



**The Nurse's Role in an
AAAHC Accredited Facility**

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Vero Beach, Florida
October 24, 2009




Financial Disclosure

Barbara Ann Harmer has disclosed
that she is a member of the
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Objectives

- ◆ Outline three areas that governs your practice
- ◆ Describe the elements of the survey process
- ◆ State three categories of policies and procedures needed for standards compliance




Practice Governance

◆ Nurse Practice Act: a statute enacted by the legislature of each of the states or by the appropriate officers of the districts or possessions. The act delineates the legal scope of the practice of nursing within the geographic boundaries of the jurisdiction. The purpose of the act is to protect the public.
Mosby's Medical Dictionary, 8th edition.
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Practice Governance

- ◆ Federal and State Regulations
- ◆ Accreditation Standards




AAAHC Philosophy

Discovery.....not inspection


Consultation.....not prescription

Collaborative.....rather than dictatorial




AAAHC Approach

- Focus:** Quality of care at the provider/patient level
- Goals:** Improve and enhance the quality and effectiveness of health care in ambulatory settings
- Standards:** Designed to promote excellence, professionalism and patient safety
- Survey Process Focus:** Assure substantial compliance with published standards




The Survey Process

- ◆ Application/Questionnaire
- ◆ Brief history, description of the community, mission statement
- ◆ Description of ownership
- ◆ Copy of bylaws, credentialing procedures, primary contacts
- ◆ Organizational table
- ◆ Marketing materials




Materials for Review by Survey Team

- ◆ Board and committee minutes
- ◆ Personnel records/policies
- ◆ Credentialing policies
- ◆ Most recent audit/balance sheet
- ◆ Continuing education schedules
- ◆ Contracts/agreements with the facility
- ◆ Patient handouts




Materials for Review by Survey Team

- ◆ Internal/external disaster policies and drills
- ◆ Patient satisfaction data
- ◆ Patient rights/responsibilities statement
- ◆ Surveys of state/local fire marshals, health departments, Medicare
- ◆ Corrections of deficiencies from previous inspections




Survey Agenda

- ◆ Pre-Survey Team Meeting
- ◆ Opening Conference
- ◆ Tour of Facility/Organization
- ◆ Inspection of Facilities
- ◆ Public Information Interview




Survey Agenda

- ◆ Review Governance and Administrative Documents
- ◆ Review Clinical Records
- ◆ Review Quality Improvement Program
- ◆ Individual Interviews
- ◆ Exit Conference



Post-Survey Process

- ◆ Preparation of Final Report
- ◆ Staff Review
- ◆ Review and Decision



Policies and Procedures

Must reflect the organization's mission, goals and objectives

- ➔ *Administrative*
- ➔ *Clinical*
- ➔ *Personnel*



Policies and Procedures

Policies and procedures must reflect the organization's mission, goals and objectives.

Administrative

- Ensure the orderly and efficient management of the organization
- Establish lines of authority, accountability and supervision of personnel
- Control the purchase, maintenance and distribution of the equipment and materials
- Maintain a health information system that collects, integrates and analyzes and reports data



Policies and Procedures

Personnel

- Define and delineate functional responsibilities and authority
- Require personnel with qualifications commensurate with job responsibilities and authority; documentation of orientation and training
- Require periodic appraisal of job performance
- Describe incentives and rewards
- Specify responsibilities and privileges of employment, including occupational services
- Comply with federal/state regulations, I-9



Policies and Procedures

Clinical

Address the perioperative course of each patient

- ◆ Anesthesia
- ◆ Infection Control
- ◆ Surgical Services
- ◆ Pharmaceutical
- ◆ Risk Management
- ◆ Clinical Records
- ◆ Regulatory Agencies and Authorities (i.e. OSHA, ADA)



Clinical Records & Health Information

- * There is a clinical record system.
- * Each patient has an individual clinical record.
- * Patient information is readily available to practitioners.
- * Records are treated as strictly confidential.
- * A designated person is in charge of records




Clinical Records & Health Information

- * Clinical record policies
- * Content and format of records are uniform.
- * Reports, H&Ps, progress notes, and other patient information are reviewed and incorporated into the record in a timely manner (Approved Abbreviations and dose designations).
- * If a record is complex and lengthy, diagnostic summary is documented.




Clinical Records & Health Information

- * Presence or absence of allergies and untoward reactions to drugs and materials is recorded in a prominent and uniform location in all patient charts on a current basis. Must be verified at each patient encounter and updated as needed.
- * Requirements for entries in patient's record for each visit
- * Significant medical advice given by phone is entered in record.




Clinical Records & Health Information

- * Entries are legible and easily accessible to the within the record by the organization's personnel.
- * Clinical research notations are contrasted with non-research care.
- * Ensuring a patient's continuity of care, i.e. transfer of information




Clinical Records & Health Information

- * Discussions with the patient concerning necessity, appropriateness and risks of proposed care, surgery, or procedure, as well as discussions of treatment alternatives and advance directives, as applicable, are incorporated into the patient's medical record.




Policies and Procedures

- ◆ Verbal vs. Written
- ◆ Licensure, Accreditation, Certification
- ◆ Third Party Payers




Policies and Procedures

- ◆ **Title of Organization**
- ◆ **Title of Policy**
- ◆ **Policy Statement**
- ◆ **Procedure**
 - Responsibility
- ◆ **Technique**
- ◆ **Considerations**



Policies and Procedures - Format

- ◆ **Multiple Manuals**
- ◆ **Single Manual**
- ◆ **Shared Drive**
- ◆ **Email Services**



Summary of the Nurse's Role

- ◆ **Know What Governs Your Practice**
- ◆ **Know the Accreditation Process**
- ◆ **Know the Regulations and Standards**



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