Quality Assurance Binder Set-Up

The Quality Assurance Program is to be kept in a 3 ring binder in the order indicated below with the tabs identified. The binder is to be maintained and stored in the Administrators Office.

Quality Assurance Program – kept in a plastic sleeve
Quality Assurance Audit Schedule
Tab 1 - Quality Assurance Committee Meeting Minutes – Agenda
Tab 2 – Activities
Tab 3 – Dinning Services
Tab 4 – Environmental Services
Tab 5 – First Impressions
Tab 6 – Health Services
Tab 7 – Q/A program self audit (keep 5 years worth)
Tab 8 – Personnel Files
Tab 9 - Pharmacy reports
Tab 10 - Resident Files
Tab 11 – Resident Survey Average Reports (sent by the home office)
Tab 12 – Safety
Tab 13 - Survey

All Quality Assurance audits (with the exception of the self audit tool) are to be kept for a rolling 12 months. Any previous audits may be destroyed when they are 13 months old.