“QA EVERYDAY” 26

It is the policy of Winning Wheels that daily Quality Assurance monitoring will be conducted to ensure resident needs are met and policies are being followed consistently.

The following may be inspected during the monitoring process (However, this list is not exhaustive):

1. Expired snacks in resident rooms or refrigerators.

2. Garbage/clutter.

3. Residents personal care item supply is adequate.

4. Safety hazards/violations.

Representatives from all departments are assigned to a day of each week where they team up with 1-3 others and conduct this audit. The audit is to be completed by 10:00 a.m. daily whenever possible and any notes/findings are to be documented on the "QAED" worksheets and forwarded to the Administrator. The QA team is to write up any concerns for other departments and give a copy of this referral to the Administrator.

As problems are identified during the monitoring process,

they are rectified immediately by the QA team whenever possible. If something cannot be resolved immediately, a repair requisition is completed. Once the repair is done by the appropriate department, the signed copy of the requisition is put in the Administrators mailbox.

Residents are welcome and encouraged to be in their rooms while this daily monitoring is being conducted. Nothing will be removed from a resident's room without resident permission unless it is cause for potential harm to a resident or violates facility policy.

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