

2018

Survey Question: TJC Accreditation 18-16

HRRMC is working towards JC accreditation and I was wondering if anyone had any of the following items to share with me:

1 – Examples of HR checklists that cover the tags necessary to meet JC accreditation (i.e. what HR uses to make sure everything is complete and in personnel files HR related)

2 – Examples of vendor P&P along with any documents that are required for vendors. Does anyone use Reprax to track vendors and if do you upload site specific policies and have the vendors sign off on these?

3- Does anyone have a P&P they would be willing to share on steps that are taken for independent contractors (ie background, drug screen, annual education HIPAA, BBP, hazardous waste etc)

4- How does your organization handle annual training for non-employed providers for restraints, emergency codes, HIPAA, BBP etc

Thanks in advance for your responses. Much appreciated BL



Barb Lutz aPHR, MT(ASCP), OHCC
VP Human Resources/Grievance Officer/Compliance officer
Heart of the Rockies Regional Medical Center

Responses:

1. Attached is Standard Work that I developed when I worked at Denver Health to meet the HR Standards under the Joint Commission both for hospital and lab.

Greg Thress | Classification and Compensation Analyst

Compensation Division, Office of Human Resources | City and County of Denver



SW Records - TJC HRSW Records - TJC HRSW Records - TJC HRSW Records - TJC HRSW Records - TJC HR
 Attach A - Dept Empl Attach B - Employee C Attach C - Addressing Attach D - JC HR Stan Attach E - Other Juris



SW Records - TJC HR
 Standards 2016 0720.

- Hi there! I've just finished with survey season—7 JC surveys in 6 months, so I'm happy to share my ideas. Honestly, the surveyor you get will determine much of how the survey goes. While there are tons of HR regulations, I've found that each surveyor 'hones in' on a regulation they enjoy, and then some are flippant with the HR files and you spend so much time and effort to have them barely glance at the files. However, being prepared is, of course, key to having a successful survey. I've responded below in bold. I'm happy to chat in person if Barb wants to.

Melissa Fifer, MS, PHR, SHRM-CP | Director of Human Resources-Interim

1 - Examples of HR checklists that cover the tags necessary to meet JC accreditation (i.e. what HR uses to make sure everything is complete and in personnel files HR related) **We do use a checklist, and make the employee sign off on all trainings. (We try to cover all trainings necessary during orientation.) We used to use quizzes but found that to be cumbersome. I literally went through the HR regulations and built my checklist from that. For annual refreshers, we've just shown the surveyor the completion rate within the LMS—did not print anything out for them. I'm happy to share a copy of the checklist via personal email if you'd like.**

4- How does your organization handle annual training for non-employed providers for restraints, emergency codes, HIPAA, BBP etc **For contractors that are patient-facing, they recertify like everyone else. We have a roster of files and when they come up for expiration on restraint training, they are required to attend class like our regular employees. We don't have them in the LMS, so we just require them to attend an orientation class on the topics they need to refresh on (HIPAA, Boundaries, etc.) If they are not patient-facing, we do not require this for them.**

- Attached is our tracer form I created a while back. We've tweaked it along the way.

Tanya **Tanya Rippeth, MBA, CHHR, SHRM-SCP, CEBS** *Director, Human Resources*



Competency Audit
 Tool 2018.doc

- 1 - Examples of HR checklists that cover the tags necessary to meet JC accreditation (i.e. what HR uses to make sure everything is complete and in personnel files HR related) We use the guide -
https://www.jointcommission.org/assets/1/6/crosswalk_hospital_hr_standards_staffing_standards.pdf . It's not the most exciting read, but use it to assess your current practices and make a

spread sheet for the team to work off during audits. We also include a historical page on our spread sheet to remember date ranges (Colorado affirmation, eVerify, background check contracts, etc.). They also give an explanation of all their requirements : https://www.jointcommission.org/standards_information/jcfaqdetails.aspx?StandardsFAQId=1468&StandardsFAQChapterId=110&ProgramId=47&ChapterId=0&IsFeatured=False&IsNew=False&Keyword= . This can be nice when you're starting to understand what each piece means to them.

2 - Examples of vendor P&P along with any documents that are required for vendors. Does anyone use Reprax to track vendors and if do you upload site specific policies and have the vendors sign off on these? We use Reprax if they do not need door access and have them sign off on our policies semi-annually. Reprax is much easier because you can just log in and print the information, and it won't print them a badge if they're not compliant. If they need door access they have to provide us everything a normal associate would (drug screen by their company, background check by their company, titers, flu shot, job description, skills assessment). We keep those folks in paper files.

3- Does anyone have a P&P they would be willing to share on steps that are taken for independent contractors (ie background, drug screen, annual education HIPAA, BBP, hazardous waste etc) We require them to follow the same requirements as our associates, either provided by their company, signing off that they understand our policies, or attending our annual skills fair.

4- How does your organization handle annual training for non-employed providers for restraints, emergency codes, HIPAA, BBP etc We have an annual skills fair for all clinical providers that come through our door, employed or not. Everyone is required to go, our education department provides the packets that are specific to each roles requirements, and if it's not completed within the allotted time frame they need to contact education for a make up skills fair.

Gretchen Anaya HR Generalist Mercy Regional Medical Center

Total Responses: 4