

AVOIDING LEADERSHIP FINDINGS FROM DOCUMENTATION ISSUES

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About Bruce

- Experience & Expertise
 - Over 25 years in Facility Operations, Code Compliance, Construction, Security and Safety
 - Extensive experience with HCA in Facilities & Regulatory Compliance
- Current Role
 - Director, EOC & Life Safety Consultancy, NFS
 - Market Director, Facilities & Regulatory Compliance, Tenet Healthcare
 - Serve as a consultant for over 10 years
- Previous Roles
 - Joint Commission LS Surveyor
 - Facility Manager
 - AVP of Western North Carolina HCA Division



We are ALL a part of PATIENT CARE

Beyond the Frontlines: While doctors and nurses are vital, it's a collective effort to ensure optimal patient care.

The Unsung Heroes: From the teams that built the hospital to those maintaining it daily, every role is crucial.

Holistic Care Environment: Nutrition/dietary professionals, environmental services, support services, life safety, facilities maintenance, and many more contribute to the complete patient care experience.



Learning Objectives

- Understand the Documentation Review Process:
 - Grasp the concept of the 'open book test'.
 - Learn about publicly available information on the Document Review Tool.
- Prepare for Documentation Review:
 - Familiarize with best practices for a successful review.
 - Reference Document Tool NFPA 25 -20 sections 4.3 and 4.4, and NFPA 72 -2010 sections 14.2.2, 14.2.3, and 14.2.4.
- Recognize Common Documentation Errors:
 - Identify frequent documentation mistakes.
 - Understand the challenges in maintaining accurate documentation.
- Prevent Leadership Findings:
 - Learn how discrepancies in documentation review can lead to leadership findings.
 - Gain strategies to avoid such findings.



Documentation Overview

Documentation is the first major part of a survey process

Key Elements of Successful Documentation Review:



Organization of Documents



Practice, Practice, Practice !!!



Maintaining a constant state of readiness of documents

What is a Leadership Finding?

Safety Culture

Safety Culture Characteristics

Leadership not holding staff
accountable



CMS Governance and Executive Responsibilities



CMS Reference: §482.21 (e) (4) - TAG: A-0043 highlights Executive Responsibilities.

CMS Condition: §482.12 - The essential Condition of Participation pertains to the Governing Body.

Governing Body Mandate: Every hospital must have an effective governing body accountable for its conduct. In the absence of such a body, those legally responsible must fulfill the governing body's specified roles.

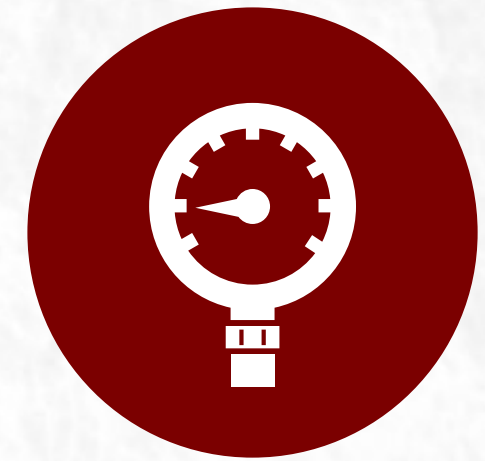
Leadership Findings Outside of Document Review



Environment
of Care



Surgical
Suite



Critical Air
Pressure

Key Documentation Issues

Documentation for Maintenance Testing & Inspection Activities

Your Forms
Must
Include:

• Activity
Name

2. Date of
Activity

3. Inventory of
devices,
equipment or
other items

4. Frequency
of Activity

5. Contact info
for person
performing
activity

6. Pass or Fail
of the test or
inspection

7. Correct
NFPA
standard from
NFPA 10 1,
Chapter 2



DOCUMENTATION

How to Prepare - Timing



Tim e lin e



Know the standards & your documents



Lim ited tim e to present

DOCUMENTATION

How to Prepare - Organize & Qualify



Organize by Document Checklist



Qualify the information



Verify

DOCUMENTATION

How to Prepare - Impress, Organize, Readiness



Image is Everything

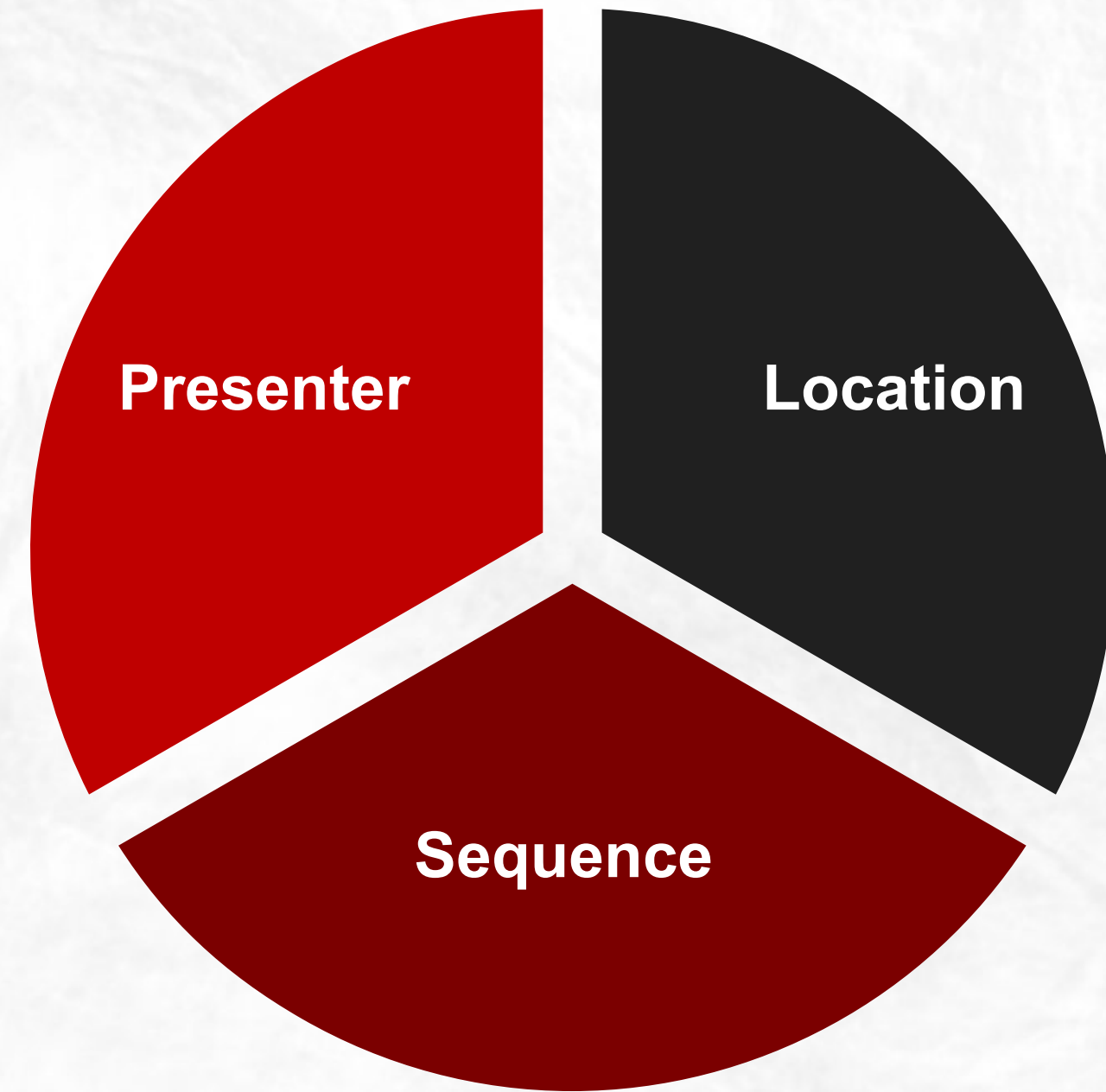


Organization

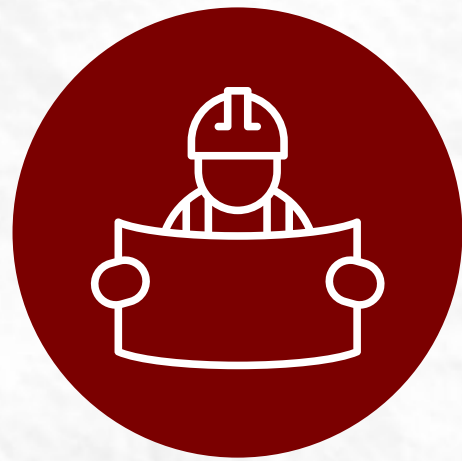


Limited Time

Documentation Presentation



Life Safety Drawings



“Current”



Active
Document



Accurate
Legend

Ensuring Documentation Accuracy & Compliance

1. Inventory Verification

- Does your documentation align with actual inventory?

2. Gap Analysis

- Identify and rectify missing documentation or information.

3. Compliance Check

- Ensuring necessary ILSM (Interim Life Safety Measures) evaluations are in place.

4. Consistent Review

- Emphasize the importance of regular practice and review of documentation processes.



Air Ventilation Systems

Patients at Risk?

Aging Venitlation?

System Insufficient?



Egress



Obstructions



EOC rounds must note systematic issues at the hospital



Education and Leadership



Avoiding Leadership Findings

1. Accountability

2. Knowledge

3. Informative Information



Clarification & Challenging Leadership Findings

When do I challenge?

How do I challenge?

What are the Do's & Do Not's
of Clarifying?



DOCUMENTATION

Clarification & Challenging Leadership Findings



Answer the Questions



Emotional Intelligence

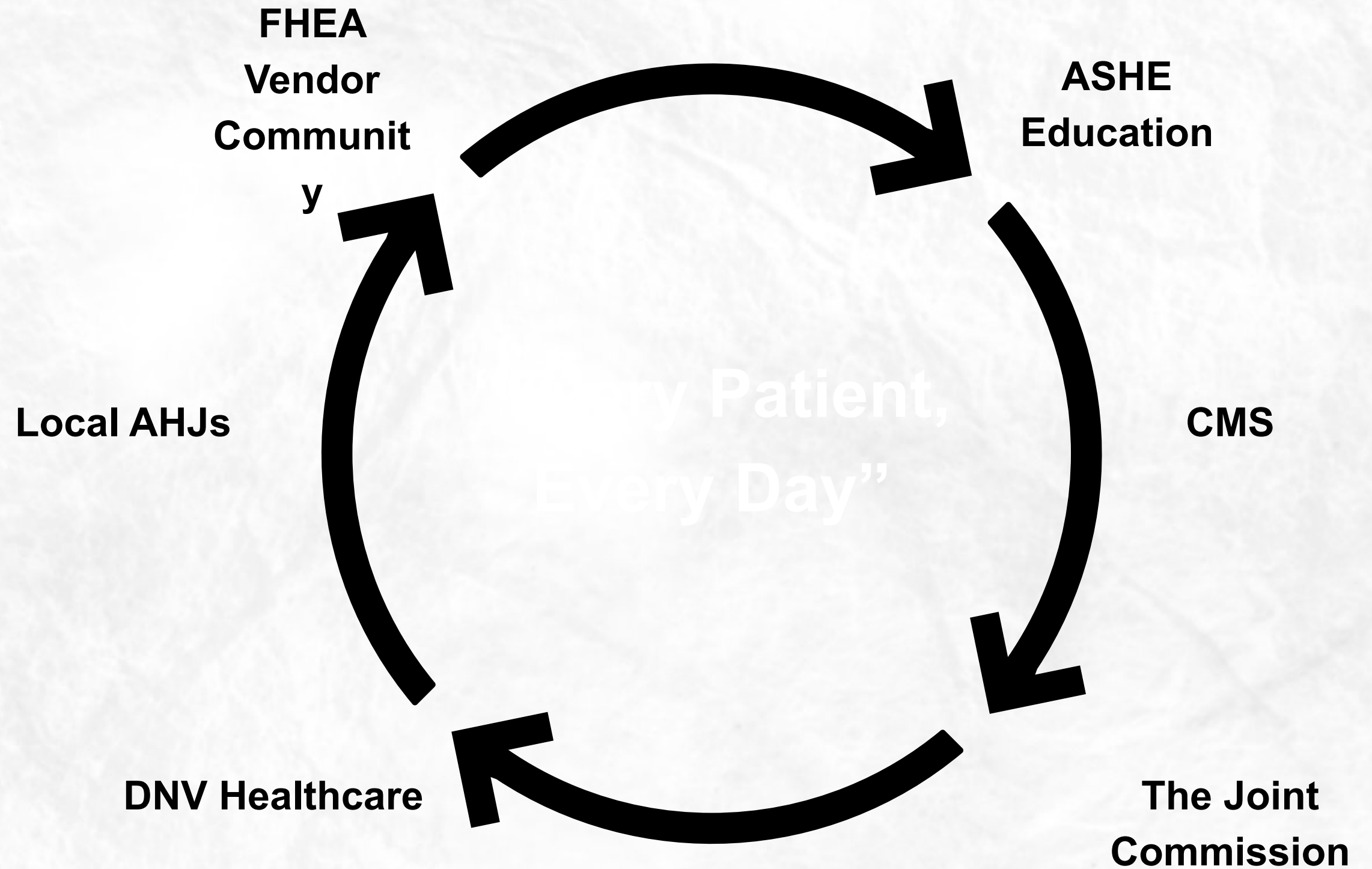


Build Your Case



Submit

Resources Available






Thank You!

For additional info or questions, please reach out to info@nefirestop.com



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