travel Expenses Policy			
SC Policy – Nepotism Policy	7/14		
SC Procurement Policy – Chapter	8/09		
SC Policy – Social Media Policy	1/16	12/17	
SC Policy - Smoking Policy	6/93	9/99, 6/11	
SC Policy – Time & Attendance Policy	10/07		
SC Policy – Timekeeping Policy for Building Closures	3/1/18		
SC policy – Transfer of accrued sick, vacation, and/or compensatory time from one employee to another	10/02	7/09, 6/11	
SC policy – Workplace Violence Prevention	3/17/16		
List of Sullivan County Policies Available on the Portal	12/15		
Early Care Policies	Refer to P&P Manuals in Program Offices		
Healthy Families of Sullivan Policies	Refer to P&P Manuals in Program Offices		
WIC Policies	Refer to P&P Manuals in Program Offices		

