

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><u>POLICY:</u> PATIENT CASE REVIEW WITH SUPERVISING NURSE AND REGISTERED NURSE(S) ARE SCHEDULED AT LEAST MONTHLY AND AS NEEDED</p> <p><u>PURPOSE:</u> To establish guidelines for current patient chart review; review of non-emergent patient issues; update progress of job responsibilities; request opportunities for staff in-service.</p> <p><u>RESPONSIBLE PARTY:</u> Supervising Nurse(s); RNs, DPS, Director, Deputy Director</p>	<p>Original Approval: 7/02</p> <p>Revised: 6/18</p>
--	---

EQUIPMENT:

- RN/Supervisor schedules on Outlook Calendar and McKesson Scheduler
- Case Review forms
- Any other necessary information to be reviewed

PROCEDURE:

1. Case review assignments will be assigned on RN's Scheduler and Supervisor's Outlook Calendar by SPHN.
2. Case review time will be approximately one hour.
3. In preparation for case review, the Supervisor will have a current Case Manager list and any Record Audit tools or other feedback forms that have not been shared with RN.
4. All personnel will report on time. Notification of each discipline will be done in a timely manner in case review needs to be canceled. Case review will then be rescheduled by the Supervisor.
5. If unscheduled time off (i.e., vacation, emergency) is to be taken after case review has been assigned, the RN/Supervisor will meet and reschedule.
6. Case review:
 - a) Supervisor and RN will review active patient caseload.
 - b) Supervisor and RN will discuss cases that present with any issues.
 - c) Supervisor will review EMR charts using Record Audit Tool and note the review in the EMR.
 - d) On completion of chart review, the findings will be discussed with the RN and any recommendations are to be followed through.
 - e) Supervisor will share any feedback or evaluations at this time, and follow up if any training, competencies or other RN needs are identified.
 - f) Professional responsibilities, work performance, training, new opportunities and/or other workplace concerns will be discussed at this time.