www.pnsystem.com 305.818.5940 www.homecareoffice.com fax: 305.818.5935

## IS MY AGENCY READY FOR THE SURVEY ?

(Self Assessment)

Annual Duties: Must be complete on January each year.         Agency Annual Eval       □ Strategic Plan       □ Annual Infection Control Report       □ Biomedical Waste compliance report         □ Bloodborne Pathogens Report       □ Contracts Eval       □ HIPAA Implementation Eval       □ PI Annual Report         □ Disaster/Emergency Drill (May)       □ Emergency Plan (Submitted to DOH in the same month every year)			
Monthly Duties: Must be complet Infection Prioritized Log Incident Occurrence Report	e every month □ Surveillance □ D/C Patients	□ More common disease (DOH web) □ OASIS transmission/OBQI	□ Fall Prevention Intervention Plan
Quarterly Duties: Must be comple Infection Control Effectiveness Following Policy Log			<ul> <li>Fall Prevention Assessment</li> <li>AHCA/CMS Report</li> </ul>
Minutes: (Annual) <ul> <li>Board of Director</li> <li>Civil Rights</li> </ul>	□ Infection Cte □ Compliance C		Ethic Committee
	vey, change any k	d all support documents, <u>MEMBERS</u> ey staff, approval committee membe	
□ PAC: after any survey (approval POC)			
Quality Assurance/PI: monthly, c □ PI Data Collection/Analyzes		□ Chart Audits completed	□ Clients phone calls
Human Resources: year long Quarterly Report to PAC (Audits PAC members chart audits Alternates (AAdm/ADON) form Owners Conf. Interest (annual) In-services: 12 hrs CEU annually	<ul> <li>□ SV Orientation</li> <li>□ Diploma</li> <li>□ New Position</li> </ul>	<ul> <li>□ Use of same discipline (compet)</li> <li>□ 2 Glucometer competencies</li> <li>□ IDs, Handbooks</li> </ul>	<ul> <li>Annual Evals (support docs, goals)</li> <li>Intial/Exit interviews</li> <li>Handwashing/Bag Tech competency</li> </ul>
<ul> <li>Infection/TB/Bloodborne/Expos</li> <li>Fraud Prev/Compliance</li> <li>Biomedical Waste</li> </ul>	□ Ethics	<ul> <li>Cultural/Grievance/Incidents</li> <li>Emergency In-service/Drill(May), HIPAA, Alzheimers, Civil Rights</li> </ul>	<ul> <li>Serv. Agreement/Charges</li> <li>OSHA rights</li> <li>Office/Field Staff safety</li> </ul>
Logs: more important Complaints, summary, follow up Infection Control Orders movement	<ul> <li>Reconciliation</li> <li>Emergency</li> <li>Incidents</li> </ul>	<ul> <li>High Alert/Risk meds</li> <li>Hospitalization</li> <li>Patient surveys analyzes (AE)</li> </ul>	<ul> <li>Fall prioritized list</li> <li>Extinguisher</li> <li>OBQI analyzes</li> </ul>

Notes: