



The Johns Hopkins Home Care Group Human Resources Policy Manual

Subject: Performance Appraisals

Policy Number

HR-101

Effective Date

01/06/05

Revised

Replaces

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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 Care Policy And Procedure Manual

Padhraic Smyth



Home Care Policy And Procedure Manual:

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 **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

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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

Infection Control in Home Care Emily Rhinehart, Mary M. Friedman, 1999 Provides information to home care and hospice organizations for the prevention control and surveillance of infection Thirteen chapters cover topics including infection control as a health care discipline the infectious disease process patient care practices infection control in home infusion t

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 Patient Representative Policy and Procedure Manual ,1988

Psychiatric Home Care Anita Ward Finkelman,1997 Pharmacology **Manual of Policies and Procedures** California. Department of Social Welfare,1957 Handbook of Digital Homecare Kanagasingam Yogesam,Peter Brett,Michael Christopher Gibbons,2009-10-01 Digital Homecare is a collection of services to deliver maintain and improve care in the home environment using the latest ICT technology and devices It is important to recognize the wide range of issues that are covered by digital homecare This book shows a good selection of related issues be it experience technologies managerial issues or standardization A very diverse audience elderly people with chronic conditions disabled to name the most important groups benefits from digital homecare within the comfort and protection of their own homes 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 **Annual Report** Manitoba. Manitoba Health,1996 **Risk Management Handbook for Health Care Organizations, 3 Volume Set** ,2011-01-06 Continuing its superiority in the health care risk management field this sixth edition of The Risk Management Handbook for Health Care Organizations is written by the key practitioners and consultant in the field It contains more practical chapters and health care examples and additional material on methods and techniques of risk reduction and management It also revises the structure of the previous edition and focuses on operational and organizational structure rather than risk areas and functions The three volumes are written using a practical and user friendly approach **Long-Term Care in the 21st Century** Iris Chi,2013-08-27 Who pays for long term care Discover the unique approaches of seven countries around the Pacific Rim Long Term Care in the Twenty First Century discusses policies and programs for long term care in seven countries around the Asia Pacific Rim the United States Canada Japan Australia Singapore Hong Kong and Taiwan Each country is covered in two chapters one to examine the philosophy and values that underlie its approaches to long term care the second to discuss its systems of service delivery These thoughtful analyses backed up with facts and figures explain program successes and failures in the context of demographic and social trends and with reference to the differing political systems across the region Its breadth of perspective and insightful examination of cultural differences make Long Term Care in the Twenty First Century an

important contribution to the international comparative study of aging The programs in the United States Australia and Canada offer a fascinating contrast with the longer established and very different programs in the Asian countries including Japan the world s oldest country Long Term Care in the Twenty First Century provides practical information on essential gerontological issues for each country including financing arrangements development of client classification systems case management in both residential and community based systems key source documents references and Web sites political and cultural influences home based and family caregiving This valuable book provides a critical record of developments in the current transition period This multicultural perspective contributes a chance for all countries to learn from the experience of others in dealing with a problem that is increasingly important as the world population ages Long Term Care in the Twenty First Century is an essential resource for scholars service providers policymakers and anyone concerned with care of the aged not only in Pacific Rim countries but around the world

Management in Physical Therapy Mr. Rohit

Manglik, 2024-03-24 Explores management principles in physical therapy focusing on clinical operations patient care and practice efficiency

Nolph and Gokal's Textbook of Peritoneal Dialysis Ramesh Khanna, Raymond T.

Krediet, 2009-05-28 Nolph and Gokal s Text Book of Peritoneal Dialysis Third Edition covers advances made in the field for the past 30 years During the past two decades the time during which this therapy has been increasingly utilized this text has continued to be recognized as the major source of the discipline s base knowledge The evolution of this text to its newest edition parallels the growth of peritoneal dialysis from Continuous Ambulatory Peritoneal Dialysis in the eighties to the current therapy that encompasses manual and automated therapies with full emphasis on adequacy of dialysis dose Peritoneal dialysis represents an intracorporeal technique for blood purification This unique dialysis system represents one of many human attempts to manipulate nature for sustenance of life The past few years of advances have focused on further improvement of the technique Areas that have fueled the interest of researchers include 1 Physiology of high transporters and the role of genetics and inflammation 2 Continued debate over the most appropriate adequacy indices small solute clearances large solute clearances clinical assessment etc 3 Understanding preventing and treating the MIA syndrome in PD patients including the roles of leptin and adiponectin 4 Pathogenesis and newer management strategies of vascular calcification 5 Continued improvements in infectious complications including peritonitis 6 Further improvements in catheter technology 7 Automated techniques 8 Explaining and correcting PD underutilization 9 Rationale and applications of newer dialysis solutions 10 New understanding and approaches to management of osteodystrophy 11 Refinements in anemia management including new insights in iron metabolism in PD patients 12 Further definition of indications for PD 13 The ideal time to initiate dialysis Newer insight into host defense mechanisms have also made the past decade of advances in the field more meaningful for clinicians This text also covers the knowledge gained from animal models of peritoneal dialysis Nolph and Gokal s Textbook of Peritoneal Dialysis Third Edition is a compilation of the latest knowledge in the field It cites and

describes in great detail the new discoveries and the evolution of understanding the subject of these discoveries AACN Guide to Acute Care Procedures in the Home Gloria J. McNeal, 2000 designed specifically to help nurses cope with the challenges of caring for their most acutely ill home care patients this manual offers step by step guidance on those procedures relevant to this patient group without duplicating information covered in other home care manuals Organized for ease of use the book's content is sequenced across the lifespan and built around a body system framework A multidisciplinary approach helps readers address a wide range of conditions and disorders with confidence The critical thinking process is used to promote problem solving Other areas addressed include legal issues and documentation essentials The latest JCAHO OSHA and CDC guidelines are also outlined 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

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 *Coverage of Hospice Care Under the Medicare Program* United States. Congress. House.

Committee on Ways and Means. Subcommittee on Health,1982
and Quality Information Clearinghouse (U.S.),1981

NHSQIC Annual Bibliography National Health Standards

Home Care Policy And Procedure Manual Book Review: Unveiling the Power of Words

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