

# PLANS LIST

## PATIENT RIGHTS AND ORGANIZATIONAL ETHICS

- ❑ **PLN001**      **Corporate Compliance Plan**  
*Organizationwide corporate compliance plan listing requirements for detecting, preventing and reporting of accidental and intentional noncompliance with applicable state and federal laws, regulations and guidelines related to all fiscal, operational and ethical aspects of the organization.*

## ASSESSMENT OF PATIENTS

### CARE OF PATIENTS

- ❑ **PLN201**      **Plan for the Provision of Patient Care and Service**  
*Organizationwide plan outlining the care and services provided throughout the institution. Includes all departments within the organization, both direct and indirect. Outlines scope of services (and/or care and treatment) provided by each department, hours of operation, staffing, etc. Describes the interrelationships of departments throughout the facility and how services are integrated systematically and seamlessly throughout the organization.*

## PATIENT/FAMILY EDUCATION

- ❑ **PLN301**      **Organizational Patient/Family Education Program Plan**  
*Organizationwide patient/family education program plan outlining requirements for the support and coordination of a systematic approach to patient and family education throughout this facility. Includes patient/family education processes, documentation and learning evaluation requirements and overall evaluation of the organization patient education program.*

## CONTINUUM OF CARE

- ❑ **PLN401**      **Case Management Plan**  
*Comprehensive case management plan outlining case management processes leading optimal wellness for each patient, includes maximum utilization of resources, direct/indirect clinical assessment, problem identification, outcome identification, planning, monitoring, evaluating and optimal discharge preparation.*

## IMPROVING ORGANIZATION PERFORMANCE

## PLANS LIST (continued)

- PLN501      Organizational Performance Improvement Plan**  
*Organizationwide performance improvement program plan outlining the processes to conduct a systematic, coordinated and continuous approach to improving performance, improving patient safety, promoting quality of care and reducing risk in the healthcare environment. Includes focus on patient safety, national patient safety goals, improving performance and meeting defined performance expectations, PI methodology, medical staff participation, committee and reporting structures, annual evaluation of plan.*
- PLN502      Risk Management Plan**  
*Organizationwide risk management program plan that provides methodology for an integrated comprehensive proactive program designed to oversee all aspects of risk identification, risk evaluation and coordination of corrective action implementation. Includes strong emphasis on patient safety and risk, healthcare error reduction.*
- PLN503      Utilization Management Plan**  
*Comprehensive utilization management program plan outlining how quality patient care and effective utilization of available health facilities and services is simultaneously provided by the institution. Emphasizes appropriate allocation of the organization's resources by provision of quality care in a cost effective manner. Outlines requirements for timely review of the medical necessity for admissions, continued stays and services rendered. Addresses overutilization, underutilization, inefficient scheduling of resources and denials of service from external agencies.*

### LEADERSHIP

- PLN601      Patient Safety Plan**  
*Organizationwide patient safety plan outlining a comprehensive patient safety program throughout the facility that will improve patient safety and reduce the risk of medical/health care errors to patients. Includes performance of proactive risk and ongoing risk assessments, FMEA requirements, staff education and participation in plan, definition of healthcare errors, categorization of minimal risk to serious risk errors and sentinel event and identification, reporting and interventions regarding medical/health care errors.*
- PLN602      Strategic Plan**  
*Healthcare organization strategic plan outlining the integration of the organization's mission, values, vision, assumptions, strengths, weaknesses, needs, goals and operational strategies into planning actions for growth and success.*
- PLN603      Crisis Intervention Plan**  
*Organizationwide plan outlining an organization's readiness to deal with crisis situations. Includes formulation of a crisis team, identification of crisis situations, activation of crisis plan, crisis communication, intervention activities, review of event management.*

### MANAGEMENT OF THE ENVIRONMENT OF CARE

- PLN701      Bioterrorism Plan**  
*Organizationwide plan to identify and initiate a response to a bioterrorism-related outbreak, includes determination of the extent of the facility's bioterrorism readiness needs, provides education to staff regarding bioterrorism events.*

## PLANS LIST (continued)

- PLN702      Emergency Management Plan**  
*Organizationwide emergency management plan outlining how a healthcare organization effectively prepares for, manages a disaster and restores the facility to the same operational capabilities as pre-disaster levels. Outlines mitigation, preparedness, response and recovery activities. Includes hazard vulnerability analysis, communitywide communication systems and efforts, establishment of alternative care site and all other emergency management requirements.*
- PLN703      Hazardous Materials and Waste Management Plan**  
*Comprehensive plan outlining an organizationwide system for the identification, selection, handling, storage, use and disposal of hazardous materials and wastes.*
- PLN704      Life Safety Management Plan**  
*Comprehensive Life Safety Management Program plan describing organizationwide processes to prevent fires and protect patients, staff and visitors in the event of a fire. Includes processes for compliance with applicable, NFPA standards for hospitals, staff education, training and appropriate response to a fire, testing and maintaining of fire alarm and detection systems, fire drill requirements, interim life safety measures and requirements of maintenance of the statement of conditions document.*
- PLN705      Medical Equipment Management Plan**  
*Comprehensive Medical Equipment Management Program plan outlining processes for the safe and proper use of medical equipment used in patient care settings. Includes processes for inspection, testing and regular maintenance of equipment; criteria for identifying, evaluating and inventory of equipment; personnel education on the capabilities, limitations and special applications of equipment; operating, safety and emergency procedures of equipment; reporting equipment management problems, failures and user errors.*
- PLN706      Safety Management Plan**  
*Organizationwide safety management program outlining how care and services are provided in a physical environment free of hazards and to manage activities proactively through risk assessment to reduce the risk of injuries to patients, visitors and staff.*
- PLN707      Security Management Plan**  
*Organizationwide security management program plan outlining processes to protect employees, patients and visitors from harm. Includes risk assessment and addresses all off-site locations. Methodology for optimal processes assuring safety and security for all patients, visitors, personnel and property of the healthcare institution.*
- PLN708      Utility Systems Management Plan**  
*Organizationwide utility systems management program plan describing how the organization monitors and evaluates the utility systems in use at the facility according to applicable laws and regulations. The plan outlines methodology designed to provide a safe, comfortable patient care and treatment environment by managing the risks associated with safe operation and the functional reliability of the organization's utility systems.*

## **MANAGEMENT OF HUMAN RESOURCES**

## PLANS LIST (continued)

- PLN801      Ergonomics Program Plan**  
*Comprehensive ergonomics program plan outlining methodology to reduce the number and severity of musculoskeletal disorders developed by workers caused by exposure to risk factors in the workplace. Plan includes personnel education, employee education, prevention, reporting and responding to ergonomic injuries, job hazard analysis and control, managing musculoskeletal disorders, work restriction protection, program evaluation and record keeping functions.*
- PLN802      Organizational Personnel Education Plan**  
*Comprehensive personnel education program plan outlining how personnel receive initial orientation and ongoing education and training to remain current and competent in the healthcare environment.*
- PLN803      Personnel Retention and Recruitment Plan**  
*Comprehensive plan outlining processes conducted throughout a healthcare organization to retain and recruit staff. Includes organizational, individual department and human resources processes for retention and recruitment.*

### **MANAGEMENT OF INFORMATION**

- PLN901      Management of Information Plan**  
*Organizationwide information management program plan that outlines a comprehensive set of processes and activities focused on meeting the organization's information needs. Includes requirements and process for issues of timeliness, accuracy, security/confidentiality, access, efficiency, collaboration, integrity and uniformity of data. Electronic, hardware, software and verbal communication issues described.*

### **SURVEILLANCE, PREVENTION AND CONTROL OF INFECTION**

- PLN1001      Exposure Control Plan**  
*Meets federal OSHA requirements and includes responsibilities of individuals, methods of compliance, Hepatitis B Vaccination Program and post exposure and follow-up procedures.*
- PLN1002      Infection Control and Surveillance Plan**  
*Complete plan for coordinated surveillance and monitoring activities. Includes performance measures and interactions with other programs and committees. Responsibilities and reporting structures are defined with a comprehensive approach for a facilitywide program.*
- PLN1003      Sharps Injury Protection Plan - Addendum to Exposure Control Plan**  
*Organizationwide engineered sharps safety protection plan to increase protection of sharps injuries from transmission of bloodborne pathogens. Includes requirements for use of engineered medical safety devices with use of needles (i.e., needleless systems)*

### **GOVERNANCE**

### **MANAGEMENT**

**PLANS LIST (continued)**

**MEDICAL STAFF**

**NURSING**