

**MEDICAL STAFF COMMITTEE**

**POLICY  
DEVELOPMENT**

**Laboratory and  
Outreach Packet**

**May 3, 2023**



**SoHum Health**

733 Cedar Street  
Garberville, CA 95542  
(707) 923-3921  
[shchd.org](http://shchd.org)



**SoHum**  
Health

<b>DEPARTMENT:</b> <b>Laboratory</b>	<b>APPROVED:</b>	<b>Page 1 of 2</b>
<b>SUBJECT:</b> <b>Policy: Assessments</b>	<b>EFFECTIVE DATE:</b> <b>5/25/2023</b>	<b>SUPERCEDES:</b> <b>NEW</b>

## **POLICY:**

The SoHum Health Laboratory will participate in assessments<sup>1</sup> required by law, regulation, and accreditation requirements. These include:

- Inspections by CMS and/or its agents<sup>2</sup> for certification, accreditation, and complaint-investigation purposes;
- Surveys by accreditation agencies for new, renewing, or revalidating the lab's accreditation;
- Participation in a CMS-approved program of proficiency testing and, where appropriate, other testing programs to assure the accuracy of laboratory test results.

## **REFERENCES:**

42 CFR Ch. IV (10–1–11 Edition), Part 493, Subpart Q—Inspection, §1771 et seq. United States Government Printing Office. Electronic document published at <https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-493#subpart-Q> . Accessed 2023-01-04.

EVALUATION GROUPING: Organization. ORG 3. COLA Accreditation Manual. November 2020.

EVALUATION GROUPING: Laboratory Director Responsibilities. LDR 1 & LDR 4. COLA Accreditation Manual. November 2020.

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<sup>1</sup> For competency assessment of personnel, see Policy: Resources / Personnel and related procedures.

<sup>2</sup> In California, the California Department of Public Health – Laboratory Field Services Branch's CLIA Program Office performs inspections on behalf of CMS.

EVALUATION GROUPING: Proficiency Testing. COLA Accreditation Manual.  
November 2020.



<b>DEPARTMENT:</b> <i>Outreach</i>	<b>APPROVED:</b>	Page <b>1</b> of <b>1</b>
<b>SUBJECT:</b> <i>Community Volunteering</i>	<b>EFFECTIVE DATE:</b> <i>05/25/2023</i>	<b>SUPERCEDES:</b> <i>05/26/2022</i>

**POLICY:**

It is the policy of the Southern Humboldt Community Healthcare District ("SHCHD" or "district") to support staff engagement in community events and local charity. As such, staff members can be eligible to receive their regular hourly pay for up to 16 hours per calendar year to volunteer at approved charitable events.

**GUIDELINES FOR ELIGIBLE VOLUNTEER WORK:**

1. Service must be for an approved 501(c)(3) organization or reputable service group.
2. Must be conducted within the boundaries of the Healthcare District.
3. Cannot be religious or political in nature.

**REVIEWED BY:**

Human Resources Director  
Chief Operations Officer



<b>DEPARTMENT:</b> <b>OUTREACH</b>	<b>APPROVED:</b>	Page <b>1</b> of <b>1</b>
<b>SUBJECT:</b> <b>COMMUNITY VOLUNTEERING</b>	<b>EFFECTIVE DATE:</b> <b>05/25/2023</b>	<b>SUPERSEDES:</b> <b>05/26/2022</b>
<b>POLICY:</b> <b>COMMUNITY VOLUNTEERING</b>		

## PROCEDURE:

1. Staff who are interested in volunteering must provide the following information to their supervisor at least two weeks prior to event – event date, time, affiliated organization, and nature of volunteer work.
2. The supervisor will determine if the event meets the guidelines for eligible volunteer work, referring to the approved list of organizations (located in [S:\Policy & Procedure\Outreach\Current](#)). If the requested organization is not on the approved list, please inquire with the Outreach Manager to determine if it should be added.
3. The supervisor will determine whether the employee's shifts are able to be covered without using overtime. Overtime cannot be used to make up for work that is missed while volunteering, or to cover for an employee who is volunteering.
4. If the requirements are met (within the District, on approved list of organizations, not political or religious, and doesn't require overtime to cover) the supervisor may approve the volunteer time.
5. On the employee's time sheet, they will use the designated payroll code to enter the number of hours spent volunteering, not to exceed 16 hours per calendar year.
6. The employee must wear a SoHum Health t-shirt and name badge while volunteering.
7. Staff members are not allowed to accept incentives for volunteering when they are being paid. This includes gift cards, stipends, and other gifts.
8. Pictures from the volunteer work should be sent to the Outreach Manager, for promotional use.

## REVIEWED BY:

Human Resources Director

Chief Operations Officer

## Southern Humboldt Volunteer Organizations

Affordable Homeless Housing Alternatives (AHHA)
Community Cornerstone
Eel River Clean-up
Feet First
Food for People
Friends of the Lost Coast
Garberville Library
Garberville Lion's Club
Garberville Rotary
Healy Senior Center
Heart of the Redwoods Community Hospice
Humane Society of the Redwoods
Kiwanis of the Redwoods
KMUD
Mateel Community Center
North Coast Grower's Association (Farmer's Markets)
Redwood Playhouse
Sanctuary Forest
Schools - public, charter, afterschool programs
SoHum Family Resource Center
SoHum Health Foundation
SoHum Housing Opportunities (SHHO)
Soroptimist International of the Redwoods
Southern Humboldt Community Park
Recreational programs for kids - sports, dance, martial arts, etc.
Trees Foundation
Veteran's Associations

**If the organization you would like to volunteer for is not on this list, and you believe it should be added, please send information about the group to the Outreach Manager for vetting and approval from the Admin Team to be added.**



<b>DEPARTMENT:</b> <b>Outreach</b>	<b>APPROVED:</b>	Page <b>1</b> of <b>1</b>
<b>SUBJECT:</b> <b>LOGO USE, STYLING &amp; PUBLIC POSTINGS</b>	<b>EFFECTIVE DATE:</b> <b>05/25/2023</b>	<b>SUPERCEDES:</b> <b>01/27/2021</b>

**POLICY:**

It is the policy of the Southern Humboldt Community Healthcare District ("SHCHD" or "District") to use consistent logos and brand styling for all materials produced and used by the District internally and publicly, digitally and in print, including but not limited to all forms, facility signs, website postings, advertising, social media, and publications.

**REVIEWED BY:**

Department Manager  
Administrative Team



<b>DEPARTMENT:</b> <b>OUTREACH</b>	<b>APPROVED:</b>	Page <b>1</b> of <b>1</b>
<b>SUBJECT:</b> <b>LOGO USE, STYLING &amp; PUBLIC POSTINGS</b>	<b>EFFECTIVE DATE:</b> <b>05/25/2023</b>	<b>SUPERSEDES:</b> <b>01/27/2021</b>
<b>POLICY:</b> <b>LOGO USE, STYLING &amp; PUBLIC POSTINGS</b>		

## PROCEDURE:

- A. **Facility Signs & Postings:** In order to maintain a professional and consistent brand presence, signage, fliers and postings that are visible to the public both internally and externally, are to be produced by the Outreach Department according to branding guidebook standards. Employees are not authorized to create and post signs in any District building without first having it reviewed by the Outreach Department or Administration.
- B. **Bulletin Boards:** District bulletin boards are located throughout the facility and provide a location to display current district policies, practices, personnel announcements, items of District interest, District calendars, meeting notices and changes, and information related to state and federal employment laws. Other announcements and flyers may be posted at the discretion of the Outreach Department and Administration. All non-district related announcements and flyers must be approved by the Outreach Department before being posted to any District bulletin board.
- C. **Logo Template Forms:** Template form for District letterhead, memoranda, fax cover sheets, and check requests, are accessible on the District's server. Should an employee not have access to a computer, pre-printed forms may also be available. Logo templates are designed to maintain a clean, consistent format and font and may not be altered from their original design. In order to uphold a professional image, all fax cover sheets, letters, memos, and envelopes should be typed or printed, unless computer/printer access is unavailable. District logo template forms bear the name of the district and give the appearance that what is written thereupon is from or sanctioned by the district. District logo template forms should not be used for unauthorized purposes. This includes, but is not limited to personal use, letters of recommendation, political statements or endorsements, use by any person who does not work for the district, and any purpose not related to the district.
- D. **External Communications:** Digital and print advertisements, Public Service Announcements, and public notices are to be produced according to branding guidebook standards with appropriate usage of the logo and other identifiers. External communications are to be routed to the Outreach Department or the Board Clerk, as appropriate for review before release to the public.



- E. Website and Social Media:** Our public website [sohumhealth.org](http://sohumhealth.org) and SoHum Health's social media pages are maintained and updated by the Outreach Department and our contracted marketing consultant company only. If a staff member has a suggestion for a post or update, they can contact the Outreach Manager to discuss the recommended change. The post or change will be made as deemed appropriate, according to branding guidelines.

**REVIEWED BY:**

Department Manager