

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. A. POLICY AND PROCEDURE MANUALS

A.1. All Loyola residents are expected to follow established policy and procedures. It is essential for residents to understand and follow the policies outlined in the Patient Care Policy and Procedure Manual. The following includes a list of the institutional-wide policy and procedure manuals and where they are located:

1. Patient Care Policy and Procedure Manual

Education and Support Service Office 708-216-3965

Manuals are also located at all nursing stations and in every department office.

2. Administrative Policy and Procedure Manual

Healthcare Services Office 708-216-3730

Manuals are also located at all nursing stations and in every department office.

3. Infection Control Policies

Infection Control Office 708-216-3654

Policies are included in Administrative and Patient Care Manuals.

4. LUMC Safety Manual

Environmental Service Office 708-216-9079

Manuals are also located at all satellite centers, nursing stations and in every department office.

5. Resident Policy and Procedure Manual

Graduate Medical Education Office 708-327-4GME

Manuals are given to each resident/fellow at orientation.

A.2. Frequently Used Patient Care Policies

While it is important for residents to be familiar with all policies in the Patient Care Policy and Procedure Manual, the following is a list of policies that residents will frequently encounter:

- Admissions
- Chemotherapy
- Confirmation of Placement of Nasogastric Tubes
- Conscious Sedation
- Declaration of Brain Death Policy
- Drug Sample Usage and Records
- Hospital Transfers
- Informed Consent for Procedures and Treatment
- Internal Transfer of Patients
- Intravascular Devices
- Isolation
- Organ and Tissue Donation Policy

- Patient Discharge
- Patient Identification
- Restraints and Seclusion
- Standard Precautions/Universal Precautions
- Transporting Patients Within the Hospital
- Urinary Catheter and Closed Drainage System