LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

PLAN FOR PROVISION OF CARE

Purpose:

The Plan for Provision of Care documents the process by which LSUHSC-Shreveport Hospital plans, directs, coordinates, and improves health care services.

The purpose of the Plan for Provision of Care is to establish and maintain an institutional document that:

A. Communicates the University Hospital’s Mission/Vision statement(s).

B. Identifies patient care services based on identified patient needs.

C. Documents and conveys the design of the University Hospital’s hospital-wide services appropriate to the scope and level of care required by the patients served.

D. Establishes and communicates acceptable time frames for delivery of services to meet patient needs.

E. Identifies patient care services provided directly or through referral or contractual arrangements.

F. Establishes a written review and approval process for Department Policy and Procedure Manuals to demonstrate compliance with the Hospital Policy Manual.

A key component of the “Plan for Provision of Care” is each department’s scope of services.

Policy:

A. Each department director will develop and/or review and revise their departmental scope of service annually.
1. The scope of service for Patient Care departments will include:
   
   a. Types and ages of patients served.
   b. Methods used to assess and meet patients’ needs.
   c. Scope and complexity of patients’ needs (services most frequently provided).
   d. The appropriateness, clinical necessity, and timeliness of support services provided directly by the hospital or through a referral contract.
   e. Availability of necessary staff

2. The scope of service for Non-Patient Care departments will include the following elements:
   
   a. Description of the functions/activities and services provided by the Department
   b. Hours of operation
   c. Staffing patterns - identifying the various skills and levels of those employees
   d. Identification of contract services where applicable: staffing agencies

B. Each Department director and respective administrator will be responsible for insuring departmental compliance with the scope; this will be accomplished through the annual review of Department Performance Improvement Plans. They will also insure the integration of functions between departments as necessary to provide appropriate patient care.

C. The department’s scope of service will be included in the annual Performance Improvement Plan and Departmental Policy and Procedure Manual.

D. The Administrative Council will annually review and update the hospital’s Plan for Provision of Care utilizing all departments’ scope of services. The plan will be distributed to the Clinical Board and presented by the CEO for approval.
Hospital Policy number: 2.26
Effective Date: 8/01/04

Administrator

7/23/04
Date

Written: 12/96
Reviewed: 11/98
Revised: 3/01, 7/04
Approved by Clinical Board: 5/15/01