

Key Issues in HFAP Accreditation

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HFAP
Healthcare Facilities Accreditation Program

The slide features a circular collage of four images: a hospital building, two healthcare professionals in a lab setting, a group of three people in a meeting, and a close-up of hands working with medical equipment.

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Accreditation History

Began in 1945 – American Osteopathic Association
Accrediting Hospitals and Other Health Care
Facilities for Over 65 Years

Accrediting Hospitals Under Medicare since its
inception in 1965

HFAP is the oldest, continuous accreditation
organization in the U.S.

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National Recognition

Federal:

Deeming Authority from the Centers for Medicare
and Medicaid Services (CMS):

– Hospitals, CAHs, ASCs, and Clinical Labs – CLIA '88

Deeming Authority from the Substance Abuse
Mental Health Services Agency (SAMHSA):

– Behavioral Health Facilities

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Healthcare Facilities Accreditation Program

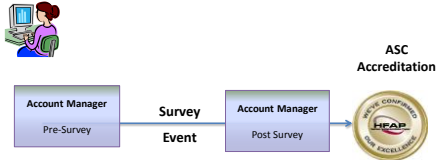


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Account Manager

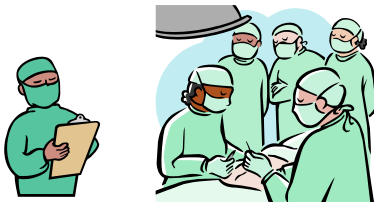
- Your Account Manager will guide you through the process of becoming and remaining an HFAP-accredited facility.

e- Application



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Survey Process



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Survey Process: What to Expect!

- Unannounced but on a day you do surgery
- Physician and/or Nurse Surveyor will arrive
- Surveyors will observe, review documents, conduct interviews and speak with patients
- Surveyors will follow a patient from admission to discharge

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Survey Process: What to Expect!

- Facility management participation is key
- Opening conference where a plan for the two days will be established
- A closing conference will be held to discuss areas requiring an action plan
- Some deficiencies may be corrected during the survey

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Survey Process: What to Expect!

- Survey process is collaborative, educative and participative
- Questions are encouraged
- Survey findings are documented in a deficiency report and provided to the facility

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Your Facility Must Meet the Definition of an ASC

- For Medicare certified facilities only

- **Distinct entity**

- Operates exclusively to provide surgical services to patients not requiring hospitalization expected stay does not exceed 24 hours

- Has an ASC supplier agreement

- Complies with ASC CfCs

- Reason many ASCs operate only part-time & want to use part or all of the same space for other purposes, e.g., physician's office

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Know the Standards

- Purchase a Manual
- Read every standard
- Share the standards with appropriate staff members
- Understand the scoring

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Examples of What We Find Patient Rights

- Patient Rights aren't posted
- No policies to support Patient Rights
- One or more required rights are absent
- Grievance process is incomplete with no designated time frames for response

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Examples of What We Find Policies

- Purchased policies are not customized
- Policies lack approval by the Medical Director and Governing Body
- Required policies are not written
- Policies are outdated
- Policies do not include references

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Examples of What We Find Infection Control

- ICO lacks the necessary training
- There is no annual report
- Hand washing surveillance and environmental rounds are not documented
- IC Program lacks all required components
- IC activities are not included in QAPI

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Examples of What We Find Governing Body Minutes

- IC and QAPI activities are not discussed
- Approval of policies and contracts has not occurred
- Equipment updates are absent
- Physician credentialing elements are incomplete
- Incomplete documentation of the compliance program

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Examples of What We Find QAPI

- Data collection is done but analysis and problem resolution is lacking
- Outcome data is poorly documented
- Staff other than management is unable to describe the quality process
- Laser procedures are not included in QAPI
- Quality training has not occurred

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Examples of What We Find Chart Review

- Missing H&P and or consent
- No H&P for laser procedures
- H&P not updated on day of surgery
- H&P does not include a comprehensive inquiry by systems and a physical exam
- Procedure name on consent not written at a forth grade level

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Examples of What We Find Medical Records

- Medical Record security not adequate
- Physician orders and other documents not signed, dated and timed
- Pain assessment and reassessment not documented using the pain scale
- No documentation that the patient received the Patient Rights, Advance Directives, disclosure of ownership and agency phone numbers on the day of surgery

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Examples of What We Find Human Resources

- Lack of documentation on orientation, training and competencies
- References and license (PSV) verification are not documented
- Yearly employee performance evaluations are not completed in a timely fashion or absent

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Examples of What We Find Facility Tour

- Outdated medications and supplies
- Unsecured medication in unoccupied areas
- Unsecured Oxygen tanks
- Biomedical stickers are absent or not current
- MSDS not available or accessible
- OSHA requirements are not met
- Hours of operation not posted

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Examples of What We Find Surgical Procedure Observation

- Policies not being followed such as labeling of medications on the sterile field
- Time-out procedure not followed
- Staffing Issues
- Use of radiology equipment (fluoroscopy)

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PLAN OF CORRECTION

- Begin immediately
- Ask for suggestions
- Include pictures if appropriate
- Include audits showing compliance
- Include information to demonstrate how sustainability will be achieved

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Congratulations

- Post your certificate of accreditation
- Keep policies and approvals up to date
- Make a plan on how to maintain a state of readiness
- Continue to conduct mock surveys on a regular basis to correct compliance issues identified

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QUESTIONS?



If you have any questions please contact the
Healthcare Facilities Accreditation Program
(HFAP)



312-202-8258

or

submit questions online at
info@hfap.org



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