



## Top 20 Items for your 2021 “To Do” List

### By: Your C&A Consulting Team

What a year 2020 has been! As we approach what appears to be a quite unusual Holiday Season with social distancing and gathering restrictions, we encourage you to spend time with family and those you hold dear. We also want you to take some time to reorganize and prepare as we move into a new year.

#### Presenting Our Top 20 “To Do’s” for 2021:

1.	Check your malignant hyperthermia (MH) carts to ensure your supplies are updated. Review your MH drills – Are you up to date? Has your staff been oriented to your cart and the process for responding to MH events? Do you have documentation of drills and staff training?
2.	OB/GYN Labor and Delivery Units – Make sure Maternal Hemorrhage Carts are stocked and up to date, make sure there have been periodic drills and they have been documented. Ensure staff have been oriented and training has been documented. Ensure ED staff are prepared for maternal hemorrhage patients. <a href="https://www.jointcommission.org/-/media/tjc/documents/standards/r3-reports/r3_24_maternal_safety_hap_9_6_19_final1.pdf">https://www.jointcommission.org/-/media/tjc/documents/standards/r3-reports/r3_24_maternal_safety_hap_9_6_19_final1.pdf</a>
3.	Review your Ongoing Professional Practice Evaluation (OPPE) program to ensure your key elements are meeting the requirements. Is it a qualitative and quantitative data-driven process? <a href="https://www.jointcommission.org/standards/standard-faqs/critical-access-hospital/medical-staff-ms/000001500/">https://www.jointcommission.org/standards/standard-faqs/critical-access-hospital/medical-staff-ms/000001500/</a>
4.	Are you observing staff for proper use of hand gel and hand hygiene practices? Are your staff using the proper amount of hand sanitizers? There is an increase focus on hand hygiene practices as a result of the pandemic. Are you compliant? <a href="https://www.cdc.gov/handhygiene/providers/index.html">https://www.cdc.gov/handhygiene/providers/index.html</a>
5.	Initiate planning for your COVID-19 vaccination program. How will you determine priority groups for vaccination? How will you administer? How do you communicate? Document? Check the CDC interim playbook here <a href="https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf">https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf</a>
6.	Review your logs (crash cart, cleaning, quality control checks, etc.) and thin out the previous year’s documents and file them. Reduce your logs to only the most current month/quarter. Ensure frequent checks of logs are performed to ensure documentation is complete.
7.	Verify all maintenance, testing and inspections have been completed (fire doors, fire alarm system, utility systems, etc.) Fire Doors: <a href="https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=80">https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=80</a> Fire Alarm Systems: <a href="https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=72">https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=72</a>
8.	Ensure staff have received their annual required Emergency Management training – specific to organizations. FEMA training catalog: <a href="https://www.firstrespondertraining.gov/frts/npcatalog?catalog=EMI">https://www.firstrespondertraining.gov/frts/npcatalog?catalog=EMI</a> FEMA Independent Study Program listing: <a href="https://training.fema.gov/is/crslist.aspx">https://training.fema.gov/is/crslist.aspx</a>
9.	Conduct your 2021 annual Life Safety Compliance Assessment. Access the Joint Commission EC portal for resources at: <a href="https://www.jointcommission.org/topics/the_physical_environment.aspx">https://www.jointcommission.org/topics/the_physical_environment.aspx</a>
10.	Ensure your organization’s policy on Sentinel Events is up to date. Joint Commission released changes to Sentinel Event Definitions for Falls effective Jan 1, 2021. Check our On The Radar message here: <a href="https://www.courtemanche-assocs.com/the-joint-commission-defining-fall-events-as-part-of-their-sentinel-event-policy-effective-jan-1-2021/">https://www.courtemanche-assocs.com/the-joint-commission-defining-fall-events-as-part-of-their-sentinel-event-policy-effective-jan-1-2021/</a>



11.	Complete your 2021 HVA and Vulnerable Patient Population assessment. FEMA resources located at <a href="https://www.fema.gov/hazard-identification-and-risk-assessment">https://www.fema.gov/hazard-identification-and-risk-assessment</a>
12.	Ensure all annual competencies and annual mandatory education have been completed. Be sure to have current competencies for hand hygiene, donning and doffing of gowns, proper use of gloves and masks. Ensure your competencies and mandatory education content has been reviewed and updated.
13.	Review your facility's processing of endoscopes. Does it meet the standards in ANSI/AAMI ST91:2015 Flexible and Semi-Rigid Endoscope Processing in Health Care Facilities? ( <a href="https://my.aami.org/aamiresources/previewfiles/ST91_1504_preview.pdf">https://my.aami.org/aamiresources/previewfiles/ST91_1504_preview.pdf</a> ) Are your scopes maintenance schedules up to date? Are your storage facilities compliant?
14.	Have you conducted infant/child abduction drills? Are staff, who routinely care for pediatric patients, trained on the procedures for abduction prevention? Have you updated your risk assessment to address abduction? Check this resource for support: <a href="https://www.missingkids.org/content/dam/missingkids/pdfs/ForHealthCareProfessionals_10thEdition.pdf">https://www.missingkids.org/content/dam/missingkids/pdfs/ForHealthCareProfessionals_10thEdition.pdf</a>
15.	Hold discussions with Senior Clinical and IT Leaders if the organization will develop a Block Charting Strategy based upon IT abilities to support <a href="https://www.jointcommission.org/-/media/tjc/documents/standards/prepublications/hap_sep2020_prepublishing_report_titration.pdf">https://www.jointcommission.org/-/media/tjc/documents/standards/prepublications/hap_sep2020_prepublishing_report_titration.pdf</a>
16.	Verify that all your Medication Protocols meet the newest requirements for Titration orders. This can count as your regular review of Protocols, standing orders and pre-printed order sets. <a href="https://www.jointcommission.org/standards/prepublication-standards/revisions-related-to-medication-titration-orders/">https://www.jointcommission.org/standards/prepublication-standards/revisions-related-to-medication-titration-orders/</a>
17.	Ensure all staff that may encounter pregnant/post-partum patients have been trained to recognize and report on those suspected with maternal hypertension. Ensure your response kit has been stocked and that your facility has conducted drills. <a href="https://www.jointcommission.org/-/media/tjc/documents/standards/r3-reports/r3_24_maternal_safety_hap_9_6_19_final1.pdf">https://www.jointcommission.org/-/media/tjc/documents/standards/r3-reports/r3_24_maternal_safety_hap_9_6_19_final1.pdf</a>
18.	Review the 2021 Patient Safety Goals from The Joint Commission. Ensure staff have received training with the update. Access your facility type goals here: <a href="https://www.jointcommission.org/standards/national-patient-safety-goals/">https://www.jointcommission.org/standards/national-patient-safety-goals/</a>
19.	Review your Fluoroscopy Services practice on documenting maximum exposure rates and ensure they are aligned with the revisions to reduce the burden of documentation: <a href="https://www.jointcommission.org/standards/prepublication-standards/revised-requirement-related-to-fluoroscopy-services/">https://www.jointcommission.org/standards/prepublication-standards/revised-requirement-related-to-fluoroscopy-services/</a>
20.	Validate that your Emergency Management services drills are aligned with the new changes to EM.03.01.03 to ensure consistency and provide better guidance. <a href="https://www.jointcommission.org/standards/prepublication-standards/emergency-management-standard-em030103-revisions/">https://www.jointcommission.org/standards/prepublication-standards/emergency-management-standard-em030103-revisions/</a>

## Happy Holiday's

From the staff at Courtemanche and Associates! We wish you a safe and productive New Year and look forward to serving you in 2021!