**The following policies should be added: put yourself in a new orientee’s shoes to determine what to write.**

1. **Title: External Referral Review**

**Policy:**

Every referral will be reviewed to ensure that the (program name) can meet the patient’s needs and that the discharge to the SB program (if appropriate) is timely.

**Procedure:**

Note how the referrals are made, who gets/returns call

Info to be discussed

Medical record request

Whether you will use a pre-admission assessment form (see sample)

Process to discuss with admitting physician and team as needed

Agreement on a transfer time if approved

Nursing report from the unit the patient is coming from

Etc

1. **Title: SB Program Staff Documentation**

**Policy**:

Thorough documentation meeting standard of care by all disciplines shall be timely to ensure a high level of communication between team members.

Recommend a sub P&P for each forms used in SB (who, by when, special instructions when necessary etc…)

1. **Title: Utilization Review for Non-Medicare Payors**

**Policy:**

Every patient with a non-Medicare payor will go through a utilization review process to ensure pre-authorization for an admission to the SB program as required.

1. **Title: SB PI/QI Process**

**Policy:**

The (program name at hospital name) will follow the hospital’s P&Ps for PI/QI and will include quality indicators specific to the skilled program (add monitors in the procedure section of the policy (what, how is it measured, when reported…)

1. **Title: SB Wound Assessment Process**

**Policy: The (program name at hospital name) will ensure consistency in wound assessment and treatment for best potential outcome.**

**Procedure**

Explain process for assessment (recommend 2 trained nurses - one for each staffing group or 1 that works Mon-Fri such as a charge nurse with a back-up) to complete initial assessment on the day of admission

Discuss treatment plan with the physician

Who do you use as a resource/consultant if necessary

Determine which day the comprehensive weekly wound assessment will occur

Documentation of assessment

1. **Abuse Prevention & Management**

Review the SB CoP and the hospital P&P to determine what it should contain

1. **Restraint Use**

Review the SB CoP and the hospital P&P to determine what it should contain