



LD.6.2 The contents of the manual are communicated with and made accessible to the hospital staff.

LD.6.3 Contents of this manual reflect the general organization of the hospital work and include, but are not limited to, the following:

- LD.6.3.1 A brief general description of the hospital.
 - LD.6.3.2 Vision, mission and values.
 - LD.6.3.3 Organizational chart.
 - LD.6.3.4 Scope and organization of services.
 - LD.6.3.5 Standing meetings and committees.
 - LD.6.3.6 Staff code of conduct and ethics.
 - LD.6.3.7 Conflict of interest.
 - LD.6.3.8 Admission/Discharge/Referral.
 - LD.6.3.9 Visiting times.
 - LD.6.3.10 Smoking policy.
 - LD.6.3.11 Parking.
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Standard Intent:

Hospital operations and staff practices should be regulated and organized by sets of policies and procedures and work protocols within the boundaries of laws and professional regulations to maintain and sustain systematic acceptable practices. These organizational policies and/or procedures which considered administrative in content; and may direct a different levels of management; and reflects the philosophy and objectives of the hospital that affects all departments are called administrative policies and procedures.

These administrative policies and procedures are compiled in a manual. This manual must be accessible to all hospital staff physically (hard copy or electronic) and in a language they can read and understand.

LD.7 The hospital work, planning, and goals setting are guided by a clear vision and mission.

LD.7.1 The hospital has a clearly stated vision and mission statements.

LD.7.2 The vision and mission are communicated to the hospital staff.

LD.7.3 The vision and mission are displayed to patients, visitors, and the wider community.

LD.7.4 The mission reflects the scope of services provided by the hospital and the health needs of the population served.

LD.7.5 The mission and vision are regularly reviewed and modified as appropriate.
