



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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Informational Circular No. 6187

TO: All Departments/Section Heads

VIA: Danielle Manglona, RN *DM*
JCAHO Compliance Officer

FROM: Hospital Administrator

SUBJECT: Policy Review and Update

The GMH "A" Team is in the midst of conducting self-assessments of the hospital's compliance with JCAHO standards. Part of this assessment requires the identification of particular policies and procedures that are or should be in place. It has been found that many of the hospital's policies and procedures have not been reviewed for quite some time. This presents a problem with having a set policy and procedure in place that is current with what is practiced today and whether it reflects advances in medical knowledge, new laws and regulations that have emerged, and so forth.

To assist in GMH's Operation Accreditation 2007 efforts, each department/section will need to complete a full review of all its polices and procedures by October 31, 2006. Any revisions needed are to be completed by November 30, 2006. Refer to page 6 of the Administration Policy # 6100-17. For new policies that need to be created as identified by you or the "A" Team, refer to Administration Policy # 6100-17, pages 1 to 3, and 8. All new policy drafts must also be completed by November 30, 2006.

Admin Repository No. 604770
Attachment

The deadlines set are done so that the approval process and any related education and training can begin in a timely manner. This will also give us time to cross reference the policies with the JCAHO standards. Each department is responsible for submitting the revised or new policies and procedures to the proper administrative representative(s) and/or committee(s) for approval by December 1, 2006. Each department is also responsible for the education and training of its staff members in regards to policy revisions and the development of new policies.

I thank you for your time and efforts in addressing this task.


PETERJOHN D. CAMCHO, MPH