

**Standard Intent:**

The oversight of nursing services includes developing, approving, implementing, and maintaining policies and procedures and nursing professional standards of practice and patient care. Nursing policies and procedures and standards reflect the department's goals and services as well as the knowledge, skills, and availability of staff required to assess and to meet patient care needs. The nursing director work in collaboration with other leaders and hospital staff to develop the essential policies (NR.3.6.1 through NR.3.6.9.) tailored to the particular Services and include all Units (e.g. intensive care, medical, surgical, emergency room, operating room, and dialysis units). Nursing policies, procedures and standards must be available at all times to all nursing staff, There is a process to ensure that staff members have read and are familiar with policies, procedures, and plans relevant to their work. This process may be part of the orientation of staff members to their department and their responsibilities or may be part of group-wide or hospital wide special training session. Staff providing patients 'care should follow an effective method that organizes the delivery of care, such method needs to define a policy and implemented.

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**NR.4 Nursing reference manuals and policies are readily available and accessible to all nursing units.**

NR.4.1 There are nursing reference manuals and policies that are available and accessible to all nursing units. This includes, but is not limited to, the following:

- NR.4.1.1 Nursing policies and procedures manual.
- NR.4.1.2 Current nursing practice manuals/books.
- NR.4.1.3 Infection control manual.
- NR.4.1.4 Safety manual or safety policies.
- NR.4.1.5 Operating manuals for the safe use of equipment.
- NR.4.1.6 Laboratory services guide.
- NR.4.1.7 Dietary manual.
- NR.4.1.8 Material Safety Data Sheet (MSDS).

NR.4.2 Policies and content of manuals are implemented as evidenced by the daily practice and the patient's medical record.

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**Standard Intent:**

Information related to the delivery of care and standard of professional practice must be readily available and accessible to all nursing units, those information help nurses to perform their work safely and needed in their daily practices. The sub-standards NR.4.1.1 through NR.4.4.8 highlights the essential documents and manuals.

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**NR.5 The nursing director ensures the competency of the nursing staff.**

NR.5.1 The nursing director participates in the recruitment and hiring of qualified nurses as outlined in the leadership chapter.