

 Utah Department of <b>Health &amp; Human Services</b> Licensing & Background Checks		<b>Inspection Checklist</b>				This inspection checklist is the tool OL licensors use to ensure consistency for every inspection. <i>(Revised 02/2025)</i>
		<b>R432-750 Hospice</b>				
Facility Name:		Facility ID:		Phone Number:		Notes / Sticky Notes
Address:				Email Address:		
Please review the following items during the inspection: (Mark with a check mark if completed and make and necessary notes)				Please review the following items during the inspection: (Mark with a check mark if completed and make and necessary notes)		
<input type="checkbox"/>	Governing Body/Organizational Chart			<input type="checkbox"/>	List of Professional Staff (Physician, DON, Social Worker, Counseling Services, Pastoral)	
<input type="checkbox"/>	Policies and Procedure Manual			<input type="checkbox"/>	Volunteer Services	
<input type="checkbox"/>	Current Patient list and former patients past 6 months			<input type="checkbox"/>	Bereavement Services	
<input type="checkbox"/>	Current Employee Roster and former employees past 6 months			<input type="checkbox"/>	Inpatient Hospice Services?	
<input type="checkbox"/>	Patients Rights			<input type="checkbox"/>		
<input type="checkbox"/>	Quality Assurance Meeting Minutes past 12 months			<input type="checkbox"/>		
<b>Inspection Information:</b>						
- All areas that are inaccessible must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.						
- I will email you this inspection checklist after the inspection is completed. I will send you an official inspection report once this inspection has been approved by OL management.						
- If the only rule noncompliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.						
- You may submit feedback on this inspection through your Licensing Portal or at: <a href="http://DLBC.utah.gov">DLBC.utah.gov</a>						

Signature Information							
Inspection Type:		Date:		Time Started:		Time Ended:	
Number of rule noncompliances:			Name of Individual Informed of this Inspection:				
Licensor(s) Conducting this Inspection:					OL Staff Observing Inspection:		
<input type="checkbox"/>	The Licensor reviewed compliance.	Please sign/type individual informed name and date of review:					

RULES CHECKLIST								
Rule # R432		Rule Description	C	NC	NA	Compliance Required By Date:	Corrected During Inspection	Notes
		C = Compliant NC = Not Compliant NA = Not Assessed during this inspection						
R432-35-3. Covered Provider - DACS Process				C	NC	NA	Date	
R432-35-3(1)		(1) The covered provider shall enter required information into DACS to initiate a certification for direct patient access of each covered individual before issuance of a provisional license, license renewal, or engagement as a covered individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
R432-35-3(2)(a)-(b)		(2) The covered provider shall ensure the engaged covered individual: (a) signs a criminal background check authorization form that is available for review by the OBP; and (b) submits fingerprints within 15 working days of engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
R432-35-3(3)		(3) The covered provider shall ensure DACS reflects the current status of the covered individual within five working days of the engagement or termination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
R432-35-3(4)		(4) The covered provider may provisionally engage a covered individual while certification for direct patient access is pending as permitted in Section 26B-2-239.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
R432-35-3(5)		(5) If the OBP determines an individual is not eligible for direct patient access, based on information obtained through DACS and the sources listed in Section R432-35-8, the OBP shall send a notice of agency action, as outlined in Section R497-100-5, to the covered provider and the individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
R432-35-3(6)		(6) The covered provider may not arrange for a covered individual who has been determined not eligible for direct patient access to engage in a position with direct patient access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

	R432-35-3(7)	(7) The OBP may allow a covered individual to have direct patient access with conditions, during an appeal process, if the covered individual demonstrates to the OBP, the work arrangement does not pose a threat to the safety and health of patients or residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	R432-35-3(8)	(8) The covered provider that provides services in a residential setting shall enter required information into DACS to initiate and obtain certification for direct patient access for each individual 12 years of age and older, who is not a resident, and resides in the residential setting. If the individual is not eligible for direct patient access and continues to reside in the setting, the OL may revoke an existing license or deny licensure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	R432-35-3(9)(a)-(d)	(9) The covered provider seeking to renew a license as a health care facility shall utilize DACS to run a verification report and verify each covered individual's information is correct, including: (a) address; (b) email address; (c) employment status; and (d) name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	R432-35-3(10)	(10) An individual or covered individual seeking licensure as a covered provider shall submit required information to the OBP to initiate and obtain certification for direct patient access before the issuance of the provisional license. If the individual is not eligible for direct patient access, the OL may revoke an existing license or deny licensure as a health care facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

RULES CHECKLIST								
Rule #	Rule Description	C	NC	NA	Compliance Required By Date:	Corrected During Inspection	Notes	
R432-750	C = Compliant NC = Not Compliant NA = Not Assessed during this inspection							
<u>R380-80-4. Providers' Duty to Help Protect Clients.</u>		C	NC	NA	Date		Notes	
R380-80-4(1)	(1) The provider shall protect each client from abuse, neglect, exploitation, and mistreatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<u>R380-80-5. Provider Code of Conduct.</u>		C	NC	NA	Date			
R380-80-5(4)	(4) Each provider shall protect clients from abuse, neglect, harm, exploitation, mistreatment, fraud, and any action that may compromise the health and safety of clients through acts or omissions and shall instruct and encourage others to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<u>R432-750-4. Governing Body and Administration.</u>		C	NC	NA	Date		Notes	
4(1)	The licensee shall ensure that the hospice agency is organized under a governing body that assumes full legal responsibility for the conduct and operations of the agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
4(2)	The licensee shall develop an organization chart that shows the administrative structure of the hospice agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

	4(3)(a-j)	<p>(3) The governing body shall:</p> <p>(a) adopt a policy that prohibits discrimination because of race, color, religion, ancestry, disability status, sexual orientation, gender, or national origin;</p> <p>(b) adopt written policies and procedures that describe functions or services of the hospice agency and protect patient rights;</p> <p>(c) appoint by name and in writing, a qualified hospice administrator who shall oversee the hospice agency's overall functions;</p> <p>(d) comply with any laws, rules and regulations;</p> <p>(e) develop and implement bylaws that include:</p> <p>    (i) a description of functions and duties of the governing body officers and committees;</p> <p>    (ii) a statement of purpose;</p> <p>    (iii) an outline of the establishment, selection, and term of office for committee members and officers;</p> <p>    (iv) a policy statement relating to any conflict of interest of members of the governing body or employees who influence the hospice agency decisions;</p> <p>    (v) a statement of qualifications for membership and methods to select members of the governing board; and</p> <p>    (vi) a statement of the authority and responsibility delegated to the hospice administrator;</p> <p>(f) ensure compliance with Rule R380-600 for program changes to include notifying the office in writing 30 days before any proposed change in the hospice administrator, identifying the name of the new hospice administrator, and the effective date of the change;</p> <p>(g) establish a system of financial management and accountability.</p> <p>(h) meet at least annually;</p> <p>(i) provide resources and equipment to provide a safe working environment for personnel; and</p> <p>(j) review the written annual evaluation report from the hospice administrator and document recommendations as necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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	4(4)(a-m)	<p>(4) The hospice administrator shall oversee the overall management of the hospice agency and shall:</p> <p>(a) appoint the following, by name and in writing:</p> <ul style="list-style-type: none"> <li>(i) a physician or registered nurse to provide general supervision, coordination, and direction for professional services of the hospice agency;</li> <li>(ii) a registered nurse to be the director of nursing services;</li> <li>(iii) a person responsible for maintaining a clinical record system on any patients;</li> <li>(iii) the members and their terms of membership in the interdisciplinary quality assurance committee; and</li> <li>(iv) other committees as deemed necessary, describe committee functions and duties, and outline the selection, term of office, and responsibilities of committee members;</li> </ul> <p>(b) complete, submit, file, and make available any records, reports, and documentation required by OL;</p> <p>(c) conduct an annual evaluation of the hospice agency's overall function and submit a written report of the findings to the governing body;</p> <p>(d) develop a staff communication system that:</p> <ul style="list-style-type: none"> <li>(i) coordinates implementation of plans of treatment;</li> <li>(ii) coordinates interdisciplinary team services;</li> <li>(iii) promotes an orderly flow of information within the organization; and</li> <li>(iv) utilizes services or resources to meet patient needs;</li> </ul> <p>(e) designate in writing the name and position title of a qualified person, who has enough power, authority, and freedom to act in the best interest of patient safety and well-being, as hospice administrator in the temporary absence of the hospice administrator;</p> <p>(f) employ or contract with competent personnel whose qualifications are commensurate with job responsibilities and authority, who have the appropriate license or certificate of completion;</p> <p>(g) establish, when appropriate, a billing system that itemizes services provided and charges submitted to the payment source;</p> <p>(h) implement a program of budgeting and accounting;</p> <p>(i) implement hospice agency policies and procedures;</p> <p>(j) maintain current written designations or letters of appointment for the hospice agency;</p> <p>(k) organize and coordinate functions of the hospice agency by delegating duties and establishing a formal system of staff accountability;</p> <p>(l) review hospice agency policies and procedures at least annually and recommend necessary changes to the governing body; and</p> <p>(m) secure contracts for services not directly provided by the hospice agency.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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4(5)		(5) The licensee shall ensure the hospice administrator or designee is available during the hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-5. Personnel.</a>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
5(1)		(1) The hospice administrator shall maintain qualified, competent personnel to perform their respective duties, services, and functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
5(2)(a-h)		(2) The licensee shall develop and implement written policies and procedures that address the: (a) contents of personnel files of employed and volunteer staff; (b) criteria for, and frequency of, performance evaluations; (c) frequency and documentation of in-service training; (d) job descriptions, qualifications, and validation of licensure or certificates of completion as appropriate for each position; (e) method and period of staff payment; (f) orientation for direct and contract employees, and volunteers; (g) staff benefits, including sick leave, vacation, and insurance; and (h) staff work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
5(3)		(3) The licensee shall require that each employee provide proof of registration, certification, or licensure as required by the Utah Department of Commerce within 45 days of hire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	



	5(4)(a-h)	<p>(4)(a) The licensee shall establish and implement a policy and procedure for health screening of any hospice agency personnel.</p> <p>(b) The licensee shall ensure that an employee placement health evaluation is completed when an employee is hired.</p> <p>(c) The evaluation shall include at least a health inventory that outlines the employee's history of any:</p> <ul style="list-style-type: none"> <li>(i) condition that may prevent the employee from performing assigned duties satisfactorily; and</li> <li>(ii) condition that predispose the employee to acquiring or transmitting an infectious disease.</li> </ul> <p>(d) The licensee shall develop components of personnel health programs for employee health screening and immunizations in accordance with Rule R386-702.</p> <p>(e) Employee skin testing by the Mantoux Method or other FDA[ ]-approved invitro serologic test and follow-up for tuberculosis shall comply with Rule R388-804.</p> <p>(f) The licensee shall ensure that each employee is skin-tested for tuberculosis within two weeks of:</p> <ul style="list-style-type: none"> <li>(i) development of symptoms of tuberculosis;</li> <li>(ii) initial hiring; and</li> <li>(iii) suspected exposure to a person with active tuberculosis.</li> </ul> <p>(g) Each employee with a known positive reaction to skin tests is exempt from skin testing.</p> <p>(h) The licensee shall report any infections and communicable diseases reportable by law to the local health department in accordance with Section R386-702-3.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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	5(5)(a-i)	<p>(5) The licensee shall document that each employee, volunteer, and contract personnel is oriented to the hospice agency and the job that they are hired to perform. Orientation shall include:</p> <p>(a) each duty for an individual who is trained, holds a certificate, or is licensed;</p> <p>(b) ethics, confidentiality, and patient rights training;</p> <p>(c) information about other community agencies, including emergency medical services;</p> <p>(d) job descriptions training;</p> <p>(e) opportunities for continuing education appropriate to the patient population served;</p> <p>(f) the policy related to volunteer documentation, charting, hours, and emergencies;</p> <p>(g) reporting requirements as outlined in Rule R380-600 including reporting when observing or suspecting abuse, neglect, and exploitation pursuant to Section 26B-6-205;</p> <p>(h) the functions of each hospice agency employee and the relationships between various positions or services; and</p> <p>(i) the hospice agency concept and philosophy of care.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	5(6)(a-d)	<p>(6)(a) The licensee shall provide and document in-service training and continuing education for staff at least annually.</p> <p>(b) Members of the hospice agency interdisciplinary team shall have access to in-service training and continuing education appropriate to their responsibilities and to the maintenance of skills necessary for the care of the patient and family.</p> <p>(c) The training programs shall include the introduction and review of effective physical and psychosocial assessment and symptom management.</p> <p>(d) The licensee shall train personnel in appropriate Centers for Disease Control infectious disease protocols.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

5(7)(a-d)	(7) The hospice administrator shall appoint a person to coordinate the activities of the interdisciplinary team and to: (a) annually review and make recommendations, where appropriate, of hospice agency policies covering admissions and discharge, medical supervision, care plans, clinical records, and personnel qualifications; (b) assure that ongoing assessments of the patient and family needs and implementation of the interdisciplinary team care plans are accomplished; (c) assure that the team meets regularly to develop and maintain appropriate plans of care and to determine that staff will be assigned to each case; and (d) schedule adequate quality and quantity of any level of hospice care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
5(8)	(8) The licensee shall provide access to individual or group support for interdisciplinary team members to assist with stress or grief management related to providing hospice care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-6. Contracts.</a>		C	NC	NA	Date	CDI	Notes
6(1)	(1) The hospice administrator shall secure a legally binding written contract for the provision of arranged patient services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

6(2)(a-h)	<p>(2) The licensee shall make the contract or agreement available for review by the OL and ensure the contract or agreement includes:</p> <p>(a) a copy of the professional license of any contracted personnel;</p> <p>(b) a description of goods or services provided by the contractor to the hospice agency;</p> <p>(c) a description of the contractor's role in the development of plans of treatment and the process to keep hospice agency staff informed about the patient's needs or condition;</p> <p>(d) a statement that contract personnel shall perform according to hospice agency policies and procedures and shall conform to standards required by laws, rules, and regulations;</p> <p>(e) the effective and expiration dates of the contract;</p> <p>(f) the financial terms of the contract, including methods to determine charges, reimbursement, and the responsibility of contract personnel in the billing procedure;</p> <p>(g) the method of supervision of contract personnel and the manner in which services will be controlled, coordinated, and evaluated by the hospice agency; and</p> <p>(h) the terms of termination of the contract.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-7. Acceptance and Termination.</u></b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
7(1)	<p>(1) The licensee shall develop written acceptance and termination policies and make these policies available to the public upon request.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
7(2)	<p>(2) The licensee shall make available to the public, upon request, information regarding the various services provided by the hospice agency and the cost of the services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

7(3)(a-c)	(3) The licensee shall accept a patient for treatment if there is a reasonable expectation that the patient's needs can be met by the hospice agency regardless of the ability to pay for the services. The licensee shall base the acceptance determination on the following: (a) the patient, family or responsible person agrees that hospice care is appropriate and completes a signed informed consent document requesting hospice services, or if no primary care person is available, the licensee shall complete an evaluation to determine the patient's eligibility for service; (b) the patient's attending physician shall order hospice care; and (c) the licensee determines that the patient's place of residence is adaptable and safe for the provision of hospice services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
7(4)(a-g)	(4) The licensee may end services to a patient if any of the following circumstances occur: (a) the family situation changes that affects the delivery of services; (b) the licensee can no longer provide quality care in the existing environment due to the safety of staff, patient, or family; (c) the patient is no longer terminal; (d) the patient moves from the geographic area served by the hospice agency; (e) the patient or family is uncooperative in efforts to attain treatment objectives; (f) the patient or family requests that hospice agency services be discontinued; or (g) the physician does not renew orders, or the patient changes their physician, and the licensee cannot obtain orders to continue services from the new physician.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
7(5)	(5) Upon transfer from a home program to an inpatient facility, or the reverse, the transferring program staff shall forward the plan of care to the receiving program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-8. Patient Rights.</a>		C	NC	NA	Date	CDI	Notes
8(1)(a-b)	(1)(a) The licensee shall establish and make available, written patient rights to the patient before or at admission and to the responsible individual, next of kin, sponsoring agency, representative payee, and the public upon request. (b) The licensee may determine how patient rights information is distributed in the hospice agency policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

8(2)(a-m)	(2) The licensee shall ensure that each patient receiving care has the right to: (a) be informed of personal health conditions, unless medically contraindicated and documented in the clinical record[.]; (b) be treated with consideration, respect, and full recognition, of dignity and individuality, including privacy in treatment and in care for personal needs; (c) confidential treatment of personal and medical records and to approve or refuse the release of records to any individual outside the hospice agency, except in the case of transfer to another agency or health facility, or as required by law or third-party payment contract; (d) discontinue hospice care at any time they choose; (e) participate in the planning of the hospice services, including referral to health care institutions or other agencies; (f) receive information about advanced directives; (g) receive information regarding patient rights and responsibilities; (h) receive information regarding services that the patient or a third-party payer may be responsible for and receive information on any change in charges; (i) receive information regarding the hospice services required to assist in the course of treatment; (j) receive proper identification by the individual providing hospice services; (k) refuse to participate in experimental research; (l) refuse treatment to the extent permitted by law and to be informed of the medical consequences if refused; and (m) treatment by personnel who provide care and are qualified through education and experience to carry out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-9. Patient Records.</a>		C	NC	NA	Date	CDI	Notes

	9(1)(a-g)	<p>(1)(a) The hospice administrator shall develop and implement record-keeping policies and procedures that address the use of patient records by authorized staff, content, confidentiality, retention, and storage.</p> <p>(b) The licensee shall ensure that records are organized in a uniform medical record format.</p> <p>(c) The licensee shall maintain an identification system to facilitate the location of each patient's current or closed record.</p> <p>(d) The licensee shall maintain an accurate, current record for each patient receiving service.</p> <p>(e) Each licensee who has a patient contact or provides a service shall ensure that a clinical note entry of that contact or service is made in the patient's record.</p> <p>(f) Any person making the entry shall date and authenticate the entry with the person's signature and job title.</p> <p>(g) The licensee shall document each service provided and the outcome of each service in the individual patient record.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	9(2)(a-b)	<p>(2)(a) The licensee shall ensure that signed and dated physician's orders are incorporated into the plan of care and renewed at least every 90 days.</p> <p>(b) A copy of the order is acceptable as long as the original order is available on request.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

	9(3)(a-i)	<p>(3) The licensee shall ensure that each patient record contains the following information:</p> <p>(a) a signed, dated patient assessment that includes the following:</p> <ul style="list-style-type: none"> <li>(i) a description of the patient's functional limitations;</li> <li>(ii) a physical assessment noting chronic or acute pain and other physical symptoms and their management;</li> <li>(iii) a psychosocial assessment of the patient and family;</li> <li>(iv) a spiritual assessment; and</li> <li>(v) a written summary report of hospice services provided that is additionally sent to the patient's attending physician at least every 90 days;</li> </ul> <p>(b) a written and signed informed consent to receive hospice services;</p> <p>(c) a written plan of care;</p> <p>(d) contact information of:</p> <ul style="list-style-type: none"> <li>(i) the name and address of the nearest relative or responsible person;</li> <li>(ii) the name and telephone number of the person or family member who, in addition to hospice agency staff, provides care in the place of residence; and</li> <li>(iii) the name and telephone number of the physician with primary responsibility for patient care;</li> </ul> <p>(e) demographic information that includes the patient's age, name, address, patient date of birth;</p> <p>(f) diagnosis;</p> <p>(g) medications and treatments as applicable;</p> <p>(h) pertinent medical and surgical history if available; and</p> <p>(i) orders by the attending physician for hospice services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	9(4)(a-b)	<p>(4)(a) The person assigned to supervise or coordinate care for a patient shall complete a discharge summary when services to the patient are terminated.</p> <p>(b) The discharge summary shall include the reason for discharge and the name of the facility or agency if the patient is referred or transferred.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	



9(5)(a-d)		(5) The licensee shall: (a) ensure that written consent is required for the release of patient information and photographing recorded information; (b) ensure that written procedures govern the use and removal of records and conditions for the release of patient information; (c) safeguard clinical record information against loss, destruction, and unauthorized use; and (d) send a copy of the record to the new facility or agency when a patient is transferred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
9(6)(a-c)		(6)(a) The licensee shall provide an accessible area for filing and safe storage of medical records. (b) The licensee shall ensure that each patient record is retained for at least seven years after the last date of patient care. (c) The licensee shall transfer any patient records to a new owner upon a change of hospice agency ownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-10. Quality Assurance.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
10(1)		(1) The governing body shall evaluate the quality, appropriateness, and scope of services provided by the licensee at least annually to determine if the licensee has met its objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10(2)(a-b)		(2) An interdisciplinary quality assurance committee shall: (a) evaluate patient services at least quarterly and maintain a written report of findings; and (b) submit written recommendations to the hospice administrator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10(3)		(3) The hospice administrator shall appoint the members of the quality assurance committee for a given term of membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10(4)		(4) The quality assurance committee shall include a minimum of three individuals who represent three different healthcare services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

R432-750-11. Hospice Services.			C	NC	NA	Date	CDI	Notes
11(1)(a-b)		(1)(a) The licensee shall ensure that a unit of care includes the patient and the patient's family. (b) The licensee shall ensure that the patient, family, or other primary care individual participates in the development and implementation of the interdisciplinary care plan according to their ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
11(2)(a-g)		(2) The licensee shall ensure that written policies and procedures include: (a) a clearly defined and integrated administrative structure between in-home care and inpatient services; (b) a procedure for accepting referrals; (c) a procedure for completing an initial assessment and developing the interdisciplinary care plan; (d) a procedure for coordination of the care plan between in-home hospice and inpatient hospice care; (e) a procedure for providing for and documenting that the interdisciplinary team meets regularly to evaluate care and includes inpatient and in-home care staff; (f) a procedure for the appropriate transfer of care from hospice in-home care to hospice inpatient care and vice-versa where available; and (g) a requirement that the care plan is available to each team member for in-home and inpatient services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
11(3)(a-c)		(3) The licensee: (a) may include ancillary staff when appropriate; (b) shall meet at least twice a month to develop and maintain an appropriate plan of care; and (c) shall provide hospice care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
11(4)(a-f)		(4) The attending physician shall sign each patient's care plan and ensure it includes: (a) a description of each service provided, at what interval, and by whom; (b) any pertinent diagnosis; (c) each objective, intervention, and goal of treatment, based upon needs identified in a comprehensive patient assessment; (d) the date the plan was initiated; (e) the dates of subsequent reviews; and (f) the name of patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

11(5)(a-g)	<p>(5)(a) A hospice nurse may not give any medication or treatment requiring an order except when ordered by an individual legally authorized to issue the order.</p> <p>(b) The hospice nurse shall ensure an initial order and subsequent changes in the order for the administration of medication is signed by the person lawfully authorized to give the order and incorporated in the patient's record.</p> <p>(c) The licensee shall ensure that only licensed personnel may receive a telephone order and each telephone order is:</p> <p>(i) countersigned by the initiator within 15 days of the date of issue; and</p> <p>(ii) recorded immediately in the patient's medical record.</p> <p>(d) The licensee shall ensure an order for therapy services includes the specific procedures to be used and the frequency and duration of the services.</p> <p>(e) The attending physician shall review, sign, and date orders at least every 90 days.</p> <p>(f) Only licensed hospice agency employees may administer medications to patients.</p> <p>(g) A hospice agency employee shall administer medications and treatments as prescribed and recorded in the patient's record.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-12. Physician Services.</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
12(1)(a-e)	<p>(1) The licensee shall ensure each patient admitted for hospice services, is under the care of a licensed physician, who provides the:</p> <p>(a) admitting diagnosis and prognosis;</p> <p>(b) approval for hospice care;</p> <p>(c) current medical findings;</p> <p>(d) pertinent orders regarding the patient's terminal condition; and</p> <p>(e) medications and treatment orders.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
12(2)(a-d)	<p>(2) The hospice administrator shall appoint in writing a medical director who shall:</p> <p>(a) act as a liaison with physicians in the community;</p> <p>(b) act as a medical resource to the interdisciplinary team;</p> <p>(c) coordinate services with each attending physician to ensure continuity in the services provided if the attending physician cannot maintain responsibility for patient care; and</p> <p>(d) demonstrate understanding of hospice's psychosocial and medical aspects based on training and experience.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

<b><u>R432-750-13. Nursing Services.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
13(1)		(1) A registered nurse shall provide or direct nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
13(2)(a-i)		(2) Registered nursing personnel shall: (a) assign, supervise, and teach other nursing personnel and primary care individuals; (b) coordinate any services provided to members of the interdisciplinary team; (c) inform the physician and other personnel of changes in the patient's condition and needs; (d) initiate the plan of care and necessary revisions; (e) make the initial nursing evaluation visit; (f) participate in in-service training programs; (g) prepare clinical progress notes; (h) provide directly, or by contract, skilled nursing care; and (i) re-evaluate the patient's nursing needs as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-14. Medical Social Work Services.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
14(1)		(1) The licensee shall provide social work services by a social worker who has received a degree from an accredited school of social work and is licensed under Title 58, Chapter 60, the Mental Health Professional Practice Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
14(2)		(2) The social worker shall participate in in-service training to meet the care needs of the patient and family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-15. Professional Counseling Services.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
15(1)		(1) The licensee shall provide social work services by a social worker who has received a degree from an accredited school of social work and is licensed under Title 58, Chapter 60, the Mental Health Professional Practice Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
15(2)		(2) The licensee shall ensure that individuals who provide counseling services, whether employed or contracted by the licensee, are licensed, certified, registered, or qualified through education, training, or experience according to law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-16. Pastoral Care Services.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

16(1)		(1) The licensee shall provide pastoral services through a qualified staff person who has a working relationship with local clergy or spiritual counselors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
16(2)(a-c)		(2) The licensee shall ensure that pastoral services include: (a) communication with and support of clergy or spiritual counselors in the community as appropriate; (b) consultation and education to patients and families and interdisciplinary team members as requested; and (c) spiritual counseling consistent with patient and family belief systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-17. Volunteer Services.</a>			C	NC	NA	Date	CDI	Notes
17(1)		(1) Hospice agency volunteers may provide a variety of services as defined by the policies of each program and under the supervision of a designated and qualified hospice agency staff member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
17(2)(a-m)		(2) The licensee shall ensure that each volunteer receives a minimum of 12 hours of documented orientation and training that includes: (a) care and comfort measures; (b) communication skills; (c) concepts of death and dying; (d) confidentiality; (e) family dynamics, coping mechanisms, psychosocial and spiritual issues surrounding the terminal disease, death, and bereavement; (f) infection control and safety; (g) patient's and family's rights; (h) procedures to follow in an emergency; (i) procedures to follow when a patient dies; (j) the hospice agency services, goals, and philosophy of care; (k) the physiological aspects of terminal disease; (l) the volunteer's role and documentation requirements; and (m) stress management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
17(3)		(3) The licensee shall maintain records of hours of services and activities provided by each volunteer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

17(4)		(4) The licensee shall have on file a copy of the certification, registration, or license of each volunteer providing professional services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-18. Bereavement Services.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
18(1)(a-c)		(1) The licensee shall ensure that bereavement services address the family needs following the death of the patient include: (a) assurance that each volunteer and staff member who provides bereavement services receives bereavement training; (b) making bereavement services available, as needed, to supervisors for at least one year; and (c) supervised bereavement services, an individual possessing a degree or documented training in a field that addresses psychological needs, counseling, and bereavement services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
18(2)(a-c)		(2) The licensee shall ensure that bereavement services include the following: (a) a process for the assessment of possible pathological grief reactions and, as appropriate, referral for intervention; (b) an interchange of information between the team members regarding bereavement activities; and (c) survivor contact, as needed and documented, following a patient's death.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-19. Other Services.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
19(1)(a-d)		(1) Other services offered by the licensee may include: (a) a certified nursing aide; (b) occupational therapy; (c) physical therapy; and (d) speech therapy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
19(2)		(2) A physician shall order each service provided directly by the licensee or through contract and the licensee shall ensure each service is documented in the clinical record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-20. Freestanding Hospice Inpatient Facilities.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

		A freestanding hospice inpatient facility licensee shall additionally meet the Construction and Physical Environment requirements of Rules R432-4, R432-5, and R432-12, depending on facility size and type of patient admitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-21. Hospice Inpatient Facilities.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
		A hospice inpatient facility licensee shall additionally meet the requirements of Sections R432-750-23 through R432-750-37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-22. Hospice Inpatient Facility Staffing Requirements.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
22(1)		(1) A hospice inpatient facility licensee shall provide competent hospice-trained nursing staff 24 hours a day to meet the needs of a patient in accordance with the patient's plan of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
22(2)		(2) The licensee shall ensure a hospice-trained registered nurse is on duty 24 hours a day to provide direct patient care and supervision of any nursing services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
22(3)		(3) Nursing services shall include treatments, medications, and diet as prescribed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-23. Infection Control.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
23(1)		(1) The licensee shall develop and implement an infection control program to protect patients, family, and hospice personnel from community-associated infections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
23(2)		(2) The hospice administrator and medical director shall develop written policies and procedures governing the infection control program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

23(3)		(3) The licensee shall ensure that each employee wears clean garments or protective clothing and practices good personal hygiene and cleanliness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
23(4)		(4) The licensee shall develop and implement a system to investigate, report, evaluate, and maintain records of infections among patients and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
23(5)		(5) The licensee shall comply with Occupational Safety and Health Administration, 29 CFR 1910.1030 (2001).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-24. Pharmaceutical Services.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
24(1)		(1) The licensee shall establish and implement written policies and procedures to govern the procurement, storage, administration, and disposal of any drugs and biologicals in accordance with federal and state laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(2)(a-d)		(2)(a) A licensed pharmacist shall supervise pharmaceutical services. (b) The licensee shall ensure the pharmacist advises the hospice and hospice interdisciplinary team regarding: (i) counseling staff on appropriate and new drugs; (ii) interactions of drugs; and (iii) procurement, storage, administration, disposal, and record-keeping of drugs and biologicals. (c) The licensee shall ensure the pharmacist conducts patient drug regimen reviews at least monthly, or more often if necessary, and make recommendations to physicians and hospice staff. (d) The licensee shall ensure the pharmacist inspects each drug storage area at least monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(3)(a-c)		(3) The licensee shall: (a) establish and implement written policies and procedures for drug control and accountability; (b) maintain receipts and disposition of each controlled drug for accurate reconciliation; and (c) keep these records for accurate reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	



24(4)	(4) The licensee shall ensure that pharmaceutical service drugs and biologicals are labeled based on currently accepted professional principles and include the appropriate accessory and cautionary instructions and the expiration date when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(5)	(5) The licensee shall provide secure storage for medications and ensure medications that require refrigeration are maintained between 36 and 46 degrees Fahrenheit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(6)(a-b)	(6)(a) The licensee shall provide separately locked compartments for the storage of controlled drugs as well as other drugs subject to abuse. (b) Per state and federal laws, only authorized personnel shall have access to the locked medication compartments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(7)(a-b)	(7)(a) The pharmacist and a registered nurse shall dispose of any controlled drugs no longer needed by the patient. (b) The licensee shall maintain written documentation of the disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
24(8)(a-b)	(8)(a) A hospice inpatient facility licensee shall maintain an emergency drug kit appropriate to the needs of the facility, assembled in consultation with the pharmacist, and readily available for use. (b) The pharmacist shall check and restock the emergency drug kit at least monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-25. Hospice Inpatient Facility Patient's Rights.</a>		C	NC	NA	Date	CDI	Notes

25(1)(a-o)	<p>(1) In addition to Section R432-750-9, the licensee shall honor each patient's right to:</p> <p>(a) be free of chemical and physical restraints for discipline or staff convenience;</p> <p>(b) be free of mental and physical abuse;</p> <p>(c) exercise their rights as a patient of the facility and as a citizen or resident of the United States;</p> <p>(d) have family members remain with the patient through the night;</p> <p>(e) have the family or the responsible person. informed by the hospice inpatient facility licensee of significant changes in the patient's condition or needs;</p> <p>(f) keep personal possessions and clothing as space permits;</p> <p>(g) leave the facility at any time and not be locked into any room, building, or on the facility premises during the day or night, except that the hospice inpatient facility licensee may lock doors at night for the protection of patients;</p> <p>(h) manage and control personal cash resources;</p> <p>(i) participate in religious and social activities of the patient's choice;</p> <p>(j) privacy during visits with family, friends, clergy, social workers, and advocacy representatives;</p> <p>(k) privacy for the family following a patient's death;</p> <p>(l) receive palliative treatment rather than treatment aimed at intervention for cure or prolongation of life;</p> <p>(m) receive visitors, including small children, at any hour;</p> <p>(n) refuse nutrition, fluids, medications, and treatments; and</p> <p>(o) send and receive mail unopened and have access to telephones to make and receive confidential calls.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
25(2)	<p>(2) The licensee shall post patient rights in a public area of the facility.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
25(3)	<p>(3) The licensee shall ensure restraints ordered to treat a medical condition comply with the requirements of Rule R432-150.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-26. Report of Death.</u></b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

26(1)(a-e)		(1) The licensee shall have a written plan to follow when a patient dies that includes: (a) an authorization and release of the body to the funeral home; (b) documentation of the death; (c) the notification of the attending physician responsible for signing the death certificate; (d) the notification of the next of kin or legal guardian; and (e) the recording the time of death.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
26(2)		(2) The licensee shall notify the OL of any death resulting from injury, accident, or other possible unnatural cause.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-27. First Aid.</a>			C	NC	NA	Date	CDI	Notes
27(1)		(1) The licensee shall ensure that at least one staff person is on duty 24 hours a day who is certified in cardiopulmonary resuscitation and has training in basic first aid, the Heimlich maneuver, and emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
27(2)		(2) The licensee, except those attached to a medical unit, shall ensure that a first aid kit is available at a designated location in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
27(3)		(3) The licensee shall have a basic first aid manual approved by the American Red Cross, the American Medical Association, or a state, or federal health agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">R432-750-28. Safeguards for Patients Funds and Valuables.</a>			C	NC	NA	Date	CDI	Notes
28(1)		(1) The licensee shall safeguard patient cash resources, personal property, and valuables that have been entrusted to the licensee or hospice staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

28(2)(a-b)	<p>(2)(a) The licensee may handle the patient's cash resources or valuables.</p> <p>(b) If the licensee accepts a patient's cash resources or valuables, the licensee shall safeguard the patient's cash resources in accordance with the following:</p> <p>(i) any money entrusted with the facility in a patient account over \$150 is deposited in an interest-bearing account in a local financial institution within five days of receipt;</p> <p>(ii) each account is current with columns for debits, credits, and balance;</p> <p>(iii) each record of patient funds, and other valuables entrusted to the licensee for safekeeping, shall include a copy of the receipt furnished for funds received;</p> <p>(iv) each record of patient funds that is maintained as a drawing account shall include a control account for each receipt and expenditure, an account for each patient, and supporting receipts filed in chronological order;</p> <p>(v) the licensee or staff member may not use patient funds or valuables as their own or mingle them with own;</p> <p>(vi) the licensee shall ensure patient funds and valuables are separate, intact, and free from any liability that the licensee incurs in the use of the patient's funds or the institution's funds and valuables; and</p> <p>(vii) the licensee shall maintain accurate records of patient funds and valuables entrusted to the licensee.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
28(3)	<p>(3) The licensee shall maintain a separate account for patient funds specific to that hospice inpatient facility and may not commingle with patient funds from another hospice inpatient facility.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
28(4)(a-b)	<p>(4)(a) The licensee shall return any money and valuables entrusted to the license on the day of discharge.</p> <p>(b) The licensee shall make any money and valuables maintained in an interest-bearing account available to the patient within three working days.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
28(5)	<p>(5) The licensee shall surrender the patient's money and valuables entrusted to the licensee to the responsible individuals or the hospice administrator of the estate within 30 days following the death of a patient, except in a case under investigation by the medical examiner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-29. Emergency and Disaster.</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

	29(1)		(1) The licensee is responsible for the safety and well-being of patients in the event of an emergency or disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	29(2)(a-f)		<p>(2)(a) The licensee and the hospice administrator shall develop plans coordinated with the state and local emergency disaster authorities to respond to potential emergencies and disasters.</p> <p>(b) The plan shall outline the protection or evacuation of any patients and include arrangements for staff response, or provisions of additional staff to ensure the safety of any patient with physical or mental limitations.</p> <p>(c) Emergencies and disasters as referred to in this section include fire, severe weather, missing patients, interruption of public utilities, explosion, bomb threat, earthquake, flood, windstorm, epidemic, or mass casualty.</p> <p>(d) To assure prompt and efficient implementation, the licensee shall distribute and make available, the emergency and disaster response plan to any facility staff and patients.</p> <p>(e) The licensee and the hospice administrator shall review and update the plan as necessary to conform with local emergency plans.</p> <p>(f) The licensee shall make the plan available for review by the OL.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

	29(3)(a-k)	<p>(3) The licensee's emergency and disaster response plans shall address the following:</p> <p>(a) the assignment of personnel to specific tasks during an emergency;</p> <p>(b) delivery of essential care and services to facility occupants by alternate means;</p> <p>(c) delivery of essential care and services to facility occupants when additional individuals are housed in the hospice during an emergency;</p> <p>(d) delivery of essential care and services to facility occupants when personnel are reduced by an emergency;</p> <p>(e) instructions on how to contain a fire and how to use the facility alarm systems;</p> <p>(f) instructions on how to recruit additional help, supplies, and equipment to meet patient needs after an emergency or disaster;</p> <p>(g) maintenance of safe ambient air temperatures within the facility including:</p> <p>    (i) the emergency heating is approved by the local fire department;</p> <p>    (ii) the individual in charge shall take immediate action in the best interest of patients when the ambient air temperatures reach 58 degrees Fahrenheit or below, as it may constitute an imminent danger to the health and safety of the patients in the hospice; and</p> <p>    (iii) the licensee shall have and implement a contingency plan regarding excessively high ambient air temperatures within the hospice that may exacerbate the medical condition of patients;</p> <p>(h) the name and telephone number of emergency medical personnel, fire department, paramedics, ambulance service, police, and other appropriate agencies;</p> <p>(i) the name of any individual to notify in an emergency in order of priority;</p> <p>(j) the name of the individual in charge and any individual with decision-making authority; and</p> <p>(k) the procedure to evacuate and transport patients and staff to a safe place within the hospice or to other prearranged locations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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29(4)(a-c)	(4) The licensee shall ensure personnel and patients receive instruction and training in accordance with the plans to respond appropriately in an emergency and the licensee shall: (a) annually review the procedures with existing staff and patients; (b) document any drills, including the date, participants, problems encountered, and the ability of each patient to evacuate; and (c) hold simulated disaster drills semi-annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29(5)(a-b)	(5)(a) The licensee shall ensure the hospice administrator is in charge during an emergency. (b) If not on the premises, the hospice administrator shall make every effort to report to the hospice, relieve subordinates, and take charge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29(6)	(6) Each hospice inpatient facility licensee shall provide in-house any equipment and supplies required in an emergency including emergency lighting, heating equipment, food, potable water, extra blankets, a first aid kit, and a radio.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29(7)(a-c)	(7) The licensee shall post the following information in appropriate locations throughout the facility to include: (a) evacuation routes, location of fire alarm boxes, and fire extinguishers; (b) the name of the individual in charge; and (c) the names and telephone numbers of emergency medical personnel, agencies, and appropriate communication and emergency transport systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29(8)	(8) The licensee shall post emergency telephone numbers at each nursing station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
29(9)	(9) Fire drills and fire drill documentation shall comply with Rule R710-4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-30. Food Service.</u></b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

30(1)		(1) The licensee may provide dietary services directly, or through a written agreement with a food service provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(2)		(2) The licensee's food service shall comply with Rule R392-100.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(3)		(3) The licensee shall maintain, for OL review, any inspection reports by the local health department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(4)		(4) If the licensee accepts patients requiring therapeutic or special diets, the hospice shall have an approved dietary manual for reference when preparing meals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(5)		(5) The licensee shall ensure dietary staff receive a minimum of four hours of documented in-service training each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(6)		(6) The licensee shall employ or contract with a certified dietitian to provide documented quarterly consultation if serving patients requiring therapeutic diets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(7)		(7) The licensee shall ensure that enough food service personnel are on duty to meet the needs of patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
30(8)		(8) The cook and other kitchen staff may not perform concurrent duties outside the food service area while performing food service duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	



30(9)		(9) The licensee shall ensure any person that prepares or serves food has a current food handler's permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-31. Nutrition and Menu Planning.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31(1)		(1) The licensee shall provide at least three meals daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(2)		(2) The licensee shall ensure meals are served with no more than a 14-hour interval between the evening meal and breakfast unless a substantial snack is available in the evening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(3)		(3) The licensee shall make between-meal snacks of nourishing quality available on a 24-hour basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(4)		(4) The licensee shall provide and plan a different menu each day of the week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(5)		(5) The licensee shall ensure that patients' favorite foods are included in their diets when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(6)		(6) The licensee shall maintain at least a one-week supply of non-perishable food and a three-day supply of perishable food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31(7)		(7) The licensee shall ensure that any food is nutritious, of good quality, and appealing to the patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

<b>R432-750-32. Pets in the Facility.</b>				<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
32(1)		(1) The licensee may allow patients to keep household pets such as dogs, cats, birds, fish, and hamsters if permitted by local ordinances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32(2)(a-e)		(2) The licensee shall ensure that: (a) each pet is clean and disease-free; (b) each pet that is not confined is under leash control or voice control; (c) each pet that resides at the facility has documented current vaccinations; (d) the pet environment is clean; and (e) each small pet is in an appropriate enclosure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32(3)(a-b)		(3)(a) Upon approval of the hospice administrator, a family member may bring a patient's pets to visit. (b) The hospice administrator shall ensure that the visiting pets have current vaccinations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32(4)(a-b)		(4)(a) A licensee that allows birds shall have procedures that prevent the transmission of psittacosis. (b) Procedures shall ensure minimal handling of droppings and placing of droppings into a closed plastic bag for disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32(5)		(5) Pets may not be permitted in food preparation, storage, or central dining areas, or in any area where their presence would create a significant health or safety risk to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
<b>R432-750-33. Laundry Services.</b>				<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
33(1)		(1) The licensee shall provide laundry services to meet the needs of the patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
33(2)		(2) If the licensee contracts for laundry services, the licensee shall obtain a signed, dated agreement detailing any services provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

33(3)(a-f)		(3) Each licensee that provides in-house laundry services shall ensure: (a) clean bed linens are changed as often as necessary, but no less than twice each week; (b) laundry equipment is in good repair; (c) a supply of clean linen is maintained to meet the needs of the patients; (d) personnel handle, store, process, and transport linens in a manner to minimize contamination by air-borne particles and to prevent the spread of infection; (e) soiled linen and clothing are stored separate from clean linen and not allowed to accumulate in the facility; and (f) the laundry area is separate and apart from any room where food is stored, prepared, or served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-34. Maintenance Services.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
34(1)		(1) The licensee shall provide maintenance services to ensure that equipment, buildings, furnishings, fixtures, spaces, and grounds are safe, clean, operable, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
34(2)(a-b)		(2)(a) The licensee shall conduct a pest control program through a licensed pest control contractor or a qualified employee to ensure the absence of rodents. (b) The licensee shall maintain, for OL review, documentation of the pest control program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
34(3)		(3) The licensee shall maintain entrances, exits, steps, and outside walkways in a safe condition with regard to ice, snow, and other hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-35. Waste Storage and Disposal.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
		The licensee shall provide facilities and equipment for the sanitary storage and treatment or disposal of any categories of waste, including hazardous and infectious wastes, if applicable, using techniques acceptable to the Department of Environmental Quality and the local health authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-750-36. Water Supply.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

36(1)		(1) The licensee shall ensure that hot water provided to patient tubs, showers, whirlpools, and hand washing facilities is regulated for safe use within a temperature range of 105 to 120 degrees Fahrenheit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
36(2)		(2) Thermostatically controlled automatic mixing valves may be used to maintain hot water at the required temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-37. Housekeeping Services.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
37(1)		(1) The licensee shall provide housekeeping services to maintain a clean, sanitary, and healthful environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
37(2)		(2) If the licensee contracts for housekeeping services with an outside entity, the licensee shall obtain a signed and dated agreement that details the services provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
37(3)(a-b)		(3)(a) The licensee shall provide safe and secure storage of cleaners and chemicals. (b) The licensee shall lock chemicals in a secure area to prevent unauthorized access or potential access by children or disoriented patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
37(4)		(4) Personnel engaged in housekeeping or laundry services may not be concurrently engaged in food service or patient care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
37(5)		(5) The licensee shall establish and implement policies and procedures to govern the transition of housekeeping personnel to food service or direct patient care duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-750-38. Penalties.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
Any person who violates this rule may be subject to the penalties in Rule R380-600 and Title 26B, Chapter 2, Part 7, Penalties and Investigations.			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

<b><u>R432-31-3. Order for Life-Sustaining Treatment Forms.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-3(1)		(1) An individual who desires to execute an OLST shall use a form or electronic format approved by OL. The form may not be altered in layout or style, including font style and size, without the express written permission of OL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-3(2)		(2) Any person, health care provider, or health care facility licensee may obtain a form from the OL website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-3(3)		(3) A health care provider, licensee, or Emergency Medical Services (EMS) provider shall act upon a copy of an OLST as if it were the original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-31-4. Facility Policies and Procedures.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-4(1)		(1) A licensee shall establish and implement policies and procedures that comply with Section 75A-3-106.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-4(2)(a-i)		(2) A licensee shall ensure policies and procedures address the licensee's responsibility to: (a) determine upon admission whether each individual has an OLST; (b) ensure an OLST is done in accordance with Subsection 75A-3-106(3); (c) identify circumstances when an individual with an OLST is offered the opportunity to change the order; (d) identify circumstances when the facility would not follow an OLST; (e) identify any individual who may be offered the opportunity to complete an OLST, including an individual who has: (i) a serious illness and is likely to face a life-threatening health crisis; (ii) declining cognitive abilities and lacks a surrogate or guardian to make decisions for them; or (iii) specific preferences for end-of-life treatments; (f) make a referral to the primary health care provider to create, replace, or change an OLST, if the licensee's services do not include the supervision of a physician, APRN, or physician assistant; (g) maintain the OLST in the individual's medical record; (h) only permit a qualified provider to assist with the completion of an OLST; and (i) outline that they are not required to offer each individual the opportunity to complete an OLST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b><u>R432-31-5. Training.</u></b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

		A licensee shall appropriately train relevant health care, quality improvement, and record keeping staff on the requirements of Section 75A-3-106, this rule, and the facility's policies and procedures established in accordance with this rule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-6. Transferability of OLST.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-6(1)		(1) An OLST is fully transferable among any licensed health care facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-6(2)		(2) Any health care provider assuming an individual's care at the receiving licensed health care facility shall read the individual's OLST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-6(3)		(3) The receiving health care provider shall have policies and procedures to address any circumstance under which the health care provider will not follow the instructions contained in the OLST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-6(4)(a-b)		(4)(a) A licensee that discharges a resident, shall provide a copy of the resident's OLST to the individual upon discharge. (b) If the individual lacks the capacity to make health care decisions, as defined in Section 75A-3-201, the licensee shall also provide a copy to the individual's surrogate or guardian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-6(5)		(5) A licensee that transfers an individual with an OLST to another licensed health care facility shall provide a copy of the OLST to the receiving facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-6(6)		(6) A licensee shall allow an individual to complete, amend, or revoke an OLST at any time upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-7. Presentation of OLST to EMS Personnel.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-7(1)		(1) Except for home health, personal care, and home-based hospice agencies, a licensee in possession of an OLST shall present the individual's OLST to EMS personnel upon arrival to treat or transport the individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-7(2)		(2) For an individual who resides at home, if the home health, personal care, or home-based hospice agency personnel are present when EMS personnel arrive at the home, the personnel shall present the individual's OLST to the EMS personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-8. Home Placement of OLST.</b>			<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-8(1)		(1) If an individual under the care of a home health, personal care, or hospice agency possesses an OLST, the agency shall ensure that a copy of the OLST is left at the individual's place of residence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

31-8(2)	(2) For an individual adult or emancipated minor who resides at home the licensee shall ensure that a copy of the [P]OLST is posted on the front of the refrigerator or over the individual's bed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-8(3)	(3) For a minor who resides at home, it is recommended that a copy of the OLST be placed in a container and placed on the top shelf of the door inside the refrigerator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-9. Prior Orders and Out of State Orders.</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-9(1)(a-b)	(1)(a) EMS and other health care providers may recognize as valid any prior or out of state OLST forms or medical orders for life-sustaining treatment, including the national OLST form. (b) This may also include a bracelet or necklace, unless superseded by a subsequent OLST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-9(2)(a-b)	(2)(a) A physician shall complete and sign a new OLST for an individual with prior forms who no longer has the capacity to complete a new order and who does not have a surrogate or guardian to authorize the new order. (b) The physician shall state on the new order that the individual's preferences from a prior order is still applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-9(3)(a-b)	(3) A form that an individual executed while in another state may be honored as if it were executed in compliance with this rule and Section 75A-3-106 if it: (a) is substantially similar to an OLST or a medical order for life-sustaining treatment; and (b) was executed according to the laws of that state.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-10. Signature Requirement.</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>
31-10(1)	(1) The patient or surrogate or guardian decision maker and a medical health care provider, including an MD, DO, PA, or APRN, shall sign the OLST for it to be valid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-10(2)	(2) For pediatric patients, two different medical health care providers shall sign the OLST to make it valid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-10(3)	(3) Electronic signatures are acceptable for OLST forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-10(4)	(4) In the event the surrogate or guardian decision maker cannot sign in-person or electronically, a verbal signature may be noted if confirmed by two medical professionals caring for the patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
31-10(5)	(5) Photocopies and faxes of signed OLST forms are legal and valid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>R432-31-11. Compliance.</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Date</b>	<b>CDI</b>	<b>Notes</b>

			Any person who violates this rule may be subject to the penalties in Rule R380-600 and Title 26B, Chapter 2, Part 7, Penalties and Investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
				0	0	0	0	0	