



- **1. Standard number and text.** This is the standard content from E-dition® or in the hard-copy *Comprehensive Accreditation Manual for Hospitals (CAMH)*. The properties icon will be added at the end of the standard text if it has any notes or cross-references; notes and cross-references may be reviewed on E-dition or in the *CAMH*.
- 2. **EP number.** Each EP is included in this book and corresponds to the same number on E-dition or in the *CAMH*.
- 3. **Icons.** This icon box will include icons as appropriate. If an EP requires documentation, the ① icon will be listed; if an EP is considered high risk, the ② icon will be listed. These two icons will match the icons on E-dition and in the *CAMH*. Unique to this workbook, if an EP has any notes or cross-references, the ③ icon will be listed. If an EP does not have any of these elements, the box will be empty.
- 4. Compliance assessment question. This content is the EP turned into a question for you to assess compliance.
- **5. Evidence of Standards Compliance.** Use this section to record the information and documentation that supports your hospital's compliance with this EP. This section can also be used to record what is noncompliant with this EP, which can be used laterwhen developing the Plan of Action.
- 6. Compliance assessment. Once you've determined your compliance with an EP, this section allows you to mark whether your organization is compliant ("Yes") or not compliant ("No"). If an EP is not applicable to your hospital, mark the "NA" box. If an immediate threat to health or safety (ITHS) is observed, mark the "ITHS" box and address the threat immediately as required.

### **Overview**

Patients who understand and participate in their own care, treatment, and services develop better relationships with health care providers and ask informed questions as they arise. When a hospital recognizes and respects patient rights, it provides an important aspect of care that has been shown to encourage patients to become more informed and involved in their own care. With respect and trust, hospital staff and patients can better communicate to discuss issues related to safety or quality, in addition to patient care.

The RI standards address the following patient-related processes and activities:

- Informing patients of their rights
- Helping patients understand and exercise their rights
- Respecting patients' values, beliefs, and preferences
- Informing patients of their responsibilities regarding their care, treatment, and services

Stan	dard	RI.01.01.01	The hospital respects, protects, and prom	otes patient right	cs.		
EP 1	(D)	Does the hospital have wri	tten policies on patient rights?				
Evidend	Evidence of Standards Compliance						
				Compliant?			
				Yes	No		
				NA	ITHS		
EP 2	<b>®</b>	Does the hospital inform t	he patient of the patient's rights?				
Evidend	e of Stan	dards Compliance					
				Compliant?			
				Yes	No		
				NA	ITHS		
EP 4		Does the hospital treat the dignity?	patient in a dignified and respectful mann	er that supports t	he patient's		
Evidend	e of Stan	dards Compliance					
				Compliant?			
				Yes	No		
				NA	ITHS		
EP 5	R 🦭	Does the hospital respect t	he patient's right to and need for effective of	communication?			
Evidenc	e of Stan	dards Compliance					
				Compliant?			
				Yes	No		
				NA	ITHS		
EP 6	R	Does the hospital respect t	he patient's cultural and personal values, be	eliefs, and prefere	nces?		
Evidend	e of Stan	dards Compliance					
				Compliant?			
				Yes	No		
				NA NA	ITHS		
EP 7	<b>\$</b> /	Does the hospital respect to	he patient's right to privacy?				
Evidend	e of Stan	dards Compliance					
				Compliant?			
				Yes	No		
				NA	ITHS		

Stan	aara	RI.01.01		continued
EP 9	R	Does the hospital accommodate the patient's right to religious	and other spiritual	services?
Evidenc	e of Sta	indards Compliance		
			Complian	t?
			Yes	No
			NA	ITHS
EP 10	êy	Does the hospital allow the patient, through oral or written re to, and obtain information on disclosures of the patient's heal and regulation?		
Evidenc	e of Sta	indards Compliance		
			Complian	t?
			Yes	No
			NA	ITHS
EP 28	Ē/	Does the hospital allow a family member, friend, or other ind for emotional support during the course of stay?	ividual to be present	with the patient
Evidenc	e of Sta	indards Compliance		
			Complian	t?
			Yes	No
			NA	ITHS
EP 29	R	Does the hospital prohibit discrimination based on age, race, physical or mental disability, socioeconomic status, sex, sexual expression?		
Evidenc	e of Sta	indards Compliance		
			Complian	t?
			Yes	No
			NA	ITHS
EP 37	₿⁄	Does the hospital consider patients' privacy and comply with using recordings, films, or other images of patients?	law and regulation w	hen making and
Evidenc	e of Sta	indards Compliance		
			Complian	t?
			Yes	No
			NA	ITHS

Star	ndard	RI.01.01.03	The hospital respects the patient's manner the patient understands.	ight to receive infor	mation in a
EP 1	R 🕏	Does the hospital provide ability to understand?	information in a manner that is tailo	red to the patient's a	ige, language, and
Eviden	nce of Star	ndards Compliance			
				Compliant	?
				Yes	No
				NA	ITHS
EP 2	R 🦭	Does the hospital provide	language interpreting and translatior	services?	
Eviden	nce of Star	ndards Compliance			
				Compliant	?
				Yes	No
				NA	ITHS
EP 3	R 🕏		information to the patient who has verthat meets the patient's needs?	rision, speech, hearin	ng, or cognitive
Eviden	nce of Star	ndards Compliance			
				Compliant	?
				Yes	No
				NA	ITHS
Star	ndard	RI.01.02.01	The hospital respects the patient's their care, treatment, and services.		n decisions about
EP 1	R ∰	including the right to have	the patient in making decisions abou e the patient's family and physician o n to or discharge or transfer from the	r other licensed prac	
Eviden	nce of Star	ndards Compliance			
				Compliant	?
				Yes	No
	,			NA	ITHS
EP 2	R 🦭		to make decisions about their care, tr gate decision-maker in making these o		es, does the
Eviden	nce of Star	ndards Compliance			
				Compliant	?
				Yes	No
				NA	ITHS

Standar	d RI.01.02.01		continue
EP 3 D	Does the hospital provide the patient or surrogate the right to refuse care, treatment, and services?	decision-maker with written info	ormation about
Evidence of \$	Standards Compliance		
		Compliant	?
		Yes	No
		NA	ITHS
EP 4	Does the hospital respect the right of the patient o treatment, and services in accordance with law and		fuse care,
Evidence of S	Standards Compliance		
		Compliant	?
		Yes	No
		NA	ITHS
EP8 R	Does the hospital involve the patient's family in ca permitted by the patient or surrogate decision-mal		
Evidence of \$	Standards Compliance		
		Compliant	:?
		Yes	No
		NA	ITHS
EP 20 R	Does the hospital provide the patient or surrogate following?  Outcomes of care, treatment, and services that and future health care decisions  Unanticipated outcomes of the patient's care, treatment by The Joint Commission	the patient needs in order to par	ticipate in curren
	Is this information provided by the physician or of the patient's care, treatment, and services?	ther licensed practitioner respons	sible for managin
Evidence of \$	Standards Compliance		
		Compliant	?
		Yes	No
		NA	ITHS
EP 31	For hospitals that elect The Joint Commission I Does the primary care medical home respect the p management of the patient's care?		
Evidence of S	Standards Compliance		
		Compliant	?
		1	
		Yes	No

## **Standard RI.01.02.01**

continued

**EP 32** 



### For hospitals that elect The Joint Commission Primary Care Medical Home option

Does the primary care medical home respect the patient's right and provide the patient the opportunity to do the following?

- Obtain care from other clinicians of the patient's choosing within the primary care medical home
- Seek a second opinion from a clinician of the patient's choosing
- Seek specialty care

### **Evidence of Standards Compliance**

Compliant?	
Yes	No
NA	ITHS

# **Standard RI.01.03.01**

The hospital honors the patient's right to give or withhold informed consent.

EP 1



Does the hospital follow a written policy on informed consent that describes the following?

- The specific care, treatment, and services that require informed consent
- Circumstances that would allow for exceptions to obtaining informed consent
- The process used to obtain informed consent
- The physician or other licensed practitioner permitted to conduct the informed consent discussion in accordance with law and regulation
- How informed consent is documented in the patient record
- When a surrogate decision-maker may give informed consent

### **Evidence of Standards Compliance**

Compliant?	
Yes	No
NA	ITHS

### EP 2

Does the informed consent process include a discussion about the following?

- The patient's proposed care, treatment, and services
- Potential benefits, risks, and side effects of the patient's proposed care, treatment, and services; the likelihood of the patient achieving their goals; and any potential problems that might occur during recuperation
- Reasonable alternatives to the patient's proposed care, treatment, and services

Does the discussion encompass risks, benefits, and side effects related to the alternatives and the risks related to not receiving the proposed care, treatment, and services?

Compliant?	
Yes	No
NA	ITHS

# Standard RI.01.03.05

The hospital protects the patient and respects the patient's rights during research, investigation, and clinical trials.

EP 2

To help the patient determine whether or not to participate in research, investigation, or clinical trials, does the hospital provide the patient with all of the following information?

- An explanation of the purpose of the research
- The expected duration of the patient's participation
- A clear description of the procedures to be followed
- A statement of the potential benefits, risks, discomforts, and side effects
- Alternative care, treatment, and services available to the patient that might prove advantageous to the patient

### **Evidence of Standards Compliance**

Compliant?	
Yes	No
NA	ITHS

EP 3

Does the hospital inform the patient that refusing to participate in research, investigation, or clinical trials or discontinuing participation at any time will not jeopardize the patient's access to care, treatment, and services unrelated to the research?

### **Evidence of Standards Compliance**

Complia	ant?
Yes	No
NA	ITHS

EP 4

(D)

Does the hospital document the following in the research consent form?

- That the patient received information to help determine whether or not to participate in the research, investigation, or clinical trials
- That the patient was informed that refusing to participate in research, investigation, or clinical trials or discontinuing participation at any time would not jeopardize their access to care, treatment, and services unrelated to the research
- The name of the person who provided the information and the date the form was signed
- The patient's right to privacy, confidentiality, and safety

Compliant?	
Yes	No
NA	ITHS

### The hospital respects the patient's right to receive information about the **Standard RI.01.04.01** individual(s) responsible for, as well as those providing, the patient's care, treatment, and services. EP 1 Does the hospital inform the patient of the following? Ŵ ■ The name of the physician, clinical psychologist, or other licensed practitioner who has primary responsibility for the patient's care, treatment, and services ■ The name of the physician(s), clinical psychologist(s), or other licensed practitioner(s) who will provide the patient's care, treatment, and services **Evidence of Standards Compliance Compliant?** Yes No NA **ITHS** EP 7 For hospitals that elect The Joint Commission Primary Care Medical Home option Does the primary care medical home allow the patient to select their primary care clinician? **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA For hospitals that elect The Joint Commission Primary Care Medical

Stand	dard I	RI.01.04.03	Home option  The primary care medical home provides about its functions and services.	s patients with inf	formation	
EP 1	Ē/	For hospitals that elect The Joint Commission Primary Care Medical Home option  Does the primary care medical home provide information to the patient about its mission, vision, and goals?				
Evidence	of Stan	dards Compliance				
				Compliant?		
				Yes	No	
				NA	ITHS	
EP 2	Ê		The Joint Commission Primary Care Med nedical home provide information to the patides?			
Evidence	of Stan	dards Compliance				
				Compliant?		
				Yes	No	
				NA	ITHS	
					, , ,	

### **Standard RI.01.04.03** continued EP 3 For hospitals that elect The Joint Commission Primary Care Medical Home option Does the primary care medical home provide information to the patient about how it functions, including the following? ■ Processes supporting patient selection of a primary care clinician ■ Involving the patient in their treatment plan Obtaining and tracking referrals ■ Coordinating care Collaborating with patient-selected clinicians who provide specialty care or second opinions **Evidence of Standards Compliance Compliant?** Yes Nο NA **ITHS** EP 4 For hospitals that elect The Joint Commission Primary Care Medical Home option Does the primary care medical home provide information to the patient about how to access the organization for care or information? **Evidence of Standards Compliance** Compliant? No Yes NA **ITHS** EP 5 For hospitals that elect The Joint Commission Primary Care Medical Home option Ê Does the primary care medical home provide information to the patient about patient responsibilities, including providing health history and current medications, and participating in self-management activities? **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA EP 6 For hospitals that elect The Joint Commission Primary Care Medical Home option Ê Does the primary care medical home provide information to the patient about the patient's right to obtain care from other clinicians within the primary care medical home, to seek a second opinion, and to seek specialty care? **Evidence of Standards Compliance** Compliant? Yes No

NA

**ITHS** 

### The hospital addresses patient decisions about care, treatment, and Standard RI.01.05.01 services received at the end of life. EP 1 Does the hospital follow written policies on advance directives, forgoing or withdrawing lifesustaining treatment, and withholding resuscitative services that address the following? Providing patients with written information about advance directives, foregoing or withdrawing life-sustaining treatment, and withholding resuscitative services Providing the patient, upon admission, with information on the extent to which the hospital is able, unable, or unwilling to honor advance directives ■ For outpatient hospital settings Communicating its policy on advance directives upon request or when warranted by the care, treatment, and services provided Whether the hospital will honor advance directives in its outpatient settings ■ That the hospital will honor the patient's right to formulate or review and revise the patient's advance directives Informing staff who are involved in the patient's care, treatment, and services whether or not the patient has an advance directive **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA EP 9 Does the hospital document whether or not the patient has an advance directive? **Evidence of Standards Compliance** Compliant? No Yes **ITHS** NA **EP 10** Upon request, does the hospital refer the patient to resources for assistance in formulating advance directives? **Evidence of Standards Compliance Compliant?** No Yes NΑ **ITHS EP 17** Does the hospital refrain from using the existence or lack of an advance directive to determine the patient's right to access care, treatment, and services? **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA

### For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds **Standard RI.01.06.01** The resident has the right to be free from chemical and physical EP 1 (D) For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Does the hospital have policies and procedures that support the resident's right to be free from chemical and physical restraint? **Evidence of Standards Compliance** Compliant? Yes No NA ITHS

		_			
Stan	ndard		ne patient has the right to be rbal, mental, physical, and so		ntion; and
EP 1	•		ermine how it will protect the patient from neglect, exploitation, and abuse e the patient is receiving care, treatment, and services?		
Eviden	ce of Sta	ndards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS
EP 2	₿	Does the hospital evaluate all allegations, observations, and suspected cases of neglect, exploitation, and abuse that occur within the hospital?			
Eviden	ce of Sta	ndards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS
EP 3	Î)	Does the hospital report allega abuse to appropriate authorities law?			
Eviden	ce of Sta	ndards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS

### **Standard RI.01.06.03** continued EP 4 For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Has the hospital developed and implemented written policies and procedures that prohibit mistreatment, neglect, and abuse of residents and misappropriation of resident property? **Evidence of Standards Compliance** Compliant? No Yes NA **ITHS** EP 5 (D) For hospitals that use Joint Commission accreditation for deemed status purposes and have Does the hospital have evidence that all alleged violations are thoroughly investigated and that it prevents further abuse while the investigation is in progress? Are the results of all investigations reported to the administrator or their designated representative and to other officials in accordance with state law, within five working days of the incident? If the alleged violation is verified, is appropriate corrective action taken? **Evidence of Standards Compliance** Compliant? Yes No NA **ITHS** The patient has the right to an environment that preserves dignity and **Standard RI.01.06.05** contributes to a positive self-image. EP 4 For hospitals that use Joint Commission accreditation for deemed status purposes and have Does the hospital allow the patient to keep and use personal clothing and possessions, unless this infringes on others' rights or is medically or therapeutically contraindicated, based on the setting or **Evidence of Standards Compliance** Compliant? Yes No NA **ITHS** EP8 For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Does the hospital provide accommodations for residents with significant others living in the same

(continued on next page)

No

**ITHS** 

Compliant?

Yes

NA

facility when both individuals consent to the arrangement?

Standa	d RI.01.06.05		continued
EP 14	For hospitals that use Joint Commission accreditation fo swing beds  Does the hospital allow the resident access to stationery, pos resident's own expense?	• •	
Evidence of	Standards Compliance		
		Compliant	?
		Yes	No
		NA	ITHS
EP 15	For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds  Does the hospital offer patients telephone and mail service, based on the setting and population?		
Evidence of	Standards Compliance		
		Compliant	?
		Yes	No
		NA	ITHS

Standard RI.01.06.09		I RI.01.06.09	For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds  The resident has the right to choose their medical, dental, and other care providers.		
EP 1	₿⁄	swing beds	int Commission accreditation for deemed status purposes and have the resident's right to choose an attending physician, dentist, and other		
Eviden	ce of St	andards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS

### For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds **Standard RI.01.06.11** The resident has the right to communicate with their medical, dental, and other care providers. EP 1 For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Does the hospital provide the resident and the resident's family with the name, specialty, and telephone number of the physician or other licensed practitioner primarily responsible for the resident's care? **Evidence of Standards Compliance** Compliant? Yes No NA **ITHS** EP 3 For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Does the hospital help the resident make and keep appointments with medical, dental, and other care providers? **Evidence of Standards Compliance** Compliant? Yes No NA **ITHS** The patient and their family have the right to have complaints reviewed **Standard RI.01.07.01** by the hospital. EP<sub>1</sub> Ŵ Does the hospital establish a complaint resolution process and inform the patient and the patient's family about it? **Evidence of Standards Compliance Compliant?** Yes No NA **ITHS** EP 4 Does the hospital review and, when possible, resolve complaints from the patient and the patient's family? **Evidence of Standards Compliance** Compliant? No Yes **ITHS** NA

(continued on next page)

No

**Compliant?** 

Yes NA

When the hospital receives a complaint that it cannot resolve immediately, does the hospital acknowledge receipt of the complaint and notify the patient of follow-up to the complaint?

EP 6

### **Standard RI.01.07.01** continued Does the hospital provide the patient with the phone number and address needed to file a complaint with the relevant state authority? **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA **EP 18** (D) For hospitals that use Joint Commission accreditation for deemed status purposes In its resolution of complaints, does the hospital provide the individual with a written notice of its decision, which contains the following? ■ The name of the hospital contact person ■ The steps taken on behalf of the individual to investigate the complaint ■ The results of the process ■ The date of completion of the complaint process **Evidence of Standards Compliance** Compliant? No Yes **ITHS** NA **EP 19** For hospitals that use Joint Commission accreditation for deemed status purposes Does the hospital determine time frames for complaint review and response? **Evidence of Standards Compliance** Compliant? Yes No **ITHS** NA **EP 20** For hospitals that use Joint Commission accreditation for deemed status purposes Does the process for resolving complaints include a mechanism for timely referral of patient concerns regarding quality of care or premature discharge to the quality improvement organization? **Evidence of Standards Compliance** Compliant? Yes No NA **ITHS**

Stan	dard F	RI.01.07.03	The patient has the right to access protect	tive and advocacy	services.
EP 1		guardianship and advocacy	population of patients that need protective services, conservatorship, and child or adu ne family and the courts determine the pati	ılt protective serv	rices), does it
Evidenc	Evidence of Standards Compliance				
				Compliant?	
				Yes	No
				NA	ITHS

Standar	rd RI.01.07.05 status purposes and	se Joint Commission accreditation for deemed have swing beds right to receive and restrict visitors.
EP 1	For hospitals that use Joint Commission accred swing beds  Does the hospital establish liberal visiting hours the preferences?	
Evidence of S	Standards Compliance	
		Compliant?
		Yes No
		NA ITHS
EP 3	For hospitals that use Joint Commission accred swing beds	• •
Fridance	Does the hospital provide space for the resident to	receive visitors in comfort and privacy?
Evidence of 8	Standards Compliance	
		Compliant?
		Yes No
		NA ITHS
EP 5	For hospitals that use Joint Commission accred swing beds  Does the hospital support the resident's right to classical supports the resident of the support the su	• •
Evidence of	Standards Compliance	
		Compliant?
		Yes No
		NA ITHS
EP 6	For hospitals that use Joint Commission accred swing beds	
	Does the hospital comply with law and regulation visiting hour restrictions in order to gain immedia	
Evidence of \$		
Evidence of \$	visiting hour restrictions in order to gain immedia	
Evidence of \$	visiting hour restrictions in order to gain immedia	ate access to the resident?

Stan	idard I	RI.01.07.07	or psychiatric hospital settings that properties and 30 days)  the hospital protects the rights of patient to behalf of the hospital.	C	
EP 1	(D)		ngs that provide longer term care (mo tten policy that addresses situations in ospital?		
Eviden	ce of Stan	dards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS
EP 3		Are wages paid to patients and with law and regulation?	ngs that provide longer term care (mo I residents who work for or on behalf o		
Eviden	ce of Stan	dards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS
EP 4			ngs that provide longer term care (mo into the plan of care work performed b		
Eviden	ce of Stan	dards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS
EP 5			ngs that provide longer term care (meether right to refuse to work for or on b		
Eviden	ce of Stan	dards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS

# Standard RI.01.07.13 For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds The resident has the right to transportation services, as appropriate to their care or service plan. For hospitals that use Joint Commission accreditation for deemed status purposes and have swing beds Does the hospital arrange transportation for the resident to and from medical or dental appointments and other activities identified in the resident's care or service plan? Evidence of Standards Compliance Compliant? Yes No

				NA	ITHS
Stan	dard I	RI.02.01.01	The hospital informs the patient about the related to their care, treatment, and service		nsibilities
EP 1	0	to the following?  Providing information to Asking questions or acknowledge decision  Following instructions, and a safe environment  Supporting mutual consuctions with staff  Meeting financial comm	ritten policy that defines patient responsibilities their care, treatment, and sernowledging when they do not understand policies, rules, and regulations in place to sfor all individuals in the hospital dideration and respect by maintaining civiluitments	vices the treatment co support quality ca	urse or care are for patients
Eviden	ce of Stand	dards Compliance		Compliant?	
				Yes	No
				NA	ITHS
EP 2	<b>\$</b> /	Does the hospital inform the	ne patient about the patient's responsibilities	es in accordance	with its policy?
Eviden	ce of Stan	dards Compliance			
				Compliant?	
				Yes	No
				NA	ITHS

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