

## GOVERNING BODY RESPONSIBILITIES/ANNUAL ACTION ITEMS

### 1st Quarter

Review results from and new/changes to Quality Plan, Infection Control Plan, Risk Management Plan, and Exposure Control Plan

Review/Approve Policies and Procedures

Review, Revise, and Approve Facility Procedure List (DOP forms?)

Review/Approve Long-term or Strategic Plan (goals for coming year?)

### 2nd Quarter

Review, Revise, and Approve Drug Formulary

Review, Revise, Approve Organizational Chart

Complete Annual Physician and CRNA infection control training

### 3rd Quarter

Review Purpose, Structure, and Responsibilities of Governing Body

Review, Revise, and/or Approve Bylaws

Review, Revise, and/or Approve overall Safety Plan, to include Disaster Plans

Review, Revise, and/or Approve policy on education of employees (service to be used; in-house educational resources; outside seminars?)

### 4th Quarter

Review and Approve all contracts, to include evaluation

Review and Approve Capital and Operating Budgets

Review and Approve After-Hours Plan, to include telephone message or system

Review and Approve Patient Rights and Responsibilities document

Renew/Appoint CEO, DON, Infection Preventionist, Safety Officer, Risk Manager, Radiation Safety Officer