

## Clinical Documents Related to COVID-19

During an emergency certain policies, guidelines and scope of service may change.

These documents still require certain elements required for Patient Safety and dissemination of knowledge.

### Document Requirements

Name of the Document: Begin all documents with COVID-19 then the Title

Purpose: Why is this document different from current policies, guidelines in place?

Scope: Please ensure that an individual can tell immediately who the document refers to such as inpatient, outpatient, adult, pediatrics – acute care, ED, ICU

Approved: Who reviewed the document and approved these temporary documents

Date: Make sure that every version has a current date.

#### **Example:**

COVID-19: Pediatric Outpatient Antibiotic Prescribing Guidelines

Purpose: Includes the process for choosing on-site vs. telehealth options for Acute Otitis Media, Pharyngitis, Pneumonia, bronchiolitis, or any respiratory distress, UTI, Gastroenteritis

Scope: Outpatient Pediatrics

Approved: Reviewed by the CMT, Strategic Initiative Team (SIT)

Date: 3/23/2020

#### **Process:**

Identify need for a change in policy, guideline related to an emergent situation. (Resource allocation, supplies, staffing, etc.)

Gather team of experts to create new guideline

Send the new guideline to the Command Center: Safety Section

Safety Section reviews and approves document

- Document should be sent to DPSQ
- DPSQ will review for regulations required (even in an emergent situation) and patient safety
- DPSQ will identify any current document related to the newly created emergent document and add the following statement in PolicyStat, "This Guideline **HAS** changed due to implementation of our Emergency Management Plan. Please go to COVID-19 Surge Plan on the Coronavirus subsite."

Approved document sent to Operations

Operations will ensure education is provided to all relevant staff and will post the document on the Coronavirus subsite.

3/30/2020 DPSQ

COVID-19 Guidelines	Related to current Policy Stat Policies and Guidelines This Guideline HAS changes due to implantation of our Emergency Management Plan. Please go to COVID-19 Surge Plan on the Coronavirus subsite.			
Visitor Restrictions	Inpatient Visitor Practices			
PPE	Standard Precautions			
Infants Born to COVID-19 Moms	Mother & Infant Boarding Program	Admission & Routine Care of the Newborn	Admission to NICU	