

# Columbia University Medical Center (CUMC)

## Guidelines for the Joint Commission Process

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The Joint Commission is an independent, not-for-profit organization that accredits and certifies more than 19,000 health care organizations and programs in the United States. Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards. The Joint Commission conducts a survey every three years to assess an organization's commitment to quality and safety. However, there may be adhoc (periodic) Joint Commission surveys conducted at any time.

As Columbia University Medical Center continues to partner with New York Presbyterian Hospital (NYP), we strive to maintain 100% compliance with Joint Commission regulations. Any employees (Officer of Administration, Union, Non Union Support Staff, including Casuals) of the Medical Center providing service at NYP must be compliant with the Joint Commission regulations. This will also include any CUMC Visitors (volunteers, trainees, and observers) and students who are providing service at NYP.

### Scope of the Joint Commission:

The Joint Commission mandates are applicable to all employees, casuals, students or visitors that have direct contact in NYP through the delivery of treatment, the conduct of evaluation, the enrollment of patients in studies, or the collection of data or specimens.

CUMC has an affiliation with NYP where our employees conduct research and participate in clinical trials with NYP patients. When CUMC employees, casuals, students or visitors have direct contact with NYP patients in NYP space, they will be subject to Joint Commission mandates and regulations.

If an employee transfers into a position that falls under Joint Commission, you must then ensure that all required documents as listed in the "Initial Documentation for New Hire File Requirements" are maintained and kept in a departmental file. Continuous effort must be maintained to keep in all employees in compliance with Joint Commission standards to ensure quality and safety to our patients and staff.

### Requirements and Procedures:

The Joint Commission requires that we ensure our staff is competent to perform their roles upon hire and on an annual basis.

#### **Initial Documentation for New Hire File Requirements:**

- Signed CU Employment Application
- Employee's resume
- License verification if applicable to role. Verification of license must be done **upon hire and prior to expiration of the current credential.** Verification must be printed and placed in employee file. Date of the verification must be earlier than the most recent expiration date. The following website is used to verify NYS licenses: <http://www.op.nysed.gov/opsearches.htm>.

- Pre-employment Drug screening- 1199/SSA Union members and Casuals who fall under Joint Commission requirements must successfully pass a drug screening prior to beginning work (see the drug screening guidelines on the CUMC HR website, <http://www.cumc.columbia.edu/hr/sites/hr/files/drug-screening-guidelines-final-5-11.pdf>)
- Officers/Non Union Support Staff who fall under Joint Commission will receive a drug screen via the medical surveillance protocol. A copy of the CUMC HR email clearance must be placed in the employee file.
- Medical Surveillance/Pre-employment physical (through Workforce Health & Safety-WHS). Departments must register employees who require medical surveillance under **Baseline** evaluation on the Medical Surveillance Online Registration website at <http://asp.cpmc.columbia.edu/hrorient/msr/>. The medical clearance email from WHS must be placed in the employee file.
- Background Check- A copy of the CUMC HR e-mail correspondence indicating that the candidate's background check is completed and verified must be placed in the employee file. For detail information on the background check process, please refer to the Background Check Guidelines on our CUMC HR website <http://www.cumc.columbia.edu/hr/sites/hr/files/background-check-guidelines-april-2010-final.pdf>.
- To ensure the new employee is competent to perform their duties, use the following forms: Departmental Orientation and checklist ([JCAHO 1.0](#)), Clinical Research Practice Orientation form ([JCAHO 2.0](#)), Clinical Research Practice-Non Nursing Research Orientation form ([JCAHO 2.1](#)) and the Annual Department and Position Specific Competency Checklist ([JCAHO 3.0](#)) and place in the employee file.
- New Hire Hospital Training and Fire Safety Training- All CUMC employees must attend the New Hire Orientation/Welcome Program. Departments must complete the online registration form for their employee to attend the program at <http://asp.cpmc.columbia.edu/hrorient/>. If you have identified that your new employee is covered under Joint Commission in the online registration form, they will receive a Supplemental NYP Quality and Safety Information packet when they arrive to orientation. They must review and will be held accountable for the content. The new employee will have met the requirement for mandatory Hospital Training and Fire Safety Training for the year in which they are hired. A copy of the Welcome Program invitation letter must be placed in the employee file.
- Performance Appraisals- Columbia University requires all Officers of Administration and Non-Union Support Staff receive written feedback about their performance at least once per year. This appraisal is required as part of the Joint Commission standards and should be placed in the employee's file. As of July 2011, newly negotiated performance appraisals are also required for staff covered under the 1199/SSA bargaining agreement for those who fall under the Joint Commission requirements. The [1199/SSA Employee Appraisal Form \(for Joint Commission Purposes Only\)](#). These forms must be completed and placed in the employee file.

**PLEASE NOTE:** For Visitors (volunteers, trainees, and observers) who fall under the Joint Commission mandate, the following must be on file:

- Signed Visitor's Registration Form
- Drug Screening Clearance
- Baseline Medical Surveillance Clearance

## **Annual Requirements:**

- All employees must be scheduled for their Annual Health Assessment during the month that their department is assigned. Employees must complete and bring the Annual Health Assessment (AHA) form prior to arriving at Work Force Health & Safety. An appointment is not needed for however you must ensure that the employee attends within the month your department is designated for AHA. The medical clearance documentation from WHS must be placed in the employee file.
- All applicable licenses, certificates and/or registrations must be verified **prior to the expiration date**. The primary source verification website must be utilized and a copy of the verification must be placed in the employee file. PLEASE NOTE: If verifications are not conducted **prior to the expiration date** and Joint Commission standards have not been met, then the organization can be sited.
- Department Checklist should be used to ensure all documentation is current and all required Competency forms are completed on an annual basis.
- Annual Performance Review to be completed for all staff, including 1199/SSA Bargaining Unit that fall under the Joint Commission requirements.
- Employees must complete the Online Annual Hospital Training and Fire Safety Training which is open to CUMC staff usually at end of year from October to December. Training must be completed by the end of the year to be compliant. A reminder will be sent out from CUMC HR.
- Influenza Vaccination (flu shot) documentation or signed declination form will be required for all staff that fall under the Joint Commission mandate.
- Copies of documentation of any on-going departmental training should also be placed in the employee file.

Our partnership with NYP is critical to both organizations success, therefore your diligence and regular follow-up is essential.

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