

**ANGELBEE NURSING SERVICE**  
**ADMINISTRATIVE STRENGTHENING**  
**DOCUMENT LISTING WITH PRICES**

**DOCUMENTS**

1	<b>Policy Manual</b>
2	<b>Contract for Admission</b>
3	<b>Welcome Letter</b>
4	<b>Resident Classification and Charge Codes</b>
	<b>STATIONERY</b>
5	<b>Admission Assessment</b>
6	<b>Authorization for Treatment / Release of Information</b>
7	<b>Registration</b>
8	<b>Resident's Personal Property</b>
9	<b>On-going Assessment</b>
10	<b>Nursing Care Plans</b>
11	a. General Geriatric
12	b. Accidents
13	c. Aches And pains
14	d. Acute Respiratory Distress Care
15	e. Alzheimers Disease
16	f. Arthritis Care
17	g. Cerebro Vascular Accident (Stroke)
18	h. Chronic Respiratory Disease
19	i. Congestive Cardiac Failure
20	j. Convulsions
21	k. Depression
22	l. Diabetic Care
23	m. Fever Care
24	n. Fracture Care
25	o. Gastro-Intestinal Disorders

**DOCUMENTS**

	<b>Nursing Care Plans (Cont'd)</b>
26	p. General Geriatric Care
27	q. Hearing Impairment
28	r. HIV/AIDS
29	s. Hyperactivity
30	t. Hyperteansion
31	u. Mental Emotional Challenges
32	v. Osteoarthritis
33	w. Pacemaker
34	x. Peripheral Vascular Disease
35	y. Smoking Cessation
36	z. Ulcer care
37	aa. Urethral Catheter Care
38	ab. Visual Impairment
39	<b>Observation Chart</b>
40	<b>Medication Chart</b>
41	<b>Nursing Progress Notes</b>
42	<b>Fluid Balance Chart</b>
43	<b>Turning Chart</b>
44	<b>Incident Report</b>
45	<b>Resident Outpatient Record</b>
46	<b>Shift Report</b>
47	<b>Monthly Nursing Report</b>
48	<b>Case Review</b>
49	<b>Admission Summary</b>
50	<b>Resident Overnight-out Chart</b>

**DOCUMENTS**

51	Death Notice
52	Death Notice
53	Resident ID card
54	Assessment of Nursing Duties
55	Cleanng schedules
56	a. Grounds
57	b. Female section
58	c. Male section
59	d. Washroom
60	e. Food storeroom
61	f. Kitchen
62	g. General storeroom
63	<b>Job Description</b>
64	a. Nurses/Caregivers
65	b. Housekeepers
66	c. Cook
67	d. Groundskeeper
68	e. Night Security
69	f. Registered Nurse
70	<b>Job Descriptions - Supervisory Assignments &amp; Eval</b>
71	a. Environmental Hygiene and Aesthetics Supervisor
72	b. Storeroom Supervisor
73	c. Administrative Assistant
74	d. Recreational   Occupational Activities Supervisor
75	e. Clinical Supervisor
76	f. Medical Supervisor
77	<b>Weekly menu</b>
78	<b>Duty Roster</b>

**DOCUMENTS**

79	House programme
80	Residents Needs and Challenges
81	<b>Residents Dietary Needs</b>
82	Residents Overnight-Out
83	Resident's Transportation-Contact Information
84	House Inspection Report
85	Student Nurses Assignment
86	Student Nurses Evaluation
87	Student Nurses Duty Roster
88	Release From Responsibilities / Refusal of Treatment
89	Invoice for Medical Visit
90	In-Hospital Visits Monitor
91	In-service Education Register
92	Monthly Food stock
93	Monthly Housekeeping Stock
94	Monthly Medical Stock
95	Staff Attendance
96	Salary Adjustments
97	Monthly Progress Repot
98	Wholesale Request
99	Vacation Leave Schedule
100	Vacation Leave Request
A	<b>NURSING PROCEDURE MANUAL</b>

**NOTES**

1	Essential Package - Green Column.
2	Great to have adds-on - Yellow Column
3	Useful adds0on -Blue Column