

## REQUESTED HOSPITAL AND MEDICAL STAFF DOCUMENTS AND REPORTS

Instructions: Please have the following hospital and medical staff documents and reports available on the first day of the survey:

1. Organizational charts (hospitals, nursing services, and medical staff.)
2. Map of the facility with location of departments.
3. Hospital board bylaws and the last 12 months of board meeting minutes
4. Medical staff and allied health professional staff:
  - A. Bylaws and rules and regulations.
  - B. A current roster for all physicians with surgical, emergency room, and obstetrical privileges, indication those that are members of the active medical staff.
  - C. Minutes from all of the medical staff committee meetings and any peer review or risk management meetings for the last 12 months.
  - D. A current roster for members of the allied health professional staff including CRNA's, ARNP's, and PA's.
5. Policies and Procedures:
  - A. Patient bill of rights
  - B. Visitation rules
  - C. No smoking
  - D. Internal and external disaster plans
  - E. Infection control
  - F. Personnel
  - G. Staff orientation
  - H. Staff development and education
  - I. The process for filing a complaint or grievance and follow up process
  - J. Advance directives
  - K. QA policies & reports
  - L. Organ retrieval
  - M. Discharge plan
  - N. Restraints
  - O. Restraint deaths
  - P. Abuse, neglect, exploitation
  - Q. Patient's access to their medical records
  - R. On call system for all departments
6. Nursing Policies and Procedures:
  - A. At least one RN is on duty at all times
  - B. Nursing's involvement in risk management
  - C. Blood transfusions – reporting adverse drug reactions
  - D. IV therapy and medications
  - E. Infection control
  - F. Nursing assessments
  - G. On-call systems
  - H. Management of emergency situations
  - I. Cardiac monitoring
  - J. Assignment of nursing personnel

7. Physical Therapy Policies and Procedures:
  - A. Use of hydro-collator packs
  - B. Cleaning of the whirlpool
  - C. Procedures that can be performed by a CPTA
8. List of outpatient services
9. Board budget – 3 year plan
10. Contracted services
11. List of autopsies past 12 months
12. Records of fire drills for the last 12 months, and disaster drills for the last 24 months
13. The hospital's infection control log for the last 6 months (if required in the hospital's infection control policies and procedures)
14. The hospital's operating room, emergency room, and obstetrical logs or registers for the last 12 months
15. Records of the hospital's laboratory and radiology last inspection reports
16. A list of patients currently in the hospital differentiated by the type of bed (acute, swing bed, or long term care). Identify any that have restraints.
17. A list of all certified, registered, and licensed personnel currently employed by the hospital or on contract (medical staff and allied health professionals excluded from this list) with their certificate, registration, and license expiration dates.
18. The hospital's current (approved) risk management plan.
19. The hospital's current (approved) quality assurance/improvement plan.
20. Documentation of your last staff in-service training for:
  - A. Risk Management
  - B. Patient's rights – grievances – restraints
  - C. Fire Safety
  - D. EMTALA
  - E. Infection Control
  - F. Quality Assurance