

**GENERAL ACUTE CARE HOSPITAL
PATIENT SAFETY LICENSING SURVEY
ADMINISTRATION ENTRANCE LIST**

| NAME OF FACILITY | DATE | NAME OF SURVEYOR |
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| The team leader will work with the facility staff to determine which documents/items the team needs immediately and which ones are needed within a few hours. Please provide the following: | √ RCVD | NOTE |
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| 1. Hospital Policy and Procedures: | | |
| a) Healthcare provider and hospital responsibilities for a patient who requests information and counseling on end-of-life care options (HSC §442.5). | | |
| b) Hospital accommodation of the patient's family accommodation in the event of brain death (HSC §1254.4). | | |
| c) Infection control policy (HSC §1255.8). | | |
| d) Environmental Services Policies that address cleaning/disinfection (HSC §1255.8). | | |
| e) MSDS Sheets for cleaning/disinfecting products used in the facility. (HSC §1255.8). | | |
| f) Cleaning moveable medical equipment and point of care devices (HSC §1255.8). | | |
| g) Methicillin-resistant Staphylococcus Aureus (MRSA) testing (HSC §1255.8(b)). | | |
| h) Patient safety plan (HSC §1279.6 & HSC §1279.7(e)). | | |
| i) Facility-wide hand hygiene program (HSC §1279.7). | | |
| j) Central venous catheters (HSC §1288.6 (b)). | | |
| k) Immunizations/Vaccinations - staff & patient (HSC §1288.7(a) & HSC §120392.9). | | |
| l) Respiratory hygiene and cough etiquette. | | |
| m) Judicious use of antibiotics (HSC 1288.8(a)(3)) | | |
| n) Central Line insertion (HSC §1288.8(b)). | | |
| o) Surgical site infection prevention (HSC §1288.9(a)). | | |
| p) Care of the mechanically ventilated patient (HSC §1288.9(b)). | | |
| q) Discharge planning (HSC §1262.5). | | |
| r) Personnel qualification for management of Nutrition/Dietary services (HSC §1265.4). | | |
| s) Discount payment and charity care (HSC §127405). | | |
| t) Patient notification of debt collection referral (HSC §127425). | | |
| u) Reimbursement of overpayment to patient (HSC §127440). | | |
| 2. Hospital Written Reports | | |
| a) Infection surveillance & prevention program within the last 3 years, & annual update, if applicable (HSC §1288.6). | | |
| b) Hospital strategic plan (HSC §1288.6). | | |
| c) Disaster plan and seasonal influenza plan (HSC §1288.7(b)). | | |
| 3. Evidence of: | | |
| a) Patient information and counseling resources that are available to healthcare providers to provide to patients (who have a terminal illness diagnosis) with end-of-life options. | | |
| b) If the hospital had relocation, closure or elimination of a supplemental service in the last 6 months provide the following: (HSC §1255.25). | | |
| i. Documentation of public postings and the dates of relocation, closure or elimination of the supplemental service. | | |
| ii. Documentation of notification to the Department. | | |
| iii. Documentation of notification of the board of supervisors of the county in which the hospital is located. | | |
| c) Patient safety committee (or equivalent committee) agendas and minutes for the previous 6 months. | | |
| d) Surgical Committee minutes for last 6 months. | | |
| e) Infection Control Committee minutes for last 6 months. | | |
| f) Reporting system for incidents related to infections and communicable diseases, including those identified through employee health services (HSC§1288.6(a)). | | |
| g) Surveillance and reporting system for CVC associated bloodstream infection rates for the hospital's intensive care units (HSC§1288.6(b) and 1288.8(d)). | | |

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| h) System to evaluate staff compliance with hospital policies and procedures to prevent surgical site infections (HSC§1288.8(b)). | | |
| i) Quarterly reporting of healthcare associated infections (HAI) (HSC §1288.9(c)). | | |
| j) Training in-service attendance verification for staff (including environmental services staff) hired within the last month on the hospital's program for prevention of healthcare associated infections, hand hygiene, respiratory and cough etiquette protocols. | | |
| k) Training in-service attendance verification for hospital staff, contract physicians, and other licensed independent contractors on the hospital's methods to prevent HAI (HSC§ 1288.95(b)). | | |
| l) Staff Development Training Content, schedule of training, and attendance at trainings related patient safety. (HSC§ 1279(b)). | | |
| m) Hospital dietician employment including employment status (HSC§1265.4). | | |
| n) Written notice provided to patients who receive emergency or outpatient care that may be billed of the availability of the hospital's discount payment and charity care policies (HSC §127410(a)). | | |
| o) Clear and conspicuous notice of hospital services payment options and hospital contact for information/application (HSC § 127420(b)). | | |
| p) Clear and conspicuous notice given to patient prior to commencing debt collection activities (HSC § 127430). | | |
| q) Process for reimbursing patients for excess amounts paid on their bills, including interest owed by the hospital. (HSC §127440). | | |
| 4. Healthcare Staff/ Employee Records | | |
| a) Credentialing file evidence of infection surveillance, prevention and control training program attendance for physician designated as a hospital epidemiologist or infection surveillance, prevention and control committee chairperson (HSC §1288.95(a)). | | |
| b) Dietetic Services Supervisor's personnel/credentialing file (HSC§1265.4). | | |
| 5. Patient Information | | |
| a) Names of or list of patients who had been readmitted to the hospital within 30 days of discharge for the last 3 months. (HSC §1255.8(b)). | | |
| b) Names of or list of patients who were admitted to an intensive care unit (including neonatal intensive care unit) or burn unit of the hospital within the last month. | | |
| c) Names of or list of patients who were admitted to the hospital who received dialysis treatment (within the last 30 days). (HSC §1255.8(b)). | | |
| d) Names of or list of patients who were transferred from a skilled nursing facility within the last 30 days. (HSC §1255.8(b)). | | |
| e) Names of or list of patients who had a diagnosis of MRSA over the last two months, include date of discharge. (HSC §1255.8(b)). | | |
| f) Names of or list of patients discharged within the last two weeks, including discharged patients who were identified as requiring planning and/or counseling to prepare for continuing care requirements after discharge, and patients discharged to a skilled nursing or intermediate care facility (HSC §1262.5). | | |
| g) List of patients age 65 and above who were discharged from the hospital between October 1 and April 1 (HSC §120392.9). | | |
| h) List of charity care and discount payment patients including outpatient services (for the last 3 months) (HSC § 127425). | | |
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| Names of Key Contact Personnel: | Title | Ext. |
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| Administrator | | |
| Medical Officer | | |
| Infection Control Officer | | |
| Hospital Epidemiologist and/or Infection surveillance, prevention & control committee chairperson. | | |
| Patient Safety Officer | | |
| Director of Surgical Services | | |
| Director of Nursing Services | | |
| Director of Social Services | | |
| Director of Discharge Planning | | |
| Director of Hospice Services | | |
| Director of Staff Development/Designee | | |
| Director of Employee Health Services/Designee | | |
| Director of Dietary Services | | |
| Director of Emergency Services | | |
| Director of Outpatient Services | | |
| Director of Environmental Services | | |
| Hospital Representative patients may contact in the event of a billing dispute. | | |
| Chief Financial Officer | | |
| Head of Pharmacy | | |