

### Off-Site Care Facility Operations Plan Checklist

Planning for pandemic influenza is critical for ensuring a sustainable healthcare response. The Department of Health has developed the following checklist to help regions assess and improve their preparedness for responding to pandemic influenza. This checklist should be used in conjunction with Acute Care Center Manual<sup>1</sup>, which is included in the MDH Off-Site Care Facility Operations Planning Guidance. It can also be found in the MDH Workspace.

The Acute Care Center Concept of Operations is a mass casualty care planning documents for the set-up of off-site care medical facilities, which includes design elements, equipment lists, policy issues and job action sheets. Further information and an electronic copy of this checklist can be found at:

<http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/index.html>

This checklist was adapted from the Acute Care Center Concept of Operations and identifies key areas for off-site care facility planning. Regions can use this tool to identify the strengths and weaknesses of current planning efforts.

#### 1. Structure for planning and decision-making

Category	Acute Care Center Manual Page Reference	Not Started	In Progress	Completed
<b>Introduction (specific to region)</b>				
Assumptions	Page 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead Agencies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholder Agencies (EM, public safety, EMS)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning/Review Committee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scope</b>				
Risk-Management Policy	Pages 6-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Care Philosophy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Plan of Care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Admission and Discharge Criteria		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing Admission Orders		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Technology		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organization</b>				
Command Structure (organization chart)	Page 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Action Sheets	Page 22 & Appendix D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	Page 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Flow	Pages 13-14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Floor Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Patient Flow Diagram		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minnesota Department of Health Pandemic Influenza Plan (Supplement)  
 Attachment W: Planning Checklists

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<ul style="list-style-type: none"> <li>Patient Care Design and Setup</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Isolation Capacity Design and Setup (An evaluation of the ventilation systems for the Site chosen for OSCF must be conducted by the facility or MDH.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility Requirements	Page 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Parking and Transportation</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Vendors and Couriers</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing Requirements</b>				
Staffing	Pages 19-21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	Pages 19-21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operational Considerations</b>				
Risk Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Just-in-Time Training	Page 22 & Appendix A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Records	Page 23 & Appendix A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Patient Admission Evaluation Forms</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Patient Documentation Forms</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff Change of Shift Documentation Forms</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Tracking (computer, paper log, and fax cover letter)	Page 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Equipment and Supplies	Page 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacological Supplies	Page 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health and Sanitation	Page 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Linen Plan (clean and dirty)</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Biohazard Medical Waste Plan</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Environmental Services</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Protection Measures	Page 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioral Health		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minnesota Department of Health Pandemic Influenza Plan (Supplement)  
 Attachment W: Planning Checklists

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Spiritual Health		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for Children and Family Members	Page 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Family Information Center		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Special Needs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Interpretation Services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Support Services	Page 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epidemiological and Public Health		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigation	Page 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Disposition	Page 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Temporary Morgue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Services	Page 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospice Care	Page 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider Credentialing	Page 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Skidmore, s., Wall, W.T., & Church, J.K. (2003). Acute Care Center Modular Emergency Medical System Concept of Operations: Mass Casualty Care Strategy for a Biological Terrorism Incident. Aberdeen Proving Ground: Maryland. <http://www.nmemrs.org/documents/Acute%20Care%20Center%20-%20Concept%20of%20Operations.pdf>