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RESTORATIVE NURSING MANUAL - This is the practical guide that will assist you to set up an effective restorative nursing program that meets criteria for payment under the PPS system, achieves CMS compliance, and enhances residents' quality of life. This manual was written by BJ Collard, the expert on Restorative Care, who was awarded a grant by the Federal Administration on Aging to develop a model for development of restorative programs in post acute care settings. This model has become the standard for delivering restorative nursing care. The manual contains 14 chapters & has over 500 pages of practical information, protocols, policies, procedures, job descriptions; program development tools and resources to set up a program. Individual chapters include:

- RUGS III/PPS
- Overview & Philosophy
- CMS Regulations
- Administrative & Nurse Executive Support
- Quick Start Implementation Plan
- Management Structure
- Assessment & Documentation
- Care Planning
- Orientation & In-service
- Formal Program Evaluation
- Techniques & Practices
- Phase II Restorative Programming
- Incontinent Management,
- Restorative Dining

QUALITY IMPROVEMENT MANUAL FOR POST ACUTE CARE - This manual provides practical advice, tools, forms and resources to guide staff in setting up a successful quality improvement program. All of the OBRA regulations are set up as audit tools that can be used to perform a *Mock Survey Self Assessment* to identify facility system weak areas and implement action plans for improvement. The manual also can serve as a guide in teaching new staff all the requirements of each regulation. All Administrators and DONs new to post acute care could benefit from this manual.

This manual guides facility staff on how to implement a proactive, Quality Improvement program that enhances best practice, maintains systems that function as expected, fosters quality delivery of care and service and sustains compliance over time. A Quality Improvement process and model is illustrated and each component explained. The manual includes sections on how to set priorities, utilize problem solving tools, perform root cause analysis, set up the committee structure & process, involve direct care staff, collect & display data, simplify QI minutes and streamline documentation of QI activities. An additional section has been added to the manual to include the QM/QI s. This section contains tools for each Quality Measure/Quality Indicator that lead the reviewer through a simple analysis to determine if MDS coding is accurate and whether or not deficient practice or system breakdown exists. Each tool includes the involved MDS items.

QM/QIs drive the survey process. Be proactive! Be prepared!

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