



**North Dakota Critical Access Hospital
Conditions of Participation (CoP) Checklist
Updated: November 2018**

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ND CAH Conditions of Participation (CoP) Checklist November 2018

The contents of this CoP checklist reflect the opinion of the ND CAH Quality Network only. This publication is for informational purposes. It is meant to be a tool to assist CAH Network Members with the Centers for Medicare and Medicaid (CMS) State Operations Manual- Appendix W and ND State Regulations Chapter 33-07-01.1 (Hospitals).

The ND CoP Checklist is not inclusive, and **the specific tag and licensing references should be reviewed** to ensure each CAH understands and complies with all parts of the regulation/rules. Please use the checklist in conjunction with other resources. Other regulations may also apply that are not included in this document (i.e., Pharmacy, Life Safety Codes). The ND CAH Quality Network is not able to ensure that this document is current at all times as changes do occur on occasion.

The CoP Checklists document is created from lectures, ideas and information captured by Sue Dill-Calloway RN, MSN, JD. Sue is a nurse attorney with vast knowledge in risk management issues.

Thank you to the ND Department of Health (Darleen Bartz and Bridget Weidner), for all their support and collaboration in the development of this document.



Survey Preparation Suggestions

1. Create a Survey Team within your hospital

The team should be responsible for gathering necessary and preferred documentation (and keeping it current), working with department managers and other staff to ensure everyone understands their role in the survey process, and checking for compliance on a regular basis.

2. Survey documents. Have a folder ready with the following documents. Be sure to keep these documents updated.

- Map/floor plan
- Organizational chart
- List of staff and hours of operation
- List of services including those that are contracted
- Quality Assurance/Quality Improvement Plans
- Infection Control Plan
- Network agreement

Copy of CLIA or other certifications and the most recent survey documentation

3. Policy documentation and processes The Conditions of Participation (see Checklist, below) frequently refer to processes and patient care policies (and revise, as necessary). Each department should be responsible for the review of their policies, it is important to have a written explanation of how the group described in TAG C272 is involved in this process. Both a description of the process and evidence of this group's involvement must be readily available for a surveyor's review.

4. Environmental Walk-through Part of the survey process includes a walk-through of the facility. The survey team makes observations and interviews staff during the walk-through. These observations often lead to further policy review. One of the functions of your survey team should be to periodically conduct a walk-through, observing as a surveyor.



Critical Access Hospital (CAH) Survey Information Request Sheet

North Dakota Department of Health
Division of Health Facilities
(Revised April 2016)

To expedite the survey process the following information will be needed **(please label information with the corresponding number from the list)**:

Electronic medical record access for 2 surveyors

Within 1 Hour:

1. List of department heads with contact information. A copy for each surveyor.
2. Facility floor plan. A copy for each surveyor.
3. List of all current hospital patients (including inpatients, swing bed, observation patients) – providing each patient’s name, room number, diagnosis(es), admission date, age, attending physician, and patient’s status. (2 copies)
4. One copy (not original) of medical staff bylaws that have been signed and approved.
5. Two copies of the medical staff rules and regulations that have been signed and approved.
6. Computerized register/listing for **inpatient admissions** from past six months. Please include the patient’s name, medical records number, age and/or birthdate, date of admit, date of discharge and/or death, attending physician, and diagnosis(es).
7. Computerized register/listing or log book for **emergency room patients** from past six months. Please include the patient’s name, medical record number, age and/or birthdate, date and time of service, provider name, disposition, and chief complaint.
8. Computerized register/listing or log book for **surgical patients** from past six months. Please include the patient’s name, medical record number, age and/or birthdate, date of operation, type of operation, type of anesthesia, name of the surgeon.
9. Computerized register/listing or log book for all **observation patients** from past six months. Please include the patient’s name, medical record number, age and/or birthdate, date of admit, date of discharge, attending physician, and diagnosis(es).
10. Computerized register/listing or log book for all **swing bed patients** from past six months. Please include the patient’s name, medical record number, age and/or birthdate, date of admit, date of discharge and/or death, attending physician, and diagnosis(es).
11. The names and addresses of all off-site locations operating under the same provider number (present to the team leader). Identify if any of the off-site locations bill under the hospital’s provider number.
12. Incident and accident (variance) reports for the past six months.
13. Two copies of a listing of all current medical staff (identify medical staff officers and category: active, courtesy, consulting, locum tenens, etc.).
14. One copy (not original) of Governing Body bylaws that have been signed and approved.

Within 4 hours:

15. Medical staff meeting minutes for the past twelve months.
16. Committee meeting minutes for the past twelve months (i.e. Quality Assurance/Improvement, Infection Control, Pharmacy & Therapeutics, Safety, etc.)
17. One copy (not original) of the approved quality assurance/improvement plan and reporting schedule for the current year and the past year.
18. Governing Body minutes for the past twelve months.
19. Copy of procedure for Medical Staff Peer Review.
20. Annual Program Evaluation (policy, meeting minutes, reports, attachments, etc.).
21. Infection Control Program (infection control log, reports, etc.).
22. A copy of the network agreement(s).
23. A copy of credentialing agreement(s).
24. A copy of agreement(s) for telemedicine and teleradiology.
25. List provided by the distant site hospital/entity of the telemedicine providers, including their privileges and pertinent licensure information.
26. List of authenticated signatures.
27. List of services the facility provides directly. One copy (not original).
28. List of contracted services (provided through arrangements or agreements). One copy (not original).
29. Dietary menus for one month including all diets offered.
30. Advance Directive information: written information provided to patient/resident, location of documentation to verify whether or not the individual has executed an advance directive, and evidence that the facility has provided advance directive education for staff and the community.
31. Admission material provided to acute patients.
32. Admission material provided to individuals admitted to the hospital swing bed service.
33. Organ procurement policies/procedures, copy of agreement with organ procurement agency, and documentation of staff training.
34. List of patient deaths in the last six months.
35. On call schedules for physicians, advanced practitioners, laboratory, x-ray, etc., for the past three months.
36. Organizational chart and position descriptions.
37. A list of all current governing body members and officers. One copy (not original).
38. List of all employees – provide employee name, title, and department (i.e. DON, RN, LPN, etc.). A copy for each surveyor.
39. Evidence of biomedical equipment inspections for the last quarter.

Available Upon Request of Surveyor:

40. Policies and procedures for each department of the hospital.
41. Documentation of orientation program for new employees, orientation of staff to new programs/services, and annual educational training.
42. Pharmacist registration number.
43. Annual Board of Pharmacy hospital inspection report and plan of correction if applicable.
44. Personnel file of employees specified by survey team.
45. Contracts with outside resources and any applicable reports.

General Survey Protocol

- CAH will not receive advanced notice of survey.
- The surveyor will assess compliance with all areas under CCN.
- CAH must grant immediate access upon a reasonable request or can terminate Medicare.
- CAH cannot refuse to permit copying of records or information.
- A CAH is required to be in compliance with CoPs to receive Medicare/Medicaid payment.
- The surveyor will look at telemedicine contract.
- The surveyor will not withhold areas of concern until the conclusion.
- The surveyor cannot touch or examine patients and if concerned about bedsores, bruised, or incontinence will ask staff to remove or will be present while physical exam is done.
- The surveyor may need to make copies of some of the EHRs but will try and not print entire record.
- The surveyor may ask what happens if the computer system goes down?
 - How do you register a patient, transfer or admit?
 - How do you order or get lab results?
- All team members must review their finding and concerns and be prepared to discuss during the daily meeting.
- The surveyor will determine if corrective actions make it unlikely for the deficient practice to reoccur.
- The surveyor will not delay a survey to wait for additional staff to arrive.
- CAH to make sure surveyors have access to copiers.
- If CAH uses a EHRs or electronic policy and procedures, surveyors will need access to printers.
- The surveyors can make an extra copy of every document that surveyors copy.
- The surveyor will not provide the hospital with a list of the records reviewed or patients, staff or visitors they meet.
- CAH staff can accompany surveyors, as long as they do not provide the answers or interject.

November 2018 CoP Checklist
New Updates from the last issue
(Updates highlighted in yellow)

TAG	REQUIREMENT
<p>ADVANCED DIRECTIVES & PATIENT RIGHTS</p> <p align="right">C-0151</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Does facility have policy and procedure regarding advance directives? <input type="checkbox"/> Does the hospital provide written information to patients at the time of admission concerning their rights under state law to make decisions concerning medical care? <input type="checkbox"/> CAH & staff compliance with federal, state and local laws & regulations <input type="checkbox"/> Staff must comply with their advance directives and are educated to policy and procedures <input type="checkbox"/> Provide advance directive information to the competent patient when admitted <input type="checkbox"/> Inpatients and Outpatients have the right to make advance directives <input type="checkbox"/> Advance directive applies to ED, observation and same day surgery patient <input type="checkbox"/> Have advance directives to designate a support person for person of exercising the visitation rights <input type="checkbox"/> If patient is incapacitated, a durable power of attorney (DPOA) must be used to inform decisions and consent for the patient <input type="checkbox"/> CAH must also seek the consent of the patient’s representative when informed consent is required for a care decision <input type="checkbox"/> Prominent documentation in MR of completing advance directive <input type="checkbox"/> Provide community education regarding issues concerning advance directives and the hospital must document its efforts (video and audible tapes acceptable) <input type="checkbox"/> Patient has the right to refuse treatment <input type="checkbox"/> Must disclose if physician owned hospital <input type="checkbox"/> Physician’s must also disclose to patients who they refer <input type="checkbox"/> Disclose in writing if physician is not on premise 24 hours a day for emergencies. Sign acknowledgement if patient admitted.
<p align="right">C-0152</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Patient care services furnished in accordance with state and local laws, regulations <input type="checkbox"/> Ensure delegating as allowed by law <input type="checkbox"/> Ensure practicing according to scope of practice, such as NP, CNS, PA



TAG	REQUIREMENT
<p>C-0154</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff are licensed, certified or registered per federal, state & local laws <input type="checkbox"/> Review personnel files to be sure credentials and licensure is up-to- date
<p>AGREEMENTS C-0190, 0191</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Telemedicine agreement: List of providers must be approved by governing board and medical staff <input type="checkbox"/> Written agreement for telemedicine includes: Distant site hospital participates in Medicare; hospital provides current list of practitioners, including their privileges, each practitioner holds a license in the State where the CAH is located and CAH reviews the services provided by telemedicine and provides feedback to the distant site hospital <input type="checkbox"/> Agreement (at least one) with a rural health network hospital & one acute care hospital related to patient referral and transfer, communication, emergency and non-emergency patient transportation <input type="checkbox"/> What policy and procedure related to communication system? <input type="checkbox"/> How CAH communicates with other hospitals – do you keep a communication log? <input type="checkbox"/> Written agreement with local EMS <input type="checkbox"/> Need to provide for transport between the two facilities
<p>C-0192</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Patient referrals and transfers. Provide for transport
<p>C-0193</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy and procedure related to communication system <input type="checkbox"/> How network shares patient data, electronic data, telemetry, medical records with them <input type="checkbox"/> If no communications system in place; how does the CAH communicate and share patient data with the tertiary facility? <input type="checkbox"/> Staff training provided to operate the communication system
<p>C-0194</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Does the CAH have a written agreement with the local EMS service to provide transportation between the CAH and the tertiary facility? <input type="checkbox"/> How emergency & non-emergency transport is provided between them
<p>C-0195</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Agreement between CAH, one of its network hospitals if applicable, a QIO or equivalent entity, or one other state approved entity for credentialing and quality assurance activities <input type="checkbox"/> Agreement must include MR reviews for the determination of quality and medical necessity of care <input type="checkbox"/> Have policy and procedure to determine how information is obtained, used and how confidentiality is maintained



TAG	REQUIREMENT
<p>AGREEMENTS - CREDENTIALING & PRIVILEGING (Telemedicine) C-0196</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Board must ensure written agreement with the distant site hospital (DSH) or distant site telemedicine entity (DSTE) <input type="checkbox"/> The agreement should include credentialing and privileging of the telemedicine physicians and practitioners by the distant site hospital <input type="checkbox"/> Ensure documentation indicating the granted privileges to each telemedicine physician and practitioner <input type="checkbox"/> Documentation should indicate that the governing body or responsible individual made the privileging decision based on the privileging decisions of the distant site hospital <input type="checkbox"/> Decide what category of practitioners are eligible for appointment to the medical staff (MS) <input type="checkbox"/> Board appoints with recommendation of the MS <input type="checkbox"/> Board approves the MS bylaws and other MS rules and regulations <input type="checkbox"/> Make sure MS is accountable to the board for quality of care provided to the patients <input type="checkbox"/> Need to have and follow criteria for selection of MS that is based on individual character, competence, training, experience, and judgment <input type="checkbox"/> Make sure (under no circumstance) that privileges are based solely on certification, fellowship, or membership in a special body or society
<p>C-0197</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide written agreement stating DSTE will provide services to ensure compliance with CoPs <input type="checkbox"/> List physicians/practitioners covered by agreement, include: privileges and licensure information <input type="checkbox"/> Is there evidence that the CAH reviews the services provided by the telemedicine physicians and practitioners, including any adverse events and complaints, and provides written feedback to the distant-site telemedicine entity <input type="checkbox"/> Does the CAH verify that the telemedicine entity fulfills the terms of the agreement with respect to its credentialing and privileging process and otherwise assures that services are provided in a manner that enables the CAH to meet all applicable CAH requirements <input type="checkbox"/> Provide verification that the DSTE fulfills terms to C & P process to enable CAH to meet applicable CAH requirements <input type="checkbox"/> Does the CAH have documentation indicating that it granted privileges to each telemedicine physician and practitioner (through medical staff granting of privileges and approval by governing board)



TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Does the documentation indicate that the CAHs governing body or responsible individual made the privileging decision based on the privileging decisions of the distant site telemedicine entity?
<p>EMERGENCY DEPARTMENT C-0200</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provision of emergency services as a direct service of the CAH- includes provision of services to both inpatients and outpatients ND 33-07-01.1-25(1a) <input type="checkbox"/> The ED cannot be a provider-based offsite location <input type="checkbox"/> Must comply with acceptable standards of practice <input type="checkbox"/> Need qualified medical director <input type="checkbox"/> Need to have policy and procedure regarding the care provided in the ED <input type="checkbox"/> Policies current and revised based on QA activities <input type="checkbox"/> If no ED need policy/procedure governing the handling of emergencies ND 33-07-01.1-25(a2) <input type="checkbox"/> Need policy /procedure for operation of ED in time of disaster ND 33-07-01.1-25(g-13) <input type="checkbox"/> Under the direction of a qualified member of the medical staff ; MS bylaws define what “qualified” means <input type="checkbox"/> Need triage procedures <input type="checkbox"/> Must have adequate equipment <input type="checkbox"/> Must determine the categories and numbers of staff needed in the ED (MD/DO, RN, ward clerks, PA, NP, EMTs) <input type="checkbox"/> The scope of diagnostic and /or therapeutic respiratory services offered by the CAH should be defined in writing, and approved by the MS such as (intubation, breathing treatments, CT scans, venous Doppler’s, ultrasound etc.) <input type="checkbox"/> Qualifications, education, training, of personnel authorized to perform respiratory care services and if supervision is needed <input type="checkbox"/> Must have written policies to address the following services: <ul style="list-style-type: none"> <input type="checkbox"/> Equipment assembly and operation <input type="checkbox"/> Safety practices, including infection control measures <input type="checkbox"/> Handling storage, and dispensing of therapeutic gases <input type="checkbox"/> Cardiopulmonary resuscitation <input type="checkbox"/> Procedures to follow in the advent of adverse reactions to treatments or interventions: <input type="checkbox"/> Pulmonary function testing

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Therapeutic percussion and vibration <input type="checkbox"/> Bronchopulmonary drainage <input type="checkbox"/> Mechanical ventilator and oxygenation support <input type="checkbox"/> Aerosol humidification, and therapeutic gas administration <input type="checkbox"/> Administration of medications; and <input type="checkbox"/> Procedures for obtaining and analyzing blood samples (arterial blood gases) <input type="checkbox"/> Verify EMS are organized under the direction of a qualified member of the MS <input type="checkbox"/> ED staff education to include: <input type="checkbox"/> Parenteral administration of electrolytes, fluids, blood and blood components <input type="checkbox"/> Care and management of injuries to extremities and central nervous system <input type="checkbox"/> Prevention of contamination and cross infection and <input type="checkbox"/> Provision of emergency respiratory services
<p>ED AVAILABILITY OF DRUGS</p> <p style="text-align: right;">C-0201</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency services available on a 24-hr/d basis? Name all providers who work in ER and name the type of certification/training does each has. Call schedule, back up <input type="checkbox"/> Can PA's or NP's admit patients? Do they provide notification of admits? <input type="checkbox"/> Emergency services available 24/7 and how CAH will ensure/verify they are ND 33-07-01.1-25 (i) <input type="checkbox"/> Qualified provider available to see patient within 30 min (rural) or 60 min (frontier) and how CAH ensures patients are seen within the required time <input type="checkbox"/> CAH must maintain the types, quality and numbers of supplies, drugs and biologicals, blood and blood products, and equipment
<p style="text-align: right;">C-0202</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the required equipment, supplies and medications are always readily available
<p style="text-align: right;">C-0203</p>	<ul style="list-style-type: none"> <input type="checkbox"/> How does the CAH ensure that staff knows where drugs and biological are kept, Inventory maintained, Drugs and biological replaced <input type="checkbox"/> Who is responsible for monitoring drugs and biologicals? Medications locked if opened dated. Refrigerator with meds, temperature, log for temps, crash cart meds checked and verify narcotic count

TAG	REQUIREMENT
<p>ED EQUIPMENT C-0204</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Surveyor will interview ED staff to make sure knowledgeable including: <ol style="list-style-type: none"> 1. Parental administration of electrolytes, fluids, blood and blood components 2. Care and management of injuries to extremities and central nervous system 3. Prevention of contamination and cross infection 4. Provision of emergency respiratory services <input type="checkbox"/> How CAH provides needed equipment and supplies <input type="checkbox"/> Equipment and supplies commonly used in life-saving procedures, includes; Airways, endotracheal tubes, ambu bag/valve/mask, oxygen, tourniquets, immobilization devices, nasogastric tubes, splints, IV therapy supplies, suction machine, defibrillator, cardiac monitor, chest tubes, and indwelling urinary catheters <input type="checkbox"/> Make sure staff knows where the equipment is located <input type="checkbox"/> Know how supplies are replaced and who is responsible for doing this and watch for expired suture <input type="checkbox"/> Patient care equipment maintenance: how performed, schedule (defibrillator) <input type="checkbox"/> What to do when equipment fails <input type="checkbox"/> Who will examine sterilized equipment for expiration dates <input type="checkbox"/> Who will examine oxygen supply system to determine functional capabilities <input type="checkbox"/> Check the force of the vacuum (suction) equipment to see that it is in operating condition
<p>See also C-0274</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current policies/procedures for every service/procedure given (MS approved) ND 33-07-01.1-25(g) <input type="checkbox"/> Integration with the CAH-wide QA program <input type="checkbox"/> Medical staff delineation of criteria for ED privileges <input type="checkbox"/> How the ED will be staffed appropriately: types & numbers of professionals <input type="checkbox"/> How will conduct ongoing assessment of ED needs <input type="checkbox"/> Policy/procedure for emotionally ill or under influence of drugs, alcohol, DOA ND 33-07-01.1-25(g-4) <input type="checkbox"/> Procedure transfer severely ill ND 33-07-01.1-25(g-5)

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <li data-bbox="483 258 1508 331">☐ Procedure communication with police, health authorities ND 33-07-01.1-25 (g-9) <li data-bbox="483 348 1508 422">☐ How will provide emergency RT services & scope of services (MS approved) <li data-bbox="483 438 1508 554">☐ Qualifications of RT service providers, including job title, licensure requirements, education, training, experience they may perform without supervision <li data-bbox="483 571 1508 686">☐ The scope of diagnostic and/or therapeutic respiratory services offered by the CAH should be defined in writing, and approved by the MS (CT scans, venous Doppler’s, ultrasound et. al.) <li data-bbox="483 703 1508 741">☐ Acceptable standards of practice for RT in ED <li data-bbox="483 758 1508 795">☐ How to assemble and operate ED equipment <li data-bbox="483 812 1508 886">☐ Safety practices, including infection control measures (prevention of contamination and cross infection) <li data-bbox="483 903 1508 940">☐ Handling, storage and dispensing therapeutic gases (includes O²) <li data-bbox="483 957 1508 995">☐ CPR <li data-bbox="483 1012 1508 1085">☐ Procedures for ongoing monitoring/follow up to adverse reactions to treatments or interventions <li data-bbox="483 1102 1508 1140">☐ Pulmonary function testing (PFT) <li data-bbox="483 1157 1508 1194">☐ Therapeutic percussion and vibration <li data-bbox="483 1211 1508 1249">☐ Bronchopulmonary drainage <li data-bbox="483 1266 1508 1304">☐ Mechanical ventilation and O² support <li data-bbox="483 1320 1508 1358">☐ Aerosol, humidification and therapeutic gas administration <li data-bbox="483 1375 1508 1413">☐ Administration of medications <li data-bbox="483 1430 1508 1467">☐ Obtaining and analyzing arterial blood gases (ABGs) <li data-bbox="483 1484 1508 1522">☐ Patient triage <li data-bbox="483 1539 1508 1577">☐ Administration of electrolytes and fluids <li data-bbox="483 1593 1508 1631">☐ Administration of blood products <li data-bbox="483 1648 1508 1686">☐ Care and management of injuries to extremities <li data-bbox="483 1703 1508 1740">☐ Care and management of injuries to CNS <li data-bbox="483 1757 1508 1795">☐ Hand hygiene – Prevention of contamination and cross infection <li data-bbox="483 1812 1508 1885">☐ Laboratory testing (includes blood gases) conducted under current, valid CLIA certificate



TAG	REQUIREMENT
BLOOD & BLOOD PRODUCTS C-0205	<ul style="list-style-type: none"> <input type="checkbox"/> Policy/procedure or contract/agreement/arrangement for services for the procurement, safekeeping and transfusion of blood, including the availability of blood products needed for emergency patients 24 hours a day <input type="checkbox"/> Call schedule will be reviewed <input type="checkbox"/> Documentation of blood refrigerator temperatures and corrective action as needed <input type="checkbox"/> No requirement to store blood on site <input type="checkbox"/> Can provide in emergency directly or through arrangement, in some cases more practical to transport patient to where the blood is – availability of lab services – 24hr/d, 7d/week <input type="checkbox"/> Compatibility testing, if performed (CLIA Certified) <input type="checkbox"/> If collecting blood must register with FDA <input type="checkbox"/> Need agreement in writing re: provision of blood between CAH and testing lab <input type="checkbox"/> Ensure blood is properly stored to prevent deterioration. <input type="checkbox"/> Units of RBCs should be stored at 1-6 degrees Celsius (34-43 degrees Fahrenheit) <input type="checkbox"/> Refrigerator temps should be documented <input type="checkbox"/> If types and cross matches must have necessary equipment such as Sero-Fuge and heat block <input type="checkbox"/> Can keep 4 units O Negative on hand at all times <input type="checkbox"/> Release to give, signed by doctor, is needed since not cross matched
BLOOD STORAGE C-0206	<ul style="list-style-type: none"> <input type="checkbox"/> Need to be under the control and supervision of a pathologist or other qualified doctor <input type="checkbox"/> If blood banking done under arrangement, the arrangement has to be approved by MS and administration- will look for agreement
STAFFING PERSONNEL C-0207	<ul style="list-style-type: none"> <input type="checkbox"/> Must have practitioner (physician, PA, NP, and CNS) with training in emergency care on call and immediately available by telephone or radio contact and available within 30 minutes <input type="checkbox"/> Have policy/procedure in place to ensure MD/DO is available by phone ND 33-07-01.1-09 (Governing Body) <input type="checkbox"/> RN can satisfy C-0207 <i>temporarily</i> if the CAH has <= 10 beds & frontier & approval given in writing from State ** List of qualified nurses is available <input type="checkbox"/> Will review call schedules and ask staff if they know who is on call

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Will review documentation that PA, NP, CNS or MD was on site within the allowable time frame <input type="checkbox"/> Have a procedure where available by phone or radio on 24 hour basis to receive calls <input type="checkbox"/> RN with training and experience in emergency care can conduct specific medical screening exam. RN must be on site and immediately available when a patient requests care and the nature of the request must be within scope of practice for a RN and consistent with state law, medical staff bylaws.
C-0209	<ul style="list-style-type: none"> <input type="checkbox"/> Coordination with emergency response systems/ambulance <input type="checkbox"/> Ensure that procedures are in place for coordination with ERS to make available by telephone or radio contact, on a 24-hours a day basis, a MD or DO to receive emergency calls and provide medical direction in emergency situations <input type="checkbox"/> Ensure there is a plan in place to demonstrate that procedures are followed and evaluated for effectiveness
OBSERVATION C-0211	<ul style="list-style-type: none"> <input type="checkbox"/> CAH maintains no more than 25 acute care beds at any one time (not including observation beds) <input type="checkbox"/> Any of the 25 beds can be used to provide acute or swing bed, dependent on patient need <input type="checkbox"/> Does not count if CAH has up to 10 bed rehab unit or behavioral health unit <input type="checkbox"/> Do not count in 25 bed count exam or procedure tables, stretchers, Operating Room tables, ED carts, 10 bed distinct rehab or behavioral health unit, new born bassinets and isolettes for well-baby boarders and PACU bed and inpatient beds in Medicare-certified distinct part rehabilitation or psychiatric units <input type="checkbox"/> Do not count OB beds if active labor, but do count birthing rooms where patient stays after giving birth <input type="checkbox"/> Hospice beds can be dedicated are also counted as part of the 25 beds <input type="checkbox"/> Beds/ LOS Hospice, except 96 hour average LOS rule does not apply <input type="checkbox"/> Observation is not appropriate for: Substitute for inpatient admission, for continuous monitoring, or medically stable patients who need diagnostic testing or outpatient procedure (blood, chemo, dialysis), patients awaiting nursing home placement, for convenience to the patient or family, for routine prep or recovery prior to or after diagnostic or surgical services, as a routine stop between the ED and inpatient admission, no prescheduled observations services or observation services begin and end with the order of the physician

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Must provide documentation to show that observation bed is not an inpatient bed <input type="checkbox"/> Need specific criteria for observation services and it must be different than inpatient criteria
C-0212	<ul style="list-style-type: none"> <input type="checkbox"/> Length Of Stay- CAH provides acute inpatient care for a period that does not exceed, on an annual average basis, 96 hours per patient <input type="checkbox"/> Calculate the CAH's LOS based on patient census data <input type="checkbox"/> Policy on observation beds to meet-they do not count observation beds in 25 bed count now or in calculating average LOS <input type="checkbox"/> Two Midnight Rule- Need an order and need to document medical necessity
MAINTENANCE C-0220	<ul style="list-style-type: none"> <input type="checkbox"/> Building & equipment maintenance part of the QA program, this applies to all campuses, satellites, inpatient and outpatient locations <input type="checkbox"/> Is there adequate space for providing direct patient care? <input type="checkbox"/> Is there housekeeping and preventive maintenance programs?
CONSTRUCTION C-0221	<ul style="list-style-type: none"> <input type="checkbox"/> CAH is constructed, arranged and maintained to ensure access to and safety of patients and provides adequate space for the provision of direct services
ENVIRONMENTAL SERVICES C-0222	<ul style="list-style-type: none"> <input type="checkbox"/> Must have housekeeping and preventative maintenance programs: routine, preventive, handling spills <input type="checkbox"/> All essential mechanical, electrical and patient-care equipment is maintained in safe operating condition (supplies and equipment must be maintained) <input type="checkbox"/> Building maintenance program: routine, preventive and inspections <input type="checkbox"/> Patient care equipment maintenance program: routine, preventive, storage <input type="checkbox"/> How do you ensure your equipment is maintained properly (boilers, elevators, air compressors, ventilators, X-ray equipment, IV pumps, kitchen freezer/refrigerator, laundry equipment) <input type="checkbox"/> Have a policy and procedures which address the effectiveness of the CAHs alternative equipment maintenance (AEM) program <input type="checkbox"/> AEM Program- demonstrate that CAH is performing risk based assessments, preventative maintenance, or establishing the AEM program <input type="checkbox"/> Maintain a written inventory of all medical equipment or written inventory of selected equipment categorized by risk assessment

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Identify in writing how to maintain, inspect and test the medical equipment on the inventory. Could a malfunction be prevented? What steps needed to prevent future malfunctions? How a determination is made whether or not the malfunction resulted from the use of an AEM strategy <input type="checkbox"/> What is the process for removal from service of equipment determined to be unsafe or no longer suitable for its intended application <input type="checkbox"/> The use of performance data to determine if modification sin the AEM program procedures are required <input type="checkbox"/> Will look at walls, ceilings, and floors, maintenance log <input type="checkbox"/> Have policy for proper storage and disposal of trash; regular and biohazards waste
<p>DISPOSAL OF TRASH C-0223</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Need policies for proper routine storage and prompt disposal of trash (includes biohazardous waste) <input type="checkbox"/> Must be disposed of in accordance with standards (EPA, OSHA, CDC, environmental and safety), includes radioactive materials
<p>STORAGE OF DRUGS C-0224</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Drugs & biologicals: Ensure storage and locking (see also C-0203) <input type="checkbox"/> Must be properly locked in the storage area; make sure drugs are not left out in open, in tube system or on dumb waiter ledge <input type="checkbox"/> What process do you have in place to make sure drugs are stored
<p>PHYSICAL ENVIRONMENT C-0225</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Premises clean and orderly and uncluttered with equipment not stored in corridors, spills not left unattended, no peeling paint et al.
<p>VENTILATION C-0226</p>	<ul style="list-style-type: none"> <input type="checkbox"/> There must be proper ventilation, lighting , and temperature control in all pharmaceutical, patient care, and food preparation areas <input type="checkbox"/> Ventilation in areas using ethylene oxide, nitrous oxide, glutaraldehydes, xylene, pentamidine, or other potentially hazardous substances <input type="checkbox"/> Locations where oxygen is transferred from one container to another <input type="checkbox"/> Isolation rooms and reverse isolation rooms comply with laws-OSHA, CDC, NIH, et al. <input type="checkbox"/> Pharmaceutical preparation areas (hoods, cabinets, etc.) <input type="checkbox"/> Laboratory locations <input type="checkbox"/> Temperature, humidity and airflow in the operating rooms must be maintained within acceptable standards to inhibit bacterial growth and prevent infection <input type="checkbox"/> Including anesthetizing locations where inhalation anesthesia agents are used

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Excessive humidity in the OR is conducive to bacterial growth and compromises the integrity of wrapped sterile instruments and supplies (Relative Humidity at 35% or greater unless waiver is used of 20% or greater) <input type="checkbox"/> Adequate lighting in patient care, food and medication preparation areas <input type="checkbox"/> Ventilation, lighting and temperature control. Acceptable standards such as from AORN or the American Institute of Architects (AIA) should be incorporated into CAH policy <input type="checkbox"/> Have adequate number of refrigerators for foods and meds storage, surveyor will verify these areas are well lit <input type="checkbox"/> Surveyor will verify compliance with ventilation in patients with TB or other airborne diseases <input type="checkbox"/> Need adequate number of refrigerators to make sure foods and meds are stored under appropriate conditions (time, temperature, packaging) based on national sources like USDA and FDA
<p>EMERGENCY PROCEDURES</p> <p>C-0227</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CMS Moved Emergency Preparedness final rules to Appendix Z <input type="checkbox"/> CMS Emergency preparedness checklist http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/HealthCareProviderGuidance.html <input type="checkbox"/> Assure safety of patient in non-medical emergencies <input type="checkbox"/> Staff trained in handling emergencies such as reporting and extinguishing of fires, evacuations, et al. Validate training with in- service records <input type="checkbox"/> Report all fires to state officials <input type="checkbox"/> Surveyor will interview staff to make sure they know what to do in case of a fire, tornado, blizzard <input type="checkbox"/> Ensure all personnel are trained to manage emergency procedures for non-medical emergencies. Review staff training documents and in-service records to confirm training
<p>C-0228</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency power and lighting – National Fire Protection Amendments (NFPA) 101, 2000 Edition and applicable Facilities, for emergency lighting and emergency power in ED and for battery lamps or flashlights in other areas <input type="checkbox"/> Must comply with the applicable provisions of the Life Safety Code
<p>C-0229</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency fuel and water supplies, have a plan to provide care to inpatients and to other persons who may come to the CAH in need of care (source of water is FEMA)

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Includes making arrangements with local utility companies and others for the provision of emergency source of water and gas <input type="checkbox"/> Have a plan for prioritizing their use until adequate supplies are available <input type="checkbox"/> Policy & procedure addressing specific conditions (snowbound facility, spring flooding, etc.) in comprehensive emergency preparedness plan
C-0230	<ul style="list-style-type: none"> <input type="checkbox"/> Must develop a comprehensive plan to ensure that the safety and wellbeing of patients are assured during emergency situations <input type="checkbox"/> Coordinate with federal, state, and local emergency preparedness and health authorities to identify likely risks for the area <input type="checkbox"/> Considerations when developing the comprehensive emergency plan; <ol style="list-style-type: none"> 1. Differences needed for each location where the certified CAH operates, 2. Special needs of patient populations treated at the CAH (e.g., patients with psychiatric diagnosis, patients on special diets, newborns, etc.) 3. Security of patients and walk in patients 4. Security of supplies from misappropriation 5. Pharmaceuticals, food, other supplies and equipment that may be needed during emergency/disaster situations 6. Communication to external entities if telephones and computers are not operating or become overloaded 7. Communication among staff within the CAH itself 8. Qualifications and training needed by personnel, including healthcare staff, security staff, and maintenance staff, to implement and carry out emergency procedures 9. Identification, availability and notification of personnel that are needed to implement and carry out the CAHs emergency plan 10. Identification of community resources, including lines of communication and names and contact information for community emergency preparedness coordinators and responders 11. Provisions for gas, water, electricity supply is access is shut off to the community 12. Transfer of discharge of patients to home or other healthcare settings 13. Methods to evaluate repairs needed and to secure various likely materials and supplies to effectuate repairs
LIFE SAFETY CODE C-0231	<ul style="list-style-type: none"> <input type="checkbox"/> Life safety plan. Meet Life Safety Code of the National Fire Protection Association (2 hour fire wall)

TAG	REQUIREMENT
FIRE INSPECTION C-0234	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain written evidence of regular inspection and approval by state and or local fire control agencies <input type="checkbox"/> Surveyor will examine copies of inspection and approval reports from State and local fire control agencies
GOVERNING BOARD C-0241	<ul style="list-style-type: none"> <input type="checkbox"/> Must have only one governing body (or responsible individual) and this governing body (or responsible individual) is responsible for the conduct of the CAH as an institution <input type="checkbox"/> Governing board responsibilities/bylaws- board approves MS bylaws <input type="checkbox"/> Policy/procedure that has governing body or individual that assumes legal responsibility for implementing and monitoring. ND 33-07-01.1-09 <input type="checkbox"/> Board must determine what categories of practitioners are eligible for appointment and reappoint to MS (NP, PA, Dentist, CRNA) and there is written criteria for staff appointments <input type="checkbox"/> Board is responsible for conduct of CAH and for quality of care to patients <input type="checkbox"/> Criteria for MS is based on individual character, competence, training, experience and judgment <input type="checkbox"/> Surveyor will look to see board or written documentation of person responsible for CAH <input type="checkbox"/> Does Board have categories of practitioners for appointment to MS? <input type="checkbox"/> Confirm that Board appoints all members to the MS <input type="checkbox"/> CEO, delegation of authority for daily operations, as applicable
DISCLOSURE C-0242	<ul style="list-style-type: none"> <input type="checkbox"/> Policy on reporting changes in ownership to state (243, 244)
C-0243	<ul style="list-style-type: none"> <input type="checkbox"/> Reporting changes of principal responsibility to state
C-0244	<ul style="list-style-type: none"> <input type="checkbox"/> Reporting changes in med director/chief of staff to state
STAFFING C-0250	<ul style="list-style-type: none"> <input type="checkbox"/> CAH has professional staff that includes one or more physicians, and may include PA, NP, or CNS <input type="checkbox"/> Need to have organizational chart which shows names of all MD/DO and PA, NP, or CNS <input type="checkbox"/> Surveyor will review work schedules
C-0252	<ul style="list-style-type: none"> <input type="checkbox"/> Professional staff supervises all ancillary personnel
C-0253	<ul style="list-style-type: none"> <input type="checkbox"/> Staffing policies (have sufficient staff to take care of patients and provide essential services to CAH operation) <input type="checkbox"/> Have staffing schedules and daily census records available for reviewing

TAG	REQUIREMENT
<p>C-0254</p>	<ul style="list-style-type: none"> <input type="checkbox"/> MD, DO, NP, PA or CNS must be available at all times to furnish care <input type="checkbox"/> Must show practitioner is available and shows up when patient presents to the hospital
<p>NURSE ON DUTY C-0255</p>	<ul style="list-style-type: none"> <input type="checkbox"/> RN, CNS or LPN on duty whenever one or more inpatients
<p>PHYSICIAN RESPONSIBILITIES C-0257</p>	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO must provide medical directions and supervision of staff <input type="checkbox"/> Surveyor will want evidence that the doctor provides oversight and is available for consultation <input type="checkbox"/> PA/NP need to participate in developing and reviewing written policy and procedure (C-0258) <input type="checkbox"/> Physicians must periodically review charts of PA and NP and surveyor will look for documentation of same (C-0259) <input type="checkbox"/> MD/DO must provide orders for patients and must review <input type="checkbox"/> Have a policy that specifies a time frame for the maximum interval between inpatient reviews <input type="checkbox"/> How do you ensure that the doctor participates in the development of policies and procedures? <input type="checkbox"/> Provide evidence that there is periodic review of patient records by the doctor
<p>C-0258</p>	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO participates in developing, executing & periodically reviewing policies
<p>C-0259</p>	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO w/ advanced practitioners periodically reviews patient records, provides orders and provides med services to CAH patients (define "periodically"- see C-0261)
<p>PHYSICIAN SUPERVISION C-0260</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Must have a doctor on staff and must perform medical oversight and must be present for sufficient period of time (no longer says must be present at least once every two weeks) <input type="checkbox"/> Surveyor will want evidence that the physician provided oversight and is available for consultation or patient referral <input type="checkbox"/> Periodically reviews and signs all records of patients cared for by NP, CNS, or PA and MD/DO signs records after review is completed <input type="checkbox"/> Select a sample of inpatient and outpatient records, including both open and closed records <input type="checkbox"/> For inpatient records of patients whose care is/was managed by a non-physician practitioner, verify that:



TAG	REQUIREMENT
	<ol style="list-style-type: none"> 1. An MD/DO has reviewed and signed all records that were open at the time of the review, and all inpatient records that were closed since the MD/DO's last review; and 2. That reviews take place within the timeframe specified by the CAH's policy. (Consider if CAH has EHRs that can be reviewed and signed off remotely)
<p>C-0261</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish protocol for contacting a physician (MD or DO is always available) for consultation, assistance and/or patient referral through radio or telephone or electronic communication (telemedicine) <input type="checkbox"/> MD or DO must be present in the CAH for sufficient periods of time <input type="checkbox"/> Develop policy and procedure on this and documentation compliance <input type="checkbox"/> Must have list of on call physicians
<p>PA, NP, CNS C-0263</p>	<ul style="list-style-type: none"> <input type="checkbox"/> PA, NP, CNS, participate with an MD/DO in the review of their patients' health records <input type="checkbox"/> PA, NP, CNS, participate in the development, execution and periodic (at least once a year- see C-0280) review of policies ND 33-07-01.1-15
<p>C-0264</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate w/ MD/DO in periodic review of patient health records
<p>C-0265</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provides services in accordance with CAH policies, when a physician is not available
<p>TRANSFER OF PATIENTS C-0267</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Arranges for, or refers patients to, needed services & assures records are maintained and transferred as required <input type="checkbox"/> Must send the patient's medical records <input type="checkbox"/> Remember EMTALA is a separate CoP that every CAH must follow <input type="checkbox"/> Need transfer policy and should be consistent with EMTALA
<p>PATIENT ADMISSION C-0268</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Admitting privileges must be consistent with what state law allows <input type="checkbox"/> MD/DO notified when PA, NP, CNS admits a patient <input type="checkbox"/> If PA, NP, CNS admits, MD/DO is responsible for med or psych problems outside the scope of practice of the admitting practitioner <input type="checkbox"/> MD/DO is responsible for and monitoring the care of each Medicare/Medicaid patient for all medical problems during hospitalization (see C-0260)
<p>PATIENT CARE POLICIES C-0271</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Services provided as stated in written policy & consistent with state law (QA) ND 33-07-01.1-17
<p>C-0272</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy development committee: physician (MD/DO), one or more of: PA, NP, CNS Removed requirement for one non-CAH staff



TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain documentation of the policy and procedures committee activity (at least yearly). Must reflect any changes made <input type="checkbox"/> P&P committee must review existing and new P&Ps <input type="checkbox"/> Final decision on P&Ps is made by the board <input type="checkbox"/> If the P&P recommendations by the advisory group are rejected, then the board must include in the record and the rationale for the change
C-0273	<ul style="list-style-type: none"> <input type="checkbox"/> Policy/procedure on scope of services provided by CAH directly or through agreement/contract <input type="checkbox"/> Include statements like “taking complete medical histories, providing complete physical examinations, laboratory tests including” (with a list of tests provided) <input type="checkbox"/> Include arrangements made with Hospital X for providing the following services with list of specialized diagnostic and lab testing
C-0274, C-0200	<ul style="list-style-type: none"> <input type="checkbox"/> Policies for emergency care services; show how CAH would meet all of its emergency services requirements <input type="checkbox"/> How the CAH provides 24-hour emergency care to its patients? <input type="checkbox"/> What equipment, supplies, medications, blood and blood products are maintained onsite and which are readily available for treating emergency cases by agreement at other facilities? <input type="checkbox"/> What types of personnel are available to provide emergency services and what are their required onsite response times? <input type="checkbox"/> How the CAH coordinates with local emergency response systems?
GUIDELINE FOR MEDICAL MANAGEMENT C-0275	<ul style="list-style-type: none"> <input type="checkbox"/> Conditions, signs or developments requiring consultation and/or patient referral (to MD, others) <input type="checkbox"/> Guideline on maintaining medical record -health care record policies <input type="checkbox"/> Periodic review and evaluation of services <input type="checkbox"/> Need to policy to include the scope of medical acts which may be done by PA, NP, CNS <input type="checkbox"/> Indicate what medical procedures the PA or NP can do <input type="checkbox"/> Guidelines need to describe the medical conditions, signs or development that require consultation
DRUGS AND BIOLOGICALS C-0276	<p>Responsibility for pharmacy services ND 33-07-01.1-21</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must identify the qualifications for and designate an individual who has overall responsibility for the CAH’s pharmacy services, including development of the rules governing pharmacy services

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <li data-bbox="483 258 1508 405">□ Policy and procedure must identify qualification of pharmacy director; including who can perform pharmacy services, supervision of pharmacy staff and identify standards used in developing policy and procedures (can cite as a reference) <p data-bbox="461 426 1414 499">Storage of drugs and biologicals, including the location of storage areas, medication carts, and dispensing machines</p> <ul style="list-style-type: none"> <li data-bbox="483 520 1508 632">□ Must have rules for drug storage, handling, dispensation and administration of drugs and biologicals area in accordance with accepted professional practices (see also C-0203, 0224) <li data-bbox="483 653 1508 684">□ Drugs stored according to manufacturer’s directions & state/federal law <li data-bbox="483 705 1508 737">□ Drugs stored in locked room or container <p data-bbox="461 758 902 789">Proper environmental conditions</p> <ul style="list-style-type: none"> <li data-bbox="483 810 1508 963">□ CAH rules and policy and procedures must be consistent with standards or guidelines for pharmaceutical services and medication administration, such as USP, ASHP, ISMP, Infusion Nurses Society, IHI and National Coordinating Council and consistent with state and federal law <li data-bbox="483 984 1508 1058">□ Proper environmental conditions; follow manufacturer’s recommendation such as keep refrigerated, room temperature, out of light etc. <p data-bbox="461 1079 573 1110">Security</p> <ul style="list-style-type: none"> <li data-bbox="483 1131 1508 1205">□ Consistent with state and federal law to address who is authorized access to the pharmacy or drug storage area <li data-bbox="483 1226 1508 1379">□ Must have policies and procedures consistent with state and federal law of who has access and keys to drug and storage areas. (Housekeeping, security or maintenance usually not given unsupervised access). Area restricted to personnel only are generally considered secure <li data-bbox="483 1400 1508 1512">□ Given flexibility in non-controlled drugs such as don’t have to be locked up when setting up for a procedure (OR would lock up when area not staffed) <li data-bbox="483 1533 1508 1606">□ Medication carts, anesthesia carts, epidural carts and non-automated medication carts with medications must be secure when not in use <li data-bbox="483 1627 1508 1738">□ Policies and procedures are expected to address the security and monitoring of carts, locked or unlocked, containing drugs and biologicals in all patient care areas <p data-bbox="461 1759 867 1791">Handling drugs and biologicals</p> <ul style="list-style-type: none"> <li data-bbox="483 1812 1508 1923">□ Handling medications that include mixing or reconstituting according to manufacture recommendation. Includes compounding or admixing of sterile IVs or other drugs

TAG	REQUIREMENT
	<p>Compounding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only pharmacy can reconstitute, mix, or compound a drug <input type="checkbox"/> Compounding used or dispensed must be consistent with acceptable principles such as those described in USP/NF chapter <input type="checkbox"/> Must be administered in accordance with accepted professional principles <input type="checkbox"/> Must be able to demonstrate how all sterile and non-sterile compounded preparations dispensed and/or administered <input type="checkbox"/> Must be able to provide evidence that standard operating procedures for compounding, if performed in-house, and for quality oversight of compounding, regardless of source, are consistent with accepted professional principles <input type="checkbox"/> Included is compliance with USP 797 and USP 795 (preparation, storing, and transporting) <input type="checkbox"/> All compounded forms must be sterile including wound irrigation, eye drops and ointments, injections, infusions, nasal inhalation, etc. <p>Use of outside compounders (outsourcing facilities)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outsourcing facilities who compound drugs register and must comply with section 503B of the FDCA and other requirements such as the FDA’s current good manufacturing practice (CGMP) <input type="checkbox"/> Must meet certain other conditions including reporting adverse drug events to the FDA <input type="checkbox"/> If CAH obtains compounded medications from compounding pharmacy rather than a manufacturer or a registered outsourcing facility then must demonstrate that medicine received have been prepared in accordance with acceptable principles <input type="checkbox"/> Contract with the vendor would want to ensure CAH access to their quality data verifying their compliance with USP standards <input type="checkbox"/> Should document you obtain and review this data <p>Dispensing drugs and biologicals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dispensing medications, dispensed timely, follow all state laws <input type="checkbox"/> Enough staff to provide accurate and timely medication delivery <input type="checkbox"/> System so medications orders get to pharmacy promptly and are available when needed by the patient; (automated dispensing units outside the pharmacy, night cabinets, contracted services after hours via telepharmacy contracting, on-call pharmacists, etc.) <input type="checkbox"/> Can use unit dose or floor stock system; Automated dispensing cabinets are secure option

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Need policy and procedures for who can access medications after hours (night cabinet standard) <input type="checkbox"/> Suggest policy and procedure on do not use abbreviations, high alert drug list, safety recommendation for high alert medications, quantities of medications dispensed to minimize diversion, limit overrides, return all meds in secure one-way return bin, etc. <p>Administration of drugs and biologicals to patients</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must comply with applicable state law that governs the qualifications, certification, or licensure of staff who administer drugs and biologicals and must adhere to accepted standards of practice for medication administration <p>Record keeping for the receipt and disposition of all scheduled drugs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current, accurate records of receipt & disposition of scheduled drugs; a policy covers control of distribution, use and disposition from entry to disposition; can readily identify loss/diversion; records available <input type="checkbox"/> Pharmacy records detail flow of drugs from entry to disposition <input type="checkbox"/> Pharmacy maintains control over drugs in all locations, including floor stock <input type="checkbox"/> Maintaining records related to requisitioning and dispensing drugs <input type="checkbox"/> Want locked storage of scheduled drugs when not in use; keep accurate counts to show use; Reconcile any discrepancies in the counts <p>Ensuring that outdated, mislabeled, or otherwise unusable drugs are not used for patient care</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure drugs are dispensed only by licensed pharmacist <input type="checkbox"/> Must have pharmacy labeling, inspection, and inventory management <input type="checkbox"/> Need to make sure no outdated drugs or mislabeled drugs. Each individual drug must be labeled with name, strength of drug, lot and control number and expiration date <input type="checkbox"/> If multidose vial is opened, must have expiration date of 28 days on the label unless otherwise specified by the manufacturer <input type="checkbox"/> Only pharmacists or pharmacy-supervised staff compound, label and dispense drugs <input type="checkbox"/> Surveyor to make sure drugs are secure <input type="checkbox"/> How do you make sure no outdated drugs or mislabeled drugs? <p>Assessing adverse drug reactions & medication administration errors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surveyor is to ask nursing if medications dispensed in a timely manner

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Surveyor is to ask what professional pharmacy principles pharmacy is using <input type="checkbox"/> Must have a system for staff to report adverse drug reactions and medication administration errors <input type="checkbox"/> Pharmacy services is expected to assess all such reports to determine if problems or errors in pharmacy services caused or contributed to the adverse reaction or medication administration error <input type="checkbox"/> If a contracted service, how on premise supervision is accomplished <input type="checkbox"/> If a contracted service, MS approves the contract <input type="checkbox"/> Pharmacist job description includes development, supervision and coordination of all pharmacy services activities <input type="checkbox"/> Pharmacists and pharmacy technicians perform only those duties within the scope of their license/education <input type="checkbox"/> Pharmaceutical services can be provided as direct services or through an agreement <input type="checkbox"/> Does not require continuous on premise supervision at the CAH's pharmacy <input type="checkbox"/> May be accomplished through regularly scheduled visits, and/or telemedicine in accordance with law and regulation and accepted professional principles <input type="checkbox"/> A single pharmacist must be responsible for the overall administration of the pharmacy <input type="checkbox"/> The pharmacist must be responsible for developing, supervising, coordinating all the activities of the CAH wide pharmacy services and be knowledgeable about CAH pharmacy practice and management <input type="checkbox"/> Pharmacy must have sufficient staff in types, numbers, and training to provide quality services, including 24 hour, 7 day emergency coverage <input type="checkbox"/> Need to have enough staff to provide accurate and timely medication delivery, ensure accurate and safe medication administration <input type="checkbox"/> Emergency kit with adequate contents – not outdated
<p>REPORTING ADVERSE DRUG REACTION AND ERROR</p> <p style="text-align: right;">C-0277</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Procedures for reporting adverse drug reactions and errors (ADEs) in the administration of drugs is voluntary, non-punitive; include definitions <input type="checkbox"/> ADR and medication errors that reach the patient must be reported to the practitioner

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Staff must report ADR and errors; the report must be made immediately if it causes harm to the patient such as a phone call; if harm is not known then must report immediately; if no harm then can inform practitioner in the morning <input type="checkbox"/> Documentation of the error and notification of the practitioner must be made in the MR <input type="checkbox"/> Must educate staff on medication errors and ADEs to facilitate reporting; <input type="checkbox"/> Must include reporting of near misses <input type="checkbox"/> Must educate how and whom they are to be reported <input type="checkbox"/> Must take other steps to identify errors and ADRs; can't just rely on incident reports; trigger drug analysis, observe medication passes, concurrent and retrospective reviews, medication usage evaluations for high alert drugs etc. <input type="checkbox"/> Nursing staff should know what to do if there is a medication error (ME) or ADE <input type="checkbox"/> Process for reporting administration errors, adverse reactions and drug incompatibilities immediately to the attending physician <input type="checkbox"/> Process for review and amendment of policy/procedures following reports of adverse events <input type="checkbox"/> Process for reporting serious adverse drug reactions to the federal Med-Watch program <input type="checkbox"/> QA/PI activities for errors/reactions include identifying potential corrective actions and are implemented, if appropriate <input type="checkbox"/> Need non-punitive reporting system or people will not report errors (may balance with Just Culture) <input type="checkbox"/> Pharmacist should be readily available by telephone or other means to discuss drug therapy, interactions, side effects, dosage etc. <input type="checkbox"/> Know how drug information will be available at the nursing stations <input type="checkbox"/> Pharmacy policy and procedure, formulary; have a pharmacy and therapeutic committee, record minutes of the committee meetings. Policies should include: <ol style="list-style-type: none"> 1. High alert medications with dosing limits, administration guidelines, packaging, labeling and storage 2. Limiting the variety of medication related devices and equipment 3. Availability of up to date medication information <input type="checkbox"/> Availability of pharmacy expertise such as having a pharmacist available on call when pharmacy does not operate 24 hours a day

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Standardization of prescribing and communication practices <input type="checkbox"/> Beers list of inappropriate medications; drugs that should be avoided in patients who are over 65, includes drugs not to be used for certain diseases; American Geriatric Society- Beers List http://www.americangeriatrics.org/ <input type="checkbox"/> Who has access to the pharmacy? ONLY pharmacy supervisor, pharmacist, pharmacy techs should have access to the pharmacy <input type="checkbox"/> Who has access to the pharmacy after hours? (should only be one designated supervisory RN per shift) <input type="checkbox"/> What is the process for removal of medications from the pharmacy in the absence of the pharmacist? (should only take the amount needed immediately, must have documentation of patient name, room number, name of drug, strength, amount, date, time, signature) <input type="checkbox"/> Written policy/procedure to require ADE be reported immediately to practitioner who ordered the drug <input type="checkbox"/> Method to measure effectiveness of the reporting system; benchmark <input type="checkbox"/> Proactively identify potential and actual ADEs: includes direct medication pass observe, MR review, ADR surveillance team, medication use evaluation for high-alert drugs; or noted automatically generate a drug regimen review. Review for specified drugs/patient (sole reliance on incident reports does not meet the intent of this element) <input type="checkbox"/> Availability of up-to-date medication use information, resources <input type="checkbox"/> Availability of pharmacy expertise 24/7 <input type="checkbox"/> Investigation of cause for return of unused medications to pharmacy <input type="checkbox"/> High-alert meds with dosing limits, etc. <input type="checkbox"/> Policy limiting the variety of medication-related devices & equipment <input type="checkbox"/> Alert system for “look alike” and “sound alike” drugs <input type="checkbox"/> Policy standardization of prescribing and medication communication practices <input type="checkbox"/> DO NOT USE abbreviations list <input type="checkbox"/> Requirements for “complete” orders <input type="checkbox"/> Use of pre-printed orders whenever possible <input type="checkbox"/> How CAH incorporates external alerts/recommendations re: medication use safety

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Policy on high alert medication (may include; chemo, heparin>1000 units, epidural infusions, Fentanyl, insulin, lidocaine with epinephrine vials, neuromuscular blockers, PCA, TPN, moderate sedation, anesthetic agents, and adrenergic agonists) <input type="checkbox"/> Preparation, distribution, administration and proper disposal of hazardous medications <input type="checkbox"/> Handling of medication recalls
<p>INFECTION CONTROL C-0278</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy/procedure developed in coordination with federal, state and local emergency preparedness & health authorities that address communicable disease threats and outbreaks <input type="checkbox"/> Establish a written infection control plan – Aseptic techniques, universal precautions. Inspect and clean air-intake sources, screens, and filters following manufacturer’s recommendations and hospital policy ND 33-07-01.1-14 <input type="checkbox"/> Must follow nationally recognized infection control practices or guidelines (CDC, APIC, SHEA, AORN and OSHA) <input type="checkbox"/> Infection Preventionist who is qualified by education and experience to be responsible for (include in job description); for CAH Infection Control Program <input type="checkbox"/> Developing a system for identifying, investigating, reporting and preventing the spread of infections and communicable disease among patients and personnel, including contract staff and volunteers (system wide) <input type="checkbox"/> Provides definitions of infectious diseases and communicable disease that hospital can put in its policy and procedures <input type="checkbox"/> Must have sanitary environment, all areas of the CAH, this includes CAH departments and off-site locations <input type="checkbox"/> IC program evaluation and revision <p>Communicable Disease Outbreaks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifying, investigating, and reporting infections and outbreaks of communicable diseases among patients and personnel, including contract staff volunteers, especially those occurring in clusters <input type="checkbox"/> Preventing and controlling the spread of infections and communicable diseases among patients and staff; such as measles, SARS or influenza <input type="checkbox"/> Identifying persons who may be infected and exposed <input type="checkbox"/> Providing treatment or prophylaxis to large numbers of people, logistics issues (staff, medical supplies, resupply, capacity and operations)

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Infection and communicable disease incidents log: patients and staff <input type="checkbox"/> Recommended that the infection control officer or officers maintain a log of all incidents related to infections and communicable disease <input type="checkbox"/> All incidents of infection and communicable disease should be included in the log <input type="checkbox"/> Log documents infections and communicable diseases of patients and all staff (patient care, non -patient care, employees, contract staff and volunteers) <p>Surveillance and Corrective Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need active surveillance program covers both CAH patients and personnel working in the hospital <input type="checkbox"/> Surveillance includes infection detection, data collection, analysis, monitoring and evaluation <input type="checkbox"/> Must have facility wide surveillance to monitor infections and communicable diseases in the CAH- document surveillance activities <input type="checkbox"/> Must be consistent with recognized surveillance activities like the CDC National Healthcare Safety Network (NHSN) <input type="checkbox"/> Must address interventions to address issues identified <input type="checkbox"/> NHSN replaces the CDC’s National Nosocomial Infection Surveillance System (NNIS) <input type="checkbox"/> Patient, family and caregiver education re: infections, communicable disease <input type="checkbox"/> Need mechanism to evaluate the effectiveness of the program and to provide corrective action when necessary (establish an infection control committee and name who is on the committee) <input type="checkbox"/> Cooperating with CAH-wide orientation and in-service education programs <input type="checkbox"/> Cooperating with other departments and services in the performance of quality assurance activities and; <input type="checkbox"/> Working with local, state and federal health authorities in emergency preparedness situations <input type="checkbox"/> Process for meeting reporting requirements of the local health authority <p>Sanitary Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Needed to avoid transmission of infection and communicable disease including all CAH units and off site locations <input type="checkbox"/> Monitor housekeeping (environmental services)

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <li data-bbox="483 258 1463 363">☐ Use of disinfectants, antiseptics & germicides used per manufacturer’s recommendations in order to avoid patient harm, especially CNS effects on children <li data-bbox="483 390 1414 457">☐ Monitor maintenance including repair, renovation, and construction activity <li data-bbox="483 485 1487 632">☐ Monitor food storage, preparation, serving, and dish rooms, refrigerators, ice machines, air handlers, autoclave rooms, venting systems, inpatient rooms, treatments areas, labs, waste handling, surgical areas, supply storage, equipment cleaning etc. <li data-bbox="483 659 1446 726">☐ Maintain proper facilities and procedures for disposal of infectious and other wastes- Liquid and solid waste disposal <p data-bbox="464 747 711 779">Mitigation of Risks</p> <ul style="list-style-type: none"> <li data-bbox="483 806 1487 911">☐ Need P&P to mitigate risks associated with HAI precautions to include but not limited to hand hygiene, cough etiquette use of contact droplet and airborne precautions <li data-bbox="483 938 1406 1005">☐ Orientation of new staff to infections, communicable disease and IC program <li data-bbox="483 1033 1471 1064">☐ Screening & evaluation of HCWs & volunteers for communicable disease <li data-bbox="483 1089 1382 1157">☐ Evaluation of staff/volunteers exposed to patients with untreated communicable disease <li data-bbox="483 1184 1479 1251">☐ When infected or ill, HCWs must not render patient care and or report to work <li data-bbox="483 1278 1455 1310">☐ Use of PPE for healthcare worker (gown, gloves, masks and respirators) <li data-bbox="483 1335 1471 1402">☐ Safe work practices (exposure to bloodborne pathogens, safety needles, safety sharp devices) <li data-bbox="483 1430 1479 1682">☐ Systems for prevention of infection especially infections caused by organisms that are antibiotic resistant or in other ways epidemiologically important; device related infections (e.g., those associated with intravascular devices, ventilators, tube feeding, indwelling urinary catheters, surgical site infection, tracheotomy care, RT, burns, immunosuppressed patient, and other conditions/factors which compromise patient resistance to infection) <p data-bbox="464 1709 1208 1740">Safe medication preparation including but not limited to</p> <ul style="list-style-type: none"> <li data-bbox="483 1768 1276 1799">☐ Safe medication preparation and administration includes: <li data-bbox="483 1824 1089 1856">☐ Use of techniques for standard precautions <li data-bbox="483 1881 1446 1948">☐ Prepare injectable in designated clean medication area not adjacent to contaminated areas (such as medication room)

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Proper hand hygiene before handling medications <input type="checkbox"/> Methods for monitoring and evaluating practices of asepsis <input type="checkbox"/> Always disinfect a rubber septum with alcohol before piercing it <input type="checkbox"/> Always using aseptic technique when preparing and administering injections <input type="checkbox"/> Never entering a vial or IV with a used syringe or needle <input type="checkbox"/> Needle disposal <input type="checkbox"/> Never administering medications from the same syringe to more than one patient, even if the needle is changed <input type="checkbox"/> Single dose vials can be used on only one patient <input type="checkbox"/> IV bags can be used on one patient <input type="checkbox"/> If multi-dose vial try and use for one patient only and do not take into patient room <input type="checkbox"/> Mark multi-dose vial expiries in 28 days unless sooner by manufacturer <input type="checkbox"/> Wear a mask when placing a catheter or injecting into epidural, spinal or subdural area <input type="checkbox"/> Never use same finger stick device for more than one patient <input type="checkbox"/> Never use insulin pens on more than one patient <input type="checkbox"/> Avoid sharing glucose meters- if used for more than one person must disinfect after every use <input type="checkbox"/> Must train staff on policy and procedure pertinent to the staff's responsibilities and activities <input type="checkbox"/> Expected to provided role specific education on: proper hand hygiene, standard and transmission based precautions, asepsis, sterilization, disinfection, food sanitation, housekeeping, linen care, medical and infectious waste disposal, injection safety, separation of clean from dirty, as well as other means for limiting the spread of infections <input type="checkbox"/> Provide education to patients and their visiting family members, caregivers, about precautions to take to prevent infections <input type="checkbox"/> QA/PI Program and staff in-services address problems identified thru the IC program, develop corrective action plans, and include methods for monitoring effectiveness of the correct action, revising as necessary

TAG	REQUIREMENT
<p>DIETARY</p> <p>C-0279</p>	<ul style="list-style-type: none"> <input type="checkbox"/> USDA dietary guidelines http://www.health.gov/dietaryguidelines/ <input type="checkbox"/> If the CAH furnishes inpatient services, procedures must be in place that ensure that the nutritional needs of inpatients are met in accordance with recognized dietary practice <input type="checkbox"/> A CAH is not required to prepare meals itself and can obtain meals under contract <input type="checkbox"/> Food and dietetic services must be organized <input type="checkbox"/> Directed and staffed in such a manner to ensure that the nutritional needs of the patients are met in accordance with practitioners orders <input type="checkbox"/> Integration of the food and dietetic service into the PI and Infection Control programs <input type="checkbox"/> Guidelines for acceptable hygiene practices of food service personnel and guidelines for kitchen sanitation <input type="checkbox"/> Diet manual that includes therapeutic diet menus to meet nutritional; is approved by the qualified dietician and the medical staff <input type="checkbox"/> Frequency of meals served – no more than 14 hours between evening meal and breakfast <input type="checkbox"/> System for diet ordering and patient tray delivery <input type="checkbox"/> Enteral nutrition <input type="checkbox"/> Total parenteral nutrition <input type="checkbox"/> Changes in diet orders <input type="checkbox"/> Early/late trays process <input type="checkbox"/> Use of nutritional supplements <input type="checkbox"/> Hygiene practices of food service personnel <input type="checkbox"/> Kitchen sanitation <input type="checkbox"/> Compliance with federal & state licensure requirements of food and dietary personnel (including RDA or DRI) <input type="checkbox"/> Compliance with recognized food service standards, laws and regulations
<p>FOOD AND DIETETIC SERVICES DIRECTOR</p> <p>C-0279</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Food and Dietetic Services Director: qualifications and responsibilities <input type="checkbox"/> Safe practices for food handling <input type="checkbox"/> Emergency food supplies <input type="checkbox"/> Menu planning and plans <input type="checkbox"/> Menus inclusive of food groups <ol style="list-style-type: none"> 1. Milk: 2 or more cups

TAG	REQUIREMENT
	<ul style="list-style-type: none"> 2. Meat: 2 or more servings 3. Vegetable & fruit: 4 or more 4. Bread & cereals: 4 or more <input type="checkbox"/> QA/PI program for dietary service
<p>DIETICIAN AND NUTRITION DIRECTOR C-0279</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Dietician/Nutrition Director: qualifications and responsibilities <input type="checkbox"/> Criteria for identifying of patients at nutrition risk established <input type="checkbox"/> Nutrition assessment and care plan <input type="checkbox"/> Practitioner or qualified dietician order for therapeutic diet <input type="checkbox"/> Evaluation of patient response to therapeutic diet & nutritional adequacy; reassessment and plan revision <input type="checkbox"/> Patient, family, caregiver education <input type="checkbox"/> Dietary/nutrition consultations <input type="checkbox"/> The Dietary Services policy and procedure must be reviewed at least once a year
<p>PATIENT SERVICES C-0280</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Annual review of direct care diagnostic & therapeutic services & supplies policies <input type="checkbox"/> Must provide diagnostic and therapeutic services as those provided in doctor's office or at entry of healthcare organization like an outpatient department or ED- provide directly or under contract <input type="checkbox"/> Must have supplies as that typically found in an ambulatory healthcare setting and a physician/s office <input type="checkbox"/> Must provide adequate services, equipment, staff and facilities adequate to provide the outpatient services <input type="checkbox"/> Must follow acceptable standards of practices such as ACR, AMA, ACOS, etc. <input type="checkbox"/> OP Department must be integrated with inpatient services such as MR, lab, radiology, anesthesia or other diagnostic services <input type="checkbox"/> CAHs have flexibility to arrange for contracted services CMS removed the language requiring directly provided services in the areas of general diagnostic, therapeutic services, radiology services, laboratory services, and emergency procedures <input type="checkbox"/> CAH physician or non-physician practitioner must be available to treat patients at the CAH when such outpatient services are provided <input type="checkbox"/> CMS expects CAHs to provide timely diagnosis and treatment of patients and expects general diagnostic and therapeutic, laboratory, radiology and emergency services to be offered on-site



TAG	REQUIREMENT
<p>C-0281</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CAH furnishes acute care inpatient services <input type="checkbox"/> Average LOS is 96 hour <input type="checkbox"/> Must certify that Medicare patients may be expected to be discharged or admitted to a hospital within 96 hours <input type="checkbox"/> CAH is not required to maintain a minimum average daily census of patients receiving inpatient acute care services or maintain a minimum number of beds that are to be used for inpatient services
<p>LAB SERVICES C-0282</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Lab Policies: basic services provided directly; all procedures for tests performed whether available as routine and stat basis; cultures taken <input type="checkbox"/> Must provide emergency services 24 hours/ 7 days a week <input type="checkbox"/> Basic lab services to include, urine dipstick, hemoglobin or hematocrit, blood glucose, stool for occult blood, pregnancy tests, primary culturing for transmittal ND 33-07-01.1-22 <input type="checkbox"/> Scope & complexity; lab services must be provided directly at the CAH campus by CAH staff in order to facilitate immediate diagnosis and treatment of patient. The CAH must have a current/valid CLIA certificate or Certificate of Waiver for all tests performed and appropriate to the level of services performed: 24/7 <input type="checkbox"/> Written description of tests available for emergency testing; list approved by MS <input type="checkbox"/> Reference labs <input type="checkbox"/> Policy and procedure for collection, preservation, transport, receipt & reporting of tissue specimens <input type="checkbox"/> Quality control <input type="checkbox"/> Policy to make sure all lab tests are recorded in the MR <input type="checkbox"/> Staff supervision, qualifications, orientation, training competencies <input type="checkbox"/> Infection control standards <input type="checkbox"/> How ED care available/provided to patients experiencing adverse reactions
<p>RADIOLOGY SERVICES C-0283</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supervision of the department by a credentialed member of the MS <input type="checkbox"/> Designation of staff qualified to operate equipment, approved by MS <input type="checkbox"/> Written policy, consistent with state law on personnel to operate radiology equipment and do procedures ND 33-07-01.1-23

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <li data-bbox="483 258 1500 405">❑ Radiology Administration Policies: provided as a direct service; available 24/7; scope & complexity of services- approved by MS and governing body /CEO; if interpretation of imaging internally or contracted; acceptable standards of practice; meeting patient & staff safety standards <li data-bbox="483 426 1377 499">❑ Can offer minimal set or more complex according to needs of the patients; interpretation however can be contracted out <li data-bbox="483 520 1393 636">❑ Diagnostic, therapeutic and nuclear medicine, must be provided in accordance with acceptable standards of practice and must meet professionally approved standards for safety <li data-bbox="483 657 1500 762">❑ Scope or what you do has to be in writing and approved by MS and board and by standards recommended by nationally recognized professions such as the AMA and ACR <li data-bbox="483 783 1458 856">❑ Periodic inspection of equipment & process for timely corrective action when needed <li data-bbox="483 877 1484 909">❑ Identification of which tests a radiologist must interpret, approved by MS <li data-bbox="483 930 1003 961">❑ Only privileged providers order tests <li data-bbox="483 982 1403 1056">❑ Radiologist or physician must sign (or electronically sign) all reports ND 33-07-01.1-23 <li data-bbox="483 1077 1386 1150">❑ Emergency radiation hazards, incidents, response & reporting and procedures <li data-bbox="483 1171 1419 1245">❑ X-ray machine and /or portable x-ray machine has a technique chart posted and radiation protection shielding <li data-bbox="483 1266 1484 1455">❑ Policy and procedures on adequate radiation shielding for patients, personnel and facilities which includes: shielding built into physical plant, types of personal protective shielding to use and under what circumstances, types of containers to be used for radioactive materials and clear signage identifying hazardous radiation area <li data-bbox="483 1476 1500 1581">❑ Policy: labeling all radioactive materials, including waste; transportation between locations within CAH, control access to radioactive materials and provide testing of equipment for hazards <li data-bbox="483 1602 1451 1675">❑ Periodic checking of staff regularly exposed to radiation for the level of radiation exposure, via exposure meters or badge tests <li data-bbox="483 1696 1393 1770">❑ Need copies of all reports and printouts, written policy and ensure integrity of authentication <li data-bbox="483 1791 1019 1822">❑ File storage, security, retrieval, HIPAA

TAG	REQUIREMENT
EMERGENCY PROCEDURES C-0284	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency Procedures: see C-0281 <input type="checkbox"/> Must provide medical emergency services as a first response to common life threatening injuries and acute illness <input type="checkbox"/> Emergency Services can be done directly or by contracted services
AGREEMENTS C-0285	<ul style="list-style-type: none"> <input type="checkbox"/> Agreements with one or more Medicare participating providers/suppliers for care <input type="checkbox"/> Governing body assesses the quality of care provided under these agreements, etc. <input type="checkbox"/> Need to describe routine procedures such as for obtaining outside lab tests <input type="checkbox"/> CAH's QA plan must access those services provided under arrangement, identify quality and performance problems, implement appropriate corrective or improvement activities, and ensure the monitoring and sustainability of those corrective or improvement activities.
C-0286	<ul style="list-style-type: none"> <input type="checkbox"/> CAH must have agreements with 1 or more facilities to provide care to inpatients <input type="checkbox"/> Agreement with reference lab for specialized diagnostic or clinical lab services <input type="checkbox"/> If labs provide additional diagnosis and clinical lab services must be in compliance with CLIA and lab will be surveyed separately for compliance <input type="checkbox"/> Same is true of radiology services and if done outside make sure CAH gets copy of report
CONTRACTED SERVICES C-0287	<ul style="list-style-type: none"> <input type="checkbox"/> Must have agreement or arrangement with one or more providers or suppliers participating under Medicare to provide service to patients <input type="checkbox"/> Must have at least one MD or DO on its staff who is responsible <input type="checkbox"/> If referral agreement is not in writing then can show that doctors are accepting patients when referred <input type="checkbox"/> Need policy and procedures for referring patients it discharges who need additional care
LAB & DIAGNOSTIC SERVICES C-0288	<ul style="list-style-type: none"> <input type="checkbox"/> Lab or diagnostic services that are not available at the CAH- have an agreement with 1 or more providers, be sure referred patients are accepted and treated <input type="checkbox"/> Need to make sure basic lab services are available to ensure an immediate diagnosis and treatment
C-0289	<ul style="list-style-type: none"> <input type="checkbox"/> Agreement for food, nutritional services not provided directly by the CAH



TAG	REQUIREMENT
C-0290	<ul style="list-style-type: none"> <input type="checkbox"/> If agreements are not in writing, how will document that referred/transferred patients are accepted, provided care & testing services as needed; physician available
C-0291	<ul style="list-style-type: none"> <input type="checkbox"/> Keep a list of all contracted/agreement services is maintained, current, describes scope <input type="checkbox"/> Must include services offered, individual or entity that is providing it, and whether on or off-site <input type="checkbox"/> Must include if any limit on the volume or frequency of the services provided <input type="checkbox"/> Update list each time services added or removed
C-0292	<ul style="list-style-type: none"> <input type="checkbox"/> Individual principally responsible for the CAH's operations is responsible for agreements and oversight of those services
C-0293	<ul style="list-style-type: none"> <input type="checkbox"/> All agreements require the contractor to provide services in compliance with CoPs
NURSING C-0294	<ul style="list-style-type: none"> <input type="checkbox"/> Services under the direction of an RN ND 33-07-01.1-16 <input type="checkbox"/> Must designate an individual who is responsible for nursing services, including development of policies and procedures for nursing services <input type="checkbox"/> Nursing services must meet the needs of all patients <input type="checkbox"/> How unit(s) adequately staffed & supervised <input type="checkbox"/> All agency nurses must be oriented and supervised <input type="checkbox"/> Will review nursing care plans, medical records, accident and investigate reports, staff schedules and policies/procedures <input type="checkbox"/> Orientation includes: unit, emergency preparation, nursing policy/procedure, safety policy/procedure <input type="checkbox"/> Must have RN, LPN, or CNS on duty whenever the CAH has one or more patients <input type="checkbox"/> Must ensure appropriate staffing for outpatient nursing services <input type="checkbox"/> Must have sufficient numbers of supervisory and non-supervisory personnel to meet patient needs <input type="checkbox"/> RN must provide nursing care to each patient or make assignments <input type="checkbox"/> How RN provides or assigns qualified care giver for each patient, including swing bed and SNF patients <input type="checkbox"/> Ensure all nursing personnel assigned to provide nursing care have the appropriate education, experience, licensure, competence and specialized qualifications



TAG	REQUIREMENT
<p>C-0296</p>	<ul style="list-style-type: none"> <input type="checkbox"/> How RN must supervise and evaluations evaluate the nursing care for each patient <input type="checkbox"/> How does the CAH ensure that staffing schedules correlate to the number of acuity of patients, including swing-bed patients <input type="checkbox"/> Drugs, biologicals & IVs administered by or under RN supervision <input type="checkbox"/> How are drugs and IVs monitored for QA <input type="checkbox"/> In accordance with federal and state laws <input type="checkbox"/> Under practitioner orders <input type="checkbox"/> In accordance with accepted standards of practice
<p>ALL DRUGS, BIOLOGICALS, AND IV MEDICATIONS</p> <p>C-0297</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All drugs, biological and IV meds, must be administered by or under supervision of a RN, MD, DO, or PA- in accordance with written and signed orders, accepted standards of practice, federal and state laws. <input type="checkbox"/> Orders for drugs & biologicals, including verbal orders, are legible, timed, dated & authenticated by practitioner (need signed order) <input type="checkbox"/> Policy and procedure must specify who can administer meds <input type="checkbox"/> Policy that describes limitations or prohibitions on use of VO. Provide a mechanism to ensure validity/authenticity of the prescribers. List elements to be included in verbal orders. List and define the individuals who may send and receive VO and provide guidelines for clear and effective communication of VO. <input type="checkbox"/> Policies and procedures for verbal and standing orders; <ul style="list-style-type: none"> <input type="checkbox"/> Practitioner must authenticate orders as soon as possible <input type="checkbox"/> Standing orders must include how it is developed, approved, monitored and updated <input type="checkbox"/> Must include when staff can initiate a standing order <input type="checkbox"/> Must include that the standing order is signed off <input type="checkbox"/> List of things that must be in the verbal order <input type="checkbox"/> Establish protocols for clear and effective communication and verification of VO. CMS expects nationally accepted read-back verification practice to be implemented for every VO <input type="checkbox"/> Telephone and verbal orders must be used infrequently and limited to urgent situations <input type="checkbox"/> Medication passes-policy/procedure approved by MS as to who can pass medications <input type="checkbox"/> Need QA plan to see if administration of drugs is regularly monitored <input type="checkbox"/> CAH must assure compliance with the following requirements concerning:

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum content of medication orders: <ul style="list-style-type: none"> <input type="checkbox"/> Name of patient <input type="checkbox"/> Age and weight of patient- policy and procedure must address weight based dosing <input type="checkbox"/> Date and time of the order <input type="checkbox"/> Drug name <input type="checkbox"/> Exact strength or concentration <input type="checkbox"/> Dose, frequency and route <input type="checkbox"/> Dose calculation requirements, when applicable <input type="checkbox"/> Quantity and/or duration when applicable <input type="checkbox"/> Policy self-administration of medications, if the CAH permits this, need an order <input type="checkbox"/> Training; safe handling and preparation of drugs <input type="checkbox"/> Basic safe practices; five rights <input type="checkbox"/> Policy timing of medication administration; specify timeframes <input type="checkbox"/> Assessment/monitoring of patients receiving medications. Policy and procedure on how frequent to monitor patient. Factors that put patients at greater risk for adverse events and respiratory depression. Communicate in report and hand offs. High alert medications assess sedation level <input type="checkbox"/> Intravenous (IV) medications; Need correct choice of vascular access device to deliver blood and medications. Policy and procedure to address which ones can be given IV and via what type of access <input type="checkbox"/> Documentation IV Blood Administration Procedures: <input type="checkbox"/> Policy and procedure to include how frequent you monitor the patient and do vital signs <input type="checkbox"/> How to identify and treat and report an adverse transfusion reaction <input type="checkbox"/> Two qualified persons, one who is administering the transfusion; document, verify correct blood product, confirm correct patient
<p>FIRST DOSE RULE C-0297 North Dakota 61-07-01-14 Pharmacist First Dose Review</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A hospital pharmacy must have a pharmacist review all medication order prior to the first dose being administered to the patient. Policies and procedures must be put into place to ensure this compliance ND 61-07-01-14 <input type="checkbox"/> Either a pharmacist onsite or the use of hospital telepharmacy services will be sufficient to comply with the requirement ND 61-07-01-14

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> All prescribers' medication orders (except in emergency situations) should be reviewed for appropriateness by a pharmacist before first dose is dispensed. <input type="checkbox"/> Therapeutic appropriateness of a patient's medication regimen <input type="checkbox"/> Therapeutic duplication <input type="checkbox"/> Appropriateness of the route and method of administration <input type="checkbox"/> Medication-medication, medication-food, medication-laboratory test and medication-disease interactions <input type="checkbox"/> Clinical and laboratory data to evaluate the efficacy of medication therapy to anticipate or evaluate toxicity and adverse effects <input type="checkbox"/> Physical signs and clinical symptoms relevant to the patient's medication therapy <input type="checkbox"/> Preparation of sterile products in appropriate environment, labeled by appropriately trained and qualified personnel <input type="checkbox"/> Pharmacy should participate in CAH decisions about emergency medication kits i.e., stroke ER toolkit <input type="checkbox"/> Supply and provision of emergency medication stored in the kits must be consistent with standards of practice and appropriate for a specified age group or disease treatment <input type="checkbox"/> Pharmacy participation in evaluating, use and monitoring drug delivery systems, administration devices, drug-dispensing machines <input type="checkbox"/> Medication preparation procedures <input type="checkbox"/> Using a laminar airflow hood or other appropriate environment while preparing any intravenous (IV) admixture in the pharmacy, any sterile product made from non-sterile ingredients, or any sterile product that will not be used within 24 hours; and visually inspecting the integrity of the medications
<p>VISITATION 1000 (starts after tag 0297)</p> <p>REASONABLE RESTRICTIONS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Must have policy and procedure and process on visitation <input type="checkbox"/> Discusses 2004 JAMA article encouraging open visitation in the ICU <input type="checkbox"/> Includes inpatients and outpatients <ol style="list-style-type: none"> 1. Role of support person for both inpatient and outpatient 2. Patient may want support person present during pre-op preparation or post- op recovery <p>Reasonable Restrictions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infection control issues <input type="checkbox"/> Can interfere with the care of other patients

TAG	REQUIREMENT
<p>VISITATION</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Court order restricting contact <input type="checkbox"/> Disruptive or threatening behavior <input type="checkbox"/> Roommate needs rest or privacy <input type="checkbox"/> Substance abuse treatment plan <input type="checkbox"/> Patient undergoing care interventions <input type="checkbox"/> Restriction for children under certain age <p>Visitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need to train staff on the policy and procedure <input type="checkbox"/> Need to determine role staff will play in controlling visitor access and can describe the policy for a surveyor <input type="checkbox"/> Surveyor will verify you have a policy and procedure <input type="checkbox"/> Document that staff are trained <input type="checkbox"/> Inform each patient or their support person, when appropriate, of their visitation rights <input type="checkbox"/> Include notifying patient of any restrictions <input type="checkbox"/> Patient gets to decide who their visitors are <input type="checkbox"/> Cannot discriminate against same sex domestic partners, friend, family member etc. <input type="checkbox"/> Support person does not have to be the same person as the durable power of attorney (DPOA) <input type="checkbox"/> Support person can be friend, family member or other individual who supports the patient during their stay (patient advocate) <input type="checkbox"/> Support person can exercise patient’s visitation rights on their behalf if patient unable to do so <input type="checkbox"/> Hospitals must accept patient’s designation of an individual or a support person <ol style="list-style-type: none"> 1. Whether orally or in writing 2. Suggestion to get this in writing from the patient <input type="checkbox"/> When patient is incapacitated and no advance directives on file then must accept individual who tells you they are the support person <input type="checkbox"/> Hospital expected to accept this unless two individuals claim to be the support person then can ask for documentation <ol style="list-style-type: none"> 1. This includes same sex partners, friends or family members 2. Need a policy on how to resolve this issue



TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Any refusal to be treated as the support person must be documented in the medical record along with specific reason for the refusal <input type="checkbox"/> Patient can withdraw consent and change their mind <input type="checkbox"/> Must document in the medical record that the notice was given <input type="checkbox"/> Educate staff on what a support person is and what it means
<p>NURSING CARE PLAN C-0298</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Nursing care plan started on admission and includes discharge planning, kept current on all patients <input type="checkbox"/> Plan must describe goals, discharge planning, physiological and psychosocial factors <input type="checkbox"/> Goals must be identified, measurable, and known to all appropriate personnel ND 33-07-01.1-17 <input type="checkbox"/> Must be kept as part of the medical record
<p>REHABILITATION SERVICES C-0299</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Rehab services are provided by qualified staff, included PT, OT, and speech language pathology <input type="checkbox"/> Rehab is an optional service can be provided directly or through contracted services <input type="checkbox"/> Must have an order, policy and procedure, and be consistent with the (American PT Association, American OT Association etc.) <input type="checkbox"/> Must do a Plan of Care (POC) before treatment is started. Can be done by MD/DO, PA, NP, and CNS. Can be done by PT, speech language pathologist or OT who is furnishing the service. Any change in plan must be in accordance with provider's policy and procedure <input type="checkbox"/> Organized integrated quality improvement, coordinated policies and procedures, professional licenses ND 33-07-01.1-27
<p>MEDICAL RECORDS C-0300</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Must maintain clinical medical records system in accordance with policy/procedures. ND 33-07-01.1-20 <input type="checkbox"/> MR policies review and revision periodically <input type="checkbox"/> MR department staff qualified & can comply with state federal law ND 33-07-01.1-20 <input type="checkbox"/> Promptly completed in accordance with state, federal law. Have current list of authenticates signatures, computer codes and signature stamps. Protected and authorized by governing body, cross reference inpatient and outpatients <input type="checkbox"/> Limit access to only those authorized persons <input type="checkbox"/> HIPAA is important and the OCR has been issuing heavy penalties for violation of privacy and security

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> What specific actions will constitute a security incident? <input type="checkbox"/> How incidents will be documented, including what information should be contained in the documentation <input type="checkbox"/> What incidents must be reported? How often and to whom? What information reports should include <input type="checkbox"/> Must cross reference inpatients and outpatients <input type="checkbox"/> If transfer to swing bed can use one MR but need divider <input type="checkbox"/> Both inpatient and swing bed must have MR- admission, discharge orders, progress notes, nursing notes, graphics, laboratory support documents, any other pertinent documents, and discharge summaries <input type="checkbox"/> Have a system that you are able to pull any old MR when past 6 years, 24/7 for inpatient and outpatient <input type="checkbox"/> Protect MR confidentiality and from damage, flood, fire etc.
C-0302	<ul style="list-style-type: none"> <input type="checkbox"/> MR is legible, complete, accurate, readily accessible, systematically organized <input type="checkbox"/> Ensure accurate and complete documentation of all orders, test results, evaluation
C-0303	<ul style="list-style-type: none"> <input type="checkbox"/> Designated member of professional staff responsible for maintaining/ensuring records
INFORMED CONSENT C-0304	<ul style="list-style-type: none"> <input type="checkbox"/> MR-required elements – Identification and social data, informed consent forms for any procedures or surgical procedures <input type="checkbox"/> What precautions are taken to ensure confidentiality and prevent unauthorized persons from gaining access <input type="checkbox"/> MR retention period is 6 years and longer – Need system that is able to pull any old MR within this time frame <input type="checkbox"/> Informed Consent: Form should contain at least the following; name of patient, and when appropriate, patient’s legal guardian; name of CAH; Name of procedure(s); name of practitioner(s) performing the procedures(s); signature of patient or legal guardian <input type="checkbox"/> Consent form must include: Date and time consent is obtained; statement that procedure was explained to patient or guardian; signature of professional person witnessing the consent; name/signature of person who explained the procedure to the patient or guardian <input type="checkbox"/> Discharge Summary- outcome CAH stay, disposition of patient, provisions for follow up care, required for all hospital stays and prior to and after swing bed admit



TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> Discharge Summary- MD/DO may delegate to PA/NP if state allows it. Verification that MS has specified which procedures or treatments need informed consent <input type="checkbox"/> Surveyor will do review of closed and open MR at least 10% of average daily census
C-0305	<ul style="list-style-type: none"> <input type="checkbox"/> All or part of H&P may be delegated to other practitioners (see tag 320) MD/DO assumes responsibility and sign <input type="checkbox"/> Bylaws reflect when H&P must be completed
RESPONSE TO TREATMENT C-0306	<ul style="list-style-type: none"> <input type="checkbox"/> Important to describe the patient's response to treatment; all orders, reports of treatment and medications, nursing notes, documentation of complications, other information used to monitor the patients such as progress notes, lab tests, graphics <input type="checkbox"/> Important to be sure MR are filed promptly <input type="checkbox"/> All MR must contain all lab reports, radiology reports, all vital signs and reports of treatment include complications and hospital acquired infections, and all unfavorable reaction to drugs
RECORD SYSTEMS C-0307	<ul style="list-style-type: none"> <input type="checkbox"/> Must maintain a record of each patient that includes dated signatures of the MD/DO or other health care professional <input type="checkbox"/> Provider signatures are dated; time of entries documented <input type="checkbox"/> Entries in MR- only done by those specified in the MS Policy/procedure can write in the MR- need date, time and authenticated <input type="checkbox"/> If rubber stamp used- person must sign they will be the only one who uses it; must have sanctions for improper use of stamp, computer key or code signature <input type="checkbox"/> Have date and time when a verbal order is signed off
C-0308	<ul style="list-style-type: none"> <input type="checkbox"/> Confidentiality, safeguards against loss, destruction or unauthorized use <input type="checkbox"/> Access to information limited to those who need to know <input type="checkbox"/> Safeguard MR, videos, audio <input type="checkbox"/> Only authorized people can access MR contained in MR department
C-0309	<ul style="list-style-type: none"> <input type="checkbox"/> Written policy/procedure govern the use and removal of MR <input type="checkbox"/> Remember the federal HIPAA law on MR confidentiality and privacy and ARRA, HITECH, and breach notification law <input type="checkbox"/> Written policy/procedure govern release of information in MR
C-0310	<ul style="list-style-type: none"> <input type="checkbox"/> Patient's written consent required for release of MR information

TAG	REQUIREMENT
RETENTION OF RECORDS C-0311	<input type="checkbox"/> Ensure that records will be retained (i.e., through a written procedure) for at least 10 years from date of last entry ND 33-07-01.1-20
SURGERY C-0320	<input type="checkbox"/> CMS changed the language in 485.639 to clarify that surgical services are optional services for CAHs <input type="checkbox"/> Performed in safe manner by qualified practitioners with current privileges granted by governing body ND 33-07-01.1-29 <input type="checkbox"/> Must follow standards of practice and recommendations by national recognized organizations (AMA, ACOS, APIC, AORN) <input type="checkbox"/> Quality of outpatient surgical services must be consistent with inpatient <input type="checkbox"/> Scope of surgical services must be in writing and approved by MS <input type="checkbox"/> OR supervised by experienced staff member, address qualifications of supervisor of OR rooms in policy and procedures and authorized by state law ND 33-07-01.1-29 <input type="checkbox"/> If LPN or scrub nurses used, must be under RN supervision who is immediately available to physically step in as needed <input type="checkbox"/> Aseptic surveillance & technique; scrub techniques <input type="checkbox"/> Identification of infected and non-infected cases <input type="checkbox"/> Housekeeping in OR –requirements/procedures <input type="checkbox"/> Pre-operative work-up requirements: pre-operative H & P <input type="checkbox"/> Consents, informed and releases <input type="checkbox"/> Clinical procedures <input type="checkbox"/> Safety practices <input type="checkbox"/> Patient identification procedures <input type="checkbox"/> Scrub and circulating nurse duties <input type="checkbox"/> Personnel policies unique to OR <input type="checkbox"/> Surgical counts in accordance with accepted standards of practice <input type="checkbox"/> Scheduling of patients for surgery <input type="checkbox"/> Resuscitation techniques <input type="checkbox"/> DNR status <input type="checkbox"/> Care of surgical specimens <input type="checkbox"/> Malignant hypothermia <input type="checkbox"/> Surgical procedure protocols (equipment, materials, supplies needed) <input type="checkbox"/> Sterilization and disinfection procedures

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> CAHs biomedical equipment program to include equipment monitoring, inspected, tested, and maintained <input type="checkbox"/> Acceptable OR attire <input type="checkbox"/> Handling infections and biomed waste <input type="checkbox"/> Post-op care in accordance with acceptable standards of practice <input type="checkbox"/> Must have adequate provisions for immediate post op care, in accordance with acceptable standards of care (ASPAN) <input type="checkbox"/> Complete H&P must be done in accordance with acceptable standards of practice <input type="checkbox"/> All or part of H&P may be delegated to other practitioners (PA, NP) if allowed by state law and CAH. ND 33-07-01.1-29 <input type="checkbox"/> Surgeon must sign and assume full responsibility <input type="checkbox"/> H&P on chart prior to surgery <input type="checkbox"/> Recovery room separate from CAH, access limited <input type="checkbox"/> Transfer requirements to and from recovery room <input type="checkbox"/> Operating room register <input type="checkbox"/> Operative report <input type="checkbox"/> OR organizational chart shows lines of authority and delegation within the department <input type="checkbox"/> On-call system <input type="checkbox"/> Cardiac monitor, defibrillator, aspirator, suction equipment, tracheotomy set <input type="checkbox"/> Equipment available for rapid and routine sterilization of OR materials, equipment monitored, inspected, tested and maintained by the CAHs biomedical equipment program <input type="checkbox"/> Sterilized materials are packaged, handled, labeled and stored in a manner that ensures sterility i.e., in a moisture and dust controlled environment, Policy and procedure on expiration dates.
<p>SURGICAL PRIVILEGES C-0321</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Designation of qualified practitioners: surgery performed only by MD, DO, dentists, oral surgeons, or Podiatrist when privileged to do so by governing body <input type="checkbox"/> Surgical privileges are specified in writing must designate who are allowed to perform surgery, need policy/procedures. Update privileges every 2 years <input type="checkbox"/> MS appraisal procedure must evaluate each practitioner’s training, education, experience and demonstrated competence



TAG	REQUIREMENT
	<ul style="list-style-type: none"> <input type="checkbox"/> As established by the QI program, credentialing, adherence to hospital policy/procedures, and laws <input type="checkbox"/> Post anesthesia follow-up report must be written on all inpatients and outpatients prior to discharge <input type="checkbox"/> Written by the individual who is qualified to administer the anesthesia <input type="checkbox"/> Must include at a minimum: cardiopulmonary status, LOC, follow-up care and/or observations and any complications occurring during PACU
ANESTHESIA C-0322	<ul style="list-style-type: none"> <input type="checkbox"/> Surgical risk assessment immediately before surgery by qualified practitioner <input type="checkbox"/> Pre-anesthesia risk assessment immediately before surgery by qualified practitioner <input type="checkbox"/> Anesthesia recovery evaluation before discharge by qualified practitioner
ANESTHESIA C-0323	<ul style="list-style-type: none"> <input type="checkbox"/> Anesthesia service shall establish policies, procedures, rules, and regulations for the control, storage, and safe use of combustible anesthetics, oxygen, and other medicinal gases in accordance with national fire protection association standards; types of anesthesia to be administered and procedures for each; personnel permitted to administer anesthesia; infection control; safety regulations to be followed; and responsibility for regular inspection, maintenance, and repair of anesthesia equipment and supplies. ND 33-07-01.1-32 <input type="checkbox"/> MS bylaws include criteria for determining anesthesia and other surgical care practitioners' privileges <input type="checkbox"/> CRNA may administer under supervision of operating practitioner or anesthesiologist; supervising practitioner must be immediately available to provide hands-on intervention when needed.
DISCHARGE C-0325	<ul style="list-style-type: none"> <input type="checkbox"/> Policy in place to govern discharge procedures and instructions <input type="checkbox"/> Patients discharged in company of a responsible adult unless exempted by doctor
C-0326	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO supervision of CRNA can be exempted by the state
EVALUATION and QUALITY ASSESSMENT C-0330	<ul style="list-style-type: none"> <input type="checkbox"/> CAH actual practice reflects policies, procedures, law, regulations and standards of practice
C-0331	<ul style="list-style-type: none"> <input type="checkbox"/> Who is designated to review total program at least once a year. This includes volume of services, i.e., services provided, number of patients served
C-0332	<ul style="list-style-type: none"> <input type="checkbox"/> Service utilization- volume of patients and services minimum
C-0333	<ul style="list-style-type: none"> <input type="checkbox"/> Not less than 10% of both active and closed patient records



TAG	REQUIREMENT
C-0334	<ul style="list-style-type: none"> <input type="checkbox"/> Health care policies evaluated, reviewed and/or revised as part of evaluation
C-0335	<ul style="list-style-type: none"> <input type="checkbox"/> Determine whether utilization appropriate, policies followed, and changes needed
QUALITY ASSURANCE C-0336	<ul style="list-style-type: none"> <input type="checkbox"/> Quality Assurance: program is effective, ongoing, evaluation the quality and appropriateness of diagnosis and treatment furnished and treatment outcomes <input type="checkbox"/> Facility-wide <input type="checkbox"/> Can be done under contract if communication channels established <input type="checkbox"/> Includes ongoing monitoring and data collection <input type="checkbox"/> Problem prevention, identification and data analysis <input type="checkbox"/> Identification of corrective actions <input type="checkbox"/> Implementation of corrective actions <input type="checkbox"/> Evaluation of corrective actions <input type="checkbox"/> Measures to improve quality continuously <input type="checkbox"/> QA program to evaluate appropriateness of diagnosis and treatment and in treatment outcomes <input type="checkbox"/> Facility wide QA/QI program; Can have QA by arrangement; QI plan and mention in QI minutes
HEALTHCARE ASSOCIATED INFECTIONS (HAI) C-0337	<ul style="list-style-type: none"> <input type="checkbox"/> All patient care services and other services affecting patient health & safety <input type="checkbox"/> Evaluate the quality of care of allied staff (NP, PA, CNS) by doctor on MS or under contract <input type="checkbox"/> Does CAH evaluate nosocomial infections? <input type="checkbox"/> Is there an infection control program established, meetings held, findings discussed and problems addressed? <input type="checkbox"/> Does the CAH evaluate medication therapy? <input type="checkbox"/> Committee established, meetings held, findings discussed, problems addressed (e.g. med errors)?
PEER REVIEW C-0339	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO evaluations quality & appropriateness of PA, NP, or CNS. How is this documented for the evaluation? <input type="checkbox"/> How does the physician inform the CAH of any problems with the care provided by the advanced practitioners? <input type="checkbox"/> Are CRNA's evaluated by physician with anesthesia experience/training?



TAG	REQUIREMENT
QUALITY ASSURANCE C-0340	<ul style="list-style-type: none"> <input type="checkbox"/> MD/DO care evaluated by: hospital who is a member of the network; QIO or equivalent entity; appropriate & qualified entity identified in the state rural health care plan <input type="checkbox"/> CAH have an arrangement for outside entity to review the appropriateness of the diagnosis and treatment provided by each MD/DO providing services; This includes doctors providing telemedicine services <input type="checkbox"/> Some CAHs may also prefer to conduct their own internal review in addition to the outside review but not required
QUALITY ASSESSMENT C-0341	<ul style="list-style-type: none"> <input type="checkbox"/> Staff consider the findings and evaluations and recommendations of the evaluations and take corrective action <input type="checkbox"/> Take steps to remedial action to address deficiencies found through quality assurance, performance improvement <input type="checkbox"/> Identify who is responsible for implementing actions
DEFICIENCY C-0342	<ul style="list-style-type: none"> <input type="checkbox"/> CAH takes appropriate remedial action to address deficiencies found thru QI Process. <input type="checkbox"/> Who determines the appropriate remedial action and who is responsible to implement the remedial action?
C-0343	<ul style="list-style-type: none"> <input type="checkbox"/> CAH documents the outcome of all remedial action
ORGAN DONATION C-0344	<ul style="list-style-type: none"> <input type="checkbox"/> Must have written policies/procedures that address organ procurement responsibilities
C-0345	<ul style="list-style-type: none"> <input type="checkbox"/> Written agreement with OPO & OPO's responsibilities <input type="checkbox"/> Survey and Certification 13-48-OPO CMS July 26, 2013 all hospitals have written agreements in place with their OPO to notify them of an imminent death or of a death which has occurred. OPO regulations at §486.322 (a) require that OPOs have a written agreement in place with 95 percent of all participating Medicare and Medicaid hospitals and Critical Access Hospitals <i>that have both a ventilator and an operating room</i>
C-0346	<ul style="list-style-type: none"> <input type="checkbox"/> Includes agreement with at least one tissue bank and at least one eye bank
C-0347	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures the family of each potential donor is informed of the option of donating- designated requestor
C-0348	<ul style="list-style-type: none"> <input type="checkbox"/> Encourages discretion, sensitivity to family
C-0349	<ul style="list-style-type: none"> <input type="checkbox"/> Works with OPO in death records review to improve identification of potential donors <input type="checkbox"/> This standard includes staff training on donation issues and their duties/roles- see the interpretation guidelines for all required elements of staff training



TAG	REQUIREMENT
Special Requirements for CAH Providers of LTC Services (Swing beds)	
SWING BED C-0350	<input type="checkbox"/> Requirements to be granted approval to provide post-CAH SNF level- of-care <input type="checkbox"/> Must be certified by CMS <input type="checkbox"/> 3 day rule only applies to Medicare patients <input type="checkbox"/> No LOS restriction for CAH-SB patients <input type="checkbox"/> No requirement to use MDS for patient access/care planning
ELIGIBILITY C-0351	<input type="checkbox"/> Must be certified as a CAH <input type="checkbox"/> Have no more than 25 inpatient beds <input type="checkbox"/> CAH has a Medicare provider agreement
C-0355	<input type="checkbox"/> Payment for inpatient rural primary care hospital and SNF-level of care services
SNF SERVICES RIGHTS C-0361	<input type="checkbox"/> Resident rights- exercise of, notice of their rights to request, refuse <input type="checkbox"/> Right to be informed in advanced of changes to the plan of care <input type="checkbox"/> Right to choice of attending physician <input type="checkbox"/> Right to retain and use personal possessions include furnishings and clothing as space permits <input type="checkbox"/> Access to immediate family and friends and resident can change mind <input type="checkbox"/> Right to receive and send mail including means other than the post office <input type="checkbox"/> Must notify of any charges not covered by Medicare/Medicaid at time of admission and periodically and if resident becomes eligible for Medicaid <input type="checkbox"/> Has right to personal privacy and confidentiality <input type="checkbox"/> Right to receive written and telephone communication <input type="checkbox"/> Right to secure medical records and to refuse release of records <input type="checkbox"/> CMS now says to refer to Appendix PP (749 pages) for the interpretive guidelines <input type="checkbox"/> Also refer to Appendix PP for survey procedure on patient rights <input type="checkbox"/> Appendix PP is the interpretive guidelines for long term care facilities
TRANSFER & DC C-0373	<input type="checkbox"/> Admission, transfer and discharge rights
C-0378	<input type="checkbox"/> Timing of transfer/discharge notice
RESTRAINT C-0381	<input type="checkbox"/> Resident behavior and facility practices: restraints <input type="checkbox"/> Freedom from abuse, neglect and exploitation

TAG	REQUIREMENT
<p>ACTIVITY</p> <p style="text-align: right;">C-0385</p>	<p>Patient activities program</p> <ul style="list-style-type: none"> <input type="checkbox"/> Services directed by a qualified professional or by an individual designated as the activities director and serves in consultation with a therapeutic recreation specialist, occupational therapist, or other professional with experience or education in recreational therapy <input type="checkbox"/> Must support the physical, mental and psychosocial well-being of each resident <input type="checkbox"/> Must provide an assessment and care plan and preference of each resident <input type="checkbox"/> Refer to Appendix PP of the SOM for interpretive guidelines and survey procedure
<p>SOCIAL SERVICE</p> <p style="text-align: right;">C-0386</p>	<p>Social services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must provide medically related social services to attain or maintain the highest practicable physical, mental and psychosocial well-being of each resident <input type="checkbox"/> Need bachelor’s degree in social work or human services field and 1 year supervised social work experience in health care setting if the facility has more than 120 beds <input type="checkbox"/> Refer to Appendix PP of the SOM for interpretive guidelines and survey procedure
<p>RESIDENT ASSESSMENT, CARE PLANS, DISCHARGE SUMMARY</p> <p style="text-align: right;">C-0388</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive assessment, care plan and discharge planning, but no MDS/RAI <ul style="list-style-type: none"> <input type="checkbox"/> Assessment within 14 days after admission but states time frames do not apply to CAH <input type="checkbox"/> Assessment if significant change- excludes readmissions if no significant change in condition <input type="checkbox"/> Assessment should include: <ul style="list-style-type: none"> <input type="checkbox"/> Identification and demographic information <input type="checkbox"/> Customary routine <input type="checkbox"/> Cognitive patterns <input type="checkbox"/> Communication and vision <input type="checkbox"/> Mood and behavior patterns <input type="checkbox"/> Psychosocial well-being <input type="checkbox"/> Physical functioning and structural problems <input type="checkbox"/> Continence <input type="checkbox"/> Disease diagnoses and health conditions <input type="checkbox"/> Dental and nutritional status <input type="checkbox"/> Skin condition <input type="checkbox"/> Activity pursuit

TAG	REQUIREMENT
	<ul style="list-style-type: none"> ▪ Medications ▪ Special treatments and procedures ▪ Discharge planning ▪ Documentation of summary information regarding the additional assessment performed by completion on the MDS or Minimum Data Sheet ▪ Documentation of participation in assessment ▪ Must do direct observation and communicate with resident and licensed members on all shifts □ Must do a comprehensive care plan that include measurable objectives to meet patient's needs <ul style="list-style-type: none"> ○ Care plan to include: <ul style="list-style-type: none"> ▪ If patient refuses treatment ▪ Include any specialized services as result of the PASARR recommendations (Preadmission Screening and Resident Review Process) ▪ Goals for admission and desired outcomes ▪ Preferences and potential for discharge- must document whether wants to return to the community and document any referrals to local contact agencies and include discharge plans ▪ Care plan must be developed within 7 days after comprehensive assessment done □ Interdisciplinary team should develop objectives to attain highest level of functioning □ Review and revise as necessary, such as after each assessment □ Services provided by staff who are culturally competent, qualified and who meet standards of quality □ Discharge Summary to include: <ul style="list-style-type: none"> ○ Recapitulation of the resident's stay ○ Includes diagnosis, course of illness and treatment, pertinent lab, x-rays, or consult results ○ Final summary of the resident's status ○ Medication reconciliation □ Care plan and discharge planning, refer to Appendix PP of the SOM for interpretive guidelines and survey procedure

TAG	REQUIREMENT
REHABILITATION C-0402	<ul style="list-style-type: none"> <input type="checkbox"/> Specialized rehab services- provided directly or contracted, such as but not limited to physical therapy, speech-language pathology, occupational therapy, respiratory therapy and rehabilitative services for a mental disorder and intellectual disability or services of a lesser intensity <input type="checkbox"/> Facility must provide the required service <ul style="list-style-type: none"> <input type="checkbox"/> May get from outside source <input type="checkbox"/> Need physician order <input type="checkbox"/> Refer to Appendix PP of the SOM for interpretive guidelines and survey procedure
DENTAL C-0404	<ul style="list-style-type: none"> <input type="checkbox"/> Dental services- CAH assist residents in obtaining routine and 24 hour emergency dental care <input type="checkbox"/> May charge a Medicare resident for routine and emergency dental services <input type="checkbox"/> Must have a policy identifying when loss or damage to dentures is facility's responsibility so may not charge a resident <input type="checkbox"/> Must refer residents within 3 days for lost or damaged dentures and document what they eat or drink in the mean time <input type="checkbox"/> Refer to Appendix PP of the SOM for interpretive guidelines and survey procedure
NUTRITION C-0410	<ul style="list-style-type: none"> <input type="checkbox"/> Assisted nutrition and hydration. Includes naso-gastric and gastrostomy tubes, both percutaneous endoscopic gastrostomy and percutaneous endoscopic jejunostomy, and enteral fluids <input type="checkbox"/> Based on assessment must make sure maintains usual body weight and electrolyte balance <input type="checkbox"/> Is offered sufficient fluid intake <input type="checkbox"/> Refer to Appendix PP of the State Operations Manual (SOM) for interpretive guidelines and for survey procedure
SWING BEDS LTC	<ul style="list-style-type: none"> <input type="checkbox"/> Must meet following to provide post-hospital care (350) <input type="checkbox"/> Must be certified by CMS <input type="checkbox"/> SNF services must be in compliance with subpart B or part 483 (swing bed requirements) <input type="checkbox"/> Allows CAH to use beds interchangeable for either acute care or SNF level <input type="checkbox"/> Swings from acute care reimbursement to SNF services and reimbursement <input type="checkbox"/> Will survey swing beds during full survey, or if conducting a swing bed complaint or is requesting swing bed approval

TAG	REQUIREMENT
	<ul style="list-style-type: none"> <li data-bbox="483 258 1500 327">☐ Must have discharge orders from acute care, progress notes and discharge summary and subsequent admission orders <li data-bbox="483 348 1500 382">☐ If patient does not change facilities can use same MR with chart separator <li data-bbox="483 403 1500 472">☐ Medicare requires 3 day qualifying stay in CAH or qualified hospital prior to admission to swing bed <li data-bbox="483 493 1101 527">☐ 3 day rule only applies to Medicare patients <li data-bbox="483 548 1451 617">☐ Will review at least 2 swing bed closed medical records if no swing bed patients are present <li data-bbox="483 638 1192 672">☐ Discharge from acute care and admit to skilled bed <li data-bbox="483 693 1435 806">☐ No LOS restriction for swing beds but intended to be transitional time while recovering to go home or waiting placement in a nursing home facility <li data-bbox="483 827 1360 861">☐ No transfer agreement needed between CAH and nursing home <li data-bbox="483 882 1490 915">☐ CAH does not have to use the MDS form for recording patient assessment <li data-bbox="483 936 1451 1005">☐ Swing bed patients receive SNF level of care and CAH is reimbursed for SNF level <li data-bbox="483 1026 1468 1096">☐ Can use same record for swing bed patient but be sure to have order for swing bed and discharge orders

Survey Preparation Recommendations
Abbreviations
CAH Survey Compliance Review Checklist

Abbreviation	Meaning
ABGs	Arterial Blood Gases
ACOS	American College of Osteopathic Surgeons
ACR	American College of Radiology
ADE	Adverse Drug Event
ADR	Adverse Drug Reaction
AEM	Alternative Equipment Maintenance
AIA	American Institute of Architects
AMA	American Medical Association
ANA	American Nurses Association
AORN	Association of Operating Room Nurses
APA	American Pharmacy Association
APIC	Association for Professionals in Infection Control and Epidemiology
ARRA	American Recovery and Reinvestment Act
ASHP	American Society of Healthcare System Pharmacist Foundation
ASPAN	Accordance with Acceptable Standards of Care
CAH	Critical Access Hospital
CDC	Centers for Disease Control
CEO	Chief Executive Officer
CGMP	Current Good Manufacturing Practices
CLIA	Clinical Laboratories Improvement Act
CMS	Centers for Medicare and Medicaid Services
CNS	Clinical Nurse Specialist
CNS	Central Nervous System
CoP	Conditions of Participation
CPOE	Computerized Provider Order Entry
CPR	Cardiopulmonary Resuscitation
CRNA	Certified Registered Nurse Anesthetist
CT	Computed Tomography
DC	Discharge
DNR	Do Not Resuscitate
DO	Doctor of Osteopathic Medicine
DOA	Dead on Arrival
DON	Director of Nursing
DPOA	Durable Power of Attorney
DRI	Daily Reference Intake



Abbreviation	Meaning
DSH	Distant Site Hospital
DSTE	Distant Site Telemedicine Entity
ED	Emergency Department
EMS	Emergency Medical Services
EMTALA	Emergency Medical Treatment and Active Labor Act
EP	Emergency Procedures
EPA	Environmental Protection Agency
ER	Emergency Room
FDA	Federal Drug Administration
FDCA	Federal Food Drug and Cosmetic Act
FEMA	Federal Emergency Management Agency
H&P	History and Physical
HAI	Health Care Associated infection
HCW	Health Care Worker
HIPAA	Health Insurance Portability and Accountability Act
HITECH	Health Information Technology for Economic and Clinical Health
IC	Infection Control Now called HAI
ICU	Intensive Care Unit
IP	In-Patient
ISMP	Institute for Safe Medication Practices
IV	Intravenous
JAMA	Journal of the American Medical Association
KCL	Potassium Chloride
LOC	Level of Consciousness
LOS	Length of Stay
LPN	Licensed Practical Nurse
LS	Life Safety
LTC	Long Term Care
MD	Medical Doctor
MDRO	Multi-Drug Resistant Organisms
MDS	Minimum Data Set
ME	Medication Error
MR	Medical Record
MS	Medical Staff
NaCl	Sodium Chloride (Salt)
NIH	National Institute of Health
ND	North Dakota
NF	National Formulary
NFPA	National Fire Protection Agency



Abbreviation	Meaning
NHSN	National Healthcare Safety Net
NNIS	National Nosocomial Infection Surveillance System
NP	Nurse Practitioner
O ²	Oxygen
OCR	Office of Civil Rights
OP	Out-Patient
OPO	Organ Procurement Organization
OR	Operating Room
OSHA	Occupational Safety and Health Administration
OT	Occupational Therapy
PA	Physician Assistant
PCA	Patient-Controlled Analgesia
PACU	Post Anesthesia Care Unit
PFT	Pulmonary Function Test
PI	Process Improvement
PPE	Personal Protective Equipment
PT	Physical Therapy
QA	Quality Assurance
QI	Quality Improvement
QIO	Quality Improvement Organization
RAI	Resident Assessment Instrument
RBCs	Red Blood Cells
RDA	Recommended Dietary Allowance
RN	Registered Nurse
RT	Respiratory Therapy
SARS	Severe Acute Respiratory Syndrome
SB	Swing Bed
SHEA	Society of Healthcare Epidemiology of America
SNF	Skilled Nursing Facility
SOM	State Operations Manual
TB	Tuberculosis
TO	Telephone Order
TPN	Total Parenteral Nutrition
USDA	United States Department of Agriculture
USP	United State Pharmacopeia
VO	Verbal Order