OVERVIEW
This one-day program will offer valuable information on how to use the Environment of Care Committee to improve facility environment of care safety and compliance with the Joint Commission. A well developed Environment of Care Committee can make a measurable improvement to the safety of hospitals and in outcomes from surveys. We will discuss best practice ideas to make the EOC a more valuable management program. Emergency management processes will also be reviewed to improve preparedness, operations, and documentation of this critical function in healthcare. This was one of the top scored findings last year from the Joint Commission. We will discuss the functions of the EM committee, drill critique documentation improvement and Emergency Operations Plan reviews.

LEARNING OBJECTIVES
As a result of participating in this program, the attendees will be able to understand the following:
1. How to organize the Environment of Care Committee, including membership.
2. How to write effective Management Plans and conduct an annual review.
3. What data a Safety/EOC committee should collect and what to do with the data.
4. Effective environment of care rounding in health care facilities
5. How to write a Emergency Operations Plan and do an annual review.
6. How to document drills that will show how required processes were completed as identified in the Joint Commission Standards.
7. Understand what changes are coming in 2016 for TJC review of EC, EM, and LS.

TARGET AUDIENCE
Who should attend this program?
Healthcare staff from hospitals, ambulatory care centers, clinics, nursing homes, mental health facilities and other health-related organizations that are required to comply with the Joint Commission Physical Environment standards.

Which individuals will benefit from this training?
Accreditation coordinators, safety officers, risk managers, quality management and performance improvement directors, facility and engineering managers, directors of security, staff with hazardous materials and emergency management responsibilities, biomedical engineering managers, fire safety professionals in healthcare, infection control practitioners, and administrative and clinical staff who are responsible for or manage others with Environment of Care, Emergency Management and Life Safety responsibilities.

FACULTY
Bill Morgan is a senior consultant with MSL Dedicated Healthcare Partners and has over thirty-two years experience in Healthcare Facilities Management. He has had leadership roles in plant operations, energy management, construction, emergency management, grounds management, fleet maintenance, and the environment of care.

Bill has been active in state healthcare engineering societies in Idaho and Montana and has done presentations at several state and regional meetings. He served as the Region 10 ASHE Board representative for two terms and as President of ASHE in 2006. He is currently a member of the ASHE Education Committee.

Bill worked with the Joint Commission as a Life Safety Surveyor for five years before going to work for MSL Healthcare three years ago. Having experience as both a surveyor and as a facility manager being surveyed gives Bill a valuable perspective in Environment of Care, Life Safety, and Emergency Management processes and practices that improve survey results.

He received a Bachelors degree in Applied Technology from Boise State University, is a Fellow with the American Society for Healthcare Engineering, a Certified Healthcare Facility Manager, and Retired from the U.S. Navy where he served ten years as a assistant emergency management liaison officer.

Sponsored by:

K H R E F
Kentucky Hospital Research and Education Foundation, Inc.
**Continuing Education Credit**

This program is approved by the Kentucky Board of Nursing for 7.5 contact hours, program offering number 5-0023-1-18-133 expiration date December 31, 2017. The Kentucky Board of Nursing approval of individual nursing education provider does not constitute endorsement of program content. Participants must attend the entire session and complete the evaluation. Those desiring continuing education credit must have nursing license number or social security number at registration.

The Kentucky Hospital Association is authorized to award 8 hours of ACHE Qualified Education Credits for this program. Participants wishing to have the continuing education hours applied toward credit should list their attendance for advancement or recertification in ACHE.

**Seminar Location/Hotel Accommodations**

**Hilton Garden Inn Northeast**  
9850 Park Plaza Avenue  
Louisville, Kentucky 40241  
502-423-0018

**Rates:** $124/single  
**Cutoff date:** March 14, 2016

To reach the Hilton Garden, take I-265 (Gene Snyder) to exit 34. Go west on Kentucky 22, approximately 1/2 mile. Turn right on Springdale Drive. Turn right on Park Plaza Avenue. The Hilton Garden is right behind “The Paddock” shopping complex.

**Registration**

The registration fee for this program is $195 for KHA members and $350 for non-members. This fee covers all handout materials, beverage breaks, lunch and administrative costs. You may register by mail, fax or online.

**Fax to:** (502)426-6226  
**Mail to:** KHREF  
P. O. Box 436629  
Louisville, KY 40253-6629

**Online:** [http://www.kyha.com/CM/Events/Evts_List.aspx](http://www.kyha.com/CM/Events/Evts_List.aspx)

**Cancellations**

A refund of registration fees will be made to those registrants notifying KHREF of cancellation five (5) working days prior to program date. A $25 processing fee will be assessed against each refund. No refunds will be made after that date. Substitutions are accepted.

**Services for Physically Challenged Individuals**

We wish to take reasonable steps to ensure no individual who is physically challenged is discriminated against because of the absence of auxiliary aids and services. If special arrangements or diet are required for an individual to participate in this program, please contact us at (502)426-6220.

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### Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>Registration/Continental Breakfast</td>
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| 8:30 AM| **The Safety/EOC Committee**  
• Role of Committee in TJC process  
• Using the Standard as a business plan for success  
• Have a leader as chair  
• Importance of senior leadership champions |
| 9:00 AM| **Forming the Team**  
• Membership  
• Meeting time frame  
• Focused meetings using Agendas, minutes, process  
• Conducting the business of the committee  
• Team members buy in |
| 9:30 AM| **Management Plans**  
• Writing good plans  
• Using TJC guidance for survey ease  
• Goals and objectives  
• Annual Reviews |
| 10:00 AM| **Break**                                                                                       |
| 10:15 AM| **Data to be Reviewed**  
• Using data to identify needs  
• Reports from management plan owners  
• Measures for success from TJC  
• Fix what is broken using the committee |
| 11:00 AM|  
• E.O.C. rounding requirements  
• Who is doing the tours  
• What to look at  
• How to use the data for improvement |
| 12:00 PM| **Lunch**                                                                                       |
| 12:45 PM| **Emergency Management**  
• Survey process  
• Emergency Operations Plans  
• Annual Review  
• HVA and drill requirements  
• Finding gaps from drills  
• Documenting drill performance |
| 1:45 PM| **Common Findings From TJC**  
• EM drill critique  
• Air Pressure/Temp/Humidity  
• Clutter  
• Fire system testing documentation  
• Life safety issues found on building tours |
| 2:45 PM| **Break**                                                                                       |
| 3:00 PM| **Changes to EC/EM/LS Standards for 2016**  
• Standards for EC  
• Standards for EM  
• Standards for LS  
• Process changes from TJC |
| 3:45 PM| **Questions and Discussion**                                                                    |
| 4:00 PM| **Adjournment**                                                                                 |
Please Complete Information:

Name ___________________________________________________
Title ____________________________________________________
email ___________________________________________________
Name ___________________________________________________
Title ____________________________________________________
email ___________________________________________________

Complete Hospital Information:

Hospital _________________________________________________
Address _________________________________________________
________________________________________________________
Phone __________________________________________________

Number of vegetarian meals required
Number of gluten-free meals required

Registration Fee:
The fee for this program is: $195 per participant (KHA member)
$350 per participant (non-member)

Number of participants _________ x fee = ____________________
(amt enclosed)

Checks and/or registration forms need to be mailed by March 23, 2016 to:
KHREF
PO Box 436629
Louisville, Kentucky 40253-6629
Phone: (502) 426-6220
Fax: (502) 426-6226
Online: http://www.kyha.com/CM/Events/Evts_List.aspx