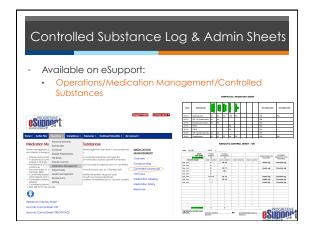


Stay Organized - Set-up reminders - Delegate

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

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Daily (continued)

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



Daily with Occurrence

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



Available on eSupport: Operations/Quality Management/Risk Management Out New Control New Co

Daily with Occurrence (continued)

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



Weekly

- Emergency Generator Inspection
- Eye Wash Log



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

Quarterly

- Anesthesia Machine Preventative Maintenance
- Autoclave/Sterilizer Preventative Maintenance
- Environmental Surveillance Report
- Fire Drill

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HVAC Inspection, Service, Filter Changes



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Available on eSupport: • Operations/Fire Safety/Fire Safety Requirements **The Same Park | Support | S

Quarterly (continued)

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



Quarterly (continued)

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



		F	'harn	nacy Insp	bec.	tion		
Available on eSupport: Operations/Medication Management/Overview								
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This condition covers a la	of you can read the specific into	rprefotive guidelines HDRS.	Medication Reconstitution Policy and Procedure ray application.	-	+			
CMS say line a considing phomodel who is "routed-as present". You opportung all parties which the late before conducting an energine of the documentation that shade be considered as which the late.								
•				0.2000 Processing Strategy States and Links	Anna	saffamay - Pamay Palos		

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

Employee Performance Appraisals/Evals - Available on eSupport: - Compliance/Policy and Procedure Update/Human Resources/Operating Room RN Competency - Compliance/Policy and Procedure Update/Human Resources/Operating Room RN Competency - Compliance/Policy and Procedure Update/Human Resources/Operating Room RN Competency - Compliance/Policy and Procedure Update/Human Resources/Operating Room RN Competency - Compete

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

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



Biennial

- Controlled Substance Inventory
- Medical Staff Recredentialing



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	Recr	edentialing
Available on eSupport:Operations/Staffing/R	ecredentiali	NGCICAL STAFF REAPPOINTMENT PROFILE
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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
- www.pss4asc.com
- Post questions and discussions to the eSupport Forum
- Not on eSupport?
 - www.pss4asc.com/esupport
 - Request a FREE web demo today!



Mark your calendars! Join us next time for: Business Operations 101 Monday, November 18 1pm PT/4pm ET Nancy Stephens Brought to you by BROGRESSIVE