

TITLE: SCOPE OF SERVICE

Department NURSING		Effective Date	4/91
		Date Revised	6/94, 7/97, 5/99, 12/01, 3/02, 8/04, 7/05, 11/06, 8/10
Manual	Nursing Services	Author	Joanne Kingsbury
Replaces the following Policies:		Responsible Person	Director of Nursing Quality & Education

Policy

Nursing Services supports the Mission, Vision, Values and Strategic Goals of Seton Medical Center and have designed services to meet the needs and expectations of the patients/residents and their families. Nursing Services, in collaboration with other disciplines, coordinates the plan of care for each patient/resident.

1. Nursing care is provided in these departments:
 - A. Inpatient: *Units are open 24 hours per day/7days a week*
 - 1) Intensive Care
 - 2) Cardiac Care
 - 3) Women's and Newborn Health Services
 - 4) Sub acute
 - 5) Medical/Surgical/Telemetry
 - 6) Telemetry
 - 7) Surgical/Orthopedic/Spine
 - 8) Medical/Oncology
 - 9) Skilled Nursing - Coastside
 - 10) Acute – Coastside
 - 11) Hemodialysis (staff on call on the off shifts)
 - B. Perioperative: *Areas are covered 24 hours a day 7 days a week (some hours staff on call)*
 - 1) Pre-assessment and Education (Monday-Friday 8am-6:30 pm)
 - 2) Surgery Holding
 - 3) Surgery
 - 4) PACU
 - 5) Cardiac Cath Laboratory
 - 6) Ambulatory Surgery Center
 - 7) Infusion Center (Monday-Friday 8:30 am-5 pm)
 - C. Ambulatory: *(See departmental manuals for hours of service)*
 - 1) Emergency Department Daly City and Coastside (open 24 hours a day 7 days a week)
 - 2) Radiology
 - 3) Gastroenterology Lab
 - 4) Cardiac and Pulmonary Rehabilitation
 - 5) Wound Care Center
 - 6) St. Elizabeth Ann New Life Center
 - 7) Breast Health Center



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2. The Perioperative and Ambulatory areas, except Emergency, have separate scope of services documents. (See specific Department manuals).

INPATIENT:

- A. Intensive Care (First floor of the Medical Center)
 - 1) This is a 14 bed critical care unit serving acutely ill adult patients (and rare pediatric patients) with medical and surgical diagnosis, including cardiac surgery patients that meet the criteria for intensive care monitoring. Staff in the ICU has current ACLS. ICU also serves as the post anesthesia recovery unit when the Post Anesthesia Care Unit is closed; the same criteria for discharge from PACU are used when patients are recovered in the ICU.
 - 2) The nursing care model is Primary Nursing with an all RN staff.
- B. Cardiac Care Unit (Ground floor of the Medical Center)
 - 1) This is a 14 bed unit whose patient population consists of adult patients with cardiac diagnoses that meet criteria for intensive cardiac monitoring. In addition, medical patients with complex care needs and also meeting criteria for intensive care monitoring. CCU may also serve as the post anesthesia recovery unit when the Post Anesthesia Care Unit is closed; the same criteria for discharge from PACU are used when patients are recovered in the CCU. The Staff in the CCU has current ACLS.
 - 2) The nursing care model is Primary Nursing with an all RN staff.
- C. Women's and Newborn Health Services (Third floor of the Medical Center)
 - 1) This is a 13 post partum; 13 well baby; 3 intermediate nursery bed unit with Labor Delivery Room (LDR) and one ante partum room whose scope of services includes low-risk obstetrics through antenatal, intrapartum, and postpartum phases in childbirth. The philosophy of this service is to foster family unity in a home-like environment while providing safe and therapeutic care to obstetric and gynecologic patients. Licensed staff in this area is certified in neonatal resuscitation. Staff in the LDR is ACLS certified.
 - 2) Ages served include women of childbearing age through adult. The nursing care model is Primary Nursing with RNs and LVNs.



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- D. Sub Acute Care Unit (Fourth floor of the Medical Center)
 - 1) The sub acute unit is a 44 bed long term skilled nursing unit that is certified by Medi-Cal as a Sub acute unit where the resident's primary care needs are related to pulmonary processes. The licensed staff on this unit has demonstrated competence in the care and treatment of patients requiring ventilator support. Population served include age 21 through geriatric. The philosophy is to provide supportive, rehabilitative and comfort care as appropriate to long-term residents.
 - 2) The nursing care model is Team Nursing utilizing RNs, LVNs, RNAs and CNAs.

- E. Medical/Surgical/Telemetry (Fifth floor of the Medical Center)
 - 1) The medical/surgical/telemetry unit is a 45 bed unit that specializes in the care of adult and geriatric patients with cardiac diagnoses requiring continuous telemetry monitoring and/or generalized medical care. RN's are current ACLS.
 - 2) The nursing care model is Team Nursing utilizing RNs, LVNs and CNAs.

- F. Telemetry (Sixth floor of the Medical Center)
 - 1) The telemetry unit is a 39 bed unit that specializes in the care of adult and geriatric patients with a primary diagnosis of cardiac disease requiring telemetry monitoring. All 39 beds are capable of continuous monitoring. RN's are current ACLS certified.
 - 2) The nursing care model is a modified primary care system utilizing RNs, LVNs, CNAs and Unit Secretaries/Coordinators.

- G. Surgical/Orthopedic/Spine (Seventh floor of the Medical Center)
 - 1) This is a 35 bed surgical unit, which primarily cares for adult and geriatric patients. Pediatric (1 - 13 years) patients occasionally are admitted on a case by case basis. The scope of service is dedicated to the care of the general medical and surgical patient with a special emphasis on orthopedic and spinal disease and injury.
 - 2) The nursing care model is a modified primary care system utilizing RNs, LVNs, CNAs and Unit Secretaries/Coordinators.

- H. Medical/Oncology (Tenth floor of the Medical Center)
 - 1) The medical oncology unit is a 30 bed unit that specializes in the care of adult and geriatric patients with general medical and oncologic diagnoses. Nurses are certified in the administration of chemotherapy and monitoring of the patient receiving radiation therapy.
 - 2) The nursing care model is a modified primary care system utilizing RNs, CNAs and Unit Secretaries/Coordinators.



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- I. Emergency (First floor of the Medical Center)
 - 1) This 18 bed unit provides emergency services to neonatal, pediatric, adolescent, adult, and geriatric patients. Services range from the treatment of minor illnesses to major trauma. The Emergency Services staff maintains BLS, ACLS, and PALS training as well as other emergency, critical care and trauma certifications. The nursing care model is Primary Nursing.

- J. Emergency Coastside
 - 1) This 10 bed unit provides emergency services to neonatal, pediatric, adolescent, adult, and geriatric patients. Services range from the treatment of minor injuries/illnesses to serious injuries/illnesses. The unit also provides outpatient blood transfusions and infusions of some medications. The Emergency Services staff maintains BLS, ACLS, and PALS certifications. The nursing model is primary care with one registered nurse on duty each shift with back up if needed from the SNF associates.

- K. Skilled Nursing Coastside
 - 1) This 116 bed unit provides both short-term rehab as well as long term care. The nurses provide wound care, comfort care and hospice in conjunction with an outside agency. The staff maintains BLS certification and ACLS on a voluntary basis to assist when needed as back up to the ED RN. The nursing model is Team Nursing utilizing RNs, LVNs, CNAs, and RNAs.

- L. Acute Coastside
 - 1) This 5 bed med-surg unit is closed. Patients requiring acute care are in need of services that are not available here, e.g. CT scan, surgery, etc. There are no staff hired specifically for this unit; if it were necessary in a disaster situation to open this unit, nurses from the SNF, ED or registry would be used.

- 3. Staffing guidelines based upon acuity are available in the Staffing Office for all in-patient units.

Approvals

VP Patient Care Services Stephanie Mearns, MN	Date:
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