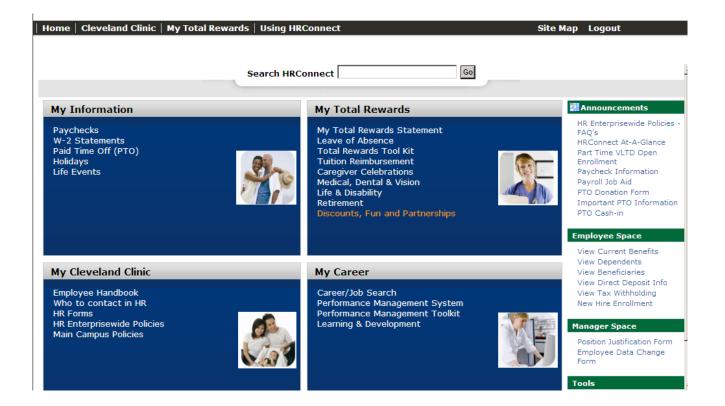
- 1. <u>Where do I find Nursing Policies and Procedures?</u> Nursing standards that state how to perform procedures and care for patients and Nursing administrative policies have been loaded into Policy and Procedure Manager (PPM).
- 2. <u>What about Policies that are Hospital Wide or owned by other Departments?</u> Policies that are hospital wide and department policies outside of nursing remain on the hospital policy share point site until the entire hospital begins using PPM.Community hospitals and departments within them are working on transitioning into PPM over the next several months.Main Campus hospital wide "ROBO" policies are already in PPM.
- 3. <u>Are there other places where policies are found?</u> There are three Cleveland Clinic Health System approved policy platforms. HR Connect, Policy and Procedure Manager, and Lab QMS. (Share points from each hospital are being transitioned into an approved platform -PPM.)
 - <u>HR Connect:</u> Human Resource Policies like system attendance, corerctive action, social media use etc.



• <u>Policy and Procedure Manager (PPM)</u>: Nursing Policies and Procedures as well as other areas that have transitioned to PPM. (Respiratory Therapy, etc). Community Hospitals are working to place their documents into PPM as well. The goals is to have all hospitals in PPM.

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• Lab QMS: Lab policies are stored here:

Robert J. Tomsich Pathology & Laboratory Medicine Institute

Policies and Procedures

LabQMS is an electronic document control system that allows the laboratory to maintain the most current version of its procedures and policies to ensure quality in all areas of the Pathology and Laboratory Medicine Institute.

If you are logging in for the first time, your username is the same you use to log into Outlook, and your password is "Welcome." Your password will be reset after initially logging in. If you have forgotten your password, call the Data Center 216.444.2812 to have it reset.



Access LabQMS here

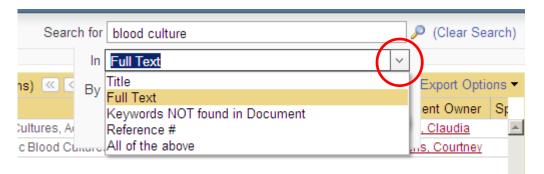
- 4. <u>How can I find a policy in PPM?</u> Policies can be found using the search bar, of they can be located by looking at them in the subcategory lists. Note that if using the search bar, you must set it to filter how you are searching. (by title,by fulltext etc.)
 - Click on the green icon from your Workstation on Wheels or Desktop:



- If prompted to sign in, sign in like you do when checking email
- In PPM: go to the search on the upper right and type in a few letters or a word of the name of the desired policy. For example: "blood culture"

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• If you are not sure of the name of the policy, select "Full Text" in the search so that PPM screens all of the words in the policies.



- Nursing Policies are organized in sub-categories so that anyone needing to review policies specific to a certain care area can find them. Policies that may apply everywhere appear in the general category. For example, many nurses may have to administer blood (not specific to Critical Care of Med/Surg).
 - Sort list by Institutes and Select Nursing



• If looking for a specific nursing area's policies, click on that subcategory: For example, Behavioral Health is pictured below.

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Acute Care/Med Surg (9) Administrative (40)	-	Admission, Discharge, and Legal Status of a Behavioral He	1	Approv	Holley, Kathryn	
Ambulatory (1)	-	Adolescents Policy	1	Approv	Holley, Kathryn	
Behavioral Health (43)	-	Behavior Management of Misconduct Protocol	1	Approv	Holley, Kathryn	
Critical Care (23) EmerBehavioral Health (28)	-	Behavior Management Policy	1	Approv	Holley, Kathryn	
General (67)	-	Behavioral Health Patients Requiring Outside Diagnostic T	1	Approv	Holley, Kathryn	
Oncology (1) Rehab/SNF (2)	-	Behavioral Health Rights and Grievance Policy	1	Approv	Holley, Kathryn	
Research/Innovation (3)	-	Clinical Privileging Policy	1	Approv	Holley, Kathryn	
🙆 Routine Care Protocols (5)	-	Closure of 3C Protocol	1	Approv	Holley, Kathryn	
Scope of Service (1) Surgical Services (77)	-	Closure of 6N Mood Disorders Unit (Transfer of Patients to	1	Approv	Holley, Kathryn	
Unit Exposure Control Plans	-	Consultations with Psychiatrist Protocol	1	Approv	Holley, Kathryn	
🔴 Women's/Children's (68)	-	Discharge Against Medical Advice (AMA) Policy	1	Approv	Holley, Kathryn	
Orthopaedic and Rheumatolog Pathology and Lab	-	Discharge of Voluntary Patients Policy	1	Approv	Holley, Kathryn	
Pediatric/Children's Hospital	-	Discharge Planning Policy	1	Approv	Holley, Kathryn	

5. <u>Where do I find Point of Care testing policies and procedures?</u> There is a Point of Care testing section in PPM.

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6. <u>How can I learn more about Policy and Procedure Manager?</u> There is a CCLC module that was assigned to Nurses as hospitals implemented PPM. This <u>CCLC module</u> can be reviewed as many times as desired. (ITS 694e)

INTRODUCTION TO POLICY AND PROCEDUR... Online Course ITS 694e

Educationaland training materials for PPM have also been placed into the PPM system for easy access.

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