

7/31/17

Rick Combs, Director  
Legislative Counsel Bureau  
401 S. Carson Street  
Carson City, NV 89701-4747

Dear Mr. Combs:

Pursuant to NRS 439.877(4)(d) (AB280), which requires patient safety committees in medical facilities to report annually on the facilities review, revision, and usage of patient safety checklists and policies, the following is a summary of West Hills Hospital activities during 2017.

All checklists and policies were reviewed. Several checklists were replaced with new checklists and several patient safety policies required minor revisions. The West Hills Hospital Patient Safety Program Policy includes the patient safety and policy compliance requirements. Attached you will find a report summarizing the specific checklists and policies.

Please do not hesitate to contact me or my staff should you require additional information.

Sincerely,

Joel Cardenas R.N.  
Director of Risk Management and Performance Improvement  
West Hills Hospital

**REPORT TO THE DIRECTOR OF THE LEGISLATIVE COUNSEL BUREAU PURSUANT TO  
NRS 439.877(4) (d) – SUBMITTED BY:**

**West Hills Hospital  
1240 E. 9<sup>th</sup> Street**

**Respectfully submitted by: Joel Cardenas: Director PI and Risk Management  
Overview from 07.01.2016 through 06.30.2017**

<b>Check Lists Developed Include:</b>	<b>Revised*/Reviewed</b>	<b>Usage**</b>	<b>Review***</b>
Related to the following specific types of treatments/Programs	2017	<u>In Patient:</u> Pediatric, Adolescent. Chemical Dependency and Adult Mental Health.  Outpatient : Adult Mental Health Adult CD Adult Dual Diagnosis	All programs are reviewed annually in addition to ongoing changes when best practices or a change in regulations is identified.
Performance Improvement Chart Audits for Medical Records, Admissions, Clinical Services, Nursing and Risk Management	July 2017	Chart audit checklists reviewed annually and revised in Feb 2017.	New items to address changes in standards and requirements
Senior Leadership Rounding tool	July 2017	Used when senior leadership rounds to ensure safe practices are in place for all shifts to include nights/holidays and weekends. Revised in May 2016	Upgraded tool in place.
Discharge Safety Checklist	July 2017	Discipline specific checklist outlining best practices for the discharge process per CMS guidelines.	Revised in Oct 2015 and again in Feb 2016. Items added to reflect changes.
2016 Patient Safety EOC Audits <ul style="list-style-type: none"> <li>• Daily Safety rounds</li> <li>• Daily Housekeeping/Sanitation inspection</li> <li>• Weekly water temp rounds</li> <li>• Weekly air temp. round</li> <li>• Weekly eye wash station</li> </ul>	July 2017	Hospital Wide	X 2015-2017 no changes These audits safety checklists have been in place for many years.

inspection and testing <ul style="list-style-type: none"> <li>• Weekly generator inspection</li> <li>• Weekly surveillance inspection (cameras)</li> <li>• Monthly generator inspection and testing</li> <li>• Monthly emergency light Inspection and testing</li> <li>• Monthly Exit signs inspection and testing</li> <li>• Monthly fire door inspection and testing</li> <li>• Monthly Fire extinguisher inspection</li> <li>• Monthly Safety Departmental rounds</li> <li>• Monthly lint trap /roof safety inspection</li> </ul>			The checklists are modified as areas are updated and refurbished to include any changes.
<b>Patient Safety Plans/ Policies developed include:</b>	<b>Revisions</b>	<b>Usage</b>	<b>Review</b>
2017 Patient Safety Plan	January 2017	Hospital Wide	Revisions to incorporate 2017 changes
2017 Infection Prevention Program Plan	January 2017	Hospital Wide	Annual routine review
Hand hygiene nationally recognized standard precautionary protocols CDC and WHO.	March 2015 revision S/P Joint Commission survey January 2017 Infection Prevention Plan	Hospital Wide	Annual Routine review
2017 Life Safety Plans (see above)the EOC Checklists associated with the Life Safety Plans	January 2017	Hospital Wide	Annual review
Nutritional Services <ul style="list-style-type: none"> <li>• Food Sanitation and Safety audits</li> </ul>	January 2017	Dietary Department	Annual Review

2017 Orientation Process	Ongoing	Series of checklists for Physicians, Employees and vendors.	Addition of education for all new /revised safety policies and procedures
2017 PI Process Indicators per Department	Jan 2017	Individual department specific; may be hospital wide.	New overview annually. Updated to include new departments or services.
Pharmacy Checklists: <ul style="list-style-type: none"> <li>• Medication Room</li> <li>• Pharmacy area</li> <li>• Night Locker</li> <li>• Refrigerator Temperatures</li> </ul>	July 2017	Pharmacy checklists reviewed and updated based on corporate directives.	Annual review at minimum.  X no changes in 2015-2017
Emergency Medical Equipment Checklist	December 2015 and May 2016	Nursing and clinical departments.	Narcan for opioid patients.
Falls Risk Assessments	July 2017	Nursing	Revision of the assessment tool and treatment plan.
Clinical Assessments :	July through June	Addition of assessment elements to improve safety and outcomes.	
Suicide Risk Assessment	October 2015 and April 2016	Adoption of the Columbia Suicide Risk Assessment	New
High risk Alert Checklist	July 2017	Interdepartmental transfers	Revised
Transportation Safety <ul style="list-style-type: none"> <li>• Van Safety checklist</li> </ul>	Revised in May 2016. Reviewed July 2017	Ensure that van is safe for the transportation of outpatients.	Revised

SUMMARY: During the review period nearly 100% of the Policies /Procedures/Assessments and Plans at West Hills that affect Patient Safety were reviewed and to some degree revised. All patient safety items are reviewed through our Patient Safety Council and our Quality Council. Most revisions were based on changes/recommendations of certification/ accreditation bodies (Joint Commission Survey was conducted in March of 2015) or to implement best practices, and community standards. As a UHS facility recommendations are implemented through our corporate affiliation. One new item was the adoption of the Edmonton Psychiatric Fall Risk Assessment for all patients.

Please let me know if you have any questions or concerns.

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