

# Sample Sections

## Accreditation Readiness Action Plans

- Implementation Tasks
- Document Revision Tasks
- Employee Orientation and Training Tasks
- Client Orientation Tasks
- Action Plan Narrative



[www.accreditationreadiness.com](http://www.accreditationreadiness.com)

Robert Johnson  
Parkade Center  
601 Business Loop 70 West  
Suite 134-C  
Columbia, MO 65203  
573-356-4722 Phone  
866-493-1383 Fax

© 2011 Accreditation Readiness, LLC Robert Johnson, Author  
All Rights Reserved

### Implementation Tasks

Area	Tasks	Complete
Safety	Design and post emergency exit diagrams on office walls	
Safety	Complete Personnel emergency information sheets	
Safety	Complete Client emergency information sheets	
Safety	Complete all emergency drills, and drill reports	
Safety	Post No Weapons Signage outside office entrance	
Safety	Purchase small spill kit	
Safety	Designate locked area for cleaning materials in office	
Safety	Copies of Emergency Quick Reference printed/laminated/place in vehicles	
Safety	Safety Binder developed	
Safety	Designate an area for evacuation and note it in policy	
Safety	Seek insurance company inspector for external inspection	
Safety	Complete External Safety Inspection	
Safety	Complete Internal Self-Inspection	

### Document Revisions

Document	Revision Area to be Addressed	Complete
H.3 Emergency Procedures	B.2.h. Emergency Phone Numbers/D.2. Earthquake/F.4. Power Failure	
H.5. Critical Incidents	II..A.2. Reportable Incidents	
H.5. Critical Incidents	II.B.C. Notification of Authorities	Yes
Health and Safety	Building owner/lease safety responsibilities...revise policies accordingly	
H.F.11 Health and Safety	Self-inspection checklist: Final Revisions	
H.T.3 Health and Safety	Safety Training Post-Test: Final Revisions	
H.3. Health and Safety	Note location of evacuation meeting place in policy	

### Personnel Orientation and Training

Personnel Required Training/Orientation	Reference Document	Initial	Ongoing	Annual	Comp. Based
Emergency Procedures	H.3.	Yes		Yes	Yes
Handling of Medication	H.6.	Yes	Yes		
Tobacco Use Policy	H.7	Yes	Yes		
Weapons Policy	H.8	Yes	Yes		
Infection Control	H.9 and Infection Control Post-Test	Yes		Yes	Yes
Transportation of Clients	Transportation Guide and Post-Test	Yes		Yes	Yes
Location of First aide kit		Yes			
Violence Prevention Training	Training Guide and Post-Test	Yes		Yes	Yes
Criminal Background Check	HR.1	Yes		24 Months	
Pre-Employment Drug Testing	HR.2 and 3, Employee Manual	Yes			

**Client Orientation Tasks**

Client Orientation Tasks	Reference Document	Handbook
Emergency Procedure Overview	H.3 Emergency Procedures	Yes
Handling of Medications/Drugs	H.6	Yes
Tobacco Use Policy	H.7	Yes
Weapons Policy	H.8	Yes
Infection Control	H.9	Yes
Transportation Safety	Transportation Guide Contents	Yes

**Topic/Standard: Organizational Code of Ethics**

Overview, Current Status, Discussion:

This sub-section (a.) of standard 5. requires organizational-wide ethical codes of conduct in the specific areas of business, marketing, service delivery, professional conduct, and human resource practice ethics. This standard is the foundation for several other CARF standards covering the area of “corporate compliance” in which the code of ethics is utilized in a manner that requires a clear, concise, and accessible code of ethics.

Note: Conduct and Ethics can be separated functionally, to some degree. Conduct is generally a specific behavior that is prohibited, and if demonstrated, results in a specific outcome and/or human resource action. Ethics are generally patterns and/or degrees of behaviors that, if exhibited, or suspected to be violated, require an investigation to determine if the behavior actually occurred, and if so, at what level. Expected personnel conduct, such as a dress code, attendance, etc., is best separated from the ethical code. Some types of conduct and ethics will also overlap and be referred to in both categories, although they may be communicated differently. For example, “Staff will arrive for work at or before their designated shift” (Conduct), versus “Staff are expected to be available for patient care at the times designated and communicated to the persons served”. (Ethics).

Milestone:

- Organizational Code of Ethics

Project:

- Development and implement an “Organizational Code of Ethics” that applies to all personnel.

To Do:

1. Review and revise (for accuracy with organizational culture and practices) Code of Ethics document provided by consultant
2. Present final draft to the Management Team for review, comments, and/or further revision
3. Approve final draft
4. Insert in draft in employee handbook in a section titled: “Code of Ethics”
5. Enter item “Review of Code of Ethics and Agreement” on the draft of the Employee Orientation Checklist.
6. Develop a summary bullet list of the personnel code of ethics and place in draft of the client handbook
7. Create/print the summary on a wall poster (Kinko’s) and post in visible place on wall of all facilities
8. Insert the document in the organizational policy and procedure manual.

Resources provided by consultant:

1. Organizational Code of Ethics
2. Personnel Code of Ethics signature/agreement form
3. Sample of condensed ethical code for placement in client handbook and for wall poster.