**Cultivating LTC Leaders:** Topics in Regulatory, Legal and Compliance Management

**Series Title:** Cultivating LTC Leaders

**Session Title:** Policies and Procedures -Should you have a policy for everything?

**Presentation Date:** May 2021

**Presented By:**

* Shelly Maffia MSN, MBA, RN, LNHA, QCP, CHC, CLNC
* Janine Lehman, RN, RAC-CT, CLNC, Clinical Consultant

**Contact Person:** Amie Martin 812-471-7777 amartin@proactivemedicalreview.com

Proactive Medical Review and Consulting

**Course Description**:

This session will review regulatory requirements and best practices for developing, revising and implementing facility policies and procedures. Through lecture and case study analysis we will identify essential aspects of care for policies and procedures, as well as critical aspects to include in policy and procedure development along with documentation principles to apply in your daily practical operations to promote resident well-being and minimize potential risks.

**Learning Objectives**

1. Describe best practices for developing, revising, and implementing policies and procedures for use in the facility.
2. Understand the role of interdisciplinary team members in policy development, revision and implementation.
3. Describe a process for reviewing and updating essential policies and procedures.

**Course Content**

15 minutes Review of the significance of policies and procedures to successful operations.

30 minutes Considerations for best practices related to developing, revising, and implementing policies and procedures.

10 minutes Strategies for effective policy and procedure review processes.

5 minutes Closing Comments/ Q&A

**Target Audience**:

Directors of Nursing, Nurse Managers, QA Directors, MDS/RAI Team, Nursing Staff, Staff Development Coordinators, Compliance Staff, Department Heads, Nursing Home Administrators, Corporate Leaders

**Instructional Level:** Intermediate

**Contact Hours:** 1