

**HAMILTON CENTER, INC.
ENVIRONMENT OF CARE MANUAL**

Section:	EOC FACILITY SURVEYS	Policy No.: EC.11.01.00.00
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Policy:	EOC FACILITY SURVEYS	Date Originated: 12/96
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PURPOSE

With the oversight of the COO, Hamilton Center, Inc. shall provide a safe, secure and healthy environment for consumers, staff and visitors. Regular, unannounced inspections will be conducted by the Environment of Care (EOC) Facility Survey Team at all facilities and program areas to insure a safe, secure, and healthy environment.

POLICY

The Environment of Care Facility Survey Team will consist of appropriately trained and experienced staff from the departments of Facilities, Housekeeping and Infection Control. The Team will conduct regular, unannounced inspections at all Hamilton Center, Inc. facilities and program areas. The intent of the inspections will be to insure compliance with Hamilton Center, Inc. policies and procedures, relative to facilities, as well as applicable guidelines and final rules from regulatory bodies such as OSHA, ISDH, CDC, Indiana State Fire Marshal and accrediting bodies such as JCAHO and CARF.

The Environment of Care Facility Survey Team will insure that:

- Business occupancy sites receive a minimum of two surveys annually.
- 24-hour service sites receive a minimum of quarterly surveys.
- Prompt surveys are conducted at any location or program area in response to special needs, requests or reports of suspected deficiencies.
- Documented survey findings are made available to appropriate managerial staff, such as the supervisor, manager, director and executive director, for review and response and/or corrective action as quickly as possible.
- Survey findings are reported regularly to the Safety and Security, Infection Control and Quality Leadership Forum Committee meetings:
 1. to monitor issues and/or trends that arise.
 2. to make recommendations for any further action that might be needed.
 3. for committee members to process at their staff meetings and with their program area supervisors.
- Periodic reports are made to Leadership as deemed necessary.
- Annual report summaries are made to the Board of Directors.

- Education of Hamilton Center, Inc. staff regarding the purpose and processes of the EOC Facility Survey Team will be provided:
 1. During orientation by the Infection Control staff.
 2. During annual Infection Control and Emergency Preparedness/Safety/Security retraining,
- Facility and/or program supervisory staff are educated about the purpose of and processes regarding EOC Facility Surveys to:
 1. develop a partnership to insure the success of the corporation's goal to provide a safe, secure and healthy environment.
 2. maintain open communication.

The Environment of Care facility surveys shall include but are not limited to the following:

- Medication storage and documentation
- Sanitation methods
- Food storage and preparation
- Linen storage and management
- Engineering controls
- Work practice controls
- Facility maintenance
- Emergency preparedness/management
- Safety and security
- Environment