

Chapter 67. Hospitals

§6700. General

A. Through contract with Department of Health and Human Services, the state has agreed to enforce certain federal regulations (Conditions of Participation) in addition to the licensure regulations listed below. The federal

regulations which apply to this chapter are 42 CFR 405.1011- 405.1042, 405.1317.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6701. Definitions

A. Definitions

Accredited—approval by the Joint Commission on Accreditation of Hospitals.

Appeals Section DHHR—the board authorized to hear appeals as provided in R. S. 40:2110 B and C.

Dentist—a doctor of dental surgery duly licensed in the state of Louisiana.

Director—the director of the Division of Licensing and Certification of the state of Louisiana.

Division—the Division of Licensing and Certification of the state of Louisiana.

Geriatric Unit—any part of a hospital which is licensed under the provisions of the nursing home licensing law (R. S. 40:2009-2009.12) to provide nursing care for the infirm and aged.

Hospital—any institution, place, building, or agency, public or private, whether for profit or not, devoted primarily to the maintenance and operation of facilities for ten or more individuals for the diagnosis, treatment, or care of persons admitted for overnight stay or longer who are suffering from illness, injury, infirmity, or deformity or other physical condition for which obstetrical, medical, or surgical services would be available and appropriate. The term "hospital" does not include the following:

- a. physicians' offices or clinics where patients are not regularly kept as bed patients for 24 hours or more;
- b. nursing homes as defined by and regulated under the provisions of R. S. 40:2009-2009.12;
- c. persons, schools, institutions, or organizations engaged in the care and treatment of mentally retarded children and which are required to be licensed by the provisions of R.S. 28:562-566;
- d. hospitalization or care facilities maintained by the state at any of its penal or correctional institutions;
- e. hospitalization or care facilities maintained by the federal government or agencies thereof;
- f. hospitalization or care facilities maintained by any university or college.

Licensed Practical Nurse, abbreviated *L.P.N.*,—a person duly licensed by the Louisiana State Board of Practical Nurse Examiners.

Medical Staff—those physicians and dentists who are authorized to practice in the hospital.

New Construction—includes any of the following started after promulgation of these standards:

- a. new buildings to be used as a hospital;
- b. additions to existing buildings to be used as a hospital;
- c. conversions of existing buildings or portions thereof for use as a hospital;
- d. alterations other than minor alterations to an existing building.

Nursing Home—a place which provides maintenance, personal care, or nursing for persons who by reason of illness or physical infirmity or age are unable to properly care for themselves and is distinguishable from a "hospital" in that it does not provide obstetrical or major surgical services.

Person—the state, and any political subdivision or municipal corporation thereof, an individual, firm, partnership, corporation, company, association, or joint stock association, or the legal successor thereof.

Physician—a doctor of medicine duly licensed in the state of Louisiana.

Psychiatric Unit—a separate portion of the hospital specifically reserved for the care of mental patients (a part of which may be "open" and a part locked) as distinguished from "seclusion rooms" which are part of a general nursing unit in which psychiatric care and treatment are not the primary service.

Registered Nurse—a graduate or professional nurse duly licensed by the Louisiana State Board of Nurse Examiners.

Standards—the rules, regulations, and minimum standards duly adopted and promulgated by the Hospital Licensing Council with approval of the State Hospital Board.

B. All adjectives and adverbs, such as adequate, approved, qualified, reasonable, reputable, satisfactory, sufficiently, suitable, or substantial, used in these standards to qualify a person, a procedure, equipment, or building shall be determined by the director without prejudice.

1. Where the word "shall" is used in these standards, the rule or regulation is mandatory.

2. Where the word "should" is used, it indicates suggestion or recommendation but not requirements.

3. Where the word "may" is used in these standards, it is permissive or discretionary.

4. Temporary Permit is a written authorization issued by the division in accordance with the law or these standards to a hospital which has not qualified for licensing to continue to operate for the limited period of time as specified in the permit.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6703. Licensing Procedures

A. The licensing procedures, as set forth in various sections of the law, may be summarized as follows.

1. Application for license shall be submitted annually by applicants on forms supplied by the division.

2. The hospital shall complete the application form and return it to the division at least 30-60 days prior to the expiration date of the current license, accompanied by the following: per annum license fee of \$100 plus \$3 per bed (State owned hospitals are exempt from fee); a Certificate of Compliance from the state fire marshal, and a Certificate of Compliance from the Office of Preventive and Public Health Services.

a. Primary responsibility for obtaining forms, submitting application, fee, and Certificates of Compliance from the state fire marshal and the Office of Preventive and Public Health Services shall rest with the applicant.

3. If a hospital is in compliance with the minimum standards, a license shall be issued by the division.

4. If a hospital fails to meet the minimum standards within one year after adoption by the council of such standards, but is correcting existing deficiencies, a temporary permit may be issued pending compliance with the minimum standards.

5. If a hospital fails to meet the minimum standards within one year after adoption by the council of such standards or after any subsequent temporary permit issued to it has expired, a license will be denied or revoked.

6. If a license is denied or revoked, an appeal may be made from the decision as outlined under Chapter IX.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6705. Exceptions

A. If a hospital that is required to be licensed under the law does not normally provide a particular service or department, the Chapter, Section, or Sections of these standards relating to such service or department will not be applicable.

1. If a hospital that is required to be licensed under the law is accredited by the Joint Commission on Accreditation of Hospitals, the division shall accept such accreditation as evidence of satisfactory compliance with all provisions of these standards, except those relating to fire prevention and sanitation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6707. Approval of Plans

A. All new construction, other than minor alterations, shall be done in accordance with the specific minimum requirements of the state fire marshal and the Office of Preventive and Public Health Services covering new construction in hospitals, including submission of preliminary plans and the submission of final working drawings and specifications to the Division of Licensing and Certification.

B. Before any new hospital is licensed or before any alteration or expansion of a licensed hospital can be approved, the applicant must furnish three complete sets of plans and specifications to the Division of Licensing and Certification, together with such other information as may be required by the division. Plans and specifications for new construction other than minor alterations shall be prepared by or under the direction of a licensed architect and/or a qualified licensed engineer.

C. The division will forward one copy of the plans and specifications to the state fire marshal, whose approval must be obtained before the division will take final action. The state fire marshal should file his report of approval or disapproval within 30 days of notice to him that his inspection should be made.

D. The division will also forward a copy of the plans and specifications to the Office of Preventive and Public Health Services whose approval must also be obtained before the division will take final action. The Office of Preventive and Public Health Services should file its report of approval or disapproval within 30 days of notice to it that an inspection should be made.

E. The division will retain one copy of the plans and specifications and study them in relation to all applicable requirements of these standards, and make investigations as it may deem necessary.

F. When the plans and specifications have been fully reviewed and all inspections and investigations have been made, including those of the state fire marshal and the Office of Preventive and Public Health Services, the division will within 30 days of receipt by it of reports from the state fire marshal and the Office of Preventive and Public Health Services notify the applicant whether or not the plans for the proposed hospital building, alteration, or expansion have been approved. In case of disapproval the division will within a like 30 days specify in writing the reasons therefore.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6709. Medical Staff

A. Rules, regulations and policies covering the activities of the medical staff should be established.

B. The organization and functions of the medical staff, insofar as practicable, shall be in accordance with the standards of the Joint Commission on Accreditation of Hospitals.

C. Each person admitted to the hospital shall be under the professional care of a member of the medical staff and shall not be admitted except on the recommendation of an attending physician.

D. Arrangements shall be made to have a physician on call at all times for emergencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6711. Personnel

A. There shall be sufficient qualified personnel to properly operate each department of the hospital.

B. The department of nursing shall be under the direction of a registered nurse. There shall be an adequate number of nurses on duty at all times.

C. All non-professional employees performing nursing service functions shall be under the supervision of a registered nurse.

D. Each employee shall have a health examination as required by hospital policy and in accordance with the State Sanitary Code.

E. Employees with a communicable disease in an infectious stage shall not be on duty.

F. Employees handling food and working in food service shall have an annual bacteriological stool examination.

G. All new employees before entering upon duty shall be given a general physical examination including a chest survey.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6713. Functions of the State Fire Marshal

A. All hospitals required to be licensed by the law shall comply with the requirements of this Chapter relating to fire protection and it shall be the primary responsibility of the state fire marshal to determine if applicants are complying with these requirements. No license shall be issued or renewed without the applicant furnishing certificate from the state fire marshal that such applicant is complying with the provisions of this Chapter; provided if the state fire marshal issues the applicant a conditional certificate, a temporary permit may be issued to the applicant.

B. Scope of Chapter. The requirements of this Chapter are for the information of applicants, principally owners of existing hospitals of other than fire resistive or non-combustible construction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6715. New Hospitals

A. All new hospitals shall be of fire resistive or non-combustible construction as defined in the National Building Code of the National Board of Fire Underwriters.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6717. Existing Hospitals

A. Fire Control Equipment. Existing hospitals of other than fire resistive or non-combustible construction shall be equipped with fire control equipment that has been acceptable and was in operation prior to the effective date of these standards.

B. Additions. Additions to existing hospitals may be of the same construction as the existing buildings; provided that authorized additions to buildings of other than fire resistive and non-combustible construction must be equipped with automatic sprinkler systems.

C. Mechanical Equipment, Service and Utility Rooms. Rooms containing boilers, machinery, transformers, air conditioning equipment, equipment repair areas, storage or other service equipment, subject to high fire hazard or explosion shall not be located directly under or adjacent to required exits. Such areas shall have at least one outside wall with windows and shall be effectively cut off from other parts of the building by fire partitions and fire doors.

D. Exits. There shall be a minimum of two widely separated exits, the minimum width of which shall be three feet, six inches. All exit doors, including screen doors and doors in exit ways, shall swing in the direction of egress. In hospitals of any type construction dead ends should not exceed 25 feet.

E. Stairs. There shall be a minimum of two widely separated stairs. Stairs shall be fully enclosed by fire partitions and fire doors shall swing in the direction of egress and shall open to the exterior on the ground floor. Stairs shall have a minimum width of 36 inches, a maximum rise of seven and one half inches and a minimum tread of 11 inches with nosing. The maximum number of risers in any one run shall be 15 and the minimum three. Ramps may be used at exterior exits, ground floor. Minimum fire protection of stair enclosure shall be one hour. Entrance doors to stair enclosures shall not be less than Class "B" fire doors as defined by the National Fire Protection Association, shall swing in the direction of egress and shall be provided with liquid door closers and latches. Exterior stairs from upper floors are permitted, provided width, rise, and run are the same as for interior stairs. All stairs shall be provided with handrails on both sides. No windows or steps on platforms will be permitted on any stairs. The requirements of this

Section may be waived in whole or in part in favor of an existing hospital whenever the state fire marshal determines that strict compliance would be impracticable because the cost to the hospital of making indicated structural changes would be prohibitive and that reasonable steps have been taken in connection therewith to protect life and property from the hazards of fire and panic which might arise from fire or from the threat of fire or explosion.

F. Vertical Openings. All vertical openings, such as clothes chutes, pipe shafts, and elevator shafts, shall be fully enclosed.

G. Corridors and Doors. The minimum unobstructed width of corridors and doors shall be such as to minimize the possibility of congestion in the event of fire or other hazard and adequate for the free movement of patients on standard size wheel stretchers. Doors shall not swing into the corridors so as to constitute a hazard.

H. Panic Hardware. All required exterior exit doors shall be equipped with panic type hardware. Locks on occupied rooms used for sleeping purposes and in exit passageways shall be such that they cannot be locked against egress. This Section shall not apply to areas of hospitals where the safety of disturbed patients requires their confinement.

I. Fire Alarm. An adequate fire alarm system shall be provided. In buildings which are equipped with sprinkler systems the alarm on the sprinkler system will be acceptable.

J. Fire Extinguishing Equipment. Fire extinguishers of a type approved by the state fire marshal shall be provided for each floor. One such extinguisher is required for each 2500 square feet of closed floor area. Additional extinguishers adequate for use in areas such as the laboratory, kitchen, boiler room, laundry, and storage room shall also be provided.

K. Heating. Where gas is used for heating, all piping shall be exposed and no gas pipe shall be installed in any concealed, unventilated, or inaccessible space. Direct gas fired duct type heaters will not be accepted. Open flame heaters are not permissible unless properly vented to the exterior of the building and equipped with automatic pilot and safety cutoff.

L. Electrical Wiring, Equipment and Materials. All electrical wiring, equipment, and materials shall conform to the standards of the National Electrical Code and shall be installed and maintained in accordance with such Code. All electrical equipment and materials shall bear the underwriter's label.

M. Exit and Emergency Lighting

1. Illuminated exit and directional signs and emergency illumination shall be provided for all exits and exitways. A minimum of one foot candle of illumination at floor level shall be continuously maintained at all required exits and exitways. The control of this system shall be from a central point accessible only to authorized persons. Individual control switches are not approved. Exit, directional, and emergency lighting fixtures shall be wired

for two circuits and each fixture shall contain two lamps, each on a separate circuit. Wiring shall be independent of all other wiring. Dry batteries, automobile batteries, and portable and semi-portable devices are not recommended. It is highly desirable that other equipment be supplied by the emergency electrical system, such as elevators, food and medical preserving refrigerators, call and fire alarm systems, incubators, respirators, heating plant, operating room, delivery room, and emergency room. The normal and emergency source of power should be inter-connected by an automatic device which will transfer the energy to either system in the event of failure of either source of current. The current supply for the exit and emergency system shall be from a motor-generator set for emergency use. The motor-generator set shall not be located in the confines of the hospital unless it is separated by a fire-resistive enclosure. If the source of fuel for the motor-generator is gasoline, diesel, kerosene, propane, butane, or other fuels that are supplied independent of the public utilities, a secondary source of fuel will not be necessary.

2. If the fuel be natural gas or other fuel supplied by the public utilities, piped to the power unit, then a secondary source of fuel shall be provided such as gasoline, diesel fuel, kerosene, propane, butane, or other fuel, and the automatic start will be on the secondary fuel source. A sufficient amount of secondary fuel shall be maintained to insure the operation of the power plant for at least two days or 48 hours. The system should be tested at no less than weekly intervals.

N. Attic and Window Ventilating Fans. Attic and window fans shall be provided with thermostatically controlled switches. The active element of the switch shall be located in the air stream and so regulated that with any appreciable rise in temperature the current to the fan motor will be disconnected.

O. Oil Heaters and Lamps. The use of oil and gasoline heaters and oil and gasoline lamps is prohibited.

P. Heating Systems. All heating systems shall be constructed, maintained, and operated in a manner to provide a comfortable temperature for patients and personnel and in conformity with the "Construction Requirements" of the state fire marshal.

Q. Explosive Anaesthetics. In areas such as operating rooms, x-ray, laboratories, nuclear radiation equipment areas and other places where explosive anaesthetics are used the requirements of the state fire marshal shall be observed.

AUTHORITY NOTE: Promulgated in accordance with R.S.40:2100 through 2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6717. Functions of the Office of Preventive and Public Health Services

A. All hospitals required to be licensed by the law shall comply with the requirements of this Chapter and the Office of Preventive and Public Health Services, and it shall be the

primary responsibility of the Office of Preventive and Public Health Services to determine if applicants are complying with these requirements. No license shall be issued or renewed without the applicant furnishing certificate from the Office of Preventive and Public Health Services that such applicant is complying with the Provisions of this Chapter; provided if the Office of Preventive and Public Health Services issues the applicant a conditional certificate, a temporary permit may be issued to the applicant.

AUTHORITY NOTE: Promulgated in accordance with R.S.40:2100 through 2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6719. Scope of Chapter

A. The requirements of this Chapter are for the information of all applicants for license.

AUTHORITY NOTE: Promulgated in accordance with R.S.40:2100 through 2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6721. Buildings

A. General. The buildings shall reflect good housekeeping and shall be free of insects and rodents and when necessary, dust control measures should be employed. Equipment must be clean and in good repair for the safety and well-being of the patients.

B. Staff Facilities. Facilities shall be provided for surgical, delivery, and nursery department personnel. Such facilities should include dressing rooms with toilet and lavatory facilities, including soap and towels.

C. Doors. All doors to the outside shall open outward and be provided with self-closing devices. (See also §6717.G.)

D. Stairways, Ramps, and Elevators. All stairways, ramps, and elevators shall be provided with nonskid floor surfaces and shall have handrails on both sides.

E. Heating Systems. Heating systems shall be of such type and maintained and operated in such a manner to provide a comfortable temperature for patients and hospital personnel. Space heaters, if used, shall be screened and vented to the outside.

F. Ventilation. All rooms in general use shall be provided with adequate ventilation.

G. Lighting and Wiring. Usable rooms and general areas of the hospitals shall be lighted adequately by natural or artificial light including rooms where food is prepared and handled. Adequate emergency lighting shall be provided for surgery, delivery, and emergency rooms. Flashlights or battery operated lamps for emergency use shall be available for hospital personnel and kept in operational condition.

H. Toilet Facilities. Adequate toilet facilities of the proper type shall be provided. Water closets shall be of the elongated bowl type with open front seats. Toilet rooms shall

be adequately ventilated. Hot and cold water shall be provided in all lavatories, sinks, and similar fixtures.

AUTHORITY NOTE: Promulgated in accordance with R.S.40:2100 through 2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6723. Food Service

A. General. There shall be adequate facilities for the sanitary storage, preparation, and serving of food. Such facilities must include those for baby food formula, storage, preparation, delivery, and serving.

B. All food, drink, and ice shall be stored, handled, and served in a sanitary manner and all food and drink shall be purchased from a source having an approved manufacturer's number.

C. All milk and cream shall be pasteurized, be of Grade "A" quality, and shall be served from the original container received from the distributor or from a bulk container equipped with an approved dispensing device.

D. All readily perishable food or drink, including that furnished to patients by sources other than hospitals, shall be kept at or below 45 degrees F except when being prepared or served.

E. All equipment and utensils used in the preparation and serving of food shall be properly cleansed, sanitized, and stored.

F. No room used for food preparation may be used for sleeping purposes and said preparation room shall be free from overhead contamination.

G. Ice shall be handled and stored in such a manner as to eliminate contamination. Common use of nursing station ice bins or similar facilities by visitors must be controlled.

AUTHORITY NOTE: Promulgated in accordance with R.S.40:2100 through 2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6725. Equipment and Storage

A. Storage. There shall be sufficient amount of suitable storage space throughout the hospital for all supplies and equipment, which shall include provisions for the safe separation of different items and location thereof away from foot traffic and overhead contamination.

B. Laundry and Movement of Washable Goods. The hospital shall make provisions and be responsible for the proper handling, cleaning, sanitizing, and storage of linen and other washable goods. Dray carts shall be handled in a way as not to transmit communicable diseases from one section of the hospital to another and the carts shall be properly sanitized. Disposable bags shall be used as containers for the handling of bandages and other contaminated items from communicable disease areas. Linens shall be placed in a clean bag or other container and sterilized.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6727. Water Supply

A. All hospitals shall be provided with an adequate supply of safe and palatable water under pressure. Water must be from an approved public water supply or a private water supply properly constructed and maintained. Bacterial samples collected semi-annually must show an absence of bacteriological contamination.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6729. Plumbing, Sewerage, Garbage, and Wastes

A. Plumbing shall be installed and maintained in a manner so as not to create a health hazard.

B. Drinking fountain, when provided, shall be of an approved angle jet type.

C. Approved type equipment shall be provided for cleaning and sterilizing bedpans.

D. Sewerage shall be disposed of in a manner so as not to create a health hazard or nuisance.

E. Garbage shall be stored in covered containers of a capacity and type approved by the Office of Preventive and Public Health Services and such wastes shall be disposed of in a manner approved by the Office of Preventive and Public Health Services.

F. Contaminated dressings, surgical, and obstetrical wastes shall be handled in a sanitary manner and disposed of in an incinerator or by other approved method or methods.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6731. Radiation

A. All equipment providing a source of radiation shall be adequately shielded so as to protect operators, patients, and staff members at all times.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6733. Nursing Service Facilities

A. Nurses' Station. A nurses' station of adequate size with chart desk and telephone shall be provided in a suitable location on each nursing unit.

B. Utility Room of Space. On each nursing unit an adequate, properly equipped utility space or area shall be

provided for the preparation, cleaning, and storage of nursing supplies and equipment which is carried out on the nursing unit. This utility space shall be so arranged as to provide for separation of clean and soiled supplies and equipment.

C. Toilet and Bathing Facilities. There shall be at least one water closet, lavatory basin, and bathing facility reserved for patient use on each patient floor and such additional toilets, lavatories, and bathing facilities to adequately meet the needs of employees, professional personnel, and patients on each nursing unit.

1. Grab bars properly located and securely mounted shall be provided at patient bathing facilities and water closets.

2. A lavatory basin shall be provided in or convenient to every water closet.

3. Paper towels in a satisfactory dispenser or some other acceptable type of single use towel and a satisfactory receptacle for used towels shall be provided at all lavatories, except those in patients' rooms.

D. Isolation Room or Unit. Facilities for isolation of patients with communicable diseases may be established on a temporary basis as the need arises. A private room or a corridor wing may be used provided strict isolation techniques are enforced, including identifying signs to warn and restrict the public.

E. Seclusion Room. When special accommodations are provided for seriously disturbed patients, the layout, design of details, equipment, and furnishings shall be such that patients may be under close observation and will not be afforded opportunities for hiding, escape, or injury to self or others.

F. Storage and Handling of Drugs. Medicines, poisons, and other drugs shall be stored in a specifically designated and well illuminated medicine cupboard, closet, cabinet, or room accessible only to persons authorized to administer or dispense drugs. Separate compartments appropriately marked shall be provided for the storage of drugs for internal use and those for external use.

G. Narcotic Storage and Records. A separate locked drawer, compartment, cabinet, or safe shall be provided for the storage of narcotics and accurate records as to receipt and disposition of such narcotics shall be kept.

H. Facilities for Preparation of Drugs. Suitable facilities, including ample light, running water, and sufficient work area, shall be provided for the preparation of dosages for patients.

I. Labeling of Drugs. All drugs shall be plainly labeled with the name of the drug or prescription number, the strength whenever practicable, and the date of issue. Individual prescriptions shall be labeled with the patient's name, the name of the drug or prescription number, the date of issue, and the name of the physician who prescribed the drug.

J. Patient Room Facilities

1. All patient rooms shall be outside rooms with a window area of clear glass of not less than one eighth of the floor area except in rooms below grade where the window area shall be not less than one-fifth the floor area.

2. Single rooms shall contain at least 80 square feet and multi-bed rooms shall contain at least 70 square feet per bed.

3. Rooms shall have at least seven and one half foot ceiling height over the required area.

4. There shall be at least three feet between beds.

5. Rooms shall be arranged so as to permit the movement of a wheeled stretcher to the side of each bed.

6. There shall be sufficient and satisfactory storage space for clothing, toilet articles, and other personal belongings of patients.

K. Patient Room Furnishings

1. A hospital type bed with suitable mattress, pillow, and necessary

2. Coverings shall be provided for each patient.

3. There shall be a bedside stand or cabinet and chair for each patient.

4. Means for signaling nurses shall be provided within easy reach of each bed when appropriate.

5. A sufficient number of cubicle curtains or screens shall be available to assure privacy for patients when indicated.

6. A properly designed lamp, which can be operated by the patient, shall be provided at each bed when appropriate.

L. Supplies and Equipment for Patient Care

1. Each patient shall be provided with individual bedside utensils.

2. All supplies and equipment used in patient care shall be properly cleaned and in appropriate cases shall be sterilized between use for different patients.

3. Methods for cleaning, sanitizing, handling, and storing of all supplies and equipment shall be such as to prevent the transmission of infection through their use.

4. After discharge of a patient, the bed, mattress, cover, bedside furniture, and equipment shall be properly cleaned.

5. Mattresses, blankets, and pillows assigned to patients shall be in a sanitary condition. The mattress, blankets, and pillows used for a patient with an infection shall be sanitized in an acceptable manner before they are assigned to another patient.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6735. General Patient Care

A. Written orders signed by a member of the medical staff shall be required for all medications and treatments given to patients. Telephone orders for medication shall be initiated by the prescribing physician within 24 hours from the time they are given.

B. A recognized standard procedure for the administration of medications shall be established and carried out. This procedure shall be written and readily available to all personnel responsible for medications.

C. A standard isolation technique shall be established and practiced in caring for patients with known or suspected communicable diseases.

D. There shall be a reliable method for personal identification of each patient.

E. A recognized standard procedure, including proper labeling, for the handling and administration of blood shall be established to insure the safety of the patient. This procedure shall be written and readily available to all personnel responsible for the administration of blood.

F. There shall be provision for personnel to gain immediate access to patient rooms, toilets, showers, and bathrooms should any emergency occur to a patient in any one of these areas.

G. The hospital shall establish safety policies and procedures for the care of patients who because of their condition are not responsible for their acts.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6737. Pediatric Department

A. Hospitals admitting children shall have proper facilities for their care apart from the obstetrical facilities.

B. Children under 14 year of age should not be placed in rooms with adult patients.

C. Children under 14 years of age should not be admitted as visitors to the pediatric department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6739. Obstetrical Department

A. Obstetrical patients should not be placed in rooms with other types of patients.

B. A number of beds at least equal to the average daily maternity census shall be in rooms reserved exclusively for obstetrical patients.

C. At least one toilet and lavatory basin shall be provided for the use of obstetrical patients.

D. The arrangement of the rooms and areas used for obstetrical patients shall be such as to minimize traffic of patients, visitors, and personnel from other departments and prevent traffic through the delivery room or rooms.

E. There shall be an isolation room provided with handwashing facilities for immediate segregation and isolation of a mother and/or baby with a known or suspected communicable disease.

F. When necessary for the same nurse to care for both obstetrical and other types of patients, strict handwashing and gown technique shall be employed in giving nursing care to the obstetrical patient or newborn infant.

G. Gowns worn in the nursery or delivery room shall not be worn outside either of such rooms and shall not be worn outside the obstetrical department.

H. Children under 14 years of age shall not be admitted as visitors to the obstetrical department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6741. Delivery and Post-Partum

A. There shall be satisfactory provision for patients in labor, either in the patient's private room used exclusively during labor for obstetrical patients or in a designated special labor room. A crib style bed or beds provided with side rails shall be available.

B. Additional labor bed or beds shall be provided as required by the patient load.

C. There shall be a special room properly equipped as a delivery room and used for obstetrical purposes.

D. There shall be hand scrub facilities, including a sink with foot, knee, or elbow faucet control, adjacent to or in the delivery room.

E. There shall be adequate provision for washing instruments, utensils, and equipment which are cleaned within the delivery suite.

F. A nurse shall be in attendance during labor and delivery of a patient.

G. A standard technique in postpartum nursing care shall be established and practiced at the discretion of the attending physician.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6743. Nursery

A. A properly equipped nursery shall be provided for the care of the newborn and shall not be used for any purpose.

B. A nursery room shall provide a minimum of 20 square feet per bassinets.

C. Bassinets should be spaced at least two feet apart unless there are six or less bassinets in a nursery room.

D. The nursery should have window area equal to at least one-eighth of the floor area and shall be provided with air conditioning to control temperature and air motion.

E. There shall be work and examining space of adequate area preferably in a separate room, adjacent to a nursery or pair of nurseries.

F. There shall be running hot and cold water in the work room and in the nursery with foot, knee, or elbow faucet control.

G. There shall be a glass observation window in the nursery area.

H. The nursery shall be maintained at a temperature of approximately 75 degrees F, and shall have a reliable thermometer mounted four feet from the floor.

I. Adequate facilities shall be provided for the care of premature infants.

J. Only such persons necessary to the care of the infant or the nursery unit shall be admitted to the nursery.

K. The nursing care of the newborn infant shall be under the supervision of a registered nurse.

L. Nurses and other personnel regularly assigned to the nursery shall wear short-sleeved scrub dresses or uniforms covered with a clean gown.

M. Anyone entering the nursery other than usual personnel shall wear cap, mask, and gown.

N. Strict handwashing technique shall be maintained by physicians and nurses.

O. Individual equipment shall be provided for each infant and individual technique shall be used in the care of each infant. Common bathing tables and common carriers for transporting babies to mothers shall not be used.

P. An infant who has symptoms of an infection shall be removed from the regular nursery and isolated without delay. Infants born outside the hospital shall be isolated upon admission. Infants of mothers who have an infectious disease shall be isolated.

Q. Strict isolation technique shall be observed in caring for any isolated infant.

R. Prophylactic treatment of the eyes of the newborn shall be carried out in accordance with the regulations of the Office of Preventive and Public Health Services.

S. Newborn infants shall be identified in the delivery room. The method of identification shall be such as to positively identify an infant with its mother.

T. Formula

1. There shall be a suitable, designated area for the preparation of milk mixtures. This area shall be equipped with sink, handwashing facilities, and storage space.

2. The sink shall be equipped with foot, knee, or elbow faucet control.

3. Formula for the milk mixtures for newborns shall be ordered and signed by the physician.

4. Formula and other fluids for infants requiring heat sterilization shall be prepared by terminal heat method. This is a process by which the completely assembled formula units (bottles filled with formula, with nipples applied and covered with nipple protectors) are exposed to heat treatment sufficient to make them bacteriologically safe.

5. The individually bottled formula, if requiring refrigeration, shall be stored in a refrigerator at a temperature of 40 degrees to 45 degrees F. Nothing else should be stored in the refrigerator which might be a possible source of contamination to the formula.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6745. Psychiatric Unit

A. The layout, design of details, equipment, and furnishings of a psychiatric unit shall be such that patients may be under close observation and will not be afforded opportunities for hiding, escape, or injury to self or others.

B. Separate toilet rooms shall be provided for men and women.

C. Adequate space suitably equipped shall be provided for a day room, a dining area, and occupational therapy. If large enough and properly arranged, one area may serve for more than one of these purposes.

D. A treatment room shall be provided within the unit.

E. Adequate provision shall be made for interviews with patients and their families in privacy.

F. There should be suitable outdoor space for patient recreation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6747. Surgery Suite

A. There shall be an operating room (or rooms) properly equipped and of adequate size to accommodate the

equipment and personnel required and allow for aseptic technique.

B. The surgical suite shall be located in a segregated area out of the line of traffic of visitors and personnel from other departments.

C. The arrangement of the rooms and areas within the surgical suite shall be such as to prevent traffic through the operating room or rooms.

D. Adequate scrub-up facilities providing hot and cold running water and equipped with knee, foot, or elbow faucet control shall be provided.

E. There shall be adequate provision for washing instruments and equipment, which are to be cleaned within the surgery suite.

F. The surgery suite shall be under the supervision of a registered nurse.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6749. Sterilizing and Supply Service

A. The hospital shall make adequate provisions within it for proper sterilization of supplies, equipment, utensils, and solutions.

B. Sterilizers and autoclaves of the proper type and necessary capacity for adequate sterilization shall be provided and maintained in a satisfactory condition.

C. Standard procedures for the sterilization of the various types of supplies, equipment, utensils, and solutions shall be established and carried out. These procedures shall be written and readily available to all personnel responsible for sterilization procedures.

D. The hospital shall adopt a recognized method of checking sterilizer performance. The function of the autoclaves/sterilizers shall be checked with viable spores at least monthly.

E. Clean and sterilized supplies and equipment shall be kept separate from soiled and contaminated supplies and equipment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6751. Diagnostic and Treatment Facilities

A. Emergency and Outpatient Services

1. The hospital shall provide space, facilities, and personnel for medical and dental emergency care and treatment including the administration of blood or blood plasma and parenteral solutions, suction, control of bleeding, the emergency reduction, and splinting of all types of fractures, and for the administration of oxygen.

2. If the hospital has an organized unit as an outpatient department or clinic, adequate waiting area, examining, and treatment rooms, toilets, and special rooms necessary for the services to be rendered shall be provided.

B. Laboratory

1. Laboratory services shall be sufficient to provide for the needs of all patients. In-house laboratories shall be well-organized and properly supervised in qualified personnel. The laboratory will be of sufficient size and adequately equipped to perform the necessary services of the center. Provisions shall be made for a preventive maintenance and an acceptable quality control program covering all types of analyses performed by the laboratory. Documentation will be maintained. Written policies and procedures shall be developed and approved for all services provided by the laboratory. The blood storage refrigerator shall be equipped with a recordings thermometer, alarm system and on emergency power. The alarm system must be monitored visually and audibly 24 hours a day.

2. The hospital shall make satisfactory provision for the typing and cross matching of blood for transfusions.

3. Bacteriological cultures that are contaminated shall be disposed of in a safe manner and in accordance with the requirements of the Office of Preventive and Public Health Services for the disposal of contaminated materials.

4. The hospital shall make adequate provision for the proper handling and storage of tissue specimens by a pathologist.

C. Pharmacy. The hospital shall provide for the proper handling and storage of drugs.

D. Oxygen

1. Oxygen gauges and manometers shall be tested for accuracy periodically and be conspicuously labeled "OXYGEN, USE NO OIL."

2. Oxygen shall not be used in rooms where there are gas burners, gas stoves, or gas heaters in operation.

3. No Smoking signs shall be posted where oxygen is being administered.

4. Oxygen tent canopies shall be fabricated of slow burning or noncombustible material.

5. Electric equipment used in connection with oxygen tents shall be properly designed for use with oxygen.

E. X-ray

1. Adequate radiologic services shall be provided.

2. Rooms in which fixed radiographic equipment is used shall have adequate shielding to protect personnel and patients. Equipment shall be properly maintained and registered with the Office of Preventive and Public Health Services. The use of fluoroscopy shall be limited to physicians.

F. Other Departments. If the hospital operates other departments, such as physical medicine (including physical

therapy and occupational therapy), or a dental department, adequate space and facilities shall be provided.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6753. Medical Records

A. Medical Record System. Each hospital shall have an organized medical record system.

B. Facilities. The medical records room or area shall be conveniently located, sufficiently large, and adequately equipped to permit the proper handling of hospital medical records.

C. Medical Records. An accurate and complete medical record shall be written for each patient and filed in an accessible manner in the hospital.

D. Patient's Basic Medical Records. The following minimum data shall be kept on all patients:

1. identifying and sociological data;
2. dates of admission and discharge;
3. medical history;
4. physical examination and findings;
5. medical orders;
6. progress notes;
7. summary report of patient's course in the hospital and condition on discharge;
8. record of all medical care of treatments;
9. reports of diagnostic procedures such as laboratory and X-ray;
10. nurse's record of care given to patients;
11. the above data may be kept on separate or combined record forms;
12. items 3 through 8 shall be written, dictated, or prepared by or under the supervision of the attending physician and the face sheet of the complete chart shall be signed by him;
13. the following additional data shall be kept when indicated:
 - a. consultation notes, signed by the consultant;
 - b. authorization, consent, or release forms;
 - c. operative record;
 - d. anesthesia report;
 - e. pathological reports;
 - f. obstetrical records;
 - g. record of mother's labor, delivery, and postpartum period;

- h. separate infant record:
 - i. date and time of birth;
 - ii. condition at birth;
 - iii. sex;
 - iv. weight at birth if condition permits weighing;
 - v. condition of infant at time of discharge.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

E. Other Records and Reports. The following indexes, registers, and records are required. These may be separate or combined:

- 1. patients' register;
- 2. birth register;
- 3. delivery room register;
- 4. operating room register;
- 5. death register;
- 6. analysis of hospital service, based on patient statistics;
- 7. daily census report of admissions, births, discharges, and deaths.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:2100-2113.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§6755. Denial, Suspension, or Revocation of License Appeals

A. Denial, Suspension, or Revocation of License. The director may deny, suspend, or revoke a license when he finds that there has been a substantial failure by the applicant or licensee to comply with requirements of R.S. 40:2101 through 2109 or the rules, regulations, and minimum standards adopted by the council with approval of the board; provided in all such cases the director shall furnish the applicant or licensee thirty (30) calendar days written notice specifying reasons for the action.

B. Conditions Under Which Appeal May be Taken. Any applicant or licensee who feel aggrieved by the action of the director in denying, suspending, or revoking a license shall have the right, within 30 calendar days from the date the notice required in Section A above is received by him, to appeal suspensively from the action of the director by filing in the office of the director within such 30-day period a written request addressed to the director asking for a hearing by the Appeals Board specified in R.S. 40:2110 B, which appeal or request for a hearing shall specify in detail reasons why the appeal is lodged and why the appellant feels aggrieved by the action of the director.

C. If a license is denied or revoked, the applicant has the right to appeal as specified within the law. The appeal procedure is subject to modifications according to the Administrative Procedure Act LSR 49:951-968.