POLICY STATEMENT:
This policy describes nursing care organizational structure and promotes standardization of nursing care throughout the TTUHSC Ambulatory Clinics.

SCOPE:
This policy applies to the TTUHSC Ambulatory Clinics identified within this policy.

PROCEDURE:

1. **Standardization of Nursing Care – Paul L. Foster School of Medicine, El Paso:**
   a. Communication will be maintained between the Clinical Departments, Quality Improvement Director, and the Clinic Operations Committee through the following:
      1) Each clinical area will be furnished or have online access to the Ambulatory Clinics Policy and Procedure Manual.
      2) Nurse Manager meetings are conducted at least quarterly.
      3) Departmental Nurse Managers will conduct staff meetings to disseminate information from the Nurse Manager Committee (points of information, policies, patient care, staffing, needs, issues, etc.).
      4) Each Clinical Area will have a copy of a nursing procedure reference text. Nursing procedures will be carried out using procedures outlined in the text.
   b. The Nurse Manager Committee reviews nursing practice policies. Representatives from all clinical departments attend the committee to assure one level of care is maintained throughout the organization.

2. **Standardization of Nursing Care – HSC School of Medicine, Lubbock:**
   a. The School of Medicine (SOM) Director of Nursing Service has the responsibility to provide professional guidance to the SOM Clinical Departments for the quality of Nursing Practice within the Departments.
   b. Each Department employs a Nurse Manager (Head Nurse) to be responsible and accountable for the nursing practice performed in that Department. (Clinic-specific orientation and competency validation will be conducted/coordinated by the Department.)
   c. Communication will be maintained between nursing staff in the departments through the following:
      1) Each clinical area will be furnished or have online access to the Ambulatory Clinics Policy and Procedure Manual.
      2) Nurse Manager meetings should be periodically conducted.
3) Department Nurse Managers should conduct nursing staff meetings to disseminate information from the Nurse Manager Committee (points of information, policies, patient care, staffing, needs, issues, etc.).

4) Each clinical area will have a copy of a current nursing skills text.

d. Employees in the following areas/positions may be required to be licensed nurses due to the nature of the job.
   1) Performance Improvement
   2) Infection Control
   3) Risk Management

3. **Standardization of Nursing Care – HSC School of Medicine, Amarillo:** Communication will be maintained between the Clinical Departments and the Director of Clinical Administration through the following:

   a. Each clinical area will be furnished or have online access to the Ambulatory Clinics Policy and Procedure Manual.

   b. Office Manager meetings are conducted at least monthly.

   c. Departmental Office Managers will conduct staff meetings to disseminate information from the Office Managers meetings (points of information, policies, patient care, staffing, needs, issues, etc.).

   d. Each department employs a Head Nurse, who is responsible and accountable for the nursing practice performed in that department. (Clinic-specific orientation and competency validation will be conducted/coordinated by the department.)

   e. Each clinical area will have a copy of a current nursing skills text to reference, as needed.

4. **Standardization of Nursing Care – HSC School of Medicine, Permian Basin:**

   a. Communication will be maintained between the Clinical Departments, Director of Clinical Administration, and the Clinic Operations Committee through the following:

      1) Each clinical area will have online access to the Ambulatory Clinics Policy and Procedure Manual.

      2) Senior RN Nurses and the Director of Clinical Administration will have meetings which are conducted at least quarterly as a Departmental Nursing Committee.

      3) Departmental Senior RN Nurses will periodically conduct staff meetings to disseminate information from the Departmental Nursing Committee (points of information, policies, patient care, staffing needs, issues, etc.)

      4) Each Clinical Area will have a copy of a nursing skills reference text.

   b. The Departmental Nursing Committee reviews nursing practice policies to assure one level of care is maintained throughout the organization.

**CERTIFICATION:**

This policy was approved by the Deans for the Schools of Medicine June 2011.