

CRITICAL ACCESS HOSPITALS

NURSING AND PATIENT SERVICES					
Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
Does nursing service: a. have a written organizational chart indicating lines of authority, accountability, communication and delegation of responsibility? b. maintain records of staffing plans and actual staffing schedules? c. have nursing practice standards, policy and procedure that are kept current and readily available to staff? d. have procedures to ensure that all licensed nursing personnel have a valid and current license? e. have policies that provide for nursing collaboration with the medical staff and other healthcare disciplines regarding patient care? f. have a committee(s) to oversee and assist in the provision of quality nursing care with the purpose and functions defined and records maintained? g. have policies to ensure that nursing personnel participate in hospital-wide committees concerning patient care activities? h. conduct nursing personnel meetings at regular intervals as needed to communicate management information? i. maintain records of such meetings including attendance, scope of discussion and actions taken? 19 CSR 30-20.096 (2) (4) (5) (6) (7) (16) (20)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
Does the Nursing Services' Administrator/Director: a. participate in the formulation of hospital policies and the development of long-range plans related to patient care? b. or designee, represent nursing at all appropriate meetings of the medical staff and governing board of the hospital? 19 CSR 30-20.096 (12) (13)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
Is the Nursing Services' Administrator/Director: a. a full-time R.N. with appropriate education and experience in nursing management and practice? b. responsible to the CEO or COO? c. responsible for the operation of nursing service, including determining the types and numbers of nursing personnel and staff?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		

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d. accountable for the quality of nursing care in patient care areas delineated in the organizational structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
e. accountable for the selection, promotion and termination of all nursing personnel under the authority of nursing services? 19 CSR 30-20.096(10) (11) (14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the Nursing Services' Administrator/Director					
a. responsible for the development and maintenance of nursing policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. responsible for the review and analysis of the quality of nursing care? C-0294 COP §485.635(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is a qualified R.N. designated and authorized to act in the absence of the nursing services administrator? 19 CSR 30-20.096(15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are job descriptions that specify qualifications, licensure, certification, authority, responsibilities, functions and performance standards:					
a. available for each classification of nursing personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. reviewed per hospital policy and revised as necessary to reflect current job requirements? 19 CSR 30-20.096(17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all nursing personnel:					
a. annually evaluated as to job performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. oriented to the hospital and nursing service policies and procedures, their position classification, on the use of overtime and nursing regulation 19 CSR 30-20.096, for a sufficient length of time and content to prepare them for their specified duties and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. assessed for competency and documentation prior to assuming independent performance in actual patient situations? 19 CSR 30-20.096(18)(19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does your hospital develop, implement, and submit to DHSS a written or electronic copy of the hospital-wide staffing plan for nursing services by January 15 of each year? 19 CSR 30-20.096 (21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Does the hospital have a policy that requires input from direct care nursing staff on the staffing plan? 19 CSR 30-20.096(21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the hospital-wide staffing plan: a. include the number, skill mix, and qualifications of direct care nursing staff needed for each unit of the hospital? b. consider the expected nursing care required by the unit's patient population in determining number and skill mix needed? c. consider other relevant factors such as acuity, staff experience and skill, admissions, discharges, transfers, unit layout, non-patient care duties, technology support etc.? d. count nurses only if they spend a minimum of 75% of their time providing direct patient care? e. provide for the documentation of the actual staffing? 19 CSR 30-20.096(22)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does your hospital establish nursing sensitive indicators to evaluate the adequacy of the staffing plan and monitor outcomes for at least one indicator in each of the following categories: a. patient outcomes (e.g. falls, adverse drug events, injuries to patients, skin breakdown, infection rates, length of stay, or patient readmissions)? b. operational outcomes (e.g. work-related injury or illness, vacancy and turnover rates, nursing care hours per patient day, on call use, or overtime rates)? c. validated patient complaints related to staffing levels? 19 CSR 30-20.096(23)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the hospital in consultation with its direct care staff, monitor and evaluate the hospital-wide staffing plan and nursing sensitive outcomes on a continual basis and revise the plan annually and as necessary? 19CSR 30-20.096(24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the hospital use a staffing methodology to ensure adequate nurse staffing and meet the needs of the patients on each unit? 19 CSR 30-20.096(25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Does each unit document actual staffing and patient census every shift? 19 CSR 30-20.096(25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there sufficient R.N.s on duty on each unit at all times to supervise all nursing personnel? 19 CSR 30-20.096(26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there sufficient licensed and ancillary nursing personnel on duty on each nursing unit to meet the needs of each patient in accordance with accepted standards of nursing practice? 19 CSR 30-20.096(27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does each nursing unit post in a visible location on the unit or make available to the patient or patient's authorized agent the unit's staffing plan and actual daily staffing levels? 19 CSR 30-20.096(28)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are patient care assignments made: a. by an R.N.? b. considering the complexity of the needs of all patients and the location of the patients? c. considering the competency, education and the specialized qualifications of the nursing staff? 19 CSR 30-20.096(30) C-0294 COP §485.635(d)(1)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Does an R.N. supervise and evaluate the nursing care of each patient including patients at a SNF level of care in a swing-bed CAH? C-0296 COP §485.635(d)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is a nursing assessment completed by an R.N. within 24 hours of admission? 19 CSR 30-20.096(30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are nursing care plans: a. developed and kept current as needed for each patient? b. initiated as soon as possible after admission? c. Based upon the nurse's assessment of the patient? d. reviewed on an ongoing basis? e. revised when needed based upon nursing reassessment? f. written to include patient goals including appropriate physiological and psychosocial factors and discharge planning?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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g. implemented as written in a timely manner? C-0298 COP §485.635(d)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are the types and quantities of supplies and equipment available adequate to meet the needs of each patient? 19 CSR 30-20.096(32)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are patient care reference materials readily accessible? 19 CSR 30-20.096(32)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all drugs and biologicals administered by or under the supervision of: a. nursing personnel? b. other personnel in accordance with Federal and State laws and regulations and in accordance with the approved medical staff policies and procedures? C-0297 COP §485.635(d)(3)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
Does your hospital have policies regarding the use of overtime for nursing staff? 19 CSR 30-20.096(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does your hospital document reasonable efforts to secure adequate staffing before requiring on-duty licensed nursing personnel to work overtime? 19 CSR 30-20.096(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do those reasonable efforts include: a. reassigning on-duty staff? b. seeking volunteers to work extra time from all available qualified nursing staff who are presently working? c. contacting qualified off-duty employees who have made themselves available to work extra time, per diem staff, float pool and flex-time nurses? d. seeking personnel from a contracted temporary agency or agencies when such staffing is permitted by law or an applicable collective bargaining agreement and when your hospital regularly uses the contracted temporary agency? 19 CSR 30-20.096(8)(A)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<u>Except in unforeseen emergencies</u> , are nursing personnel only required to work overtime: a. after reasonable efforts have been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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b. when an unexpected nurse staffing shortage arises that involves a substantial risk to patient safety? 19 CSR 30-20.096(8)(A)(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Note: Unforeseen emergency is defined as a period of unusual, unpredictable or unforeseeable circumstances such as, but not limited to, an act of terrorism, a disease outbreak, adverse weather conditions or natural disasters which impact patient care and which prevent replacement staff from reporting for duty. See 19 CSR 30-20.096(8)(B)</p>					
<p>Note: Prohibition of mandatory overtime does not apply to nurses who have committed in writing to a predetermined staffing schedule or pre-scheduled call time. See 19 CSR 30-20.096(8)(B)</p>					
Do hospital nursing policies prohibit the hospital from: a. requiring a nurse to work additional consecutive hours beyond prescheduled hours if the nurse feels the extended hours would jeopardize patient safety? b. taking action against a nurse who declines to work additional hours? Note: Exception for unforeseen emergencies. 19 CSR 30-20.096(8)(C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do your hospital staffing policies define lengths of time required for a break after the use mandatory overtime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Note: If required to work more than 12 consecutive hours, the nurse shall be provided the option of having at least 10 consecutive hours of uninterrupted off-duty time immediately following the overtime shift. 19 CSR 30-20.096(8)(C)(D)</p>					
Does nursing service maintain a list of qualified nurses, nurse registries, and per diem nurses that may be called in case of sickness, vacations, vacancies, disasters and absences of direct care staff? 19 CSR 30-20.096(8)(E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a registered nurse, clinical nurse specialist, or licensed practical nurse on duty whenever the CAH has one or more inpatients? C-0255 COP §485.631(a)(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all ancillary personnel supervised by professional CAH staff? C-0252 COP §485.631(a)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the staff coverage sufficient to provide services essential to the CAH? C-0253 COP §485.631(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Is a physician, nurse practitioner, clinical nurse specialist or physician assistant present during announced hours of CAH outpatient clinic operation? C-0254 COP §485.631(a)(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Key Resources and Links

- [19 CSR 30-20.096](#)
- [COP §485.631](#)
- [COP §485.635](#)