



### Do You Know Where Your Policy Located?

- **Hard Copies**
  - Policies & Procedure Folder
- **Soft Copies**
  - Computer - QMD (shared Folder) - HOH PPG & Forms - Search per Department - Forms - PPG ( Click *Forms folder* if you search for Forms and *PPG Folder* for Policies & Procedures ).

### How do you relate Policies & Procedures in your Daily Unit Activities?

Example :  
**Nursing**

1. How many days *Restraint Order* will be renewed?

**Ans.** Restraint order has to be renewed every 30 days refer to ***Policy Code HOH-ND-PPG-09.***

2. How many Hours verbal/telephone order needs to be sign by the Physician?

**Ans.** The physician must confirm his telephone order by counter signing it within 24 hours. ***POLICY CODE: HOH-ND-PPG-11***

### Nutrition & Dietetics Department

1. How do you prescribe a diet regimen for the patient?

**Ans.** Based on the resident's assessed needs and plan of care, the resident's Physician and Clinical Dietitian, order appropriate diet or other nutrients for the patient. ***Policy Code HOH-NDD-CS-04***

### Pharmacy Department

1. What shall we do when controlled medication is *Discontinued* and medication amount wasn't fully consumed?

**Ans.** Head Nurse must return Narcotic medication to pharmacist, both nurse and pharmacist have to sign on the amount returned.



