

Sixty-Five Steps to Guaranteed “EC” Success in 2008

Holiday Inn Select Nashville Opryland/Airport,
Nashville, TN
July 29, 2008

Speaker: Gary Slack

Program Description

This one-day program will provide valuable information for those individuals who are responsible for creating an effective *Environment of Care* program and must understand the 2008 Joint Commission survey methodology and standards. Information will be provided in a checklist format so that the attendees will be able to implement a practical, continuously compliant program in healthcare facilities to prepare for the unscheduled surveys. Attendees will also receive specific guidance in how to understand and interpret the standards, how to apply them to various healthcare settings and how to measure and evaluate the effectiveness of their programs. Information concerning new requirements and interpretations in 2008 will be discussed and strategies for implementation will be provided. Practical handout materials will include scoring sheets, forms, worksheets and checklists. Time will be provided during each section for questions and discussion.

Learning Objectives

As a result of participating in this program, the attendees will be able to understand the following:

1. How the Joint Commission team will perform and score the surveys in 2008.
2. The specific role of each of the survey team members, including the *Life Safety Specialist*.
3. How to prepare for the *Environment of Care* requirements, including the survey planning session, Life Safety facility tour, “EC” interview and likely “EC Tracers”.
4. How to meet, document, monitor and report regulatory compliance, performance improvement and risk assessment.
5. How to interpret and meet the *Environment of Care* standards that are frequently cited and misunderstood.
6. How to implement proven survey strategies to ensure success, using the 65-step checklist.

Target Audience

Which individuals will benefit from this training?

Accreditation coordinators, safety officers, risk managers, quality management and performance improvement directors, facility and engineering managers, directors of security, staff with employee health, hazardous materials, staff training and emergency management responsibilities, biomedical engineering managers, fire safety professionals in healthcare, infection control practitioners, and administrative and clinical staff who manage others with *Environment of Care* responsibilities.

Agenda

8:00 AM Seminar Registration

8:30 Steps 1 – 8: Meeting the Challenges of the New Changes

- Understanding the role of the *Life Safety Specialist*
- Completing the electronic SOC documents
- The impact of life safety scoring during the survey
- New changes to the emergency management standards for 2008
- Additional changes in 2008
- Focus areas in 2008, including infection control

10:15 Break

10:30 Steps 9-12: Preparing for the Survey Planning Session

- The seven management plans
- The annual effectiveness evaluations
- The safety committee minutes
- The *Statement of Conditions* (SOC) document

11:15 Steps 13-16: Preparing for the Facility Tour

- The facility tour checklist
- Dealing with hallway “clutter”
- “Operational” deficiencies
- The impact of first impressions and the “tipping point”

11:30 Steps 17-26: Preparing for the “EC” Interview Session

- How do I measure and document performance improvement in EC?
- Selecting performance improvement measures
- Understanding goals, targets, benchmarks and thresholds
- Aggregating the measures on a “spreadsheet”
- Monitoring and reporting numerical data
- Selecting and presenting the “PI Initiative”

12:00 Noon – Lunch (provided)

1:00 PM Continuing the “EC” Interview Session

Performing and Document Global and Specific Risk Assessments?

- Why global and specific risk assessments are necessary
- How to perform and document risk assessments (FMEA’s and RCA’s)
- Examples of global risk assessments
- Examples of specific risk assessments

1:30 Steps 27-30: Tracking Regulatory Compliance and Performance Improvement

- Creating color-coded regulatory and performance improvement grids
- Using the grids to track compliance
- Reporting to the safety committee
- Reporting to executive management and the governing body

- 1:45 **Steps 31-32: Meeting the major challenges in Safety Management**
- Solving recurring deficiencies found in surveillance rounds
 - Monitoring smoking compliance and implementing strategies for improvement
- 2:00 **Steps 33-34: Meeting the major challenges in Security Management**
- Security risk assessments
 - Means of force and assaulative behavior
- 2:15 **Steps 35-40: Meeting the major challenges in Hazardous Materials**
- Segregation of waste
 - Hazardous gases and vapors for personnel protection
 - Alcohol-based hand wash units
 - Compressed gas cylinder storage
 - Eyewash and emergency shower requirements
 - The OSHA connection
- 2:30 Break
- 2:40 **Steps 41-45: Meeting the major challenges in Emergency Management**
- Hazard vulnerability analysis
 - The incident command system (HEICS and NIMS)
 - Utility failure timeline charts, recovery procedures, total facility evacuation plans and decontamination
 - Drill and evaluation requirements and expectations
- 3:00 **Steps 46-48: Meeting the major challenges in Fire Prevention**
- Required fire drill annual evaluations
 - Test requirements for fire alarm and extinguishing systems
 - Interim life safety measure "triggers" and "applicability chart"
- 3:15 **Steps 49-50: Meeting the major challenges in Medical Equipment**
- Maintenance strategies and preventive maintenance documentation
 - Rentals, loaners and patient equipment
- 3:25 **Steps 51-54: Meeting the major challenges in Utility Management**
- Water and air-borne pathogen programs
 - Maintenance strategies and utility system testing program
 - Emergency generators, battery lights and UPS testing
 - Medical gas and vacuum system tests and documentation
- 3:40 **Steps 55-56: Meeting the major challenges in Appropriate Environment**
- AIA guidelines, latest edition
 - Pre-construction Risk Assessment (PCRA) requirements, including infection control measures
- 3:50 **Steps 57-65: Preparing for the "EC" Tracers**
- Probable tracer topics
 - Questions likely to be asked to clinical staff
- 4:00 **Adjourn**

Continuing Education Credit:

This workshop had been approved for 6.5 hours continuing education hours. You must attend the entire day to receive a certificate of attendance.

Faculty

Gary Slack is the President of Healthcare Engineering Consultants and has over thirty years of experience in the health care field in the areas of teaching, research, clinical engineering and technology and regulatory management. He has worked in the regulatory compliance area with hundreds of healthcare institutions throughout the United States in both the public and private sectors. Mr. Slack has conducted on-site consultations and seminar programs for the Public Health Service, Department of Veteran's Affairs and all branches of the military. He has also developed educational programs for the American Society for Healthcare Engineering and other regional, state and national hospital organizations.

He has published many articles and has written or contributed to six books that focus on "Environment of Care" related topics. Mr. Slack has also been active on national technical committees, including the National Fire Protection Association and has served on the editorial boards for OPUS Communications and the Health Care Safety Institute and is a frequent contributor to the UCG publication, *EC Leader*.

Mr. Slack has also served as a member of the faculty that provided "Environment of Care" information and interpretations to all of the Joint Commission surveyors and Life Safety Specialists during one of their training programs.

He received Bachelor and Master degrees in electrical and biomedical engineering from The Ohio State University and is a Registered Professional Engineer, a Certified Clinical Engineer (CCE) and a Health Safety Professional (HSP) at the Executive Level.

Location/Registration Information

Holiday Inn Select Nashville Opryland/Airport

Registration Fee: \$ 149 per person

2200 Elm Hill Pike

Nashville, TN 37214

Phone: 615-883-9770

Room Rates: \$109 single/double

Reservation Cutoff: Saturday, June 28, 2008

Check-in Time: 3:00pm

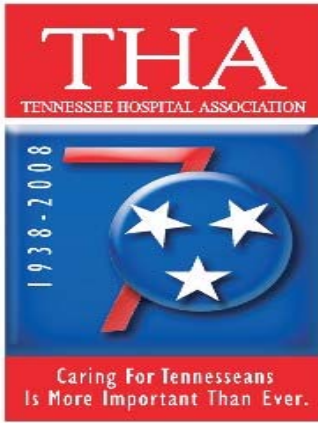
Check-out: 12:00pm

Complimentary transportation from and to the Nashville Airport, Oprymills Mall and complimentary High-speed Internet connection both wired and wireless.

Registration Deadline The registration deadline is **Monday, July 21, 2008**. If you have not received a confirmation letter prior to the program, please call Penny Williams at THA, 1-800-258-9541 or pwilliams@tha.com to confirm your registration.

Additional Information

- Registrants unable to attend may send an alternate.
- The Association reserves the right to cancel or reschedule a program due to insufficient number of registrants or other unforeseen circumstances.
- **Please contact the education department at 800-258-9541 if you have any questions.**
- Everyone will receive a certificate of attendance emailed after completion of the program.
- **Maps to the meeting site will be emailed or faxed with confirmations.**



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TN

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HOSPITAL/ORGANIZATION _____

NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

(Must list fax number or email address to receive confirmation.)

Registration Fee: \$ 149 per person

Method of Payment

Check made payable to THERF

Mail enrollment form with payment to THERF (Tennessee Hospital Education and Research Foundation), 500 Interstate Blvd., So., Nashville, Tennessee 37210-4634.

Fax Registration

To register by fax, send your completed registration form to 615.742.3753.

Credit Card I authorize THERF to charge my: MasterCard VISA

Account Number _____ Expiration Date _____

Print Name as Shown on Card _____

REGISTRATION Confirmation

If you have not received a confirmation letter prior to the program, please call Penny Williams at THA, 1-800-258-9541 or pwilliams@tha.com to confirm your registration.

Refund/Cancellation Policy: An alternate registrant from the same institution will be accepted under the original registration. Registration fees are non-refundable unless written notice of an individual's cancellation is received five (5) business days prior to the program date, in which case a cancellation fee of \$50.00 will be deducted from the refund. If notice of the cancellation is received after 5 business days required, there is NO refund. The same procedure applies for a registration that is faxed in with the indication of payment to follow. You will be billed whether or not you attend the program.

Registration Deadline: Monday, July 28, 2008

THERF Use Only: 4520-05-20-52