

**Director of Nursing
Critical Facility Information Tool**

Area	Information Needed	Comments
<p>Facility Information</p> <p>Name:</p> <p>Address:</p> <p>Phone #:</p> <p>Fax #:</p> <p>Email:</p>	<ul style="list-style-type: none"> • Total number of beds: • Number of units: <ul style="list-style-type: none"> • Names: • Number of beds each unit: • How many private rooms: • Ownership / affiliation • Last survey: Licensing / Federal • QIS or Traditional • Date survey window opens: • Review of last survey and POC • Union / non union staff • Contract / negotiations • 	
<p>Emergency Response (Track this data for weekly/ monthly reporting and analysis)</p> <p>Police: _____</p> <p>County Medical Examiner: #: _____</p> <p>Vulnerable adult/abuse reporting: _____</p> <p>Web Address: _____</p>	<ul style="list-style-type: none"> ○ Is there a crash cart? ○ Oxygen & supplies availability ○ How EMS works in facility's county ○ ○ Resident transfer procedures ○ County notification of unexpected or traumatic death ○ Coroner notification ○ DON and Administrator notification practices 	
<p>Resident Acuity</p>	<ul style="list-style-type: none"> ○ Oxygen/ transfill protocol -Who orders -Who tracks 	

Area	Information Needed	Comments
	<ul style="list-style-type: none"> -List of residents -Transfill room meets guidelines ○ Tube feedings – <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Nebulizers – <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Other respiratory therapy <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Catheters intermittent <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Catheters indwelling <ul style="list-style-type: none"> -List of residents and diagnosis ○ IV <ul style="list-style-type: none"> -IV company: <ul style="list-style-type: none"> -In house who is certified <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Specialized wound treatments <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Pressure ulcers <ul style="list-style-type: none"> -List of residents and Diagnosis -Review wound tracking ○ Active infections <ul style="list-style-type: none"> -List of residents and Diagnosis ○ Infectious disease reporting procedures ○ Resident Change in status ○ Behavioral issues <ul style="list-style-type: none"> -List of residents include resident to resident altercations and elopements. ○ Residents with uncontrolled or poorly controlled pain ○ 911 calls- ER visits with post chart review 	
<p>Resident Safety</p>	<ul style="list-style-type: none"> ○ Elopement potential ○ Physical Device use (positioners, enablers, and restraints) <ul style="list-style-type: none"> - List of residents with restraints include diagnosis / medical symptom and release and monitoring schedules. - Check for Care planning ○ Types of alarms and wanderguard <ul style="list-style-type: none"> - When are batteries checked - Frequency of wanderguard checks-who - ○ Fall prevention and intervention protocol <ul style="list-style-type: none"> -List residents ○ Incident/Accident tracking <ul style="list-style-type: none"> - Review logs - Review any outstanding investigations or health dept. reports. ● Preadmission screening for safety risks 	

Area	Information Needed	Comments
	<ul style="list-style-type: none"> • Medication Errors • Health information controls- HIPAA ○ Safety committee- who and when ○ Patient safe handling 	
Critical Areas to Monitor	<ul style="list-style-type: none"> ○ Pressure Ulcers ○ Falls ○ Resident Infections ○ Turnover ○ Workers Compensation ○ Customer satisfaction 	<p>Quality Measures need to be printed monthly by the MDS Coordinator and reviewed by the MMDS team and DON. .Any area with a percentile greater than region or nation needs to be reviewed for accuracy, care planning and system problem.</p>
Budget	<ul style="list-style-type: none"> • # of RN • # of LPN • # of Nurse aides • Administrative hours • Supplies • Incontinence products • What positions are calculated / included in productive hours • What if the budgeted census <p>What is the budgeted cost per patient day</p>	<p>DON is responsible for managing the budget on a daily basis both staffing and expenses.</p>
Staffing	<ul style="list-style-type: none"> ○ Procedures for schedules <ul style="list-style-type: none"> - Shift start and end time - Vacation request process - Status / schedule changes - Unit capacity and typical staffing patterns ○ Verification of schedules <ul style="list-style-type: none"> - Nursing leadership - Hours and schedules/ vacations - Hourly versus salaried ○ Daily changes and posting ○ Time sheets / payroll 	<p>Budget is based on a per resident day basis. Staffing is the greatest part of the budget. Track your hours per day and over time daily. Make changes to the next day's staffing if possible to even out budget</p>

Area	Information Needed	Comments
<p>Customer Service</p>	<ul style="list-style-type: none"> ○ Resident Council Name of president: Date & time of meeting ○ Family council Name of President: Date & time of meeting ○ Grievance policy ○ Meet and greet program <p>Vendors</p> <ul style="list-style-type: none"> ○ Pharmacy: ○ Lab: ○ Xray: ○ Medical Supply: ○ Dental: ○ Audiology: ○ Vision: ○ Podiatry: ○ Oxygen ○ Therapy: 	<p>It is helpful to have these names and dates when talking to resident families/. Be sure to identify resident family members who may need a plan to routinely speak to them about issues</p>
<p>Human Resources</p>	<ul style="list-style-type: none"> ○ Interviewing <ul style="list-style-type: none"> - Who does it - # in process - # of open positions and job category. ○ Hiring <ul style="list-style-type: none"> -Criminal background check -Drug screening if facility policy -Reference checks -Mantoux -Agency contracts <ul style="list-style-type: none"> - orientation and documentation process ○ Orientation <ul style="list-style-type: none"> -Format -Frequency / schedule -Duration / number of shifts -Probationary review ○ Competencies <ul style="list-style-type: none"> -Orientation -Annual ○ Evaluations ○ Worker's compensation ○ FMLA ○ Corrective action policy & procedures ○ Absenteeism management ○ Key positions ○ EEOC <ul style="list-style-type: none"> - Any outstanding complaints or charges ○ Board of nursing reports/ practice monitoring or restrictions. ○ Licensure tracking <ul style="list-style-type: none"> - CPR tracking - Mantoux tracking ○ Nursing assistant continuing ed hour tracking 	<p>Financial stability is based on effective hiring and retention of staff.</p>
<p>Quality Management</p>		

Area	Information Needed	Comments
	<ul style="list-style-type: none"> ○ Policy / procedure review ○ Abaqis ○ QAPI Program 	
<p>Medical Director</p> <p>Name: _____</p> <p>#'s : _____</p>	<ul style="list-style-type: none"> ○ Involvement level ○ Admissions ○ Deaths ○ Incidents ○ Policy / procedure review ○ Protocols ○ Influenza prevention ○ QAPI participation / expectations ○ Monthly Meeting Schedule: 	
<p>Pharmaceutical Services</p> <p>Consultant names:</p> <p>Ph #: _____</p>	<ul style="list-style-type: none"> ○ Drug regimen reviews ○ Medication audits ○ Returns ○ Ordering of flu vaccination ○ Psychotropic medication use and review for reduction ○ Destruction schedule and format ○ Medication error review and classification ○ Pharmacist recommendation process 	
<p>Special Medical / Insurance Situations</p>	<ul style="list-style-type: none"> ○ Managed care ○ Names of contracts: ○ ○ VA ○ Medicare ○ Medicaid System <ul style="list-style-type: none"> - Case Mix - Set rate 	
<p>Survey Preparation</p>	<ul style="list-style-type: none"> ○ Survey prep book ○ Audits ○ Roster matrix ○ QM reports ○ CLIA Waiver ○ Water plan ○ Any other waivers (RN etc.) 	
<p>Special Meetings / Facility Team Accountabilities</p>	<ul style="list-style-type: none"> ○ Daily stand up ○ Admission ○ Committees - ○ Care conferences ○ IDT Meeting ○ Wound Rounds, Fall Committee, Nutrition at Risk, Behavior 	
<p>Current Office Resources</p>	<ul style="list-style-type: none"> ● State operations manual ● State regulation manual ● Policy and procedure manual ● Infection control manual 	

Area	Information Needed	Comments
	<ul style="list-style-type: none"> • MDS manual • Pharmacy manual • Lab manual • Employee / facility handbook • Department Budget • Employee list and phone numbers • Department head phone list and home numbers • Emergency contact numbers and vendor services sheet for after hours. 	
Contracts	<ul style="list-style-type: none"> ○ Medical director ○ Staffing agency ○ Hospice ○ Managed Care ○ Vendors ○ Therapy ○ VA 	
Other Facility Specifics	Specialty Programs	