

FACILITY ASSESSMENT 2018

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Resident Profile

Numbers - May 2018

|  |  |
| --- | --- |
| Facility Wide | |
| Average Daily Census | 164 |
| Total Bed Capacity | 178 |
| Number of Licensed | 190 |

|  |  |
| --- | --- |
| BAY UNIT – MEMORY CARE | |
| Average Daily Census | 68 |
| Total Bed Capacity | 70 (46 + 24 in Courtyard) |

|  |  |
| --- | --- |
| MARINA UNIT – LONG TERM CARE | |
| Average Daily Census | 62 |
| Total Bed Capacity | 63 |

|  |  |
| --- | --- |
| GARDEN UNIT – SHORT STAY / REHAB / TRANSITION | |
| Average Daily Census | 34 |
| Total Bed Capacity | 45 |

Diseases, Conditions,   
Physical and Mental Disabilities

Only admit those whose medical and nursing care needs can adequately be met well to the SNF. Residents with the following conditions / diagnosis will be accepted for admission.

Categories include, but are not limited to:

1. Ambulatory
2. Rehab Services
3. Bedridden
4. Medically stable
5. Diabetes
6. Cancer
7. Incontinence
8. Require catheterization
9. Chronic renal failure/hemodialysis
10. Tube feeding- Dobhoff, Peg
11. Neuromuscular disorders
12. CVA (Cerebral Vascular Accident)
13. Respiratory care (no 02 order of> 10L/min; q4 hour suctioning only; however if greater than 4L/min, must demonstrate patient is medically stable. The exception is comfort care patients, who SNF can accept and can be provided with up to l0L/min.)
14. Wound Care
15. Pain management
16. Comfort care
17. Require IV fluids, including hydration, antibiotics except Cubicin and TPN
18. AIDS

Care of Residents with Conditions Not Listed

The following categories of residents will not be accepted for admission:

1. Vents
2. Active TB or other diagnosis requiring negative air pressure rooms
3. On-site Radiation
4. Hyperbaric Oxygen (HBO) Treatments
5. Psychiatric diagnosis not controlled by or not compliant during this hospitalization with medication with aggressive or dangerous behaviors or harmful to self/others
6. Severe burn patients requiring advance isolation
7. Traumatic Brain Injuries (at discretion of SNF)
8. Recently incarcerated
9. Known registered sex offender
10. Quadriplegic patients that are at early stage that belong in a high-level rehab program
11. Patients requiring restraints or a sitter with last 24 hours
12. Patients with tracheostomies requiring hourly or more frequent suctioning
13. Patients whose weight is> 350 lbs. will be at the discretion of SNF
14. Patients who are actively (within the last two months) using illegal drugs on admission and have the capacity to continue to use them.
15. Patients who actively smoke and refuse to participate in a smoking cessation program at our facility.

Other residents may be admitted if the SNF can provide the care prescribed by the resident's admitting or attending physician.

The acceptance of a resident, not listed in the above categories, will be admitted only when authorized or approved by the Medical Director, Chief Clinical Officer (CCO) Director of Nursing Services, and the Administrator.

# Common Diagnoses and Conditions

Martha & Mary admits and cares for residents with the below listed diseases, conditions, physical and cognitive disabilities, as well as, those with a combination of conditions that require complex medical care and management. The list contains the most common diagnoses and does not reflect every possible diagnosis found among our resident population.

|  |  |  |
| --- | --- | --- |
| **Digestive System** |  |  |
| Anorexia Disorder  Barrett’s Esophagus |  | Dysrhythmias |
| Bowel Incontinence |  | Edema |
| Diverticulosis of Intestine |  | Hypertension |
| Cirrhosis  Constipation |  | Hypotension Non-St Elevation Myocardial Infarction |
| Crohn’s Disease  Dehydration  Diarrhea |  | Pacemaker Peripheral Vascular Disease  Pulmonary Thrombo-Embolism (PTE) |
| Diaphragmatic Hernia  Diverticulosis  Dyspepsia |  | Syncope and Collapse Tachycardia  Thrombocytopenia |
| Dysphagia |  | **GENITOURINARY SYSTEM** |
| Esophageal Obstruction |  | Acute Kidney Failure |
| Gastroenteritis |  | Benign Prostatic Hyperplasia |
| Gastroesophageal Reflux Disease |  | Chronic Kidney Disease |
| Gastrointestinal Hemorrhage |  | End Stage Renal Disease |
| Inflammatory Bowel Disease  Nausea |  | Nephropathy Neurogenic Bowel or Bladder |
| Peptic Ulcers  Protein Malnutrition |  | Obstructive Uropathy  Overactive Bladder |
| Ulcerative Colitis |  | Renal Insufficiency |
| **diseases of blood** |  | Urinary Incontinence |
| Anemia |  | Urine Retention |
| Chronic Lymphocytic Leukemia |  | **INFECTIOUS DISEASES** |
| Chronic Myelogenous Leukemia  Long-term Use of Anticoagulants  Thrombocytopenia |  | *Clostridium difficile* Infections with Multi-Drug Resistant Organisms Influenza |
| **HEART | CIRCULATORY SYSTEM** |  | Respiratory Infections |
| Abdominal Aortic Aneurysm |  | Scabies |
| Angina |  | Sepsis |
| Arrhythmia  Atherosclerosis |  | Skin and Soft Tissue Infections Urinary Tract Infections |
| Atrial Fibrillation  AV Block |  |  |
| Cardiac Murmur |  | **INTEGUMENTARY SYSTEM** |
| Cardiomyopathy |  |  |
| Cardiomegaly  Chest Pain |  | Cellulitis Injuries |
| Bradycardia |  | Skin Ulcers |
| Congestive Heart Failure |  |  |
| Coronary Artery Disease |  |  |
| Deep Venous Thrombosis (DVT) |  |  |
|  |  |  |
| **METABOLIC DISORDERS** |  |  |
| Dehydration |  | Hemiplegia |
| Diabetes |  | Multiple Sclerosis |
| Hyperkalemia |  | Neuropathy |
| Hyperlipidemia |  | Non-Alzheimer’s Dementia |
| Hypokalemia |  | Pain, acute/chronic |
| Hyponatremia |  | Paraplegia |
| Hypothyroidism |  | Parkinson’s Disease |
| Obesity |  | Quadriplegia |
| Morbid Obesity |  | Seizure Disorders |
| Thyroid Disorders |  | TIA |
| Vitamin B Deficiency |  | **PSYCHIATRIC | MOOD DISORDERS** |
| Vitamin D Deficiency |  | Adult Failure to Thrive |
| **MUSCULOSKELETAL SYSTEM** |  | Altered Mental Status |
| Ataxia |  | Anxiety Disorder |
| Arthritis (All Types) |  | Behavior needing interventions |
| Fibromyalgia |  | Bipolar Disorder (i.e., Mania/Depression) |
| Gout |  | Cognitive Communication Deficits |
| History of Falls |  | Dementia |
| Intervertebral Disc Degeneration |  | Depression |
| Muscle Spasm |  | Impaired Cognition |
| Muscle Weakness |  | Major Depressive Disorder |
| Osteoporosis |  | Post – Traumatic Stress Disorder |
| Presence of Artificial Hip Joint |  | Psychosis (Hallucinations, Delusions, etc.) |
| Rhabdomyolysis |  | Schizophrenia |
| Spinal Stenosis |  | **Vision | hearing** |
| **NEOPLASM** |  | Visual Loss |
| Breast Cancer |  | Hearing Loss |
| Colon Cancer |  | **respiratory system** |
| Lung Cancer |  | Aspiration Pneumonia |
| Prostate Cancer |  | Asthma |
| Skin Cancer |  | Bronchitis |
| **NEUROLOGICAL SYSTEM** |  | Chronic Lung Disease |
| Alzheimer’s Disease |  | Chronic Obstructive Pulmonary Disease (COPD) |
| Aphasia |  | Emphysema |
| Cerebral Palsy |  | Obstructive Sleep Apnea |
| CVA |  | Pleural Effusion |
| Down’s Syndrome |  | Pneumonia |
| Encephalopathy |  | Pulmonary Edema |
| Functional Quadriplegia |  | Pulmonary Hypertension |
|  |  | Respiratory Failure, Chronic |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Acuity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| THE GARDEN UNIT – SHORT STAY / REHAB / TRANSITION | | | | | |
| Major RUG-IV Categories | | Average Percentage | | Average # per Day | |
| Rehabilitation | | 69% | | 24 | |
| Extensive Services | | 0 | | 0 | |
| Special Care High | | 11% | | 4 | |
| Special Care Low | | 6% | | 2 | |
| Clinically Complex | | 6% | | 2 | |
| Reduced Physical Function | | 8% | | 3 | |
| Other Care | | Average Percentage | | Average # per Day | |
| Long Term Care | | 38% | | 14 | |
| Hospice Care | | 2.8% | | 1 | |
| The MARINA UNIT – LONG TERM CARE | | | | | |
| Major RUG-IV Categories | | Average Percentage | | Average # per Day | |
| Rehabilitation | | 13.11% | | 8 | |
| Extensive Services | | 0 | | 0 | |
| Special Care High | | 40.98% | | 25 | |
| Special Care Low | | 9.84% | | 6 | |
| Clinically Complex | | 6.56% | | 4 | |
| Behavioral Symptoms/Cog | | 3.28% | | 2 | |
| Reduced Physical Function | | 26.23% | | 16 | |
| Other Care | | Average Percentage | | Average # per Day | |
| Long Term Care | | 97% | | 60 | |
| Hospice Care | | 3% | | 2 | |
| THE BAY UNIT – MEMORY CARE | | | | | |
| Major RUG-IV Categories | | Average Percentage | | Average # per Day | |
| Rehabilitation | | 10.76% | | 7 | |
| Extensive Services | | 0 | | 0 | |
| Special Care High | | 18.46% | | 12 | |
| Special Care Low | | 10.76% | | 7 | |
| Clinically Complex | | 4.6% | | 3 | |
| Behavioral Symptoms/Cog | | 9.2% | | 6 | |
| Reduced Physical Function | | 46% | | 30 | |
| Other Care | | Average Percentage | | Average # per Day | |
| Long Term Care | | 93.9% | | 62 | |
| Hospice Care | | 4.6% | | 3 | |
| Resident Assistance with Activities of Daily living | | | | | |
| ADL | Independent | | Assist of 1 or 2 Staff | | Dependent |
| Bathing | 4 | | 141 | | 21 |
| Dressing | 5 | | 157 | | 4 |
| Eating | 112 | | 50 | | 4 |
| Toileting | 14 | | 150 | | 2 |
| Transfer | 3 | | 138 | | 3 |

|  |  |  |
| --- | --- | --- |
| Conditions and Special Treatments | | |
| Bowel/Bladder Status | Average # per Day | Resident in past year? |
| Indwelling or External Catheter | 11 | Yes |
| Incontinent of Bladder | 132 | Yes |
| Incontinent of Bowel | 89 | Yes |
| On Urinary Toileting Program | 118 | Yes |
| On Bowel Toileting Program | 83 | Yes |
| Mobility | Average # per Day | Resident in past year? |
| In a chair most of the time | 126 | Yes |
| Independently Ambulatory | 2 | Yes |
| Ambulates with assistance or assistive devices | 36 | Yes |
| With contractures | 42 | Yes |
| Mental Status | Average # per Day | Resident in past year? |
| Intellectual and/or developmental disability | 2 | Yes |
| Psychiatric Diagnosis | 91 | Yes |
| Dementia | 98 | Yes |
| Behavioral Health Needs | 45 | Yes |
| Nutrition | Average # per Day | Resident in past year? |
| IV Nutrition | 0 | No |
| Tube Feedings | 0 | Yes |
| Mechanically altered diets | 58 | Yes |
| Respiratory Treatments | Average # per Day | Resident in past year? |
| Oxygen therapy | 30 | Yes |
| BIPAP/CPAP | 5 | Yes |
| Respiratory Treatments | 17 | Yes |
| Skin Integrity | Average # per Day | Resident in past year? |
| Pressure Ulcers | 9 | Yes |
| Special Care | Average # per Day | Resident in past year? |
| Chemotherapy | 4 | Yes |
| Radiation | 0 | No |
| Dialysis | 4 | Yes |
| IV Medications | 0 | Yes |
| Transfusions | 0 | No |
| Ostomy Care | 1 | Yes |
| Suctioning | 0 | No |
| Injections | 35 | Yes |
| Respite Care | 0 | Yes |
| Isolation or Quarantine for Active Infectious Disease | 1 | Yes |
| Medications | Average # per Day | Resident in past year? |
| Antipsychotic Medication | 29 | Yes |
| Antianxiety Medication | 45 | Yes |
| Antidepressant Medication | 98 | Yes |
| Hypnotic Medication | 3 | Yes |
| Antibiotic | 11 | Yes |
| Pain Management Program | 125 | Yes |

Ethnic, Cultural, or Religious Factors

# Resident Demographics

Martha & Mary Health and Rehab has admitted and cared for residents from the following race, ethnicities, and religions. Their primary languages are also listed below.

|  |
| --- |
| Race/Ethnicities |
| African American |
| Austrian |
| Caucasian |
| Filipino |
| German |
| Greek |
| Hawaiian |
| Hispanic |
| Japanese |
| Korean |
| Latvian |
| Lithuanian |
| Mexican |
| Native American/First Nations |
| Pacific Islander |
| Romanian |
| Russian |
| Vietnamese |
|  |
| Primary Languages |
| English |
| French |
| German |
| Japanese |
| Korean |
| Russian |
| Spanish |
| Tagalog |
| Vietnamese |
|  |
| Religions |
| Baptist |
| Buddhist |
| Catholic |
| Christian |
| Episcopalian |
| Greek Orthodox |
| Jehovah Witness |
| Jewish |
| Lutheran |
| LDS |
| Methodist |
| Non-denominational |
| Not Religious |
| Pentecostal |
| Presbyterian |
| Protestant |
| Seventh-Day Adventist |
| Wicca |
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Martha & Mary is focused on maintaining the highest quality of life for the residents in our care, to include addressing individual ethnic, cultural or religious preferences and related needs, which we recognize as playing an important and vital role in a resident’s overall wellbeing.

# Activities

Shortly after a new resident is admitted to Martha & Mary, Resident Life Services completes an Activity Assessment form with the resident. Activity and religious preferences are documented at this time and included in the resident’s Care Plan.

Over the years, Martha & Mary has developed a quality of life program that reflects the wants and needs of our residents. Our robust programming includes, but is not limited to, painting, arts & crafts, horticulture, flower arranging and monthly Red Hat / Red Cap gatherings where residents / patients have an opportunity to socialize, have fun and develop friendships. Musical groups and dancers are frequently brought into the facility to entertain residents and special themed events and parties are offered to celebrate birthdays and holidays. Our signature Intergenerational Program, which brings preschool and PreK children into the facility to engage in activities with the residents, is especially popular, as are visits from dogs from local pet therapy organizations.

We match quality of life programming to individual interests by modifying pre-scheduled programs or facilitating independent activities with customized supplies. At times, we are fortunate to be able to match residents with a Volunteer who may have expertise or shared interest in a particular hobby, enabling us to accommodate a wide-range of endeavors. For example, one resident regularly works with a wonderful Volunteer to complete amazing woodworking projects, enabling our resident an opportunity to continue pursuing his favorite pastime while engaging with a fellow woodworker.

New opportunities to augment our quality of life programs are actively investigated and sought out, to include following up on suggestions made by individual residents and their family members. Excellent ideas and proposals will often come from our Resident Council, including a resident photo board, woodshop and a casino night.

# Food and Nutrition Services

Resident food and beverage preferences are obtained upon admission and periodically as needed to direct the Dining Services department in providing preferred foods to individual residents to enhance and maintain their quality of life and nutritional status.

The dietician or authorized clinical designee completes an initial comprehensive nutrition assessment for residents upon admission. Initial assessments are required within 14 days per Federal regulations but 5-7 days is the recommended practice to meet standards of nutrition care. Martha & Mary’s policy supersedes this requirement. A reassessment is completed quarterly, annually, and with significant change or at readmission, as needed.

In alignment with an individual’s religious observance, our kitchen is able to accommodate a variety of religious and / or culturally based diets. We are currently preparing Kosher (Jewish), Vegetarian (7th Day Adventist) and No Caffeine (Latter Day Saints) meals to residents / patients that have made these requests based on their faith. Religious clothing requirements, including special head coverings, garments or shoes, can also be met upon request.

# Languages

To successfully communicate with residents whose primary language is not English, we encourage families to help translate, if possible. For Medicaid residents, DSHS will provide interpreters.

Multiples approaches are taken to engage and connect with non-English speaking residents. For instance, our A member of our Activities team has taken it upon their selves to learn Russian phrases and pleasantries to the delight of an Albanian resident. Spanish books and other media pieces have been obtained for the enjoyment of Spanish-speaking residents. Special language cards that use pictures to aide in effective communication have proven to be a useful tool of understanding when staff members and non-English speaking residents are conversing.

Martha & Mary is grateful to have staff members who speak fluent Spanish, German, Tagalog, Japanese and Bulgarian in our facility. These individuals are glad to speak with residents that use these languages, to engage them in friendly conversation or to assist other staff members in communicating.

# Clothing Preferences

Residents are welcomed to wear any cultural or religious attire they desire (e.g. a hajib or kippah), so long as the resident or their families are able to provide them. All residents are encouraged to select the clothing they would like to wear. If residents do not have clothing available, Martha & Mary will provide it, though the selection does not include religious attire.

# Access to Religious Services

The on-site Chaplain oversees meeting residents’ spiritual needs. Residents are invited to attend Christian services led by the Chaplain on Wednesdays and Sundays. In addition, the Chaplain coordinates a monthly Catholic Communion Service in our Chapel through our local parish 6 times per year.

Clergy from any domination and any religion are encouraged to visit their parishioners at Martha & Mary and . we will help residents arrange for transportation to church services, if desired. The Chaplain also maintains an expansive list of clergy contacts within the community, which can be called upon to enable residents to observe their own religious holidays and ceremonies at Martha & Mary, to include end-of-life rites.

Martha & Mary has the ability to accommodate a resident’s need for personal worship space and, in the past, has assisted a resident to create a small area in their room to practice their Wicca faith.

# Female Caregivers / MALE Caregivers

The facility will accommodate requests for “only female” or “only male” caregivers, unless to do so would risk the safety of the requesting resident and other residents during that same shift. These kinds of requests are written into the resident's care plan.

If the facility does not have the ability to provide every resident who requests only female caregivers, then the facility will seek permission from the resident/resident representative to use a male, as long as, care is provide in twos. For example, a male nursing assistant would be accompanied by a female nurse on his visits with resident.

# Advance Directives

Upon admission, Martha & Mary will identify if the resident has an advance directive. If not, Martha & Mary will determine if the resident wishes to formulate an advance directive. A resident has the option to execute an advance directive, but is not required to do so. Martha & Mary will not condition the provision of care or otherwise discriminate against a resident based on whether they have executed an advanced directive.

Martha & Mary will provide the resident, if they so choose, with the opportunity to give written instructions to the staff about their wishes regarding “do not resuscitate” instructions using a POLST form.

If a resident is incapacitated at the time of admission and is unable to receive information or articulate whether he or she has executed an advance directive, Martha & Mary will give advance directive information to the resident representative.

If the resident wishes to execute an advance directive, Social Services staff will be available to assist the resident in obtaining needed outside assistance, including copies of forms, witnesses, and outside legal advice. Martha & Mary does not provide legal advice or assistance.

If a staff member objects to carrying out a resident’s advance directive, another staff member will be assigned to provide care consistent with the resident’s wishes. If a physician objects to carrying out a resident’s treatment in accordance with the advance directive, a physician who will provide care will be sought.

For residents who choose not to execute an advance directive, medical decisions are made consistent with policies on Determining Decisional Capacity and the Informed Consent Process. If no decisions are made, Martha & Mary is obligated to treat a resident as full code.

Other

At Martha & Mary residents have the right to reside and receive services in the facility with reasonable accommodations of individual needs and preferences, except when the health or safety of the individual or other residents would be endangered. Martha & Mary staff seek the residents’ input on care whenever possible and to the extent possible for that resident, this includes selecting clothing and daily schedules of care and activities.

Services and Care Provided

Resident Support and Care Needs

Martha & Mary embraces a person-centered care culture in which we provide care and services based upon our resident population’s needs, including the following:

|  |
| --- |
| Activities of Daily Living |
| Bathing |
| Showers |
| Oral Care |
| Denture Care |
| Dressing |
| Eating |
| Support with needs related to hearing impairment |
| Support with needs related to vision impairment |
| Support with needs related to sensory impairment |
| Support resident independence in doing as many ADLs by themselves |
|  |
| Bowel & Bladder |
| Toileting Program |
| Incontinence Prevention and Care |
| Intermittent Urinary Catheter |
| Indwelling Urinary Catheter |
| Ostomy/Colostomy/Ileostomy |
| Prompt response to requests for assistance with bathroom/toilet in order to maintain continence and promote resident dignity. |
|  |
| Infection Management |
| Infection Prevention & Control |
| Identification of Infections |
| Containment of Infections |
| Prevention of Infections |
|  |
| Management of Medical Conditions |
| Assessment |
| Early Identification of Problems/Deterioration |
| CHF Management |
| Diabetes Management |
| COPD Management |
| Gastroenteritis Management |
| UTI Management |
| Pneumonia Management |
| Hypothyroidism Management |
|  |
| Medications |
| Assessment/Management of Polypharmacy |
| Psychotropic Management |
| Antibiotic Management |
|  |
|  |
|  |
| Medication Administration by Route |
| Oral |
| Nasal |
| Buccal |
| Sublingual |
| Topical |
| Subcutaneous |
| Rectal |
| Vaginal |
| Intravenous (peripheral) |
| Intravenous (central) |
| Intramuscular |
| Inhaled (nebulizer) |
| Ear Drop |
| Eye Drop |
| Patch |
|  |
| Mental and Behavioral Health |
| Management of medical conditions and medication-related issues causing psychiatric sx & behavior. |
| Identify and implement interventions to help support individuals with issues, such as, dealing with anxiety. |
| Cognitive Impairment Care |
| Depression Care |
| Trauma/PTSD Care |
| Development Disability Care |
| Intellectual Disability Care |
|  |
| Mobility and Fall Prevention |
| Transfers |
| Ambulation |
| Restorative Nursing |
| Contracture Prevention/Care |
| Support res independence in doing these on their own. |
|  |
| Nutrition |
| Individualized Dietary Plans |
| Liberal Diets |
| Specialized Diets |
| IV Nutrition |
| Tube Feeding |
| Cultural or Ethnic Dietary Needs |
| Assistive Devices |
| Fluid Monitoring or Restriction |
| Hypodermoclysis |
|  |
| Pain Management |
| Assessment of Pain |
| Pharmacological Management |
| Nonpharmacological Management |
|  |
| Person-Centered/Directed Care |
| Relationship building with Residents |
| Engage Residents in Conversation |
| Find out resident preferences and routines |
| Find out what makes a good day for residents |
| Find out what upsets residents |
| Incorporate this information into care planning process |
| Ensure direct care staff have access to this information |
| Record and discuss treatment and care preferences |
| Support residents’ desire for familiar belongings |
| Offer and assist resident and family caregivers (or other proxy as appropriate) to be involved in person-centered care planning and advance care planning |
|  |
| Skin Integrity |
| Pressure Injury Prevention |
| Pressure Injury Care |
| Skin Care |
| Wound Care |
|  |
| Special Care Needs |
| Dialysis |
| Tracheostomy Care (Closed) |
| Bariatric Care |
| Gastrostomy Care |
| Hospice Care |
| Palliative Care |
| End of Life Care |
|  |
|  |
| Social/Psycho/Spiritual Support |
| Support emotional and mental well-being |
| Support helpful coping mechanisms |
| Provide culturally competent care |
| Learn about resident preferences and practices with regard to culture and religion |
| Stay open to requests and preferences and work to support those as appropriate |
| Provide or support access to religious preferences |
| Use or encourage prayer as appropriate/desired by the resident |
| Provide opportunities for social activities/life enrichment (individual, small group, community) |
| Support community integration if resident desires |
| Provide family/representative support |
| Prevent abuse and neglect |
| Identify hazards and risks for residents |
|  |
| Therapy |
| Physical Therapy |
| Occupation Therapy |
| Speech/Language Therapy |
| Management of braces and splints |
| Respiratory Therapy |
| Music Therapy |
| Art Therapy |
|  |
|  |
|  |
|  |
|  |

Facility Resources

Staff Type

|  |  |  |  |
| --- | --- | --- | --- |
| Administration | | | |
| Position | FTE needed in   24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Chief Executive Officer | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Chief Operations & Strategy Officer | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Chief Financial Officer | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Controller | 1 | Martha & Mary Employee |  |
| Accounts Receivable Specialist | 2 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Accounts Payable Specialist | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Director of Human Resources & Organizational Development | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Organizational Development Manager | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Human Resources Generalist | 2 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Information Technology | 2 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Director of Development | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Development & Communications Manager | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Marketing & Communications Manager | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Administrative Assistant | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Receptionists | 2 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |

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| --- | --- | --- | --- |
| Nursing Services | | | |
| Position | FTE needed in   24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Chief Clinical Officer | 1 | Martha & Mary Employee |  |
| Director of Nursing Services | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| ADNS – Bay & Marina Units | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| ADNS – Admissions & Garden Unit | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Admissions Specialist | 1 | Martha & Mary Employee |  |
| Case Managers | 2 | Martha & Mary Employee |  |
| HIM Manager | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| MDS Nurse | 4 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Health Unit Assistant | 4 | Martha & Mary Employee |  |
| Training & Development Coordinator | 0.5 | Martha & Mary Employee |  |
| NAC Instructor | 1 | Martha & Mary Employee |  |
| Administrative Assistant | 1 | Martha & Mary Employee |  |
| Unit Managers (RN/LPN) | 2 | Martha & Mary Employee |  |
| Nurses (RN/LPN) | 22 | Martha & Mary Employee |  |
| NAC | 51 | Martha & Mary Employee |  |
| NAC Shower Aide | 6 | Martha & Mary Employee |  |
| NAC Restorative | 6 | Martha & Mary Employee |  |
| Hospitality Aide | 6 | Martha & Mary Employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chaplaincy | | | |
| Position | FTE needed in   24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Chaplain | .75 | Martha & Mary Employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| RESIDENT Life & SOCIAL SERVICES | | | |
| Position | FTE needed in  24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Resident Life Director | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Social Service Director | 1 | Martha & Mary Employee |  |
| Social Worker | 3 | Martha & Mary Employee |  |
| Activities Director | 1 | Martha & Mary Employee | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Activities Assistants | 3 | Martha & Mary Employee |  |

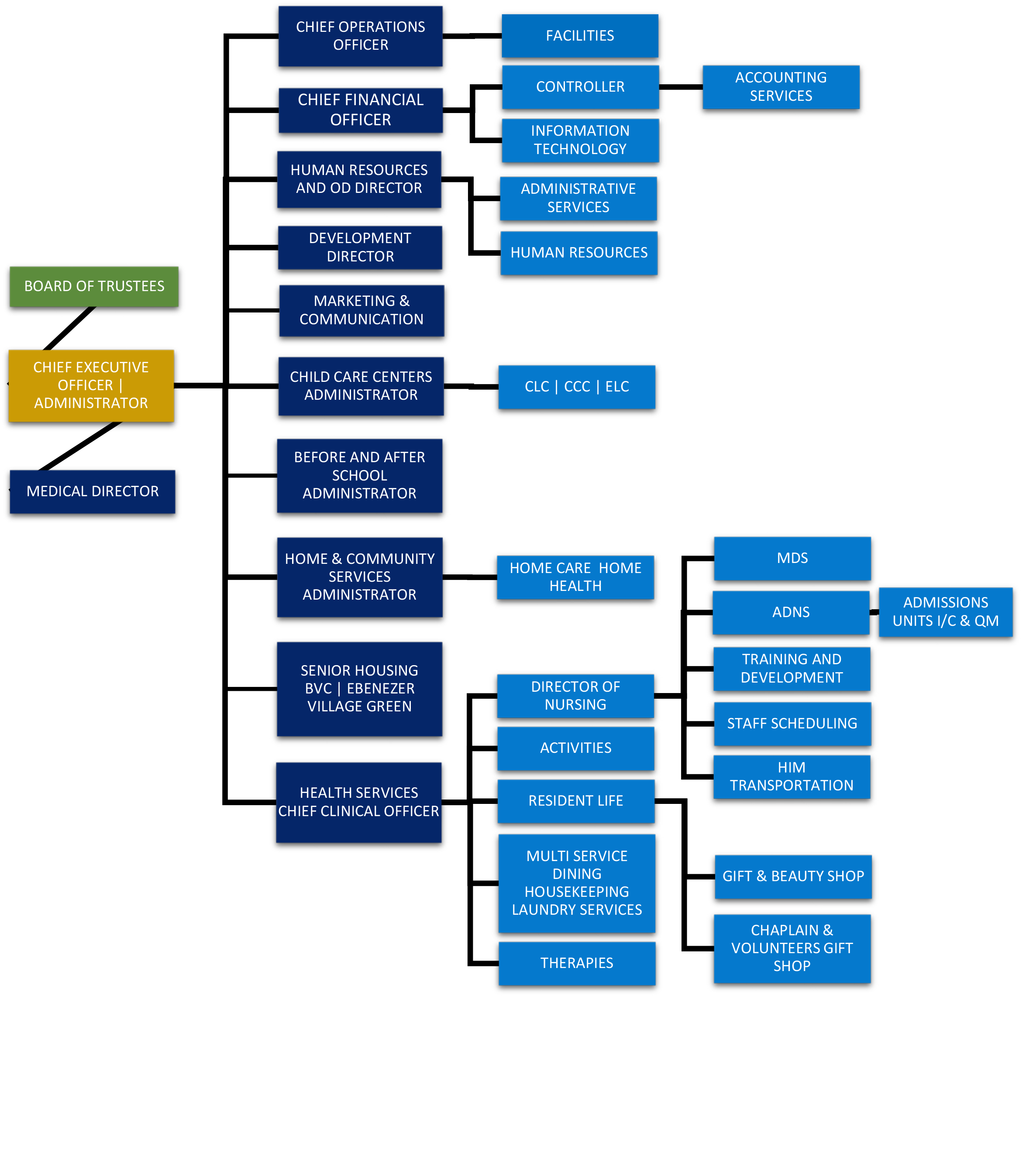
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| --- | --- | --- | --- |
| DiNING Services | | | |
| Position | FTE needed in 24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Environmental Services Director | 1 | Contract | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Chef | 1 | Contract | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Registered Dietitian | 1 | Contract | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| CDM | 1 | Martha & Mary Employee |  |
| Cook | 2 | Martha & Mary Employee |  |
| Dietary Aide | 9 | Martha & Mary Employee |  |
| Dishwasher | 1.75 | Martha & Mary Employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Housekeeping and Laundry | | | |
| Position | FTE needed in  24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Housekeeping and Laundry Supervisor | 1 | Martha & Mary Employee |  |
| Housekeeper | 9.75 | Martha & Mary Employee |  |
| Laundry Aide | 4.5 | Martha & Mary Employee |  |
|  |  |  |  |
| FACILITIES & MAINTENANCE | | | |
| Position | FTE needed in  24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Facilities Director | 1 | Martha & Mary Employee |  |
| Maintenance Technician | 4 | Martha & Mary Employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| physician Services | | | |
| Position | FTE needed in 24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Physician / Medical Director | 1 | Contract |  |
| Physician | 1 | Contract |  |
| ARNP | 3 | Contract |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Therapy Services | | | |
| Position | FTE needed in 24-hour Period | mmhc Employee or Contract | Weekdays Only |
| Rehab Director / Occupational Therapy Assistant | 1 | Contract | C:\Users\ewelton\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PZLUYUQS\Check_mark_23x20_02.svg[1].png |
| Occupational Therapist | 2 | Contract |  |
| Occupational Therapy Assistant | 2\* | Contract |  |
| Physical Therapist | 2 | Contract |  |
| Physical Therapy Assistant | 2 | Contract |  |
| Speech Language Pathologist | 1 | Contract |  |
| \**Not including Rehab Director / Occupational Therapy Assistant* | | | |

Organization Chart



Staffing Plan

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THE GARDEN UNIT | | | | | | | | |
| *NACs & LNs Providing Care* | | | | | | | | |
| Census | NAC Day Optimal | LN Day Optimal | NAC Night Optimal | LN Night Optimal | NAC NOC Optimal | LN NOC Optimal | Total Staff opt |  |
| 40-45 | 4 | 3 | 5 | 3(\*4) | 3 | 2 | 20 |  |
| 35-39 | 4 | 3 | 5 | 3(\*4) | 3 | 2 | 20 |  |
| 30-34 | 4 | 3 | 4 | 3 | 2 | 2 | 18 |  |
| 25-29 | 4 | 3 | 4 | 3 | 2 | 2 | 18 |  |
| 20-24 | 3 | 2 | 3 | 2 | 2 | 2 | 14 |  |
| 15-19 | 2 | 1 | 2 | 2 | 2 | 1 | 10 |  |

(\*4) Only for three admissions with an admission nurse and two or more admissions without an admission nurse.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THE BAY UNIT | | | | | | | | | |
| *NACs & LNs Providing Care* | | | | | | | | | |
| Census | NAC Day Optimal | | LN Day Optimal | NAC Night Optimal | LN Night Optimal | NAC NOC Optimal | LN NOC Optimal | Total Staff opt |  |
| 38-43 | 5 | 2 | | 5 | 2 | 3 | 1 | 18 |  |
| 32-37 | 4 | 2 | | 4 | 2 | 3 | 1 | 16 |  |
| 27-31 | 3 | 2 | | 3 | 2 | 2 | 1 | 13 |  |
| 21-26 | 2 | 1 | | 2 | 1 | 2 | 1 | 9 |  |
|  |  |  | | *COURTYARD* | | |  |  |  |
| 19-24 | 3 | 1 | | 3 | 1 | 2 (2:1+HA) | Bay LN | 11 |  |
| 13-18 | 2 | 1 | | 2 | 1 | 2 | Bay LN | 9 |  |
| 7-12 | 1 | Bay LN | | 1 | Bay LN | 1 | Bay LN | 6 |  |
| THE MARINA UNIT | | | | | | | | | |
| *NACs & LNs Providing Care* | | | | | | | | | |
| Census | NAC Day Optimal | | LN Day Optimal | NAC Night Optimal | LN Night Optimal | NAC NOC Optimal | LN NOC Optimal | Total Staff opt | . |
| 55-62 | 7 | 3 | | 7 | 3 | 4 | 1 | 25 |  |
| 45-54 | 6 | 3 | | 6 | 3 | 3 | 1 | 22 |  |
| 35-44 | 5 | 2 | | 5 | 2 | 3 | 1 | 18 |  |
| 25-34 | 4 | 2 | | 4 | 1 | 2 | 1 | 14 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TOTAL CENSUS RATIO | | | |
|  | **OPTIMAL** | **GOOD** | **MINIMUM** |
| BAY UNIT | 1:8 | 1:12 | 1:15 | 1:20N |
| GARDEN UNIT | 1:7 | 1:12 | 1:15A | 1:10E | 1:20n |
| MARINA UNIT | 1:8 | 1:12 | 1:15 | 1:20n |

Individual Staff Assignment

Martha & Mary is committed to ensuring that staffing on all units is appropriate and meets the needs of the residents. Martha & Mary tries to ensure continuity of care through consistent staffing. If an employee is assigned to a certain hall or shift, every attempt is made to keep their schedule the same, unless a request is made for a change. Staff are never made to participate in care tasks they do not feel comfortable with. When someone feels unqualified or uncomfortable with a request they verbalize this to the Unit Coordinator and actions are taken to ensure the individual receives the information needed or further training.

If it is deemed necessary, that a member of staff be floated from one unit to another then:

1. They will receive the information and support needed to provide safe resident care to residents they may, or may not, be familiar with.
2. New staff, those who are within the first 42 days of employment, will not be asked to float unless they are hired to be on-call staff.

# Staff Training, Education and Competencies Mandatory Safety Meetings for all Staff

|  |  |  |
| --- | --- | --- |
| Topic |  | Frequency |
| **Blood borne Pathogens and Infection Control**   * Infectious/Regulated Waste Management * Transmission Based Precautions * Methods of Spreading (general population  and health care) * Isolation Precautions * Hand Hygiene | * Standard Precautions * Hepatitis A, B, and C * TB * HIV/AIDS * Needle Safety | On Hire and Annually |
| **Disaster/Evacuation – Emergency Codes/Polices**   * Codes – Crash Cart, Department Emergency, Fire, Bomb Threat, Armed Intruder/ Active Shooter, Missing Resident * Emergency Shut off Valves | * Disaster Plan * Evacuation Plan * Earthquake Response | On Hire and Annually |
| **Fire Safety and Fire Extinguisher Training**   * Fire Plan * Types of Extinguishers * P.A.S.S. – Pull, Aim, Squeeze, Sweep |  | Annually |
| **Hazard Communications**   * Hazard Communication Standard * Methods of Health Hazard Exposure * Safety Data Sheets (SDS) * Hazard Communication Pictograms |  | On Hire and Annually |
| **HIPAA/Ethics**   * Protected Health Information * Who Can Access/Use Resident Information * Who Can Release/Disclose Information | * Resident Request for Restrictions * Confidentiality Breach * Breach Penalties * Photography, Videotaping  and Other Imaging | On Hire and Annually |
| **Influenza, Handwashing**   * Influenza Prevention * How Flu Spreads * Handwashing * Flu Vaccine * Shingles |  | On Hire and Annually |
| **Resident’s Rights and Mandatory Reporting**   * Resident Bill of Rights * Identifying Incidents * Reporting Incidents * Preventing Incidents | * Abuse and Neglect – Employee Risk Factors,  Resident Risk Factors, Prevention * Mandatory Reporting * Reporting Guidelines for Nursing Homes | On Hire and Annually |

# Required Licenses and Certifications

|  |  |
| --- | --- |
| Position | License/Certification |
| Administrator | Licensed Nursing Home Administrator in Washington State |
| Chief Clinical Officer (CCO( | RN or ARNP License |
| Director of Nursing Services | RN License |
| Assistant Director of Nursing | RN License or LPN License |
| MDS Coordinator | RN License or LPN License |
| RN | RN License |
| LPN | LPN License |
| NAC | Nursing Assistant Certification |
| Dietary Director | Serve Safe Certified, Food Workers Card |
| Chef | Serve Safe Certified, Food Workers Card |
| Registered Dietician | Dietetic Registration Certification, Serve Safe Certification |
| CDM | CDM Certification, Serve Safe, Food Workers Card |
| Cook | Food Workers Card |
| Cook Helper | Food Workers Card |
| Dietary Aide | Food Workers Card |
| Dishwasher | Food Workers Card |
| Physical Therapist | Physical Therapist License |
| Occupational Therapist | Occupational Therapist License |
| Physical Therapy Assistant | Physical Therapy Assistant License |
| Certified Occupational Therapy Assistant | Occupational Therapy Assistant License |
| Speech Language Pathologist | Speech Language Pathologist License |

# Required Staff Competencies

|  |  |  |
| --- | --- | --- |
| Activities of Daily Living | Positions | Review Frequency |
| Document resident ADLs | CNA | On Hire and Annually |
| Bed Bathing | CNA | On Hire |
| Tub bath | CNA | On Hire |
| Partial bath | CNA | On Hire |
| Shower | CNA | On Hire |
| Shampooing and drying hair | CNA | On Hire |
| Shampooing a resident’s hair in bed | CNA | On Hire |
| Brushing/combing hair | CNA | On Hire |
| Shaving | CNA | On Hire |
| Brushing Teeth | CNA | On Hire and Annually |
| Care of Dentures | CNA | On Hire and Annually |
| Nail care | CNA | On Hire |
| Foot care | CNA | On Hire |
| Care and application of hearing aids | CNA | On Hire |
| Care and application of orthotic device | CNA | On Hire |
| Dressing | CNA | On Hire |
| Feeding | CNA | On Hire |
| Distribute and offer fluids | CNA | On Hire |
| Bed-making (occupied) | CNA | On Hire |
| Bed-making (unoccupied) | CNA, Housekeeper | On Hire |
| Providing resident privacy | CNA | On Hire |
| Support resident ind. and self-help in care | CNA | On Hire |
| ADL Assessment (POC) | LPN, RN | On Hire |
| Keeps resident rooms neat and clean | CNA | On Hire |
| Assessments | Positions | Review Frequency |
| MDS | LPN, RN, MDS Staff | On Hire |
| CAA (Care Area Assessment) | MDS Staff | On Hire |
| BIMS/PHQ-9 | Social Workers | On Hire |
| Social History | Social Workers | On Hire |
| Psychosocial Assessment | Social Workers | On Hire |
| Neurological Assessment | LPN, RN | On Hire |
| Neuro Checks | LPN, RN | On Hire |
| Gastrointestinal assessment | LPN, RN | On Hire |
| Genitourinary Assessment | LPN, RN | On Hire |
| Cardiovascular Assessment | LPN, RN | On Hire |
| Respiratory Assessment | LPN, RN | On Hire |
| Restraint Assessment- chemical & physical | LPN, RN | On Hire |
| Oral Assessment | LPN, RN | On Hire |
| Change of Condition Assessment | LPN, RN | On Hire |
| Change of Condition Charting | LPN, RN | On Hire |
| Pain assessment – Scale and Interventions | LPN, RN | On Hire and Annually |
| Nursing Assessment for calling a Physician/Change of Condition (SBAR) | LPN, RN | On Hire and Annually |
| Mantoux/PPD Skin Testing – Charting, Assessment w/ PPD+ | LPN, RN | On Hire |

|  |  |  |
| --- | --- | --- |
| Bowel and Bladder | Positions | Review Frequency |
| UTI Protocol | LPN, RN | On Hire and Annually |
| Bowel Protocol | LPN, RN | On Hire |
| Bedpan | CNA | On Hire |
| Urinary leg bag application | CNA | On Hire |
| External urinary cath care | CNA | On Hire and Annually |
| Indwelling urinary cath care | CNA | On Hire and Annually |
| Perineal care (female and male) | CNA | On Hire and Annually |
| Urinary output incl. urinary drainage bags | CNA | On Hire |
| Incontinence Care | CNA | On Hire |
| Brief usage | CNA | On Hire |
| Bowel & bladder training & management programs | CNA | On Hire |
| Catheterization insertion/care – Female | LPN, RN | On Hire and Annually |
| Catheterization insertion/care – Male | LPN, RN | On Hire and Annually |
| Foley insertion/removal | LPN, RN | On Hire |
| Subra Pubic Cath | LPN, RN | On Hire |
| PVR | LPN, RN | On Hire |
| Colostomy/Ostomy/Ileostomy care | LPN, RN | On Hire |
| Food Safety | Positions | Review Frequency |
| Personal Hygiene | All Dietary Staff | On Hire and Annually |
| HACCP System | All Dietary Staff | On Hire and Annually |
| Cross Contamination Prevention | All Dietary Staff | On Hire and Annually |
| Cleaning, Sanitizing, and Calibrating Thermometers | All Dietary Staff | On Hire and Annually |
| Thermometer Use – Checking and Recording Temp | All Dietary Staff | On Hire and Annually |
| Cooking Temperatures | All Dietary Staff | On Hire and Annually |
| Cooling Foods | All Dietary Staff | On Hire and Annually |
| Reheating Foods | All Dietary Staff | On Hire and Annually |
| Holding Hot and Cold Foods | All Dietary Staff | On Hire and Annually |
| Food Allergens | All Dietary Staff | On Hire and Annually |
| Handling Service Ware and Utensils | All Dietary Staff | On Hire and Annually |
| Receiving and Storing Food Chemicals | All Dietary Staff | On Hire and Annually |
| Cleaning and Sanitizing | All Dietary Staff | On Hire and Annually |
| Incident Reporting | Positions | Review Frequency |
| Suspected Resident Neglect/Abuse | All Staff | On Hire and Annually |
| Fall | CNA, LPN, RN | On Hire |
| Injury | CNA, LPN, RN | On Hire |
| Abuse | CNA, LPN, RN | On Hire and Annually |
| Neglect | CNA, LPN, RN | On Hire and Annually |
| Med Error | CNA, LPN, RN | On Hire |
| Adverse Reaction Potential | CNA, LPN, RN | On Hire |
| Resident to Resident Altercation | CNA, LPN, RN | On Hire |
| Incident Report | CNA, LPN, RN | On Hire |
|  |  |  |
|  |  |  |
| **Infection Management** | **Positions** | **Review Frequency** |
| Isolation | All Staff | On Hire and Annually |
| Standard universal precautions including use of PPE | All Staff | On Hire and Annually |
| MRSA/VRE/CDI precautions | CNA, LPN, RN | On Hire and Annually |
| Environmental cleaning | Housekeeper & Laundry | On Hire |
| Linen handling | CNA, LPN, RN, Housekeeper, Laundry Aide | On Hire |
| Bedpan, urinal, etc. handling/cleaning/sanitizing | CNA, LPN, RN | On Hire and Annually |
| Blood Spills | CNA, LPN, RN | On Hire and Annually |
| Management of Medical Conditions | Positions | Review Frequency |
| Admission assessment | LPN, RN | On Hire |
| Urine test for glucose/acetone | LPN, RN | On Hire |
| Diabetic Monitoring | LPN, RN | On Hire |
| Blood Glucose Monitoring | LPN, RN | On Hire |
| Calibration of Glucometer - log | LPN, RN | On Hire |
| Insulin – Mixed Dose | LPN, RN | On Hire |
| Insulin- Single Dose | LPN, RN | On Hire |
| Sliding Scale Insulin | LPN, RN | On Hire |
| Medication Administration | Positions | Review Frequency |
| Oral – Crushed and Whole | LPN, RN | On Hire and Annually |
| Nasal | LPN, RN | On Hire |
| Sublingual | LPN, RN | On Hire |
| Topical | LPN, RN | On Hire |
| Subcutaneous | LPN, RN | On Hire |
| Vaginal | LPN, RN | On Hire |
| Rectal | LPN, RN | On Hire |
| Inhaled (nebulizer) | LPN, RN | On Hire and Annually |
| Intramuscular | LPN, RN | On Hire and Annually |
| IV Protocol - Assessment | LPN, RN | On Hire and Annually |
| Intravenous (peripheral) | LPN, RN | On Hire and Annually |
| Intravenous (central) | LPN, RN | On Hire and Annually |
| IV Insertion | LPN, RN | On Hire and Annually |
| IV Heparin Flush | LPN, RN | On Hire |
| IV Fluid to Mech Pump | LPN, RN | On Hire |
| IV push Medications | LPN, RN | On Hire |
| IV Piggy Back Medications | LPN, RN | On Hire |
| Central Venous Cath | LPN, RN | On Hire |
| Ear Drops | LPN, RN | On Hire |
| Eye Drops | LPN, RN | On Hire |
| Patches | LPN, RN | On Hire |
| Enema | LPN, RN | On Hire |
| Oxygen Therapy – Hospice Supply, Location and sign out | LPN, RN | On Hire |
| O2 Use care | CNA, LPN, RN | On Hire |
| TED Hose | CNA, LPN, RN | On Hire |
| Collect urine specimen | CNA, LPN, RN | On Hire |
| Collect stool specimen | CNA, LPN, RN | On Hire |
| Observations of response to treatment | LPN, RN | On Hire |
|  |  |  |
|  |  |  |
| **Medications** | **Positions** | **Review Frequency** |
| E-MAR documentation in PCC | LPN, RN | On Hire |
| Stock Medications | LPN, RN | On Hire |
| Storage of Medication | LPN, RN | On Hire |
| Cubex use | LPN, RN | On Hire |
| Antipsychotic Drug Protocol | LPN, RN | On Hire |
| Antibiotic Drug Protocol | LPN, RN | On Hire |
| Ordering Medication | LPN, RN | On Hire |
| Discontinuing Medication | LPN, RN | On Hire |
| Destroying Medication | LPN, RN | On Hire |
| Punch Card System | LPN, RN | On Hire |
| Recording PRN Medication/TX | LPN, RN | On Hire |
| Narcotic Count | LPN, RN | On Hire and Annually |

|  |  |  |
| --- | --- | --- |
| Mental and Behavioral Health | Positions | Review Frequency |
| Caring for residents with mental and psychosocial disorders | CNA, LPN, RN | On Hire |
| Caring for residents with a history of trauma and/or post-traumatic stress disorder | CNA, LPN, RN | On Hire |
| Implementing nonpharmacological interventions | CNA, LPN, RN | On Hire |
| Caring for residents with Alzheimer’s or other dementia | CNA, LPN, RN | On Hire and Annually |
| 1:1 Care | CNA, LPN, RN | On Hire |
| Behavior Charting | LPN, RN | On Hire |
| Antidepressant Charting | LPN, RN | On Hire |
| Referral to Mental Health | Social Workers | On Hire |
| MObility and Fall Prevention | Positions | Review Frequency |
| Fall Risk Assessment | LPN, RN | On Hire |
| Range of motion (UE/LE) | CNA, LPN, RN | On Hire |
| Transfers | CNA, LPN, RN | On Hire |
| Stand pivot transfers | CNA, LPN, RN | On Hire |
| Transfers to bedside commode | CNA, LPN, RN | On Hire |
| Transfers to toilet | CNA, LPN, RN | On Hire |
| Gait belt use | CNA, LPN, RN | On Hire |
| Mechanic lift use | CNA, LPN, RN | On Hire and Annually |
| Sit to stand lift | CNA, LPN, RN | On Hire and Annually |
| Ambulating w/ resident using assistive devices (such as a walker) | CNA, LPN, RN | On Hire |
| Restorative Program | CNA, LPN, RN | On Hire |
| Documents resident restorative program | CNA | On Hire |
| Fall Management Protocol | CNA, LPN, RN | On Hire |
| Proper positioning in a w/c | CNA, LPN, RN | On Hire and Annually |
| Proper positioning in Supine position | CNA, LPN, RN | On Hire and Annually |
| Assist resident to move up in bed | CNA, LPN, RN | On Hire and Annually |
| Turning and repositioning in bed | CNA, LPN, RN | On Hire and Annually |
| Responding to resident fall | CNA, LPN, RN | On Hire and Annually |
| Responding to bed and wheel chair alarms | CNA, LPN, RN | On Hire |
| Application and positioning of bed and wheelchair alarms | CNA, LPN, RN | On Hire |
| Use of Side Rails | LPN, RN | On Hire and Annually |
|  |  |  |
|  |  |  |
| **Nurtrition** | **Positions** | **Review Frequency** |
| Identifies residents w/ diet restrictions | CNA | On Hire and Annually |
| Identifies residents w/ thickened liquids | CNA | On Hire and Annually |
| Identifies residents w/ fluid restrictions | CNA | On Hire and Annually |
| Liquid Thickener Use | CNA | On Hire and Annually |
| Dietary Supplement Use | CNA | On Hire and Annually |
| Feeding Assistive Devices Use | CNA | On Hire and Annually |
| Feeding tube care | LPN, RN | On Hire |
| Tube feedings – Gravity, Pump | LPN, RN | On Hire |
| G-J Tube Care | LPN, RN | On Hire |
| NG Tube Care – Flushes, Insertion, Placement Check | LPN, RN | On Hire |
| Appetite Charting | CNA, LPN, RN | On Hire |
| Meal Monitoring (POC) | CNA, LPN, RN | On Hire |
| Monitoring Weight changes | LPN, RN | On Hire |
| Recording intake and output | CNA, LPN, RN | On Hire and Annually |
| Nutritional check | Dietician, Diet Tech | On Hire |
| Person-Centered/Directed Care | Positions | Review Frequency |
| Person-centered care planning | LPN, RN, Social Worker, MDS | On Hire |
| Education of resident and family/ resident representative about treatments and medications | LPN, RN | On Hire |
| Documentation of resident treatment preferences | LPN, RN | On Hire |
| Advance care planning | LPN, RN, Social Worker | On Hire |
| Resident Notification | LPN, RN, Social Worker | On Hire |
| Resident Representative Notification | LPN, RN, Social Worker | On Hire |
| Care planning | LPN, RN, Social Worker, MDS | On Hire |
| Baseline care planning | LPN, RN, Social Worker, MDS | On Hire |
| Updating Care Guidelines | LPN, RN, Social Worker, MDS | On Hire |
| Resident Care Guideline location/use | CNA, LPN, RN | On Hire |
| Family Care Conference | LPN, RN, Social Worker | On Hire |
| Policies, Procedures, and Protocols | Positions | Review Frequency |
| Nursing Policy and Procedure Manual | LPN, RN | On Hire |
| Infection Control/Bloodborne Pathogen Manual | LPN, RN | On Hire |
| IV Therapy Manual | LPN, RN | On Hire |
| Hospice Resource Material | LPN, RN | On Hire |
| Pharmacy Resource Material | LPN, RN | On Hire |
| Uniform/Dress Code | All Staff | On Hire |
| Informed Consent Book | LPN, RN | On Hire |
| Informed Consent Protocol – Med Data Fact Sheets | LPN, RN | On Hire |
| Responding call lights | CNA, LPN, RN | On Hire |
| Emergency Calls | LPN, RN | On Hire |
| Assignment roster sign in and out procedure | CNA, LPN, RN | On Hire |
| Stop and Watch program | CNA, LPN, RN | On Hire |
| Knows Standards of care | CNA, LPN, RN | On Hire |
| Adjustment Charting: Admission, Readmission, Room Change | LPN, RN | On Hire |
| Change of Shift Duties | LPN, RN | On Hire |
| Charge Nurse Duties | LPN, RN | On Hire |
| 24-hour Report | LPN, RN | On Hire |
| MD Notification | LPN, RN | On Hire |
| Transcription of Orders | LPN, RN | On Hire |
| MD Faxes | LPN, RN | On Hire |
| **Policies, procedures and protocols (continued)** | **Positions** | **Review frequency** |
| Medicare Documentation Protocol | LPN, RN, Social Worker | On Hire |
| Admission procedure | CNA, LPN, RN | On Hire |
| Discharge procedure | CNA, LPN, RN | On Hire |
| Transfer procedure | CNA, LPN, RN | On Hire |
| Alert Status | LPN, RN | On Hire |
| Semi Alert Status | LPN, RN | On Hire |
| PT, OT, SLP Referral Process | LPN, RN | On Hire |
| Discharge Planning | Social Worker | On Hire |
| DME Ordering for Discharge | Social Worker | On Hire |
| Home Health Referral Process | Social Worker | On Hire |
| Lockout/Tag out Procedure | Maintenance Technician | On Hire |
| Review Quality Indicator Reports | MDS Coordinator | On Hire and Annually |
| Psycho/social/Spiritual Support | Positions | Review Frequency |
| Assist residents to Activities | CNA, LPN, RN | On Hire |
| Activity Assessment | Life Enrichment Coordinator | On Hire |
| Record Resident Daily Activity Participation | Life Enrichment Coordinator | On Hire |
| Validation therapy | All Staff | On Hire |

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| --- | --- | --- |
| Skin Integrity | Positions | Review Frequency |
| Skin Care Protocol | LPN, RN | On Hire |
| Skin assessment | LPN, RN | On Hire and Annually |
| Identify common sites for skin breakdown | CNA | On Hire and Annually |
| Pressure Relief | CNA, LPN, RN | On Hire |
| Wound care/dressings | LPN, RN | On Hire and Annually |
| Pressure Injuries – Assessment, Aseptic Technique, Measurement, Document | LPN, RN | On Hire and Annually |
| Bruises & Skin Tears-Assess, Manage | LPN, RN | On Hire |
| Wound Vac | LPN, RN | On Hire |
| Specialized Care Needs | Positions | Review Frequency |
| Dialysis care | LPN, RN | On Hire |
| Cast Care | LPN, RN | On Hire |
| Gastrostomy care | LPN, RN | On Hire |
| Suctioning | LPN, RN | On Hire |
| Postmortem care | CNA, LPN, RN | On Hire |
| Supervision | Positions | Review Frequency |
| Listen and respond to verbal communication in an appropriate manner | LPN, RN | On Hire |
| Recognize how one’s behavior influences residents’ and staff members’ behavior | LPN, RN | On Hire |
| Demonstrates supervising another team member | LPN, RN | On Hire and Annually |
| Demonstrates delegation of duties | LPN, RN | On Hire and Annually |
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| **Vitals** | **Positions** | **Review Frequency** |
| Weights and Vital Signs (POC) | LPN, RN | On Hire |
| Blood pressure | CNA | On Hire |
| Orthostatic blood pressure | CNA | On Hire |
| Body temperature | CNA | On Hire |
| Height | CNA | On Hire |
| Weight | CNA | On Hire |
| Standing Scale | CNA | On Hire |
| Wheelchair scale | CNA | On Hire |
| Weighing w/ mech lift | CNA | On Hire |
| Radial pulse | CNA | On Hire |
| Apical pulse | CNA | On Hire |
| Respiration | CNA, LPN, RN | On Hire |
| Recognize/Report changes in condition based on vital sign indicators | CNA | On Hire |

Policies and Procedures for Provision of Care

A Policy and Procedure is determined to be needed whenever new equipment or practice is introduced to Martha & Mary, if a Policy and Procedure regarding or related to that care already exists than it is updated. Policy and Procedures are also updated or created with any regulatory changes that may affect the procedure itself or the language and definitions therein.

The Policy and Procedure Notebook is reviewed annually by the Quality Assurance Committee.

Working with Medical Practitioners

Martha & Mary has a contract with Dr. R. Tacker to provide Medical Director services, physicians, and nurse practitioners. The Medical Director will sit on the QAPI Steering Committee, and advise on the creation of relevant policy and procedures. Martha & Mary will ensure the Medical Director and all physicians and nurse practitioners have access to the policy and procedure manual.

Martha & Mary utilizes bowel and skin care protocols that provide a set of orders agreed upon by the providers for each resident prior to implementation. The MD, DNS, and QAPI team will inform providers of updates as they occur.

The Attending Physician for each resident is listed in their chart, nursing staff will work with physician to make sure care is provided promptly and adequately for each resident.

Physical Environment and Building/Plant Needs

# Buildings and Other Structures

1. Main Building
2. Horticulture Center
3. Maintenance | Storage Facility

# Vehicles

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle** | **Use** | **Corporation** | **Capability** |
| 2006 Ford F150 Truck | Facilities and Security | All Corporations | Emergency supplies |
| 2006 Ford E350 Van | Resident Transport | MMHS | 2 W/C or 1 Bed |
| 2017 Ford Transit Large Van | Resident Transport | MMHS | 3 W/C or 1 Bed |
| 2014 Dodge Van | Resident Transport | MMHS | 2 W/C |
| 2016 Ford E350  12 Passenger Van | KIDS Transport | MMCS | 12 Ambulatory Patients |
| 2007 Chevy Supreme Bus | Resident Transport | MMHS | 25 Ambulatory Patients |
| 2005 GMC Minitour  25 Passenger Bus | KIDS Transport | MMCS | 25 Ambulatory Patients |
| 2009 Hyundai Car | At Home | MMHCS | Supplies/ Runner |
| 2007 Hyundai Car | At Home | MMHCS | Supplies/ Runner |
| 2004 Ford Expedition  7 Passenger SUV | Multi-Use and Security | All Corporations | Supplies/ Security/ AWD |
|  |  |  |  |
| Total Evacuation Capability:  65-70 residents: 62 Ambulatory, 7 Wheelchair, 2 Bed | | | |

A pre and post maintenance checklist is completed for each vehicle, each trip.

# 

# Services

|  |  |
| --- | --- |
| Service | Provided by |
| Waste Management | Waste Management |
| Hazardous Waste Management | Stericycle |
| Telephone | CenturyLink/ Level 3 |
| HVAC | ATS Automation |
| Dental | Premera |
| Pharmacy | Consonus Pharmacy Services |
| Laboratory | Schryver |
| Radiology | Schryver |
| Occupational Therapy | Consonus Rehab |
| Physical Therapy | Consonus Rehab |
| Speech Therapy | Consonus Rehab |
| Respiratory Therapy | Interactive Medical Systems |
| Dietary | Sodexo |
| Medical Supplies | McKesson & Medline |
| Medical Equipment | McKesson, Medline, Medcare, KCI, Hill Rom |
| Medical Director Services | Dr. Tacker |
| Psychologist | Senior Connections |
| Wound Care | United Wound Healing |
| Linens | Phoenix Textiles |
| Laundry Supplies | Pro-Guard, Supplyworks, WCP Solutions |
| Office Supplies | Staples, Office Depot |
| Drapes and window treatments | Harrison Street Design |
| Hardware | CDW |
| Electric/Water/Sewer/Waste water | Puget Sound Energy/City of Poulsbo, Silverdale Water/ Kitsap Public Works |
| Gas | Cascade Natural Gas |
| Cable/Internet | Comcast/Wave Broadband |

# 

# Physical Plant Needs

|  |  |  |  |
| --- | --- | --- | --- |
| Need | Provided by | Locations | Maintenance |
| Automatic Doors  ADA Compliant | Various | Main Entrance South Entrance South Veranda Green Gate | * As Needed |
| Nurse Call | Status Solutions | Throughout building and resident rooms | * Self-Check Daily * Report Generated daily * Maintenance as needed * All back up information is saved off site / Status Solutions (Cloud Server) |
| Emergency Power | Facility Generated | Mechanical Building | * Outside maintenance and confidence testing = Legacy Power * Weekly runs and checks by Facility Staff (automatic) * Monthly Load Runs by Facility Staff |
| Roam Alert and RVA Alert Door Alarms | Roam Alert | Throughout building and on doors | * CNR as needed * Facility Staff as needed |
|  |  |  |  |
|  |  |  |  |

# Physical Equipment Inventory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Description | Details | weight capacity | Quantity |
| Beds/Mattress | Electric Bed | Sunrise Medical | 400 lbs. | 175 |
| Beds/Mattress | Bariatric Electric Bed | Hill-Rom | 400 lbs. | 8 |
| Beds/Mattress | Standard Pressure Relief | Span America Geo Mattress | 400 lbs. | 60 |
| Beds/Mattress | Standard Pressure Relief | Medline Geo Mattress – Emergency Storage | 400 lbs. | 20 |
| Beds/Mattress | Concave | Medline Geo Mattress with Wings | 400 lbs. | 3 |
| Beds/Mattress | Bed Pads | McKesson |  | 1050 |
| Beds/Mattress | Bariatric | Maxxis 48” | 750 lbs. | 1 |
| Beds/Mattress | Alternating Pressure | Span America Pressure Guard | 350 lbs. | 21 |
| Beds/Mattress | Perimeter | Medline |  | 5 |
| Lifts/Scales | Mechanical Stand | Medcare Care Lift 475 | 475 lbs | 3 |
| Lifts/Scales | Sit to Stand Lift (Manual) | Chattanooga Group | 400 lbs. | 3 |
| Lifts/Scales | Sit to Stand Lift (Battery) | Medcare | 440 lbs. | 3 |
| Lifts/Scales | Lift | Vanderlift | 450 lbs. | 5 |
| Lifts/Scales | Lift | E Z Lift | 500 lbs. | 6 |
| Lifts/Scales | Platform Scale | Health O Meter 2101KL Digital Platform Scale | 1000 lbs. | 2 |
| Lifts/Scales | Wheelchair Scale | Dual Ramp Wheelchair Scale 350-10-3 | 1000 lbs. | 1 |
| Lifts/Scales | Floor Scales | Arjo Hunt Leigh | 1000 lbs. | 3 |
| Medical Equip. | EKG |  |  | 1 |
| Medical Equip. | Doppler |  |  | 1 |
| Medical Equip. | Robo Nurses | Welch Allyn - Spot Vital Signs |  | 4 |
| Medical Equip. | Thermometers | Welch Allyn – Ear |  | 9 |
| Medical Equip. | Oxygen Regulator | McKesson |  | 29 |
| Medical Equip. | Roll Around Blood Pressure | Manual Units |  | 3 |
| Medical Equip. | Bladder Scanner | Verathon |  | 1 |
| Medical Equip. | CoaguCheck Blood Machine | CoaguCheck |  | 9 |
| Medical Equip. | Blood Glucose Meters |  |  | 12 |
| Medical Equip. | Oxygen Home Fill Station | Invacare |  | 1 |
| Mobility Equip. | Front wheel walker |  |  | 10 |
| Mobility Equip. | Bariatric 4-wheel walker | Ultimate Walker- Direct Supply | | 4 |
| Mobility Equip. | Platform walker |  |  | 12 |
| Mobility Equip. | Crutches |  |  | 6 pair |
| Mobility Equip. | Canes |  |  | 16 |
| Mobility Equip. | Wheelchairs – Mobility Closet | Varied widths, hts, depth , tilt features | | 10 |
| Mobility Equip. | Leg Extensions Regular |  |  | 34 |
| Mobility Equip. | Leg Extensions Extended |  |  | 16 |
| Mobility Equip. | Wheelchair Cushions |  |  | 17 |
| Medical Gases Equip. | Concentrators – 5 liter |  |  | 36 |
| Medical Gases Equip. | Concentrator(s) – 10 liter |  |  | 1 |
| Medical Gases Equip. | Oxygen Tanks | E tanks |  | 72 |
| Therapy Equip. | Colorado Cycle | Upper Body Bike Bicycle |  | 3 |
| Therapy Equip. | Omnicycle | Accelerated Care Plus Omnicycle Elite | | 1 |
| Therapy Equip. | “Never too Late” Module w/ Egometer/ Bike | |  | 1 |
| Therapy Equip. | Jintronix |  |  | 1 |
| Therapy Equip. | Hydrocalulator |  |  | 1 |
| Therapy Equip. | Vital Stim |  |  | 1 |
| Therapy Equip. | Omniversa e-stim-ultrasound |  |  | 1 |
| Therapy Equip. | Short wave Diathermy |  |  | 1 |
| Therapy Equip. | Parallel bars |  |  | 2 |
| Therapy Equip. | Treatment cart |  |  | 1 |
| Therapy Equip. | Rolling Mirror |  |  | 2 |
| Therapy Equip. | Response Wall Weights |  |  | multiple |
| Therapy Equip. | Parallel Bars |  |  | 2 |
| Therapy Equip. | Pneumatic table |  |  | 1 |
| Therapy Equip. | Hi-Low table |  |  | 1 |
| Therapy Equip. | Rolling Stools |  |  | 2 |
| Therapy Equip. | Therapy Stairs/Steps |  |  | 9 |
| Therapy Equip. | Nu Step TRS 4000 |  |  | 4 |
| Therapy Equip. | 1# - 10 # hand weights |  |  | 1 |
| Therapy Equip. | Balance Boards |  |  | 3 |
| Therapy Equip. | ¼# - 5# cuff weights |  |  | 1 |
| Therapy Equip. | Dynometer |  |  | 2 |
| Therapy Equip. | Goniometer |  |  | 1 |
| Resident Room Furniture | Nightstands | Direct Supply |  | 178 |
| Resident Room Furniture | Bedside Tray Tables | Medline |  | 178 |
| Resident Room Furniture | Tub Tables | Arjo Tables |  | 3 |
| Shower/Bathroom | Toilet Risers | McKesson |  | 3 |
| Shower/Bathroom | Shower Chairs | Direct Supply | 400 lbs. | 3 |
| Shower/Bathroom | Bariatric Shower Chair | Direct Supply | 425 lbs. | 4 |
| Toileting Equipment | Bedside Commodes | McKesson |  | 20 |
| Toileting Equipment | Bariatric Bedside Commode | McKesson |  | 4 |
| Medical Admin Equip | Medication Carts | Consonus |  | 10 |
| Medical Admin Equip | Treatment Carts | Consonus |  | 3 |
| Tube Feeding Equip | Feeding Pumps | Kangaroo |  | 2 |
| Tube Feeding Equip | Feeding Pump Tubing | Kangaroo |  | 30 |
| Tube Feeding Equip | Bags | Kangaroo |  | 30 |
| Tube Feeding Equip | Nebulizers | Medline/McKesson |  | 30 |
| Respiratory Equip. | Suction Units | Shucco |  | 26 |
| Respiratory Equip. | CPR Carts | McKesson |  | 4 |

# Non-Medical Supplies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEVICE TYPE** | **# OWNED** | **# IN USE** | **# MAINTAINED BY MMHC** | **NAME OF SUPPLIER** |
| Desktops | 35 | 37 | 35 | CDW |
| Laptops | 107 | 105 | 107 | CDW |
| Servers | 30 | 30 | 30 | CDW |
| Fax Machines | 4 | 4 | 4 | CDW |
| Phone Systems | 105 | 96 | 105 | Tri-Tec |
| Printers / Copiers | 19 | 19 | 19 | Copiers NW |
| UPS (Battery Back-Up) | 12 | 12 | 12 | CDW |
| Point Click Care | - | - | - | Point Click Care |
| Windows 7 / 10 | 175 | 142 |  | CDW |
| Office 2016 | 125 | 125 |  | CDW |

OTHER SUPPLIES

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **GARDEN** | **BAY** | **MARINA** | **LAUNDRY** | **CLOSETS** | **STORAGE** | **O/H TOTALS** | **PAR** | **ORDER** |
| Fitted Sheet | 45 | 67 | 62 | 60 | 95 |  | 329 | 348 | 19 |
| Flat Sheet | 45 | 67 | 62 | 60 | 143 | 218 | 595 | 348 | -247 |
| Blanket | 45 | 67 | 62 | 50 | 21 | 38 | 283 | 348 | 65 |
| Pillow | 90 | 134 | 124 | 32 | 3 |  | 283 | 174 | -209 |
| Pillow Case | 90 | 134 | 124 | 100 | 50 | 70 | 568 | 348 | -220 |
| Incontinent Pad | 25 | 67 | 62 | 60 | 187 |  | 401 | 348 | -53 |
| Wash Cloths | 90 | 134 | 124 | 200 | 1400 |  | 1948 | 1044 | -94 |
| Hand Towel | 45 | 67 | 62 | 120 | 888 |  | 1182 | 522 | -660 |
| Bath Towel | 57 | 30 | 40 | 55 | 205 |  | 387 | 348 | -39 |
| Gown | 23 | 67 | 62 | 60 | 115 | 156 | 483 | 522 | 39 |
| Bath Blankets | 10 | 20 | 10 | 98 | 150 |  | 288 | 174 | -114 |
| Shirt Protectors |  |  |  |  | 813 |  | 813 | 522 | -291 |

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| --- | --- | --- | --- | --- | --- |
| **PLASTIC WARE FOR EP** | **TOTAL ON HAND** |  | **SERVICE WARE** | |  |
| **SILVERWARE** |  |  | 9” Plate | | 2000 |
| * Forks | 324 |  | 6” Plate | | 12500 |
| * Spoons | 341 |  | 10 oz Bowl | | 5000 |
| * Knives | 302 |  | 6 oz Bowl | | 2500 |
| **CUPS** |  |  | 3 oz Portion Cup | | 6000 |
| * Coffee | 295 |  | Paper 8 oz Cup | | 2000 |
| * Juice | 285 |  | Fork | | 3000 |
| **BOWLS** |  |  | Spoon | | 3000 |
| * Small | 265 |  | Knife | | 1000 |
| **PLATES** |  |  | Napkins | | 7500 |
| * Regular | 228 |  | |  |  |
| * Lip | 41 |  | |  |  |
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Contracts, Memoranda of Understanding, and Other Agreements with Third Parties

|  |  |
| --- | --- |
| Company | Service/Equipment provided |
| AIMS | Physician Services |
| Allscripts | Electronic Medical Records |
| American Medical Alert Corp | Medical Alert System |
| AmeriGroup | Insurance |
| Bradley University | Student Preceptorship |
| Care 1st Health Plan | Insurance |
| Central Kitsap School District | Before and After School |
| CenturyLink | Internet and Cable Services |
| CliftonLarsonAllen LLP | Audit and Form 990 Filings |
| Comcast Cable Communication | Cable and Internet |
| Community Health Plan | Health Plan of Washington |
| Consonus Pharmacy | Pharmacy Service |
| Consonus Rehab Services | Rehab Services |
| Coordinated Care Corp | Insurance |
| Copiers Northwest | Copier/Printer Rental |
| Dex Media West Inc | Marketing and Advertising Service |
| DocStar | Electronic Document Storage |
| DSHS | Billing Services |
| Dude Solutions | Software Company |
| Dynamic Collections | Collections |
| Ecolab | Housekeeping/Laundry Supplies & Service |
| Edmonds Community College | Nursing Program Training Site |
| eSolutions | Medicare & Managed Care Billing Software |
| First Choice | Insurance |
| Franciscan Hospice and Palliative Care | Hospice Care |
| Great Floors | Flooring |
| Hospice of Kitsap County | Hospice Care |
| HPSI | GPO |
| Humana | Insurance |
| Intalere/Amerinet | GPO |
| Interactive Medical Systems | Oxygen |
| Iron Mountain | Document Storage |
| It’s Never 2 Late | Therapy Equipment |
| IV Nurse Consultants | IV Nurses |
| Jack Tacker, MD | Kitsap Medical Group | Medical Director |
| Kaiser Permanente | Insurance/Hospice Care |
| KCI | Wound Vacs |
| Kitsap Bank | Bank |
| Kitsap Public Utility | Internet |
| Liberty Bay Foot and Ankle (Dr. Kirk Sherris) | Podiatrist |
| McKesson | Medical Supplies |
| Medline | Medical Supplies |
| Morgan Stanley | Investments |
| Multicare Hospice | Hospice Care |
| NACES | NAC Testing & Training |
| Navia Health/Epic/Curaspan | Hospital EHR Access |
| North Kitsap School District | Before and After School |
| Office Ally | Insurance Billing Software |
| Olympic College | Nursing Program Training Site |
| Olympic Peninsula Kidney Centers | Dialysis |
| Optum | Insurance |
| Pacific Office Automation | Postage Meter |
| Paylocity | Payroll System |
| PointClick Care | EMR System |
| Propel Insurance | Insurance/HR Consulting |
| Premera Blue Cross | Insurance |
| Promind | Mental Health Services |
| Rainier Health Network | ACO |
| Regence BlueShield | Insurance |
| REH Medex | Wheelchair Repair |
| Relias Learning | eLearning Master Services Agreement |
| Remedy Health Partners | ACO |
| Schryver Medical | Lab & X-Ray |
| Senior Connections | Mental Health Services |
| Sodexo | Dietary, Housekeeping & Laundry |
| Sound Dental Care | Dental Hygienist |
| Status Solutions | Nurse Call System |
| Stericycle | Medical Waste |
| TENA | Incontinence Products |
| ThyssenKrup Elevator Corporation | Elevator Services |
| Tricare | North Region Insurance |
| United Healthcare Insurance | Insurance |
| United Wound Healing | Wound Care |
| Verizon Wireless | Cellular Telephones |
| Walmart | Eye Glass Repair and Adjustment |
| Wound Ostomy Continence Consulting Nursing | ET Consulting |
| **EMERGENCY PREPAREDNESS MOU’s & MOA’s** | |
| Consonus | Pharmacy |
| Atstrans, LLC | Transportation |
| Around the Sound | Transportation |
| Sons of Norway | Evacuation / Relocation |
| Northwoods Lodge | Evacuation / Relocation |
| Life Care Center of Port Orchard | Evacuation / Relocation |
| Bainbridge Island Health & Rehabilitation | Evacuation / Relocation |
| Cooper Fuel Services | Fuel Delivery |
| Olympic Springs | Water Delivery |
| Leading Age | Evacuation / Relocation |
| Sysco | Vendor | Food |
| Medline | Medical Supplies |
| Kitsap County Department of Emergency Management | Fuel Delivery |
| McKesson | Medical Supplies |

Health Information Technology

|  |  |
| --- | --- |
| Health Information Technology Resources | |
| **Name** | **Purpose** |
| Point Click Care | EHR System |
| E-solutions | Medicare processing Conduit |

# Information Transfer for Discharged Residents

For residents who have discharged, Martha & Mary transfers information to relevant hospitals, home health agencies, and other providers via fax or secured email. Many of the home health agencies that work with Martha & Mary also send Case Managers to the facility who are given health information, for those residents who will be under their care, in person.

# Downtime Procedures

The electronic health record (EHR) is a cloud-based system, which is continuously backed up by Point Click Care. At Martha & Mary, treatment and medication records are backed up every 15 minutes. These records are always accessible to the nursing team via our shared drive and each Health Unit Assistant’s PC.

# Records Requests

All requests for records are referred to the Health Information Management (HIM) Department.  Residents and/or their representatives must complete a Records Release Form to make their request.  HIM will supply a copy of the record, or any portion thereof, to the resident or their representative within two business days from the date of the request. All other authorized requests for health records are fulfilled within 14-30 days from the date of request.

Infection Control

On April 2, 2018, Martha & Mary Health Services invited Patty Montgomery MPH, RN, CIC, and Nurse Consultant for WA. Healthcare Associated Infection Program/Washington State Dept. of Health to the facility. The primary objective for the visit was to conduct a comprehensive infection prevention assessment using evidence-based tools from the Centers for Disease Control and Prevention. The assessment included the Infection Prevention and Control Assessment Tool for Long-Term Care Facilities.

The assessment tool included improvement opportunities, recommendations, and tools/resources for the facility to implement to improve infection control processes and educational opportunities.

Overall findings included, excellent work in the area of staff influenza vaccines and management of influenza outbreak, improved new employee infection control training, progress with Antibiotic Stewardship requirements, and improvements regarding SBAR usage and sepsis training.

The Infection Prevention and Control Program is evaluated annually by the QAPI Steering Committee to ensure its effectiveness. The ADNS who oversees the program tracks data on infections, which is reviewed monthly by the QAPI Steering Committee, enabling the committee and facility to respond to potential issues in real time.

Facility and Community Based Risk Assessment

Please refer to the Emergency Preparedness Plan for a further explanation of the Risk Assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EVENT | PROBABILITY | HUMAN IMPACT | BLDG IMPACT | RESPONSE |
| **ARMED INTRUDER** | 3 | 3 | 1 | 3 |
| **BOMB THREAT** | 1 | 3 | 1 | 3 |
| **COMMUNITY DISASTER** | 2 | 3 | 3 | 3 |
| **EARTHQUAKE** | 2 | 3 | 3 | 3 |
| **EXPLOSION** | 1 | 3 | 2 | 3 |
| **FIRE** | 3 | 3 | 3 | 3 |
| **FLOOD** | 1 | 1 | 1 | 1 |
| **MASS CASUALITY** | 1 | 3 | 3 | 3 |
| **PANDEMIC** | 1 | 3 | 3 | 3 |
| **POWER OUTAGE** | 3 | 1 | 1 | 1 |
| **SNOW/ ICE** | 3 | 1 | 1 | 3 |
| **VOLCANO** | 2 | 2 | 1 | 3 |
| **WINDSTORM** | 3 | 1 | 2 | 3 |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| RATING SCALE | |
| N/A | 0 |
| LOW | 1 |
| MODERATE | 2 |
| HIGH | 3 |