

HOW TO ACCESS THE HOSPITAL POLICIES AND PROCEDURES ON THE INTRANET

From the PCW desktop, select the Internet Explorer which takes you to the Homepage.

- Select Forms and Policies from the left side of the Homepage by doing a left mouse click.
- Under the policies category, select Hospital Policies. This will bring up the JCAHO policy categories.
 - Go the “Search” box in the top right hand corner and type in a word for a policy, i.e., Blood. This brings up all policies related to blood.
 - If you want another policy, type another word(s) over the previous word in the Search box.
 - (It is important when selecting a policy that you note which hospital has that policy.)

PROCESS FOR ATTENDING AN IN-SERVICE AT HILLCREST HOSPITAL

- In-service classes are listed on the nursing units or on the HRD class offering bulletin board outside the cafeteria.
- All students should notify the appropriate contact person listed on the in-service fliers that they would be attending.
- Students are welcome to attend all in-services.

