

**DISTRICT OF
COLUMBIA
MUNICIPAL
REGULATIONS FOR
HOSPITAL PERSONNEL
AND OPERATIONS**

CHAPTER 21. HOSPITAL PERSONNEL AND OPERATIONS

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2100. GOVERNING BODY AND ADMINISTRATION

2100.1 Each hospital shall have a governing body which shall have the authority and responsibility for the direction and policy of the hospital.

2100.2 The governing body shall do the following:

- (a) Appoint an individual who shall be responsible for the administration of the hospital according to the requirements of this chapter and the policies and directives of the governing body;
- (b) Adopt administrative policies and rules for the operation of the hospital;
- (c) Establish a medical staff composed of physicians, allied practitioners, and other qualified health professionals who accept the responsibility for the medical and dental care of patients;
- (d) Require the medical staff to be organized with a chief of staff, president, or chairperson, and to be governed by written by-laws;
- (e) Notify the Health Regulation Administration of the Department of Health within 24 hours of any changes in Chief Executive Officer, Medical Director, or Director of Nursing; and

(f) Hold bodies in the morgue no longer than 30 days.

2100.3 Each hospital shall have an individual with authority and responsibility for the conduct of the hospital who shall be responsible for the operation of the hospital in accordance with the provisions of all applicable laws and regulations.

2100.4 The person responsible for the operation of the hospital shall keep on the premises and make available to the Department the following:

(a) The policies of the governing body;

(b) A current roster of all the medical staff by service designation; and

(c) A copy of the bylaws governing the conduct of the medical staff.

2101. HOSPITAL STAFF AND OTHER PERSONS WITH HOSPITAL DUTIES

2101.1 Each hospital shall have a medical staff that shall be responsible for carrying out the provisions of the bylaws, and shall recommend to the governing body bylaws, or amendments to the bylaws, as they deem appropriate to the operation of the particular hospital.

2101.2 The medical staff of each medical service, surgical service, obstetric service, pediatric service, psychiatric service, roentgenological service, and anesthesiological service shall be organized under the directorship of an internist, surgeon, obstetrician, pediatrician, psychiatrist, roentgenologist, and anesthesiologist respectively, each of whom shall be responsible for the policies, procedures, and supervision of the medical work in his or her respective service.

2101.3 Each licensee shall require all employees, contract workers, and volunteers working in the hospital to familiarize themselves with the provisions of this chapter and with all other regulations applicable to their duties.

2101.4 Each hospital shall provide a medical staff that shall be adequate for the diagnostic facilities and services, therapeutic facilities and services, and rehabilitation facilities and services which the hospital undertakes to provide.

2102. HEALTH EXAMINATIONS

2102.1 Each person, other than a physician, involved in the performance of duties involving direct patient care shall have a health examination by a physician or other qualified health professional within fifteen (15) calendar days prior to entering active status or within fifteen (15) calendar days after entering, and annually thereafter. Each physician shall have a health examination performed by another physician at the time of appointment and annually thereafter.

2102.2 Each health examination shall include a medical history, physical examination, intradermal tuberculin test, and any indicated laboratory work.

2102.3 Each person who has a positive reaction to the intradermal tuberculin test, or who has a history of positive reaction to the intradermal tuberculin test, shall receive a chest x-ray. The frequency of chest x-rays shall be at the examining physician's discretion. The examining physician shall note the reason for taking or deferring the x-ray in the examination record.

2102.4 A report, signed by an examining physician or other qualified health professional, shall be made of each examination.

2102.5 The report of each examination shall be kept on file in the hospital and shall be open to inspection by the Department.

2102.6 In lieu of the pre-employment intradermal tuberculin test required by this subsection, the examining physician may accept a written report of the test or x-ray made by a qualified person within twelve (12) months prior to the date of the examination.

2103. OTHER DIRECT CARE PERSONS HEALTH REQUIREMENTS

2103.1 Each person who is involved in direct patient care and who has been absent from duty because of an illness required to be reported to the Department shall, prior to returning to duty, obtain certification from a physician or other qualified health professional, as provided for in the hospital's policies, that he or she can return to duty without apparent danger of transmitting the cause of the illness to any patient.

2103.2 A copy of each certification as required in § 2103.1 shall be kept on file and made available for examination by the Department.

2103.3 Hospital work shall be deemed to be an occupation the duties of which are such that the activity of each individual performing the work is likely to be dangerous to the lives or health of other persons, within the meaning of § 213 of chapter 2 of this title relating to the reporting and control of communicable diseases.

2103.4 Immunization against those diseases ordinarily admitted to a particular hospital, and for which generally acceptable protective immunizations are available, shall be required of all employees and all other persons who routinely come in contact with patients or patient areas.

2104. RESERVED

2105. AVAILABILITY OF PHYSICIANS

2105.1 Each general hospital shall have a physician available on the premises at all times.

2105.2 Each special hospital shall at all times have a physician available on the premises or available on call; Provided, that when the Director, after consultation with the chief of the involved service, finds that the condition of the patients in the hospital requires the presence of a physician on the premises at all times, the Director shall impose the requirement.

2105.3 Each patient shall be under the care of a physician, regardless of whether the patient is also under the care of an allied practitioner authorized to practice in the District.

2106. SEPARATE PATIENT CARE

2106.1 Each hospital regularly providing care for obstetric conditions, pediatric conditions, and psychiatric conditions shall have one (1) or more physically and functionally separate care units for each category of conditions for which care is regularly provided.

2106.2 A newborn infant shall not be placed in the same room with any child or any adult except in a maternity nursing unit with healthy mothers.

2106.3 Infants and children shall not be placed in patient rooms with adult patients other than with parents.

2106.4 When infants or children are placed in patient care units without adult patients, infants' or children's rooms shall be located in proximity to a nursing station.

2106.5 Patients with suspected or diagnosed infectious conditions shall be isolated from those not having the suspected or diagnosed condition except in an emergency and on a temporary basis.

2106.6 The maternity and newborn care unit shall be separate from other patient care units and shall be used only for the care of maternity patients and newborn infants; Provided, that when there are no other beds available, noninfectious gynecological patients may be cared for on a temporary basis in a maternity and newborn patient care unit.

2107. LONG-TERM CARE

2107.1 Where long term care or convalescent care is provided, or intended to be provided, the following facilities and services shall be made available for patients when any of them or any combination of them may be required to adequately provide the type of long-term or convalescent care which the hospital undertakes:

(a) Rehabilitation services and facilities;

(b) Recreational facilities and services;

- (c) Dining room facilities and services;
- (d) Special rooms for testing hearing or vision or for making other special determinations;
- (e) Classroom services and educational facilities;
- (f) Additional storage facilities for wheel chairs, stretchers, patients' belongings, etc.; and
- (g) Other facilities and services as required, including hand rails, ramps, etc.

2108. RESTRAINT OR SECLUSION OF PATIENTS

2108.1 Every general hospital, special hospital for adults with one hundred (100) or more beds, and every special hospital that maintains a psychiatric service for adults shall provide one (1) or more security rooms.

2108.2 All other special hospitals shall maintain a seclusion room and provide an attendant to be with the patient constantly where needed prior to removal to a psychiatric service.

2108.3 No patient shall be placed in mechanical restraint or other seclusion, unless ordered by a physician or other qualified health professional, and unless a nurse or attendant is continuously on duty in charge of and responsible for the patient.

2108.4 No restraint shall be applied unless it is designed and applied so that the person responsible can readily remove the restraints in case of emergency.

2109. MEDICAL HISTORIES AND OTHER RECORDS

2109.1 Each patient on admission, or as soon after admission as is feasible, shall have a medical history taken, a physical examination, a blood count and urinalysis (except in the case of newborn infants), and a medical record initiated; Provided that, in accordance with the established policy of the hospital, the physical examination, blood count, or urinalysis may be omitted under the following conditions:

- (a) The physician, dentist, or other qualified health professional certifies in the new medical record that the examination or test has been previously made and that the results of it are available to provide the essential information necessary for the proper care and treatment of the patient;
- (b) The physician, dentist, or other qualified health professional includes the essential parts of the previous examination or test in the new medical record; and
- (c) The physician, dentist, or other qualified health professional documents in the new

medical record that the examination or test is therefore not required.

2109.2 Any record, other than medical records, required to be maintained by this chapter shall be properly filed for a period of not less than three (3) years.

2109.3 Records may be maintained on microfilm, in photostatic form, in electronic data processing equipment, or in some other suitable state.

2110. MEDICATION OR TREATMENT

2110.1 Except in the case of emergency, no medication or treatment other than dental shall be given to any patient without an order of a physician or other qualified health professional.

2110.2 No dental medication or treatment shall be given to any patient without an order of a dentist, physician, or other qualified health professional, except in an emergency.

2110.3 The physician's, dentist's, or other qualified health professional's order shall be recorded at the time it is made and shall be signed by the physician, dentist, or other qualified health professional as soon as practicable.

2111. STERILIZATION AND LAUNDERING

2111.1 Each hospital shall provide facilities and services on the premises for the sterilization of equipment and supplies.

2111.2 The facilities provided for the sterilization of equipment and supplies shall include one (1) or more pressure steam sterilizers sufficient in size to maintain an adequate supply of sterile equipment and supplies, and any other sterilizing equipment as may be required for the safe operation of the hospital in furnishing the patient services that it undertakes to provide.

2111.3 Diapers, clothing, or linen marked with inks or dyes containing aniline oil (amino-benzene), or oil of mirbane (nitro-benzene), or other benzene derivatives shall be laundered, including boiling, before being made available for use.

2112. NURSING STAFF

2112.1 Each hospital shall provide a nursing staff that is adequate for the diagnostic facilities and services, therapeutic facilities and services, and rehabilitation facilities and services that the hospital undertakes to provide.

2112.2 The Department of Nursing Service shall be under the direction of a professional nurse qualified by education, experience, and demonstrated ability for the position of Director of Nursing Service.

2112.3 The Director of Nursing Service shall participate in the establishment of policies and procedures for the conduct of nursing service.

2112.4 A well-organized departmental plan of administrative authority, with delineation of responsibilities and duties of each category of nursing shall be required both in relation to patient care and to the educational responsibilities of the nursing service.

2112.5 An Assistant to the Director of Nursing shall be provided for the evening and night tours of duty.

2112.6 Supervisory and staff personnel shall be provided for each department of patient care unit to ensure the immediate availability of a professional nurse for bedside care of all patients at all times.

2112.7 Ancillary personnel shall be provided in sufficient numbers to provide nursing care not requiring the service of a professional nurse.

2112.8 Nursing personnel for the surgical operating suite, maternity and newborn service, outpatient service, and other services of the hospital shall be provided in keeping with their size and degree of activity.

2112.9 All nursing personnel shall be qualified by education, experience, and demonstrated ability for the positions to which they are assigned.

2112.10 Private duty nurses and professional and non-professional nursing personnel shall be under the supervision and direction of the professional nurse in charge of the patient care unit.

2112.11 Written nursing care procedures and written nursing care plans for patients, either on an individual or patient care unit basis, shall be required.

2113. MEDICAL SERVICES AND FACILITIES

2113.1 The minimum services required in a general hospital shall consist of an emergency room service, a medicine service, and a surgery service.

2113.2 Each special hospital shall provide whatever categories of service in addition to those that it proposes to provide as are required for the adequate care of the type of patients for which the hospital undertakes to provide medical care.

2113.3 Each hospital shall provide the medical and nursing facilities located in suitable rooms or areas that are required to ensure proper medical and nursing care, including safe techniques, privacy, comfort, hygiene, sanitation, and isolation.

2113.4 Special hospitals shall have the facilities as are required in this section as are necessary for the proper protection and treatment of the type of patients the hospital

undertakes to treat.

2113.5 Each general hospital shall provide not less than the following equipment:

- (a) One (1) oxygen tent, or equally effective oxygen therapy unit, for every one hundred (100) patients or part of one hundred (100) patients, together with supplies of oxygen;
- (b) One portable electrocardiograph;
- (c) Resuscitation equipment; and
- (d) Equipment and supplies for blood transfusions and other intravenous therapy.

2199. DEFINITIONS

2199.1 The provisions of § 2099 of chapter 20 of this title, and the definitions set forth in that section shall apply to this chapter.