



PHF Governing Board Role and Responsibilities

The PHF Governing Board is responsible for oversight of the operational issues of the PHF including fiscal, human resources, nursing, social work, and facilities

The PHF Governing Board receives reports from the PHF MPC and the QAPI Committee. The PHF Governing Board shall act as appropriate on the recommendations of these bodies and assure that efforts undertaken are effective and appropriately prioritized. Reports on the analysis and actions taken regarding the various quality and utilization functions shall be received and acted upon according to the routine reporting schedule included in this plan. (Variations in the timing of reports described in this and other reporting schedules are allowed as long as appropriate oversight of all of these functions is maintained.)

The PHF Governing Board remains responsible for establishing clear expectations for safety; allocating adequate resources for measuring, assessing, improving, and sustaining the PHF's performance and reducing risk to patients; and enhancing the efficiency and quality of care through an appropriate number of performance improvement projects.

The Board approves the QAPI program, including the indicators used to measure performance.

TITLE 22. SOCIAL SECURITY
DIVISION 5. LICENSING AND CERTIFICATION OF HEALTH FACILITIES, HOME HEALTH AGENCIES, CLINICS,
AND REFERRAL AGENCIES
CHAPTER 9. PSYCHIATRIC HEALTH FACILITIES
ARTICLE 4. ADMINISTRATION

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22 CCR 77081 (2016)

§ 77081. Governing Body

The governing body shall:

- (a) Assure that all services including care and treatment provided to patients, is adequate and safe at all times.
- (b) Establish and implement written bylaws in accordance with legal requirements and its responsibility to the community and to the patients served which shall include, but not be limited to, provisions for:
 - (1) Identification of the purposes of the facility and the means of fulfilling them.
 - (2) Ensuring the fitness, adequacy and quality of the clinical and medical care rendered.
 - (3) The appointment and reappointment of clinical staff who provide treatment, care and consultation to patients in the facility.
 - (4) Approval of policies and procedures for appropriate practices to be observed in the facility. In this connection, the practice of division of fees, under any guise whatsoever, shall be prohibited and any such division of fees shall be cause for exclusion from the staff.
 - (5) Identification of the requirements for health and treatment records.
 - (6) Requiring the interdisciplinary staff to establish controls that are designed to ensure the achievement and maintenance of high standards of professional ethical practices.
- (c) Appoint a clinical director and administrator whose qualifications, authority and duties shall be defined in a written statement adopted by the governing body.
- (d) Provide for the control and use of appropriate physical and financial resources and personnel required to meet the needs of the patients.
- (e) Assure that the facility and its operation conforms to all applicable federal, state and local laws and regulations, including those relating to licensure and fire inspection.

Routine Reporting Schedule
PHF Governing Board
2016-2017

Areas of Oversight	Frequency	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Oversight Areas for Quarterly Review													
Significant Adverse Occurrences/Sentinel Event/ Mandated Event Reporting	Quarterly			X			X			X			X
Staff Credentialing/Privileging	As needed for new MDs and every 2 years thereafter			X			X			X			X
Patient Complaints/Grievances	Quarterly			X			X			X			X
Infection Prevention and Control	Quarterly			X			X			X			X
Restrain/Seclusion	Quarterly			X			X			X			X
Patient Services, Care and Safety (Injuries/Falls)	Quarterly			X			X			X			X
Patient Injuries During Hospitalization	Quarterly			X			X			X			X
Adverse Outcomes in Patient Care	Quarterly			X			X			X			X
Patient Care Issues (Suicide Management, Treatment Planning, Consents, Nursing Services)	Quarterly			X			X			X			X
QAPI and MPC Meeting Minutes	Quarterly			X			X			X			X
Medication Use/Pharmacy Services	Quarterly			X			X			X			X
Med Error Rate as result of Med Unavailability	Quarterly			X			X			X			X
Med Error Rate/Adverse Drug Reactions/Poly- Pharmacy/timeliness of med availability	Quarterly			X			X			X			X
Laboratory Services	Quarterly			X			X			X			X
Food and Nutritional Services	Quarterly			X			X			X			X
Environment/Facility	Quarterly			X			X			X			X
Contract Providers	Quarterly			X			X			X			X
Identification of Needs	Quarterly			X			X			X			X
New/Revised Policy Approvals	Quarterly			X			X			X			X