



The Johns Hopkins Home Care Group Human Resources Policy Manual

Subject: Performance Appraisals

Policy Number

HR-101

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01/06/05

Revised

Replaces

Page 1 of 4

POLICY

All Johns Hopkins Home Care Group employees will be evaluated at periodic intervals based on his/her job description and not less than annually.

Purpose

To define the policy and procedure and guidelines of Johns Hopkins Home Care Group with respect to a common and consistent program of completing performance appraisals for all employees. To provide a consistent process, in compliance with JCAHO and HCFA standards.

Content

A performance appraisal is intended to document and maintain satisfactory performance as a part of an individual employee by:

- A. Providing a means of measuring an employee's effectiveness on the job.
- B. Identifying areas where an employee is in need of training or improving.
- C. Maintaining a high level of motivation through feedback and the setting of specific goals on the basis of this feedback.

Employees are responsible for working with their supervisors on an ongoing basis to develop and maintain a clear performance plan defining various performance expectations and their relative priority.

I. DEFINITIONS

- A. A performance appraisal is any judgement or decision that affects an employee's status in an organization regarding retention, termination, promotion, transfer, salary adjustment or admission into training programs.
- B. A performance appraisal is an assessment of the quantity, quality and value of an individual's contribution to Johns Hopkins Home Care Group based on performance of essential functions and/or responsibilities.
- C. Performance appraisals are based upon the employee's performance as it relates to his/her specific written job description.

Home Health Care Policy And Procedures Manual

Patricia C. Dykes



Home Health Care Policy And Procedures Manual:

Handbook of Home Health Care Administration Marilyn D. Harris, 1997 Table of Contents Foreword Introduction Ch 1 Home health administration an overview 3 Ch 2 The home health agency 16 Ch 3 Medicare conditions of participation 27 Ch 4 The joint commission s home care accreditation program 63 Ch 5 CHAP accreditation standards of excellence for home care and community health organizations 71 Ch 6 Accreditation for home care aide and private duty services 81 Ch 7 ACHC accreditation for home care and alternate site health care services 86 Ch 8 Certificate of need and licensure 92 Ch 9 Credentialing organizational and personnel options for home care 101 Ch 10 The relationship of the home health agency to the state trade association 111 Ch 11 The national association for home care and hospice 115 Ch 12 The visiting nurse association of America 124 Ch 13 Self care systems in home health care nursing 131 Ch 14 Home health care documentation and record keeping 135 App 14 A COP standards pertaining to HHA clinical record policy 147 App 14 B Abington Memorial Hospital home care clinical records 150 Ch 15 Computerized clinical documentation 161 Ch 16 Home telehealth improving care and decreasing costs 176 Ch 17 Implementing a competency system in home care 185 Ch 18 Meeting the need for culturally and linguistically appropriate services 211 Ch 19 Classification an underutilized tool for prospective payment 224 Ch 20 Analysis and management of home health nursing caseloads and workloads 236 Ch 21 Home health care classification HHCC system an overview 247 Ch 22 Nursing diagnoses in home health nursing 261 Ch 23 Perinatal high risk home care 274 Ch 24 High technology home care services 279 Ch 25 Discharge of a ventilator assisted child from the hospital to home 291 Ch 26 Performance improvement 301 Ch 27 Evidence based practice basic strategies for success 310 Ch 28 Quality planning for quality patient care 315 Ch 29 Program Evaluation 320 App 29 A Formats for presenting program evaluation tools Ch 30 Effectiveness of a clinical feedback approach to improving patient outcomes 341 Ch 31 Implementing outcome based quality improvement into the home health agency 352 Ch 32 Benchmarking and home health care 383 Ch 33 Administrative policy and procedure manual 395 Ch 34 Discharge planning 399 Ch 35 Strategies to retain and attract quality staff 421 Ch 36 Evaluating productivity 436 Ch 37 Labor management relations 448 Ch 38 Human resource management 459 Ch 39 Staff development in a home health agency 474 Ch 40 Transitioning nurses to home care 484 Ch 41 Case management 495 Ch 42 Managed care 499 Ch 43 Community based long term care preparing for a new role 507 Ch 44 Understanding the exposures of home health care an insurance primer 519 Ch 45 Budgeting for home health agencies 527 Ch 46 Reimbursement 535 Ch 47 How to read interpret and understand financial statements 549 Ch 48 Management information systems 558 Ch 49 Legal issues of concern to home care providers 571 Ch 50 Understanding the basics of home health compliance 590 Ch 51 The HIPAA standards for privacy of individually identifiable health information 616 Ch 52 Ethical practice in the daily service to home care client their families and the community 666 Ch 53 Participating in the political process 675 Ch 54 Strategic planning 693 Ch 55 Marketing an overview 708 Ch 56 The internet in home health and hospice

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Quality Assurance Policies & Procedures for Ambulatory Health Care Judith M. Bulau,1990 This manual is a comprehensive quality assurance resource applicable for use in various health care systems such as ambulatory care settings HMOs PPOs and by primary care providers specialty providers and regulatory agencies Quality Assurance Policies Procedures for Ambulatory Health Care enables these ambulatory health care systems to develop appropriate quality assurance programs and assists them in reviewing supplementing or revising existing quality assurance programs Clear and concise with step by step procedures for implementing each policy It includes more than 100 sample forms reports letters job descriptions and other practical tools to save time and increase efficiency Handbook of Home Health Care Administration Harris,2015-10 Professional reference for Nurses on Home Health Care **Clinical Policies & Procedures for Home Health Care** Judith M. Bulau,1986 A highly acclaimed home health care management resource Offering an outstanding selection of 142 well developed clinical policies and procedures that can be adapted for direct use or used as models This comprehensive sourcebook answers critical questions for home health administrators and direct care providers in the increasingly competitive and cost conscious home health care field Department of the Interior and related agencies appropriations for fiscal year 1985 United States. Congress. Senate. Committee on Appropriations. Subcommittee on the Department of the Interior and Related Agencies,1984 Home Care Nursing Practice Robyn Rice,2006-01-01 This text covers conceptual information leadership skills and current issues and trends It provides clear and concise information about the best practices and quality improvement for the most common clinical conditions seen in home care Cover Corporate Compliance in Home Health Fay Adrienne Rozovsky,1998 Litigation is rampant in the home health field and it s not just about billing and coding It s also about other practices that could lead to compliance problems such as substandard employment practices or failing to run background checks A lawsuit against your agency could come completely out of left field But you can avoid getting blind sided and protect your agency Corporate Compliance in

Home Health Establishing a Plan Managing the Risks gives home health care providers practical down to earth standards for controlling and preventing losses growing out of corporate compliance With this new resource from Aspen get an up to date and easy to understand review of the law of corporate compliance find out how the new OIG Office of the Inspector General of HCFA model compliance guidance for hospitals impacts home health and uncover where your agency is at risk You ll find out what to do if and when your agency comes under investigation and get important timely federal reference material from the GAO to HHS and key parts of the Federal Sentencing Guidelines

Handbook of Hospice Policies and Procedures

Marilyn D. Harris,Elissa Della Monica,Pamela Boyd,1999 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES Security Strategies in Linux Platforms and Applications covers every major aspect of security on a Linux system Written by an industry expert this book is divided into three natural parts to illustrate key concepts in the field It opens with a discussion on the risks threats and vulnerabilities associated with Linux as an operating system using examples from Red Hat Enterprise Linux and Ubuntu Part 2 discusses how to take advantage of the layers of security available to Linux user and group options filesystems and security options for important services as well as the security modules associated with AppArmor and SELinux The book closes with a look at the use of both open source and proprietary tools when building a layered security strategy for Linux operating system environments Using real world examples and exercises this useful resource incorporates hands on activities to walk students through the fundamentals of security strategies related to the Linux system Handbook of Institutional Pharmacy Practice Thomas R. Brown,2006 This comprehensive text provides fundamental information on a broad spectrum of essential topics in health system pharmacy practice From an overview of health delivery systems and hospital pharmacy through various practice settings such as home care long term care hospice and palliative care ambulatory care and managed care this text focuses on various elements important to health system pharmacies The Handbook of Institutional Pharmacy Practice is the first step in developing a career in pharmacy and provides opportunities for study in career enhancement New chapters included in the fourth edition Integrity of the Drug Supply Overview of the History of Hospital Pharmacy in the United States Interprofessional Teams Collaborative Practice Models Development Implementation and Monitoring Therapeutic Plans and Evidence Based Medicine

Monthly Catalog of United States Government Publications ,1984 Health planning reports subject index United States. Health Resources Administration,1979 *Health Planning Reports: Subject index. 4 v* United States. Health Resources Administration,1978 *Willard and Spackman's Occupational Therapy* Barbara Schell,Glenn Gillen,2018-09-04 Celebrating 100 years of the Occupational Therapy profession this Centennial Edition of Willard Spackman s Occupational Therapy continues to live up to its well earned reputation as the foundational book that welcomes students into their newly chosen profession Now fully updated to reflect current practice the 13th Edition remains the must have resource that students that will use throughout their entire OT program from class to fieldwork and throughout their careers One of the

top texts informing the NBCOT certification exam it is a must have for new practitioners **Psychiatric Clinical Pathways**
Patricia C. Dykes, 1998 The only reference tool of its kind for psychiatric health care professionals and agencies Psychiatric Clinical Pathways An Interdisciplinary Approach gives a wealth of practical guidance and useful real world models you can put to work immediately You and your staff will discover the many ways clinical pathways can be used to deliver cost effective quality care in a variety of settings You ll benefit from useful models of outcomes based care delivery systems and practical guidelines For The delivery of quality health care and continuous quality improvement This book is packed with information you can use immediately including a bonus Clinical Pathways Diskette packed with formats and checklists your can customize to meet your needs deWit's Fundamental Concepts and Skills for Nursing - First South Asia Edition-E-Book
Ambika Ravindran, 2017-06-24 Fundamental Concepts and Skills for Nursing First South Asia Edition provides all the basic theoretical and applied knowledge that the LPN LVN nurse needs to practice in an expanded number of care settings such as the community clinic physician s office long term care facility home and acute care hospital setting With an extensive art program and thorough discussion of QSEN this text addresses topics like the physical and psychosocial needs of the patient critical thinking for problem solving and clinical judgment and communication all within a strong nursing process framework The accessible friendly and clear writing style appeals to students and instructors and its rich ancillary package including NCLEX PN review questions gives students an edge on learning fundamentals Concept maps give a visual example of concepts addressed in the text help you visualize difficult material and illustrate how a disorder s multiple symptoms treatments and side effects are associated Over 110 skills and steps featuring sample documentation examples and Home Care Considerations boxes where appropriate present step by step procedures in an action rationale format Life Span Considerations The Older Adult highlight changes that occur with aging and how they affect nursing care by LPN LVNs working in community and long term care Easy to follow reading level and text organization presents information from simple to most complex making it perfect for lower level students and those speaking English as a second language Numbered objectives divided by theory and clinical practice provide a framework for content Cultural Considerations cover biocultural variations as well as health promotion for specific ethnic groups so you provide culturally competent care Health Promotion and Patient Teaching boxes include guidelines to prevent illness promote health and develop self care strategies Nursing process framework features application of the nursing process and nursing care plans to reinforce application of the nursing process in the clinical setting Think Critically boxes encourage you to synthesize information and apply concepts to practice Home Care Considerations boxes highlight the necessary adaptations of nursing skills and techniques for the patient in the home care setting Communication boxes present examples of nurse patient dialogues and instructive therapeutic communication techniques Over 20 nursing care plans which include critical thinking questions at the end of the text provide you with a model for planning patient care Clinical chapters provide an overview of structure and function to give you a

refresher in related anatomy and physiology including a section on aging Key terms include phonetic pronunciations which are helpful for ESL students and text page references to find the definition Standard LPN Threads features include helpful characteristics such as full color design key terms numbered objectives key points critical thinking questions critical thinking activities glossary and references

Clinical Engineering Handbook Joseph Dyro, 2004-09-15 As the biomedical engineering field expands throughout the world clinical engineers play an evermore important role as translators between the medical engineering and business professions They influence procedure and policy at research facilities universities as well as private and government agencies including the Food and Drug Administration and the World Health Organization The profession of clinical engineering continues to seek its place amidst the myriad of professionals that comprise the health care field The Clinical Engineering Handbook meets a long felt need for a comprehensive book on all aspects of clinical engineering that is a suitable reference in hospitals classrooms workshops and governmental and non governmental organization The Handbook's thirteen sections address the following areas Clinical Engineering Models of Clinical Engineering Practice Technology Management Safety Education and Training Design Manufacture and Evaluation and Control of Medical Devices Utilization and Service of Medical Devices Information Technology and Professionalism and Ethics The Clinical Engineering Handbook provides the reader with prospects for the future of clinical engineering as well as guidelines and standards for best practice around the world From telemedicine and IT issues to sanitation and disaster planning it brings together all the important aspects of clinical engineering Clinical Engineers are the safety and quality facilitators in all medical facilities The most definitive comprehensive and up to date book available on the subject of clinical engineering Over 170 contributions by leaders in the field of clinical engineering

Compliance for Coding, Billing & Reimbursement, 2nd Edition Duane C. Abbey, 2008-04-02 While the vast majority of providers never intend to commit fraud or file false claims complex procedures changing regulations and evolving technology make it nearly impossible to avoid billing errors For example if you play by HIPAA's rules a physician is a provider however Medicare requires that the same physician must be referred to as a supplier Even more troubling is the need to alter claims to meet specific requirements that may conflict with national standards Far from being a benign issue differing guidelines can lead to false claims with financial and even criminal implications

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Documents ,1984 **Fundamental Concepts and Skills for Nursing - E-Book** Susan C. deWit,Patricia A.

Williams,2013-01-24 NEW Rationales for NCLEX review questions at the end of each chapter help you understand why your choices were correct or incorrect NEW Full text reviews by experts in the field offer consistency and ease understanding as you progress through the book NEW Evolve margin icons denote supplemental material for students on Evolve NEW Evidence Based Practice margin icons point out the most current and evidence based information NEW In depth discussion of the Quality and Safety Education for Nurses QSEN within the text provides the knowledge skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems *Fundamental Concepts and Skills for Nursing* Susan C. deWit,Patricia A. Williams, RN, MSN, CCRN,2013-01-18 Part of the popular LPN Threads series this market leading text features an easy to follow writing style and organization to teach you the concepts and skills you need to know to practice nursing in a variety of care settings This new edition offers in depth discussion of QSEN competencies rationales for the NCLEX PN review questions and new icons to point out the most current evidence based information Standard LPN Threads features include helpful characteristics such as full color design key terms numbered objectives key points critical thinking questions critical thinking activities glossary and references Easy to follow reading level and text organization presents information from simple to most complex Think Critically boxes help you synthesize information and apply concepts beyond the scope of the chapter Cultural Considerations related to biocultural variations as well as health promotion for specific ethnic groups demonstrate how to provide culturally competent care Elder Care Points highlight changes that occur with aging and how they affect nursing care Home Care boxes highlight the necessary adaptations of nursing skills and techniques for the patient in the home care setting NEW Rationales for NCLEX review questions at the end of each chapter help you understand why your choices were correct or incorrect NEW Full text reviews by experts in the field offer consistency and ease understanding as you progress through the book NEW Evolve margin icons denote supplemental material for students on Evolve NEW Evidence Based Practice margin icons point out the most current and evidence based information NEW In depth discussion of the Quality and Safety Education for Nurses QSEN within the text provides the knowledge skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems

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