

10A NCAC 14F .1302 POLICIES AND PROCEDURES

The program director shall assure that written policies and procedures are adopted by the program, approved by the medical director, and available to and implemented by staff. At a minimum, these policies and procedures shall include the following areas:

- (1) admission of patients and orientation to the program;
- (2) patient assessment, care planning, and implementation of therapies;
- (3) patient follow-up evaluations, including progress toward cardiac rehabilitation goals;
- (4) patient discharge;
- (5) medical records, in accordance with Rule .2002 of this Subchapter;
- (6) orientation of all program personnel;
- (7) maintenance of personnel records which include job descriptions, verification of credentials, continuing education and current competencies;
- (8) use and orientation of volunteers;
- (9) communication with patient's referral and personal physicians;
- (10) provisions for reporting and investigating complaints and accidental events regarding patients, visitors and personnel (incidents) and corrective action taken;
- (11) emergency procedures;
- (12) a preventative maintenance program to assure all equipment is maintained in safe and proper working order and in accordance with the manufacturer's recommendations; and
- (13) quality improvement program.

History Note: Authority G.S. 131E-169;
Eff. July 1, 2000;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 6, 2016.