NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUBJECT: ADMINISTRATIVE ROUNDS

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ORIGINAL DATE: 6/3/05

REVIEW/REVISE DATE: 05/01/08, 3/19/09, 2/17/11, 1/19/12

APPROVAL: Allan Mandell, Interim Agency Director

I. PURPOSE

To provide administrative support to hospital staff and on-going Joint Commission education to all staff.

II. POLICY

Designated department heads and supervisors conduct Administrative Rounds on a scheduled basis to assess life safety, environment of care and compliance with accreditation standards.

III. PROCEDURE

- 1. The following positions will conduct Administrative Rounds as assigned:
 - a. Director of Community Services
 - b. Coordinator of Performance Improvement
 - c. Director of Health Information Services Department
 - d. Administrative Services Officer
 - e. Mental Health Court Supervisor
 - f. Director of Service Coordination

- g. PACT Coordinator
- h. Director Program Evaluation
- Director of Nursing
- j. Pharmacy Director
- k. Administrative Support Supervisor
- Director of Psychological Services
- m. Director of Social Services
- n. Director of Personnel
- o. Assistant Director of Nursing
- p. Supervisor of Outpatient Medication Clinic
- q. Inpatient Social Worker
- r. Supervisor Family Support Services
- s. Facilities Supervisor
- t. Utilization Management Nurse
- u. Hospital Educator
- v. Residential Services
- 2. Administrative Rounds will be assigned on a rotating basis.
- 3. The assignment includes:
 - a. The person conducting Administrative Rounds will visit all 3 units during their assigned shift.
 - b. The Administrative Rounds checklist will be completed for each unit.
 - c. The person who completed the rounds will communicate with the next assigned person the day and time of their rounds to capture different days / times of the week / weekend during that month.
- 4. Department heads are authorized to delegate part of this duty to senior staff within their departments.

- 5. If a serious safety hazard is discovered in the course of the survey, the nursing supervisor or designee should be notified immediately and corrections shall begin. The supervisor shall judge whether the administrator on-call needs to be notified immediately or not. This issue is also to be reported to the Agency Director on the next business day. An incident report shall be completed.
- 6. Information from the survey is to be entered on a file available to all leadership staff no later than one week after the completion of the surveys.
- 7. The Performance Improvement Coordinator is responsible for providing a report on this data at the Accreditation Committee Meeting.