

GOVERNING BODY, CEO, MEDICAL STAFF

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
<p>Note: If the hospital receives telemedicine services from an entity that is <u>not</u> a Medicare-participating hospital, review the requirements under A-0343 §482.22(a)(3)&(a)(4)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Has the governing body appointed a compliance officer in accordance with 197.285 RSMo who is responsible for administering the reporting and investigation process for any employee report of:</p> <p>a. alleged facility mismanagement or fraudulent activity?</p> <p>b. alleged violations of applicable federal or state laws or administrative rules concerning patient care, patient safety or facility safety?</p> <p>c. the ability of employees to successfully perform their assigned duties?</p> <p>197.285 RSMo</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Does the hospital report any credible evidence of misconduct to the appropriate governmental authority within seven days?</p> <p>197.285 RSMo</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Does the compliance program assure that:</p> <p>a. employees making a report may remain anonymous?</p> <p>b. no supervisor or individual with authority to hire or fire shall prohibit employees from making a report?</p> <p>c. no supervisor or individual with authority to hire or fire shall discriminate against, dismiss, penalize or in any way retaliate against or harass an employee who makes a report?</p> <p>197.285 RSMo</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Do the bylaws of the governing body:</p> <p>a. provide for the appointment, authority and responsibilities of the CEO and medical staff members of the governing body?</p> <p>b. provide for the election of officers and the appointment of standing and special committees as needed?</p> <p>c. establish a direct and effective means of liaison among the governing body, the administration and the medical staff?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

GOVERNING BODY, CEO, MEDICAL STAFF

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
Have copies of the bylaws, including any revisions, been submitted to DHSS? 19 CSR 30-20.080(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the DHSS notified of any change in the CEO? 19 CSR 30-20.080(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the CEO:					
a. carry out the policies of the governing body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. maintain liaison among the governing body, medical staff and all departments of the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. recruit and employ qualified personnel and ensure written personnel policies and job descriptions are available for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
d. develop and enforce written policies and procedures governing visitors to all areas of the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
e. establish effective security measures to protect patients, employees and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
f. maintain policies that ensure a child is not released to anyone other than the child's parent(s), legal guardian or custodian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
g. maintain policies that ensure social work service personnel have knowledge of available social services for unmarried mothers and for the placement of children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
h. maintain policies that ensure adoption placements comply with section 453.010, RSMo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
i. maintain policies that ensure suspected incidences of child abuse are reported to the Division of Family Services as established under section 210.120, RSMo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
j. maintain a readily available written emergency preparedness plan which provides for the safe and orderly evacuation of patients, visitors and personnel in the event of fire, explosion or other internal disaster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
k. establish emergency procedures for caring for mass casualties resulting from any external disaster in the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
l. ensure all employees are instructed regarding their responsibilities during an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

GOVERNING BODY, CEO, MEDICAL STAFF

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
m. ensure that drills for internal disasters, such as fires, are held at least quarterly for each shift and include the simulated use of fire alarm signals and simulation of emergency fire conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
n. ensure that annual drills for external disasters are held in coordination with representatives of local emergency preparedness offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
o. ensure that patients are admitted only by members of the medical staff and that each patient's general medical condition is the primary responsibility of a physician member of the medical staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
p. bring to the attention of the chief of the medical staff and governing body failure by members of the medical staff to conform to established hospital policies, professional standards or the timely preparation and completion of each patient's clinical record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
q. develop and maintain a hospital environment which provides for efficient care and safety of patients, employees and visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
r. develop and enforce policies and procedures which:					
- prohibit the use of tobacco products throughout the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- describe the area encompassed by the tobacco free policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- define how employees, patients and visitors will be educated and informed about the tobacco-free policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- define how the tobacco free policy will be enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- if the hospital has a LTC unit, protects the resident's right to make choices about aspects of his or her life in the facility that are significant to the resident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
s. complete the annual DHSS survey within two months of receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
t. ensure that patient services provide appropriate care or referral is made that meets the patient's needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
u. establish and implement a mechanism that ensures that all equipment and physical facilities used by the hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

GOVERNING BODY, CEO, MEDICAL STAFF

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
its required functions and permanently maintain signed confidential minutes of the meetings? d. have a mechanism for monthly decision-making by, or on behalf of, the medical staff? A-0356 COP §482.22(c)(3) A-0347 COP §482.22(b) 19 CSR 30-20.086(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the medical staff as a body, or through committee, review and evaluate: a. the qualifications and competency of each practitioner every 24 months. A-0340 COP §482.22(a)(1) 19 CSR 30-20.086(7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the medical staff attempt to secure autopsies in all cases of unusual deaths or of medical/legal and educational interest? A-0364 COP §482.22(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the method for documenting permission to perform an autopsy defined? A-0364 COP §482.22(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a system in place for notifying the medical staff, and specifically the attending practitioner, when an autopsy is being performed? A-0364 COP §482.22(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
For telemedicine furnished by a distant hospital, does the medical staff grant privileges based on the others hospital's credentialing process? If so, a. is the distant site hospital a Medicare participating hospital? b. is the individual practitioner credentialed at the distant site hospital? c. is the individual licensed in the state of the distant site hospital? d. does hospital have an internal review process to evaluate the performance of the practitioner including adverse events and all complaints against practitioner? A-0342 COP §482.22(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
For telemedicine furnished by a telemedicine entity, does the medical staff grant privileges					

