

Name of Clinic

Required Emergency Preparedness Training

NAME OF CLINIC participates in the Rural Health Clinic program (PL 95-210) which requires our medical practice to meet certain standards or conditions to continue our participation in the program. On November 16, 2016 new standards regarding Emergency Preparedness were finalized and require our clinic to do certain procedures to comply with these new regulations.

NAME OF CLINIC/**must develop and maintain an emergency preparedness plan** that is reviewed and updated annually on a **documented community and facility based risk assessment** utilizing an all-hazards approach. We are required to develop policy and procedures implementing the Emergency plan **including procedures to shelter in place patients and staff and protect the privacy of patients under HIPAA regulations during an emergency.**

NAME OF CLINIC is required to develop a **Communication plan to help coordinate emergency responses that must be updated annually.** This will require use to obtain and update your personal contact information each year which you can do by completing the contact information request in this document and dating the response.

We are required to implement initial and annual training and testing program for our employees on Emergency Preparedness and document this training for review by the RHC inspectors. We are NOT required to use the same more rigid standards that state and local emergency management agencies are held to (HSEEP), but must develop an effective training and testing program within the constraints of our resources. During this training session we will review the procedures for a Fire Emergency, Severe Weather Plan, other common emergencies, and our Emergency Evacuation Plan.

We are required to annually test our Emergency Preparedness system by participating in two documented drills each year. **One must be a community-based full-scale exercise and one additional exercise, either a full-scale or Tabletop exercise. If a community-based full-scale exercise is not available, we may substitute and individual facility-based drill instead.** As with all these processes, we must thoroughly document these exercises with signature pages for all participants and including any documents from the drills in our Emergency Preparedness manual. Many local, state, and community resources are available to help conduct these drills and you can find links for these resources at <http://www.ruralhealthclinic.com/emergency-preparedness>.

We have included an Emergency Preparedness Test that documents your understanding of the program. Please reread the bold underlined items as they will be on the test. You must score an 80% on the test or you will be required to take the test again. Thank you for your service to our clinic and our patients. Please complete the following request for contact information and date the form.

| Name | Position | Telephone | Email | Address |
|------|----------|-----------|-------|---------|
| | | | | |

Employee Signature _____

Date _____

Name of Clinic

Emergency Preparedness - Initial Training Testing

Please answer each question related to Emergency Preparedness, sign, and turn in for Grading. Each person must score 80% or higher.

1. _____ True or False? RHCs must develop and maintain an emergency preparedness plan that is reviewed and updated annually?
2. _____ True or False. The clinic has specific instructions to evacuate the clinic in case of emergencies which can be found in the Emergency Preparedness Policy and Procedure Manual
3. _____ True or False? Health Insurance Portability and Accountability Act (HIPAA) Privacy requirements are followed in emergencies although the clinic may tell Incident commanders or Emergency officials if a patient is located at the clinic.
4. _____ True or False? When assessing compliance with emergency training and testing requirements, the surveyor should review personnel or training records to verify that all staff completed initial and annual training.
5. _____ True or False? Rural Health Clinics are required to participate in two drills every year to test the emergency preparedness system and document the participation of these drills in the Emergency Preparedness Policy and Procedure Manual.
6. _____ True or False? Emergency Preparedness is a condition of participation and RHCs must comply to participate in the rural health program. Failure to comply could result in removal from the RHC program.
7. _____ True or False? RHCs are required to develop and maintain an emergency preparedness training and testing program based on the standards set forth by state and local emergency management agencies.
8. _____ True or False? RHCs are required to develop a communication plan to support coordination of patient care within the facility, across health care providers, with state and local public health departments and emergency management agencies, and with systems to protect patient health and safety in the event of a disaster.
9. How often must an RHC review and update their communication plan contact information?
 - a. Monthly
 - b. Biannually
 - c. Annually
 - d. Only when there are staff changes
10. _____ True or False? RHCs are required to develop policies and procedures for patients and staff to shelter in place during an emergency; however, RHCs are not required to maintain supplies for several days as a hospital or nursing home would.

Employee Name: _____ Date: _____ Score _____

Emergency Preparedness - Initial Training Testing
Answer Key for Test

1. True
2. True
3. True
4. True
5. True
6. True
7. False
8. True
9. C
10. True

Answers are based upon the Emergency Preparedness Basic Surveyor course developed by CMS.
See Link provided below:

https://surveyortraining.cms.hhs.gov/pubs/EPlayer.aspx?cid=0CMSEmPrep_ONL&sid=4ffb83eb-ce51-e711-9524-0e63451df8f4&sv=1&pid=1#0