

North Dakota Department of Health

General Requirements when Accepting Patients/Residents above Licensure and/or Certification Capacity or Accepting Patients into beds Licensed and/or Certified as a Different Provider Type

The following are general requirements that must be met by facilities accepting patients/residents on an emergency basis beyond their licensure/certification bed capacity or accepting patients/residents into beds licensed and/or certified as a different provider type. If there are any of the requirements that your facility would have difficulty meeting, please contact the North Dakota Department of Health, Department Operations Center at 701.328.1326.

Sending Facility Name: _____ Date _____

Receiving Facility Name: _____ Number of patients above capacity _____

Requirement	Yes	No	N/A	Comments
Continuity of Essential Building Systems				
1. There must be power and emergency power to support the areas necessary for operations, including heating, ventilation, and air conditioning; water heaters; adequate lighting; and to maintain systems including adequate electrical receptacles. There must be an adequate fuel supply for the generator.				
2. Entrances, exits and corridors must be maintained free and clear for emergency exit and emergency access.				
3. There must be hot and cold running water available to meet the needs of residents/patients, and staff.				
4. There must be available a drinkable water supply necessary to meet the needs of residents/patients and staff.				
5. There must be an adequate supply of food available to meet the needs of the existing residents/patients and any additional residents/patients added beyond the licensed or certified capacity of the facility.				
6. Patient/resident room space must be sufficient to house necessary furniture and equipment and have adequate ventilation.				
7. Fire protection systems must be functional and maintained, including fire alarms and a method for extinguishing fires.				
8. The facility must ensure phone system is operational in case of emergency.				
9. A bed must be available for every patient/resident accepted.				
10. Consideration must be given to having at least one toilet and one hand washing facility for every eight patients or residents.				
11. A patient call system must be available for all residents/ patients admitted to the facility.				
12. Security must be sufficient to protect residents/patients, staff, and facility resources and property.				

Requirement	Yes	No	N/A	Comments
Staff Management				
13. Preparations must be made to alert and manage staff, in addition to housing, food, and transportation considerations.				
14. The facility must have a process in place for identification of staff members, volunteers, patients and their family members.				
15. There must be adequate staffing available to meet the acuity and care needs of the current patients/residents, and the patients/residents relocated to the facility beyond the licensure and or certification bed capacity of the facility. This can be a combination of current facility staff or staff from the facility transferring the residents/patients.				
16. Staff from another facility must be provided information related to facility operations and emergency plans, and trained how to use essential equipment.				

Requirement	Yes	No	N/A	Comments
Patient Management				
17. Facilities are responsible for meeting the health care and safety needs of the residents/patients they admit to their facility.				
18. The facility must coordinate the care of the residents/patients with the administrative staff, medical staff, and nursing staff.				
19. There must be a patient/resident assessment and charting system in place, including patient/resident records, tracking, and discharge planning. The facility must clearly indicate in the patient/resident medical record that the admission was made to respond to the emergency, or if a patient/residents' length of stay was extended to meet the demands of the emergency.				
20. Pharmaceuticals and medical supplies including oxygen must be available to meet the needs of the patients/residents consistent with the physicians' plan of care for the resident or patient.				
21. The facility must have access to an adequate linen supply to meet the residents' needs.				
22. The facility must have appropriate infection control procedures, including the handling and disposal of bio-hazardous waste, in place.				

Requirement	Yes	No	N/A	Comments
Implementation Process				
23. A facility able to meet the above requirements and accept patients or residents above the facilities licensed and/or certified bed capacity shall contact the North Dakota Department of Health Operations Center at 701.328.1326.				
24. During the call, the facility should be prepared to: a. Attest to their ability to meet the above requirements; b. Outline the maximum number and acuity of patients/residents that could be temporarily admitted to their facility; c. Not exceed the number of patients and or residents approved by the department; and d. Must notify the department when the facility patient or resident census has returned to or moves below normal licensed and or certified bed capacity.				
25. Facilities accepting residents/patients on an emergency basis above their licensed and/or certified bed capacity or patients/residents from a facility licensed and/or certified as a different provider type must place their information on the Department of Health, Health Care Standards system to track resident and patient movement. If you do not have access to the Health Care Standards systems, please contact the Department of Health Operations Center with your information at 701.328.1326.				

Individual Completing Form: _____ Contact Phone Number: _____ Email: _____

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