

IS MY AGENCY READY FOR THE INITIAL (LICENSE) SURVEY ?

(Initial Survey Self Assessment) \$ 3500.00 (1500.00 down, \$ 500.00/month until paid off)

Annual Duties:

- Strategic Plan
- Risk Management Plan
- Disaster/Emergency Drill
- Contract Waste company
- Emergency Plan (*Submitted to DOH*)
- TB Community Assessment

Accountant External Review letter, Budget, Capital Expenditure

Other Duties:

- All LOGs ready
- Cabinet ready for Med. Record/HR (locks)

Logs: more important

- Complaints, summary, follow up
- Infection Control
- Orders movement
- Visitors Log (front desk)
- Reconciliation
- Emergency
- Incidents
- High Alert/Risk meds
- Hospitalization
- ON Call Patient complaints
- Staff concern log (HR)
- Fall prioritized list
- SDS (Safety Data sheet)
- Extinguisher
- Compliance anonymous report form (Compliance Minutes, Front Desk)

ALSO:

- N95 mask
- Supplies cabinet
- Organizational chart displayed
(in As needed page)
- CLIA License
- Current Year Regulation Poster
- Mission displayed (supplied)
- Local (City/County) License displayed
- Other health poster (supplied)
- Regulations Book
- Waste License

Minutes:

- Board of Director (History explained)
- Safety (*include Drill, etc*)
- Civil Rights
- Compliance Committee
- Board of Director: Approval key staff, approval committee members, Orientation Conflict of Interest. (*Corporation black book, ByLaws section completed*)
- Ethic Committee
- BD, Approval Policy Manual (MEMBERSHIP) Orientation, Confidentiality

Human Resources: All Staff CHART COMPLETED, SIGNED, DATED

- Use of same discipline (competency)
- Alternates (AAdm/ADON) form
- Owners Conf. Interest (annual)
- Intial/Exit interviews, JOB DESCRIPTION in each position
- Diploma
- IDs, Handbooks, 90 Days Eval, Annual Competency
- Handwashing/Bag Tech competency

In-services: 12 hrs CEU annually all discipline (COPY on file), Insurance, License, CPR, TB Test, plus Annual Internal training:

- Infection/TB/Bloodborne/Expos
- Fraud Prev/Compliance
- Biomedical Waste
- Med. Device
- Ethics
- 1 time: Rights, HIPAA, Alzheimers, Civil Rights
- Cultural/Grievance/Incidents
- Emergency/OSHA In-service/Drill
- Serv. Agreement/Charges
- OSHA Right to Know (SDS List)
- Office/Field Staff safety

Policy & Manuals required: Policy Manual, HIPAA, Biomedical Waste, Bloodborne, etc. (supplied)

Notes:
