

UNOFFICIAL RULES

This document contains an unofficial version of the new rules in 9 A.A.C. 10, Article 9. The official version of the rules is published in the Arizona Administrative Register.

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ARTICLE 9. OUTPATIENT SURGICAL CENTERS

R9-10-901. Definitions

In addition to the definitions in A.R.S. § 36-401 and R9-10-101, the following definitions apply in this Article, unless otherwise specified:

1. "Inpatient care" means postsurgical services provided in a hospital.
2. "Outpatient surgical services" means anesthesia and surgical services provided to a patient in an outpatient surgical center.
3. "Surgical suite" means an area of an outpatient surgical center that includes one or more operating rooms and one or more recovery rooms.

R9-10-902. Administration

A. A governing authority shall:

1. Consist of one or more individuals responsible for the organization, operation, and administration of an outpatient surgical center;
2. Establish, in writing:
 - a. An outpatient surgical center's scope of services, and
 - b. Qualifications for an administrator;
3. Designate an administrator, in writing, who has the qualifications established in subsection (A)(2)(b);

4. Grant, deny, suspend, or revoke clinical privileges of a physician and other members of the medical staff and delineate, in writing, the clinical privileges of each medical staff member, according to the medical staff by-laws;
5. Adopt a quality management plan according to R9-10-903;
6. Review and evaluate the effectiveness of the quality management plan at least once every 12 months;
7. Designate an acting administrator, in writing, who has the qualifications established in subsection (A)(2)(b) if the administrator is:
 - a. Expected not to be present on an outpatient surgical center's premises for more than 30 calendar days, or
 - b. Not present on an outpatient surgical center's premises for more than 30 calendar days; and**
8. Except if subsection (A)(7) applies, notify the Department according to A.R.S. § 36-425(I), if there is a change of administrator and identify the name and qualifications of the new administrator.

B. An administrator:

1. Is directly accountable to the governing authority for the operation of an outpatient treatment center and services provided by or at the outpatient surgical center;
2. Has the authority and responsibility to manage the outpatient surgical center; and
- 3. Except as provided in subsection (A)(8), shall designate, in writing, an individual who is on an outpatient surgical center's premises and is available and accountable for services when**

the administrator is not present on the outpatient surgical center's premises.

C. An administrator shall ensure that:

1. Policies and procedures are established, documented, and implemented that:

- a. Include job descriptions, duties, and qualifications including required skills, knowledge, education, and experience for personnel members, employees, volunteers, and students;
- b. Cover orientation and in-service education for personnel members, employees, volunteers, and students;
- c. Include how a personnel member may submit a complaint relating to patient care;
- d. Include a method to identify a patient to ensure that the patient receives services as ordered;
- e. Cover patient rights including assisting a patient who does not speak English or who has a disability to become aware of patient rights;
- f. Cover specific steps and deadlines for:
 - i. A patient to file a complaint; and
 - ii. The outpatient surgical center to respond to and resolve a patient complaint;
- g. Cover health care directives;
- h. Cover medical records, including electronic records;

- i. Cover a quality management program, including incident report and supporting documentation; and
- j. Cover contracted services;

2. Policies and procedures for medical services and nursing services provided by a outpatient surgical center are established, documented, and implemented that:

- a. Cover patient screening, admission, transport, transfer, and discharge;
- b. Cover the provision of medical services, nursing services, and health-related services in the outpatient surgical center's scope of services;
- c. Include when general consent and informed consent are required;
- d. Cover dispensing, administering, and disposing of medication;
- e. Cover infection control; and
- f. Cover environmental services that affect patient care;

3. Ensure that policies and procedures are:

- a. Available to personnel members, employees, volunteers, and students of the outpatient surgical center, and
- b. **Reviewed at least once every two years and updated as needed;**

4. Ensure that a pharmacy maintained by the outpatient surgical center is licensed according to A.R.S. Title 32, Chapter 18;

5. Ensure that pathology services are provided by a laboratory that holds a certificate of accreditation, certificate of compliance, or certificate of waiver issued by the U.S. Department of Health and Human Services under the 1988 amendments to the Clinical Laboratories Act of 1967;
6. If the outpatient surgical center meets the definition of "abortion clinic" in A.R.S. § 36-449.01, ensure that abortions and related services are provided in compliance with the requirements in Article 15; and
7. Unless otherwise stated:
 - a. Documentation required by this Article is provided to the Department within two hours after a Department request; and
 - b. When documentation or information is required by this Chapter to be submitted on behalf of an outpatient surgical center, the documentation or information is provided to the unit in the Department that is responsible for licensing and monitoring the outpatient surgical center.

R9-10-903. Quality Management

An administrator shall ensure that:

1. A plan is established, documented, and implemented for an **ongoing quality management program** that, at a minimum, includes:
 - a. A method to identify, document, and evaluate incidents;
 - b. A method to collect data to evaluate services provided to patients;

- c. A method to **evaluate the data collected to identify a concern about the delivery of services related to patient care;**
 - d. A method to **make changes or take action as a result of the identification of a concern about the delivery of services related to patient care;** and
 - e. **The frequency of submitting a documented report required in subsection (2) to the governing authority;**
2. A documented report is submitted **to the governing authority** that includes:
 - a. An identification of each concern about the delivery of services related to patient care; and
 - b. Any change made or action taken as a result of the identification of a concern about the delivery of services related to patient care; and
3. The report required in subsection (2) and the supporting documentation for the report are maintained for **12 months after the date the report is submitted to the governing authority.**

R9-10-904. Contracted Services

An administrator shall ensure that:

- 1. Contracted services are provided according to the requirements in this Article, and**
- 2. A documented list of current contracted services is maintained that includes a description of the contracted services provided.**

R9-10-905. Personnel

A. An administrator shall ensure that:

1. The qualifications, skills, and knowledge required for each type of personnel member:

a. **Are based on:**

i. **The type of physical health services or behavioral health services expected to be provided by the personnel member according to the established job description, and**

ii. **The acuity of the patients receiving physical health services or behavioral health services from the personnel member according to the established job description; and**

b. Include:

i. The **specific skills and knowledge** necessary for the personnel member to provide the expected physical health services and behavioral health services **listed in the established job description,**

ii. **The type and duration of education** that may allow the personnel member to acquire the specific skills and knowledge for the personnel member to provide the expected physical health services or behavioral health services **listed in the established job description,** and

iii. **The type and duration of experience** that may allow the personnel member to acquire the specific skills and

knowledge for the personnel member to provide the expected physical health services or behavioral health services **listed in the established job description**;

2. A personnel member's skills and knowledge are **verified and documented**:
 - a. **Before the personnel member provides physical health services or behavioral health services, and**
 - b. According to policies and procedures;
3. Personnel members are present on an outpatient surgical center's premises with the qualifications, skills, and knowledge necessary to:
 - a. **Provide the services in the outpatient surgical center's scope of services,**
 - b. **Meet the needs of a patient, and**
 - c. **Ensure the health and safety of a patient;**
4. **A personnel member before the personnel member provides services to a patient and an employee or a volunteer who has or is expected to have more than 8 weeks of direct interaction with a patient provides evidence of freedom from infectious tuberculosis as specified in R9-10-112;**
5. **A plan to provide orientation** specific to the duties of personnel members, employees, volunteers, and students is developed, documented, and implemented;
6. **A personnel member completes orientation before providing behavioral health services or physical health services;**

7. An individual's **orientation is documented**, to include:
 - a. The individual's name,
 - b. The date of the orientation, and
 - c. The subject or topics covered in the orientation;
 8. **A plan to provide in-service education** specific to the job duties of a personnel member is developed, documented, and implemented; and
 9. A personnel member's **in-service education is documented**, to include:
 - a. The personnel member's name,
 - b. The date of the training, and
 - c. The subject or topics covered in the in-service education.
- B. An administrator shall ensure that a personnel member:
1. Is 18 years of age or older, and
 2. Is certified in cardiopulmonary resuscitation within the first month of employment or volunteer service, and maintains current certification in cardiopulmonary resuscitation.
- C. An administrator shall ensure that a personnel record for an employee, volunteer, or intern:
1. Includes:
 - a. The individual's name, date of birth, home address, and contact telephone number;

- b. The individual's starting date of employment or volunteer service and, if applicable, the ending date; and
 - c. Documentation of:
 - i. The individual's qualifications including skills and knowledge applicable to the individual's job duties;
 - ii. The individual's education and experience applicable to the individual's job duties;
 - iii. The individual's completed orientation and in-service education as required by policies and procedures;
 - iv. The individual's license or certification, if the individual is required to be licensed or certified in this Article or policies and procedures;
 - v. If the individual is a behavioral health technician, clinical oversight required in R9-10-114;
 - vi. Cardiopulmonary resuscitation training, if required for the individual according to R9-10-905(B);
 - vii. Evidence of freedom from infectious tuberculosis, if required for the individual according to subsection (A)(4); and
2. Is maintained:
- a. Throughout the individual's period of providing services in or for the outpatient surgical center; and
 - b. For at least two years after the last date the individual provided services in or for the outpatient surgical center.

R9-10-906. Medical Staff

Re-worded and Reorganized: Content remained the same

- A. The medical staff shall approve bylaws for the conduct of medical staff activities.
- B. The medical staff physicians shall conduct medical peer review according to A.R.S. Title 36, Chapter 4, Article 5 and shall submit recommendations to the governing authority for approval.
- C. The medical staff shall establish written policies and procedures that define the extent of emergency treatment to be performed in the outpatient surgical center.

R9-10-907. Admission

- A. A medical staff member shall only admit patients to the outpatient surgical center who:
 - 1. Do not require planned inpatient care, and
 - 2. Are discharged from the outpatient surgical center within 24 hours.
- B. Within 30 calendar days before a patient is admitted to an outpatient surgical center, a medical staff member shall complete a medical history and physical examination of the patient.
- C. The individual who is responsible for performing a patient's surgical procedure shall document the preoperative diagnosis and the surgical procedure to be performed in the patient's medical record.
- D. An administrator shall ensure that the following documents are in a patient's medical record before the patient's surgery:

1. A medical history and the physical examination required in subsection (B),
2. A preoperative diagnosis and the results of any laboratory tests or diagnostic procedures relative to the surgery and the condition of the patient,
3. Evidence of informed consent by the patient or patient's representative for the surgical procedure and care of the patient,
4. Health care directives, and
5. Physician orders.

R9-10-908. Transfer

Except for a transfer of a patient due to an emergency, an administrator shall ensure that:

1. **A personnel member coordinates the transfer and the services provided to the patient;**
2. **According to policies and procedures:**
 - a. **An evaluation of the patient is conducted before the transfer,**
 - b. **Medical records including orders that are in effect at the time of the transfer are provided to a receiving health care institution, and**
 - c. **A personnel member explains risks and benefits of the transfer to the patient or the patient's representative; and**
3. **Documentation in the patient's medical record includes:**

- a. **Communication with an individual at a receiving health care institution;**
- b. **The date and time of the transfer;**
- c. **The mode of transportation; and**
- d. **If applicable, a personnel member accompanying the patient during a transfer.**

R9-10-909. Patient Rights

Re organized and new rules

A. An administrator shall ensure that:

1. The requirements in subsection (B) and the patient rights in subsection (C) are conspicuously posted on the premises;
2. **At the time of admission, a patient or the patient's representative receives a written copy of the requirements in subsection (B) and the patient rights in subsection (C); and**
3. **There are policies and procedures that include:**
 - a. **How and when a patient or the patient's representative is informed of patient rights in subsection (C), and**
 - b. **Where patient rights are posted as required in subsection (A)(1).**

B. An administrator shall ensure that:

1. A patient is treated with dignity, respect, and consideration;
2. A patient is not subjected to:

- a. Abuse;
 - b. Neglect;
 - c. Exploitation;
 - d. Coercion;
 - e. Manipulation;
 - f. Sexual abuse;
 - g. Sexual assault;
 - h. Seclusion;
 - i. Restraint, if not necessary to prevent imminent harm to self or others;
 - j. Retaliation for submitting a complaint to the Department or another entity; or
- k. Misappropriation of personal and private property by an outpatient surgical center's medical staff, personnel members, employees, volunteers, or students; and
3. A patient or the patient's representative:
- a. Except in an emergency, either consents to or refuses treatment;
 - b. May refuse or withdraw consent to treatment before treatment is initiated;
 - c. Except in an emergency, is informed of alternatives to a proposed psychotropic medication or surgical procedure and the associated risks and possible complications of the proposed psychotropic medication or surgical procedure;

- d. Is informed of the following:
 - i. Policies and procedures on health care directives, and
 - ii. The patient complaint process;
- e. Consents to photographs of the patient before a patient is photographed except that a patient may be photographed when admitted to an outpatient surgical center for identification and administrative purposes; and
- f. Except as otherwise permitted by law, provides written consent to the release of the patient's:
 - i. Medical records, and
 - ii. Financial records.

C. A patient has the following rights:

1. Not to be discriminated against based on race, national origin, religion, gender, sexual orientation, age, disability, marital status, or diagnosis;
2. To receive treatment that supports and respects the patient's individuality, choices, strengths, and abilities;
3. To receive privacy in treatment and care for personal needs;
4. To review, upon written request, the patient's own medical record according to A.R.S. §§ 12-2293, 12-2294, and 12-2294.01;
5. To receive a referral to another health care institution if the outpatient surgical center is unable to provide physical health services for the patient;

6. To participate, or have the patient's representative participate, in the development of or decisions concerning treatment;
7. To participate or refuse to participate in research or experimental treatment; and
8. To receive assistance from a family member, representative, or other individual in understanding, protecting, or exercising the patient's rights.

R9-10-910. Medical Records

A. An administrator shall ensure that:

1. A medical record is established and maintained for a patient according A.R.S. Title 12, Chapter 13, Article 7.1;
2. An entry in a patient's medical record is:
 - a. Recorded only by an individual authorized by policies and procedures to make the entry;
 - b. Dated, legible, and authenticated; and
 - c. Not changed to make the initial entry illegible;
3. An order is:
 - a. **Dated when the order is entered in the patient's medical record and includes the time of the order;**
 - b. Authenticated by a medical staff according to policies and procedures; and
 - c. **If the order is a verbal order, authenticated by the medical staff issuing the order;**

4. If a rubber-stamp signature or an electronic signature code is used to authenticate an order, the individual whose signature the stamp or electronic code represents is accountable for the use of the stamp or the electronic code;
 5. A patient's medical record is available to personnel members or medical staff authorized by policies and procedures;
 6. **Information in a patient's medical record is disclosed to an individual not authorized under subsection (5) only with the written consent of a patient or the patient's representative or as permitted by law;** and
 7. A patient's medical record is protected from loss, damage, or unauthorized use.
- B. If an outpatient surgical center maintains patient's medical records electronically, an administrator shall ensure that:
1. Safeguards exist to prevent unauthorized access, and
 2. The date and time of an entry in a patient's medical record is recorded by the computer's internal clock.
- C. An administrator shall ensure that a patient's medical record contains:
1. Patient information that includes:
 - a. The patient's name;
 - b. The patient's address;
 - c. The patient's date of birth;
 - d. The name and contact information of the patient's representative, if applicable; and

- e. Any known allergies;
2. Admitting medical practitioner;
3. An admitting diagnosis;
4. Documentation of general consent and informed consent for treatment by the patient or the patient's representative except in an emergency;
5. Documentation of medical history and results of a physical examination;
6. A copy of patient's health care directive, if applicable;
7. Orders;
8. Progress notes;
9. Documentation of outpatient surgical center services provided to the patient;
10. A discharge summary, if applicable;
11. Written acknowledgment of receipt of discharge instructions by the patient or patient's representative;
12. If applicable:
 - a. Laboratory reports;
 - b. Radiologic report;
 - c. Diagnostic reports;
 - d. Anesthesia report, required in R9-10-911(C)(2); and
 - e. Operative report of the surgical procedure, required in R9-10-911(C)(1);

13. Documentation of a medication administered to the patient that includes:

- a. The date and time of administration;
- b. The name, strength, dosage, and route of administration;
- c. For a medication administered for pain:**
 - i. An assessment of the patient's pain before administering the medication, and**
 - ii. The effect of the medication administered;**
- d. For a psychotropic medication:**
 - i. An assessment of the patient's behavior before administering the psychotropic medication, and**
 - ii. The effect of the psychotropic medication administered;**
- e. The identification, signature, and professional designation of the individual administering or observing the self-administration of the medication; and**
- f. Any adverse reaction a patient has to the medication.

D. An administrator shall ensure that information in a medical record is released only after receiving the patient's or patient representative's written consent, or as otherwise required or permitted by law.

R9-10-911. Surgical Services

A. An administrator shall ensure that:

1. A current listing of surgical procedures offered by an outpatient surgical center is maintained at the outpatient surgical center, and
 2. A chronological register of surgical procedures performed in the outpatient surgical center is **maintained for at least two years after the date of the last entry.**
- B. An administrator shall ensure that a roster of medical staff who have clinical privileges at the outpatient surgical center is available to the medical staff, **specifying the privileges and limitations of each medical staff member on the roster.**
- C. An administrator shall ensure that the individual responsible for:
1. Performing a surgical procedure completes an operative report of the surgical procedure and any necessary discharge instructions according to medical staff by-laws and policies and procedures, and
 2. Administering anesthesia during a surgical procedure completes an anesthesia report and any necessary discharge instructions according to medical staff by-laws and policies and procedures.
- D. An administrator shall ensure that a physician remains on the premises until all patients are discharged from the recovery room.**

R9-10-912. Nursing Services

An administrator shall appoint a registered nurse as the director of nursing who:

1. **Is responsible for the management of the outpatient surgical center's nursing services;**

- 2. Ensures that policies and procedures are established, documented, and implemented for nursing services provided in the outpatient surgical center;**
- 3. Ensures that the outpatient surgical center is staffed with nursing personnel based on the number of patients, the patient's health care needs, and the outpatient surgical center's scope of services;**
4. Participates in quality management activities;
- 5. Designates a registered nurse, in writing, to manage an outpatient surgical center's nursing services when the director of nursing is not present on the outpatient surgical center's premises;**
6. Ensures that a nurse who is not directly assisting the surgeon is responsible for the functioning of an operating room while a surgical procedure is performed in the operating room;
7. Ensures that a registered nurse is present in the:
 - a. Recovery room when a patient is present in the recovery room, and
 - b. Outpatient surgical center until all patients are discharged; and
8. Ensures that a nurse documents in a patient's medical record that the patient or the patient's representative has received written discharge instructions.

R9-10-913. Behavioral Health Services

If an outpatient surgical center provides behavioral health services, an administrator shall ensure that:

- 1. Policies and procedures are established, documented, and implemented that cover when informed consent is required and by whom informed consent may be given; and**
- 2. The behavioral health services:**
 - a. Are provided under the direction of a behavioral health professional; and**
 - b. Comply with the requirements:**
 - i. For behavioral health paraprofessionals and behavioral health technicians, in R9-10-114, and**
 - ii. For an assessment, in R9-10-1011(B).**

R9-10-914. Medication Services

A. An administrator shall ensure an outpatient surgical center has policies and procedures for medication administration that:

- 1. Include:**
 - a. A process for providing information to a patient about medication prescribed for the patient including:**
 - i. The prescribed medication's anticipated results,**
 - ii. The prescribed medication's potential adverse reactions,**
 - iii. The prescribed medication's potential side effects,**
- and**

2. Verbal orders for medication services are taken by a nurse, unless otherwise provided by law;
3. medication administered to a patient:
 - a. **Is administered in compliance with an order, and**
 - b. Is documented in the patient's medical record; and
4. If pain medication is administered to a patient, documentation in the patient's medical record includes:
 - a. An identification of the patient's pain before administering the medication, and
 - b. The effect of the pain medication administered.

C. An administrator shall ensure that:

1. **A current drug reference guide is available for use by personnel members;**
2. **A current toxicology reference guide is available for use by personnel members;** and
3. If pharmaceutical services are provided on the premises:
 - a. A committee, composed of at least one physician, one pharmacist, and other personnel members as determined by policies and procedures is established to:
 - i. Develop a drug formulary,
 - ii. Update the drug formulary at least every 12 months,
 - iii. Develop medication usage and medication substitution policies and procedures, and

- iv. Specify which medication and medication classifications are required to be automatically stopped after a specific time period unless the ordering medical staff member specifically orders otherwise;
- b. The pharmaceutical services are provided under the direction of a pharmacist;
- c. The pharmaceutical services comply with ARS Title 36, Chapter 27; A.R.S. Title 32, Chapter 18; and 4 A.A.C. 23; and
- d. A copy of the pharmacy license is provided to the Department upon request.

D. When medication is stored at an outpatient surgical center, an administrator shall ensure that:

- 1. There is a separate room or closet or a self-contained unit is used for medication storage that includes a lockable door;**
- 2. If a separate room or closet is used for storing medication, a locked cabinet is used for medication storage;**
- 3. Medication is stored according to the instructions on the medication container; and**
- 4. Policies and procedures are established, documented, and implemented for:**
 - a. Receiving, storing, inventorying, tracking, dispensing, and discarding medication including expired medication;**
 - b. Discarding or returning prepackaged and sample medication to the manufacturer if the manufacturer requests the discard or return of the medication;**

- c. A medication recall and notification of patients who received recalled medication; and
 - d. Storing, inventorying, and dispensing controlled substances.
- E. An administrator shall ensure that a personnel member immediately reports a medication error or a patient's adverse reaction to a medication to the medical practitioner who ordered the medication and, if applicable, the outpatient surgical center's director of nursing.

R9-10-915. Infection Control

- A. An administrator shall ensure that:
 - 1. An infection control program is established, under the direction of an individual qualified according to policies and procedures, to prevent the development and transmission of infections and communicable diseases including:
 - a. A method to identify and document infections occurring at the outpatient surgical center;
 - b. Analysis of the types, causes, and spread of infections and communicable diseases at the outpatient surgical center;
 - c. The development of corrective measures to minimize or prevent the spread of infections and communicable diseases at the outpatient surgical center; and
 - d. Documenting infection control activities including:
 - i. The collection and analysis of infection control data,

- ii. **The actions taken related to infections and communicable diseases, and**
 - iii. **Reports of communicable diseases to the governing authority and state and county health departments;**
- 2. **Infection control documentation is maintained for at least two years after the date of the documentation;**
- 3. **Policies and procedures are established, documented, and implemented that cover:**
 - a. **Compliance with the requirements in 9 A.A.C. 6 for reporting and control measures for communicable diseases and infestations;**
 - b. **Handling and disposal of biohazardous medical waste;**
 - c. **Sterilization, disinfection, distribution, and storage of medical equipment and supplies;**
 - d. **Use of personal protective equipment such as aprons, gloves, gowns, masks, or face protection when applicable;**
 - e. **Training of personnel members, employees, and volunteers in infection control practices; and**
 - f. **Work restrictions for a personnel member with a communicable disease or infected skin lesion;**
- 4. **Biohazardous medical waste is identified, stored, and disposed of according to 18 A.A.C. 13, Article 14 and policies and procedures;**
- 5. **Soiled linen and clothing are:**

- a. **Collected in a manner to minimize or prevent contamination,**
 - b. **Bagged at the site of use, and**
 - c. **Maintained separate from clean linen and clothing; and**
 6. **A personnel member, employee, or volunteer washes hands or use a hand disinfection product after patient contact and after handling soiled linen, soiled clothing, or potentially infectious material.**
 - B. **An administrator shall comply with contagious disease reporting requirements in A.R.S. § 36-621 and communicable disease reporting requirements in 9 A.A.C. 6, Article 2.**

R9-10-916. Emergency and Safety Standards

- A. An administrator shall ensure that policies and procedures for providing medical emergency treatment to a patient are established, documented, and implemented and include:
 1. **A list of the medications, supplies, and equipment required on the premises for the medical emergency treatment provided by the outpatient surgical center;**
 2. **A system to ensure medications, supplies, and equipment are available, have not been tampered with, and, if applicable, have not expired;**
 3. **A requirement that a cart or a container is available for medical emergency treatment that contains medications, supplies, and equipment specified in policies and procedures;**

- 4. A method to verify and document that the contents of the cart or container are available for medical emergency treatment; and**
- 5. A method for ensuring a patient may be transported to a hospital or other health care institution to receive treatment for a medical emergency that the outpatient surgical center is not able or authorized to provide.**

- B. An administrator shall ensure that medical emergency treatment is provided to a patient admitted to the outpatient surgical center according to policies and procedures.
- C. An administrator shall ensure that:
1. A disaster plan is developed, documented, maintained in a location accessible to medical staff and employees, and, if necessary, implemented that includes:
 - a. Procedures to be followed in the event of a fire or threat to patient safety;
 - b. Assigned personnel responsibilities;
 - c. Instructions for the evacuation, transport, or transfer of patients;
 - d. Maintenance of medical records; and
 - e. A plan to provide any other services related to patient care to meet the patients' needs;
 2. The disaster plan required in subsection (C)(1) is reviewed at least once every 12 months;

3. Documentation of a disaster plan review required in subsection (C)(2) is created, is maintained for at least 12 months after the date of the disaster plan review, and includes:
 - a. The date and time of the disaster plan review;
 - b. The name of each personnel member, employee, medical staff member, or volunteer participating in the disaster plan review;
 - c. A critique of the disaster plan review; and
 - d. If applicable, recommendations for improvement;
 4. An evacuation drill for employees is conducted at least once every three months for employees on the premises;
 5. Documentation of an evacuation drill is created, is maintained for at least 12 months after the date of the evacuation drill, and includes:
 - a. The date and time of the evacuation drill;
 - b. The amount of time taken for employees to evacuate the outpatient surgical center;
 - c. Any problems encountered in conducting the evacuation drill; and
 - d. Recommendations for improvement, if applicable; and
 6. An evacuation path is conspicuously posted on each hallway of each floor of the outpatient surgical center and every room where patients may be present.
- D. An administrator shall ensure that, if applicable, a sign is placed at the entrance to a room or area indicating that oxygen is in use.

E. An administrator shall:

1. Obtain a fire inspection conducted according to the time-frame established by the local fire department or the State Fire Marshal,
2. Make any repairs or corrections stated on the fire inspection report, and
3. Maintain documentation of a current fire inspection.

R9-10-917. Environmental Standards

A. An administrator shall ensure that:

1. An outpatient surgical center's premises and equipment are:
 - a. Cleaned and disinfected according to policies and procedures or manufacturer's instructions to prevent, minimize, and control illness or infection; and
 - b. Free from a condition or situation that may cause a patient or an individual to suffer physical injury;
2. A pest control program is implemented and documented;
3. Equipment used to provide care to a patient is:
 - a. Maintained in working order;
 - b. Tested and calibrated according to the manufacturer's recommendations or, if there are no manufacturer's recommendations, as specified in policies and procedures; and
 - c. Used according to the manufacturer's recommendations;

4. Documentation of equipment testing, calibration, and repair is maintained for at least 12 months after the date of the testing, calibration, or repair;
5. Garbage and refuse are:
 - a. Stored in covered containers lined with plastic bags, and
 - b. Removed from the premises at least once a week;
6. Heating and cooling systems maintain the outpatient treatment center at a temperature **between 70° F and 84° F at all times**;
7. Common areas:
 - a. Are lighted to assure the safety of patients, and
 - b. Have lighting sufficient to allow personnel members to monitor patient activity; and
8. The supply of hot and cold water is sufficient to meet the personal hygiene needs of patients and the cleaning and sanitation requirements in this Article.

B. An administrator shall ensure that an outpatient surgical center has a functional emergency power source.

R9-10-918. Physical Plant Standards

- A. An administrator shall ensure that the outpatient surgical center complies with the applicable physical plant health and safety codes and standards, incorporated by reference in A.A.C. R9-1-412, that were in effect on the date the outpatient surgical center submitted architectural plans and specifications to the Department for approval.

- B. An administrator shall ensure that the premises and equipment are sufficient to accommodate:
1. The services stated in the outpatient surgical center's scope of services, and
 2. An individual accepted as a patient by the outpatient surgical center.
- C. An administrator shall ensure that:
1. There are two recovery beds for each operating room, for up to four operating rooms, whenever general anesthesia is administered;
 2. One additional recovery bed is available for each additional operating room; and
 3. Recovery beds are located in a space that provides for a minimum of 70 square feet per bed, allowing three feet or more between beds and between the sides of a bed and the wall.
- D. An administrator may provide chairs in the recovery room area that allow a patient to recline for patients who have not received general anesthesia.**
- E. An administrator shall ensure that the following are available in the surgical suite:**
- 1. Oxygen and the means of administration;**
 - 2. Mechanical ventilator assistance equipment including airways, manual breathing bag, and suction apparatus;**
 - 3. Cardiac monitor;**
 - 4. Defibrillator; and**

5. Cardiopulmonary resuscitation drugs as determined by the policies and procedures.