STATE LICENSING SURVEY
Materials Needed from Facility for Hospital Survey

At the time of the team’s arrival and throughout the survey:
- Conference room close to photocopier and phone
- Access to hospital policies and procedures

At the time of the entrance conference:
- List of Administrative Staff/Phone Numbers
- List of hospital departments and satellite locations
- Floor plan of hospital (8 ½ x 11 or 17 x 11)
- List of separate building(s) where services are provided under the hospital’s license (billed under the same provider number and approved by DOH Construction Review)
- Information regarding the hospital’s Scope of Services and any changes since the last licensing survey

Quality Program Review
- QAPI Department Organizational Chart, staff phone numbers
- Index of or access to hospital policies and procedures
- Hospital’s 2012 and 2013 QAPI Plans, Policies, and Procedures
- List of Quality Indicators
- Quality Data and Analysis
- Staff Training Plan and Competencies for QAPI
- QAPI Meeting Minutes for past 24 months
- Adverse Events and Incident Reporting Policies and Procedures
  - Causal Analysis or Root Cause Analysis policy and procedure
  - Analysis of Adverse Events and Near Misses as requested
- Medical Staff Bylaws/Rules and Regulations
- Governing Body Rules and Regulations
- Governing Body meeting minutes for past 24 months
- List of hospital departments and satellite locations
- List of Patient Care Contractors
Infection Prevention and Control Program Review

- Infection Prevention Department Organizational Chart, staff phone numbers
- Infection Prevention Plans for 2012 and 2013
  - IC Quality Indicators
  - Infection Prevention QAPI projects
  - MDRO Prevention and Control Plan
  - Antibiotic Stewardship Plan
  - Infectious Disease Exposure Plan
  - Sharps Safety Plan

- Infection Prevention Policies and Procedures
  - MRSA Risk Assessment
  - Infection Surveillance and Reporting Procedure
  - Reportable Diseases Policy
  - Transmission Precautions (Isolation)
  - PPE policies and procedures
  - Medication administration policies
  - Urinary catheter use policies
  - Housekeeping/Terminal Cleaning policies
    - Equipment cleaning schedules
    - Reprocessing policies
    - Point of Care Devices
    - Sterilization and High Level Disinfection
      - OR humidity and temperature monitoring
      - Infection Prevention During Construction
      - Employee Vaccination Program
      - Respirator Fit Testing Program
      - Ill Worker work exclusion policy

- Access to Monitoring logs
  - Sterilization logs
  - Air exchange logs
  - OR humidity and temperature monitoring

- Infection Prevention Training Programs
  - Annual training and competencies
  - Hand hygiene
  - Transmission Precautions and PPE
  - Others?

- Personnel File of Infection Control Officer(s)
- Infection Prevention Program Meeting Minutes for past 25 months

- QAPI Meeting Minutes (as requested)