Hensleit Healthcare Consulting

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DOCUMENTATION PREPARATION FOR SURVEY REVIEW

	COMPLIANT	NOT COMPLIANT	COMMENTS
Policies & Procedures			
Updated annually or more frequently			
Reflect Current Practice			
Signature page on front			
Resource Manuals			
Most current versions			
Copy of Food Code 2009			
Diet Manual			
Updated annually or more frequently			
Available on nursing units			
Reflects patient population			
Signature page on front			
Menus			
Advance menus created			
Plan for substitutes			
Employee Files:			
Job descriptions			
Evidence of orientation			
Performance evaluations			
Evidence of qualifications/licensure/certification			
Current PPD/Chest x-ray			
Abuse reporting & confidentiality			
Education Files:			
Plan for provision of education			
Schedule for training			
Evidence of training			
Examples			
Disaster Manual:			
Menus for disaster			
Location of food and water			

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How to access food
How to work equipment
How to serve food

Quality Assurance:
Department's plan
How they decide what to review
Evidence of data collected
Evidence data communicated to staff
Evidence data acted upon

Infection Control
Departmental specific infection control
Evidence of monitoring participation

Contracts
Copies of contracts with food vendors available
Copies of contracts with maintenance provider
Method for contract evaluation for renewal

Cleaning:
Schedule for daily cleaning
Schedule for weekly cleaning
Special items cleaning scheduling

Maintenance:
Plan for preventive maintenance
History of work provided

Cleaning Solutions:
Chemicals away from food prep
Using per mfg guidelines

Departmental:
Copies of monitoring check lists
Staff meeting minutes

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