



**Progressive**  
**Huddle**

A webinar series that keeps you in the know  
Brought to you by Progressive **eSupport**  
LIFE SUPPORT FOR YOUR AGE 65

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**Compliance Made Simple:** ↗  
**24/7/365**



Crissy Benze, RN, BSN  
Progressive Huddle  
September 30, 2013

**PROGRESSIVE**  
**eSupport**  
LIFE SUPPORT FOR YOUR AGE 65

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**Objectives**

- Know **what to do** and **when** to do it to **remain compliant**



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## Stay Organized

- Set-up reminders
- Delegate


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## Daily

- Biological Indicators & Bowie-Dick Test
- Controlled Substance Log & Administration Sheets
- Crash Cart Log
- Environmental Sanitation Log
- Means of Egress


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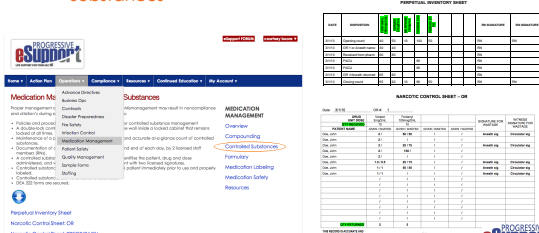

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## Controlled Substance Log & Admin Sheets

- Available on eSupport:
  - [Operations/Medication Management/Controlled Substances](#)


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## Daily (continued)

- Medication Lot Numbers
- OR Temperature & Humidity Log
- Refrigerator Temperature Log
- Surgery Log
- Warmer Log (if applicable)


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## Daily with Occurrence

- Cidex OPA/Glutaraldehyde Log
- Equipment Repair Log
- Incident Report & Incident Report Log
- Infection Control Tracking Log (HFAP only)





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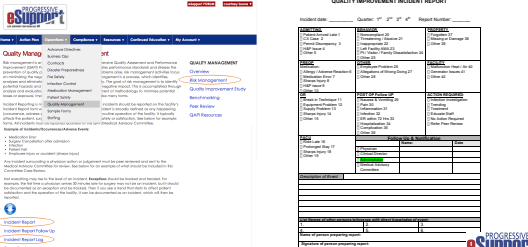

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## Incident Report & Log

- Available on eSupport:
  - Operations/Quality Management/Risk Management


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### Daily with Occurrence (continued)

- Medical Device Incident Report Log
- Sharps Injury Log
- Flash Sterilization Log
- Specimen/Tissue Log



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### Weekly

- Emergency Generator Inspection
- Eye Wash Log



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### Monthly

- Check for Expired Medications
- Complete Crash Cart Inspection
- Emergency Generator Testing
- Emergency Lighting



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## Monthly (continued)

- Expired Documents (credentials, licenses, etc)
- Fire Extinguisher Check
- Infection Control Query
- Refrigerator Cleaning


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## Quarterly

- Anesthesia Machine Preventative Maintenance
- Autoclave/Sterilizer Preventative Maintenance
- Environmental Surveillance Report
- Fire Drill
- HVAC Inspection, Service, Filter Changes


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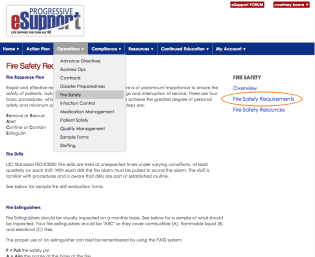

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## Fire Drill

- Available on eSupport:
  - [Operations/Fire Safety/Fire Safety Requirements](#)


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## Quarterly (continued)

- Incident Report Tracking Log
- Infection Control Compliance
- Infection Control Query
- Internal Benchmarking
- Medical Records Audit





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## Quarterly (continued)

- QAPI Committee Meeting
- MAC/GB Meeting
- Peer Review
- Pharmacy Inspection


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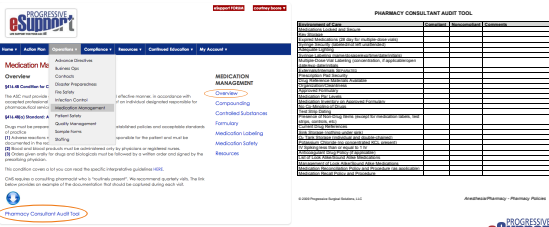

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## Pharmacy Inspection

- Available on eSupport:
  - Operations/Medication Management/Overview


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## Annually

- Benchmarking
- Disaster Drill
- Disaster Preparedness Program Evaluation
- Employee Competencies
- Employee Performance Appraisals/Evaluations




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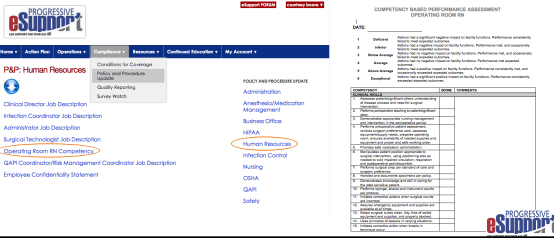
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## Employee Performance Appraisals/Evals

- Available on eSupport:
  - Compliance/Policy and Procedure Update/Human Resources/Operating Room RN Competency




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## Annually (continued)

- Fire/Smoke/Automatic Sprinkler Alarm System Testing & Maintenance
- Fire Department Visit
- Fire Extinguisher Checks
- Flu Vaccine
- Generator Full-Service Inspection




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### Annually (continued)

- Governing Body Report (TJC only)
- Infection Control Program Evaluation
- Infection Control Risks (TJC only)
- Medical Gas System
- Mock Code
- Malignant Hyperthermia Code (if applicable)



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### Annually (continued)

- Policy & Procedure Review
- QAPI Program Evaluation
- Risk Assessments (TJC only)
- Review & Evaluation of Contracted Services



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### Biennial

- Controlled Substance Inventory
- Medical Staff Recredentialing



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## Recredentialing

- Available on eSupport:
  - Operations/Staffing/Recredentialing

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## Per Manufacturer's Recommendations

- Biomed Equipment Check
- Ice Machine Cleaning
- Pregnancy Test Control Log
- Quality Control for Blood Glucose Testing

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## Summary

- Stay organized
- Set-up reminders
- Delegate
- Track, document and report
- Stay up-to-date on regulatory changes

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### Questions?

- [info@pss4asc.com](mailto:info@pss4asc.com)
- [www.pss4asc.com](http://www.pss4asc.com)
- Post questions and discussions to the eSupport Forum
- **Not on eSupport?**
  - [www.pss4asc.com/esupport](http://www.pss4asc.com/esupport)
  - **Request a FREE web demo today!**



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### Mark your calendars!

Join us next time for:

**Business Operations 101**

**Monday, November 18**  
**1pm PT/4pm ET**  
Nancy Stephens



Brought to you by 

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