

HRSA Compliance Check List for Hospitals

This check list has been developed to provide you with guidance as to topics of compliance related to the HRSA Grant. This is a guidance tool only, you will find items that were expected to be completed and items that will be need to be completed this fiscal year. This is not meant to be an “all inclusive” list.

NIMS

- NIMS, Is 100% of your Decon Team, EOC Staff, and ED Staff trained and at the current IS 100, IS 200, IS 700 and IS 800 requirements?
- Do you have a mechanism in place to provide new staff this training?
- Do you have a mechanism in place to provide refresher training for NIMS
- Has your facility provided the entire staff with awareness level training re HazMat and HICS? Do you have a mechanism to provide this to your new employees and to refresh current staff on a regular basis?
- Does your Disaster Manual reflect the NIMS process?
- Have you drilled or exercised this?

Decon Team

- Do you have a 24/7/365 Decon Team trained?
- Have you exercised this team to include a fully operational deployment of your decon tent?
- Has your ED staff been trained on donning and doffing the level “C” PPE?
- Do you have mechanisms in place to provide further training and refresher for those currently trained?
- Are you performing regular inspections of Decon Equipment and PPE and have a mechanism to repair and/or replace worn and damaged inventory.

ACC Sites and Equipment

- Are your MOUs in place for the ACC (Acute/Alternative Care Center) sites and are they addressed in your Disaster Manual?
- Do you know where your Divisional ACC supplies are kept? Do you know how to access these supplies? How are you going to staff the ACC?
- Are the two above items reflected in your Disaster Manual?
- Have you participated in activating your divisional ACC?

800 MHz Radios

- Are your radios operational?
- Are your ED and EOC staff members operationally trained?
- Are you performing regular 800MHz radio checks with other hospitals in your division?

EMSystem

- Has your ED staff received the basic on-line training?
- Does your facility have password access to the EMSystem site?
- Are you logging on to the EMSystem site on a regular basis and updating your site?

MiHAN

- Do you have sufficient staff trained and authorized to receive MiHAN Alerts?
- Do you have a mechanism in place to post or communicate these alerts?
- Is anyone trained at the “Full User” level?

Pandemic Flu Planning

- Have you or are you working on your facility Pandemic Influenza work plan.
- Are you addressing severe shortage in staff and PPE?
- Staff vaccination and prophylaxis?
- Are you addressing your patient triage, surge capacity and your ability to isolate?
- Have you addressed how you will communicate hospital information to your community?
- Is the ACC in your Pandemic Plan? How are you going to staff the ACC?
- Have you participated in any divisional or regional pandemic planning or exercises?
- Do you have plans to exercise Pandemic Flu Planning?

Hazard and Vulnerability Analysis

- Do you have a process on updating you HVA annually?
- A copy must be on file at the HRSA Regional office.
- Are you exercising your high risk items?

Divisional Participation

- Are actively engaged and participating within your Division and at your divisional meetings.
- 75% participation is a requirement of this grant!

Regional Participation

- Are you engaged and participating at the Regional Advisory Board & Regional Planning Board?
- 75% participation is a requirement of this grant! Meetings are quarterly, you must attend 3 or the 4 scheduled meetings.