

Policy Review Process

Beth Dickens, QA/QI/Compliance Officer
Chatham County Public Health Department
Accreditation Workshop July 24, 2017



Some Background

2004 Accreditation Pilot Site

2008 Re-Accreditation – policies created
Bottleneck

2012 Re-Accreditation – policy vs procedure
Better but still Bottleneck

2016 Re-Accreditation – new schedule in
place

The old schedule

Policy Review Schedule as of 10/23/15



Jan	Feb	Mar	Apr	May
05-04 Spay/Neuter	00-03 BOH Hearings	01-12 Abuse Reporting	01-21 Vital Records	04-06 Code of Conduct
07-16 LPPP Policy	07-14 Swimming Pool	07-26 Comm w/ Landlord	05-08 AS Serv. Request	05-06 AS Stakeholder
07-31 F&L Program Policy	03-02 Admin. Comm.		08-03 PCM	07-03 Well Construction
09-11 SSN Policy			08-05 FOF	08-07 Purchasing Foods
09-12 Med. Rec. Entries			09-15 Lab Services	09-10 CAP
09-14 Stand. Abbrev.			09-16 Lab Cleaning	10-01 CD
Jun	Jul	Aug	Sept	Oct
03-10 After Hours	01-11 Incident	01-05 PHI	01-01 Policies & Procedures	00-01 Compliance PH Laws
05-07 AS Radio Comm	01-18 QI	05-05 Animal Care	01-10 Customer Complaints	03-04 Cell Phone Use
07-32 Insts. & Adult Day	03-09 Phone Encounters	10-03 Smallpox	01-20 No Tobacco	04-07 Workforce Dev.
09-03 Adult Health	04-04 Prof. Appearance		01-22 Research	08-08 CHA
09-04 Child Health	04-08 Imm. for HD Ees		03-01 Media & Public Info	09-05 Family Planning
09-06 Maternal Health	08-02 CC4C		05-09 AS Firearms	
09-07 Nutrition	10-04 Rabies		07-08 EH Complaints	
09-08 Pt. Photo ID	10-08 Infection Control		09-02 Eligibility	
09-09 Disp. Meds/Devices			10-05 Varicella	
09-13 Med. Rec. Keeping				
09-20 BCCCP				
09-22 Postpartum/Nborn				
10-02 Immunizations				
Nov	Dec			
00-04 Fiscal Mgt.	01-26 Nondiscrimination			
01-04 Fee Policy	03-05 Inclement Weather			
01-17 Debt Collection	07-02 Child Care & Schools			
01-23 Equip. Replacement	07-04 OSWW			
01-27 Grant Application	07-15 Tattooing			
02-01 Diversity Plan	07-17 Jordan Lake Water			
03-07 Crisis Communication	07-20 Request/Public Rec.			
04-01 Orientation	09-17 Standing Orders			
04-05 Bborne Pathogens	09-19 Designated Rec Set			
04-09 Staff Safety	10-07 TB			
10-06 EPI Team				

Red = BOH Policies

The working schedule

Chatham County Public Health Department Policy Review Schedule as of 04-26-2017

JAN	2017	FEB	2017	MAR	2017
	BOH Hearing Procedures		BOH Operating Procedures	05-06 AS Stakeholder Forum	
01-17	Debt Collection	03-02	Admin. Communication	08-07	Purchasing Foods
01-27	Grant Application	05-04	Spay/Neuter Subsidy	01-12	Abuse Reporting Policy
09-11	Collection of SSN Policy			07-32	Institutions & Adult Day Service
09-12	Medical Records Entries Policy				
APR		MAY		JUN	
01-01	Policy & Procedures Policy	03-01	Media & Public Information	01-10	Customer Service Policy
01-21	Vital Records Policy	07-16	Childhood Lead Poisoning	01-22	Research Policy
03-12	Title VI	09-04	Child Health Program Policy	09-02	Eligibility for Services Policy
07-03	Well Construction & Water Quality	09-05	Family Planning Program Policy	01-26	Nondiscrimination Policy
07-31	Food & Lodging Program Policy	09-06	Maternal Health Program Policy	08-02	CC4C
08-05	Focus on Fathers	09-20	BCCCP	08-03	OBCM
09-07	Nutrition Program Policy	09-22	Postpartum Home Visits	09-10	CAP
				10-01	Communicable Disease
				10-02	Immunization Policy
				10-07	TB Program Policy
				10-09	STD Program Policy
JUL	No Board of Health Meeting	AUG		SEP	
01-11	Incident Management Policy	04-07	Workforce Development Policy	00-01	Compliance w/ PH Laws & Regs
05-07	AS Radio Communication	08-08	CHA, Education & Outreach	02-01	Diversity Plan Policy
07-02	Child Care & Schools Program	10-05	Prevention of Varicella	05-08	Animal Services Service Request
07-04	Onsite Wastewater Program	01-05	PHI Policy	01-18	Quality Improvement (QI) Policy
07-15	Tattooing Policy	04-04	Professional Appearance Policy	07-08	EH Complaints
09-14	Standard List of Abbreviations	04-08	Immunizations for CCPHD Ees	07-26	Comm w/ Landlord Tenet
09-23	Telephone Encounters	09-24	EMR Policy	09-09	Dispensing of Meds or Devices
10-04	Rabies	09-03	Adult Health Services	09-15	Lab Svcs for CCPHD
10-08	Infection Control Policy	10-03	Smallpox Immunization		
OCT		NOV		DEC	No Board of Health Meeting
00-04	Fiscal Management Policy	01-23	Equipment Replacement	03-05	Comm./Inclement Weather
01-04	Fee Policy	04-01	Orientation Policy	03-10	After Hours Policy
03-04	Cell Phone Use	04-06	Code of Conduct	05-05	Animal Services Policy
03-07	Crisis Communication	05-09	Firearms Policy	07-20	Request for Public Records
04-05	Bloodborne Pathogens	04-09	Staff Safety Policy	09-17	Standing Medical Orders Policy
		10-06	EPI Team Policy	09-19	Establishing Identity/Record Set
		09-16	Laboratory Cleaning Policy	07-14	Swimming Pool Policy

 Program policy tied directly to AA timing of program
 Program policy NOT tied to AA

23 BOH
57 CCPHD
80 total

Example of Policy Review Status

POLICY REVIEW STATUS AS OF 5/15/17 (FROM VG)

2016 = 0 2017 = 2 BOH = 1 TOTAL FOR REVIEW = 3 (AS OF 5/20/17)

POLICY #	POLICY TITLE	DATE SENT TO QA	STATUS NOTES	RETURN DATE
01-23	Equipment Replacement Policy	5/4/2017	5/16/17 - Completed review and sent to VG; DONE	5/16/2017
03-12	Title VI Policy	4/3/2017	4/5/17 - Read thru policy and have some questions to ask MTeam. Review with MTeam at next Milestone Meeting. 4/10/17 - Reviewed at MTeam and most of questions answered. Need DG to answer 2 more questions. Will get with her when she returns from vacation. 5/1/17 - Met with DG and got answers needed. 5/15/17 - Finished edits and plan to take it back to MTeam at next Milestone to get approval.	
POLICY #	BOH POLICY TITLE	DATE SENT TO QA	STATUS NOTES	RETURN DATE
00-04	Fiscal Management Policy	5/15/2017	5/17/17 - Reviewed and sent to VG; DONE	5/17/2017

Questions
and/or Ideas??

