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updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support

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instant electronic access to all forms in the book using the "My downloads" section of your HCPro account. Receive an easy-to-flip-through binder that allows you to add your own files Take a look at the table of contents Section 1: Infection Prevention and Control Program

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Overview Sample Outline for an  
Infection Prevention and Control  
Plan Infection Prevention Plan  
(Sample 1) Infection Prevention,  
Surveillance and Control Program  
Plan (Sample 2) Infection Control  
Committee Infection Control  
Coordinator Job Description Section

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2: Surveillance and Reporting

Sample IC Committee Goals and

Strategies HAI Outbreak Policy

Infection Control Patient Care and

Isolation Tracer Infection Control

Plan Risk Assessment Sentinel

Events Policy Reporting

Communicable Diseases Section 3:

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Employee Education and Health New  
Employee OSHA Orientation  
Checklist CDC Suggested Work  
Restrictions for Personnel  
Competency Validation Guideline for  
Negative Pressure Rooms Prevention  
of HIV/HBV/HCV Transmission  
Prevention of MRSA Transmission

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Section 4: Isolation Isolation

Techniques and Requirements

Airborne Precautions/Respiratory

Isolation Policy Protective

Precautions Droplet Precautions

Section 5: Sterilization and

Disinfection Cleaning and

Disinfection Guidelines Sterilization

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Guidelines and General Information  
Sterilization Monitoring Steam  
Sterilization Packaging for  
Reprocessible Items to be Sterilized  
Recall of Sterilized Items Section 6:  
Patient Care Standard Precautions &  
Protocol Standard Precautions  
Contact Precautions Glove Use



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Hand Hygiene Compliance

Worksheet Hand Hygiene Monitoring

Tool Visitation Policies Animals

Visitation Policy Hospital Precautions

for Creutzfeldt-Jakob Healthcare-

Associated Pneumonia Prevention

Ventilator-Associate Pneumonia

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Bundle Monitoring Tool Invasive  
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resistant Staphylococcus aureus  
Policy Invasive Surgical Procedures  
Performed at the Bedside  
Intravenous Peripheral Catheters  
Policy Urinary Catheter Care Policy

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Central Line Policy Section 7:  
Bloodborne Pathogens Bloodborne  
Pathogens Policy Exposure-prone  
Activities List Bloodborne Pathogens  
Post-Exposure Checklist Section 8:  
Tuberculosis Tuberculosis Infection  
Prevention Plan Section 9:  
Environment of Care Infection

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Control Monitoring Tool for EoC  
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Environmental Sanitation Policy  
Sterile Processing Department  
Traffic Control Policy Section 10:  
Influenza Outbreak and Biodisaster  
Infection Control Measures for

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Pandemic Influenza/Avian Influenza  
Biodisaster Policy

Note: Policies come from multiple expert sources, including the University of Michigan Health System, which has spent 15 years on the honor roll of "America's Best Hospitals" compiled by "U.S. News & World Report."

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scope of management policies and procedures as they apply to the special needs of nonprofit organizations. A distinguished panel of 40 nationally-recognized experts in the field discuss the latest management techniques Includes vital forms, checklists, organizational

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charts, sample letters, and flow charts Integrates total quality management (TQM) principles into the overall management of nonprofits TRACY DANIEL CONNORS (Bowie, Maryland) is President of the BelleAire Institute, a management communications and

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publishing organization. He also edited the Volunteer Management Handbook, Nonprofit Organization Handbook, and Financial Management for Nonprofit Organizations.

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