

BCBSOK/BlueLincs HMO  
Health Delivery Organization (HDO) Site Survey  
Skilled Nursing Facility

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**PHYSICAL SETTING AND SAFETY STANDARDS**

1. Facility is accessible to the disabled, parking, entrance, restrooms, hallways, elevators
2. Hallways and floors clear and adequate for movement
3. Exit Signs visible
4. Visible, charged fire extinguishers (A,B,C)
5. Fire/disaster evacuation routes posted
6. Equipment maintenance current and documented
7. Emergency carts/kits are up to date/log maintained; drugs, equipment, O2, etc.
8. Controlled drugs are properly handled; locked cabinet, log maintained
9. Resident medications labeled and stored properly

**Biohazard and Waste Management**

10. Written policies and procedures
11. Provisions for appropriate disposal of bio-hazardous materials/waste with signs posted

**Disaster Plan**

12. Written policy; fire, tornado, bomb threat, city state/national emergency
13. Written evidence of a disaster drill in the past 12 months

**Resident Monitoring**

14. Written policy to address abuse, neglect as well as dignity, privacy, and respect

**Dietary**

15. Written policy regarding monitoring of food preparation and dietary staff training

**QUALITY PROGRAM REVIEW**

16. Mission Statement
17. DOH License is current

**Quality Improvement**

18. Written Plan, Policies, and Procedures
19. Annual review/revision of written plan with evidence of oversight
20. QI/QA Committee meets regularly and contemporaneous minutes are signed/dated
21. Evidence of coordination/monitoring of activities throughout the facility; examples include:  
Infection control, safety/maintenance, and pharmacy

**Infection Control Plan**

22. Written Policies and Procedures
23. Documented monitoring of problems/trends with correction action plans

**Safety and Plant Management Program**

24. Written policies and procedures
25. Documented monitoring

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**LAB ON SITE (Yes)**

- 26. Current CLIA certificate is displayed
- 27. Written policies and procedures
- 28. Equipment maintenance log available

**LAB ON SITE (No)**

- 29. Certificate of CLIA waiver available
- 30. Written policies and procedures

**PHARMACY ON SITE (Yes)**

- 31. Registered pharmacist oversees the pharmacy
- 32. If no registered pharmacist, written policy & procedure or process for oversight

**EMPLOYEE REVIEW**

**Medical Staff Bylaws**

- 33. Written plan of medical staff responsibility(ies) with annual review

**Medical Staff Credentialing Plan (Including Temporary Medical Staffing)**

- 34. Written plan, policies, and procedures

**Professional Staff Licensure**

- 35. Written Policy
- 36. Documented monitoring of license renewals
- 37. Documented monitoring of continued education as required
- 38. Nursing staff and/or ancillary staff members are CPR certified

**Non-Professional Staff Oversight**

- 39. Written policy
- 40. Documented monitoring of certification renewals
- 41. Documented monitoring of continued education as required

**Employee Orientation**

- 42. Written Plan
- 43. Orientation includes confidentiality/privacy training

**MEDICAL RECORD STANDARDS**

- 44. Organized, individual medical records
- 45. Organized filing system for medical records
- 46. Confidentiality/security of medical information assured
- 47. Release of information documents signed
- 48. Record notes whether or not adult patient has signed an Advanced Directive
- 49. Plan of care developed within 7 days of admission and updated interdisciplinary review and revision as appropriate
- 50. Patient safety assessments (i.e., fall risk/skin breakdown) completed per facility policy
- 51. Patient rights and responsibilities documented