**Section 390.620 Resident Care Policies**

a) The facility shall have written policies and procedures governing all services provided by the facility which shall be formulated with the involvement of the administrator. These written policies shall be formulated with the involvement of the medical advisory committee and representatives of nursing and other services in the facility. The policies shall be available to the staff, residents and the public. These written policies shall be followed in operating the facility and shall be reviewed at least annually. (B)

b) These policies shall include:

1) A written statement of the philosophy, objectives and goals the facility is striving to achieve.

2) A written statement linking the facility's role to the "State Plan for the Developmentally Disabled" as filed with the Secretary of State by the Governor's Planning Council for Developmental Disabilities.

3) A written statement of the facility's goals for its residents.

4) A written statement of the facility's concept of its relationship to the parents of its residents or to the surrogates.

5) A written statement concerning admission, transfer, and discharge of residents including categories of residents accepted and not accepted, residents that will be transferred or discharged, and transfers within the facility from one room to another.

6) A written statement for resident care services including administrative services, physician services, emergency services, personal care and nursing services, dental services, (re)habilitative services, physical therapy, occupational therapy, psychology, social services, speech pathology and audiology, organized recreational activity services, work activity and prevocational, dietary services, resident medical records, pharmaceutical services, diagnostic services (including laboratory and x-ray) and educational services. (B)

c) The facility shall have a written agreement with one or more hospitals which indicates that the hospital or hospitals will provide the following services:

1) Emergency admissions.

2) Admission to a hospital of residents from the facility who are in need of hospital care.

3) Needed diagnostic services.

4) Any other hospital based services needed by the resident.

d) There shall be a policy prohibiting blood transfusions, unless the facility is hospital connected and appropriate services are available in case of an adverse reaction to the transfusions. (B)

(Source: Amended at 13 Ill. Reg. 6301, effective April 17, 1989)