Quality Program Review

2. Quality Improvement:
   - Written plan, policies and procedures;
   - Annual written evaluation with evidence of oversight;
   - Annual review/revision of the written plan with evidence of oversight;
   - Evidence of coordination of monitoring activities throughout the facility (including infection control, safety/maintenance, and pharmacy).
3. Quality Improvement Committee meets regularly and contemporaneous minutes are signed and dated.
4. Infection Control Plan:
   - Written policies and procedures;
   - Documented monitoring of problems/trends with corresponding correction action plans.
5. Safety and Plant Management Program:
   - Written policies and procedures;
   - Documented monitoring.
6. Medical Staff Bylaws*.
7. Medical Staff Credentialing Plan: written plan, policies and procedures (including temporary medical staffing).*
8. Disaster Plan:
   - Written plan (including fire, tornado, bomb threat, and city/state/national emergency);
   - Written evidence of disaster drills.
10. Professional Staff Licensure:
    - Written policy;
    - Documented monitoring of license renewals;
    - Documented monitoring of continued education, if required.
11. Non-Professional Staff oversight:
    - Written policy
    - Documented monitoring of certification renewals;
    - Documented monitoring of continued education, if required.
12. Department of Health (DOH) license is current.
13. Laboratory on site: (if yes)*
    - Current CLIA certificate is displayed or certificate of waiver available;
    - Written policies and procedures;
    - Equipment maintenance log available.
14. Pharmacy on site: (if yes)*
    - Registered pharmacist oversees the pharmacy;
    - If no registered pharmacist, written policy & procedure or process for oversight.
Quality Program Review continued

15. Radiology: (if yes)*
   - Current certificate is displayed or available;
   - Written policies and procedures;
   - Safety badges visible;
   - Lead aprons available;
   - Pregnancy notices visible.

*if applicable

Medical Record Review

1. Organized, individual medical records.
2. Organized filing system for medical records.
3. Confidentiality/security of medical information assured.
4. Medical record storage is secured.
5. Pre-operative and discharge protocols available.
7. Record notes whether or not adult patient has signed an Advance Directive.

Physical Setting/Safety Review

1. Controlled drugs are properly handled – locked cabinet, log maintained.
2. Emergency carts/kits are up to date and log maintained (drugs, equipment, O₂, etc.)
3. Nursing and/or Ancillary staff members are CPR/ACLS certified.
4. Provisions are made for appropriate disposal of biohazardous materials/waste, and signs posted (if applicable)
5. Provisions are made for appropriate disposal of sharps.
6. Facility is accessible to the disabled – parking, entrance, restrooms, hallways, elevators.
8. Fire/disaster evacuation routes posted.
9. Exit signs visible.
11. Equipment maintenance current and documented.

Attachments needed:
   - Administrative Organizational Chart
   - Medical Staff Organizational Chart
   - Nursing Department Organizational Chart
   - Other