



## **Unit Administrators: Consider Making a Facility Manual**

### **What is it?**

The facility manual is a large binder housing important facility documents (or copies of those documents) to be used by the Unit Administrator only. The documents can be grouped by type and separated by tabs so that everything is easily found and very organized. It should be locked in a secure place.

### **Why do it?**

- Important items are all in one location and easy to find
- When the State Surveyor comes to visit, you can invite them in, take them to a quiet place, ask if they want a cup of coffee, provide this binder for them to start reviewing, and then go contact your supervisor to alert him/her that the Surveyor has arrived. Many of the items listed are things the Surveyor will want to see. Having this resource will give you some time to catch your breath and relax!
- It is also handy during an annual or bi-annual facility review by the Board of Directors, Governing Body, Joint Commission on Accreditation of Health Care Organizations (JCAHO), or dialysis corporate officials.

### **Things to include** (this is not an all inclusive list – just ideas)

- Disclosure of Ownership of the dialysis facility
- Corporate Organizational Chart or in the case of an independent dialysis facility the Organizational Chart of the owners and managers
- Facility emergency calling tree (copy)
- Number of dialysis stations approval letter from the Centers of Medicare & Medicaid Services (CMS)
- Corporation and/or facility Mission, Vision, and Values statement(s)
- Current End Stage Renal Disease (ESRD) Network Goals and facility plan to meet them
- Current physician's certificates: Drug Enforcement Agency (DEA) and State Registration
- Physician's malpractice insurance (current proof of)
- Physician's Advanced Cardiac Life Support (ACLS) certificate (copy)
- OSHA 200 log (illness & Injury report)
- The last state agency review results
- Proof of last fire drill, disaster drill, cut & clamp, tornado drill, etc.
- Description of the facility Continuous Quality Improvement (CQI) program (not the CQI book)
- Fire Inspectors report
- Risk Management report
- Worker's compensation Carrier Information
- Exterminators report
- Monthly Facility Safety Report (physical plant inspection)
- Description of the facility long and short term care plan program (emphasis on how patients are involved in their care; modality choice; and evaluation for kidney transplant evaluation if desired)
- The Facility Grievance Procedure
- The Network Grievance Procedure
- Letters of affiliation agreements
  - Emergency care
  - Hospitalization
  - Blood bank
  - Laboratory
  - Acute dialysis
  - Transplantation
  - Organ procurement organization
  - Back-up dialysis center(s)
  - Etc.

Contact us at 816-880-9990

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