

**DIVISION OF LICENSING AND CERTIFICATION
BUREAU OF FACILITY STANDARDS**

HOSPITAL INITIAL APPLICATION CHECKLIST

NAME OF HOSPITAL: _____

ANTICIPATED OPENING DATE: _____

Use this tool to track submission and completion of each of the following required steps. All items need to be submitted to this office 90 days prior to the anticipated opening date.

_____ Policies and procedures demonstrating compliance with IDAPA 16, Title 3, Chapter 14. The policies and procedures may be submitted electronically on a CD or DVD. The following are guidelines for developing your policies and procedures:

- They should address, but not be limited to, state rules as they apply to the provision hospital care and services to be provided.
- Use consistent style and format throughout the documents.
- If using policies established by other facilities, ensure they reflect only the name of the facility requesting the license and are modified when necessary, to meet the needs of your facility.
- Organized with a table of contents and/or index, indicating page numbers and sections. Use tab dividers whenever possible (if the documents are not submitted electronically).
- Policies listed in table of contents should indicate the general areas of state rules to which they apply.

_____ Contracts signed and dated by both parties for all contracted services

_____ Governing Body and Medical Staff bylaws

_____ Table of organization – Please include the number and type of personnel, also.

_____ Description of laboratory tests and radiology services to be provided on-site and those to be provided via contract and the turnaround times for these

_____ Job descriptions

_____ Staff training program to include both orientation and continuing staff training and proficiency testing for patient care staff

_____A list of diagnostic, surgical, and interventional procedures that will be performed at the hospital

_____Evidence of current state licensure/certification of staff and their qualifications

_____A proposed or actual staffing plan for both nursing and medical staff

_____If providing psychiatric services, patients' rights policies and procedures, including, but not limited to, those defining restraints and seclusion and their use