

## SECTION: NURSING

### POLICY#: 425 QUALITY ASSURANCE

**POLICY:** To provide for ongoing evaluation of personnel and services.

#### PROCEDURE:

##### Office Nurse

1. CVHD DON will develop monthly staffing schedule for office coverage.
2. Office nurse will be responsible for reading temperatures of all refrigeration and freezer units used to store immunization serum and recording results on quality control sheets daily.  
See policy on vaccine storage
3. Provide daily care and calibrations of machines per individual equipment information.
4. Report supply shortages in supplies to the CVHD secretary or DON supervisor.
5. Check emergency drug kits for outdated medications and reorder as necessary. Medications are ordered from Jamestown Hospital.

##### Chart Audits/Policy and Procedures

1. Annual review/update of policies will be completed by nursing staff and supervisors to assure standards of care.
2. Ongoing chart audits are conducted to assure adequacy of patient care.

##### Incident Reports

1. Any unusual occurrence or situation which has the potential for harm must be reported. This can involve a client, visitor, volunteer or staff.
2. Report must be made to the immediate supervisor/DON or Unit Administrator. The Incident Report form will be used to document the event. (Form Attached).
3. Completed form is kept in a separate file for 7 years.