PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION A. BUILDING			(X3) DATE SURVEY COMPLETED	
		435042	B. WING		05/	16/2024	
NAME OF P	ROVIDER OR SUPPLIER			STREET ADDRESS, CITY, STATE, ZIP COI	DE		
				1002 NORTH JAY STREET			
AVERA M	OTHER JOSEPH MANOF	R RETIREMENT COMMUNITY		ABERDEEN, SD 57401			
(X4) ID PREFIX TAG	(EACH DEFICIENC	ATEMENT OF DEFICIENCIES Y MUST BE PRECEDED BY FULL SC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CO (EACH CORRECTIVE ACTION CROSS-REFERENCED TO THI DEFICIENCY)	N SHOULD BE E APPROPRIATE	(X5) COMPLETION DATE	
F 000	A recertification healt with 42 CFR Part 483 for Long Term Care fa	th survey for compliance s, Subpart B, requirements acilities was conducted from 24. Avera Mother Joseph	F 000	(1 hydrocodone, 5 mg acetaminoph were removed from the medication according to the facility's "LTC Con System Standard Policy" and "Pharmaceutical Services Policy" b	and 50 oxycodon, 5 s for R 38 nen 325 mg tablet) carts and disposed of trolled Substances y two RNs.	06/14/2024	
	Manor Retirement Co compliance with the fi Pharmacy Srvcs/Proc CFR(s): 483.45(a)(b)(§483.45 Pharmacy St The facility must prov drugs and biologicals	ammunity was found not in collowing requirement: F755. cedures/Pharmacist/Records (1)-(3) ervices ide routine and emergency to its residents, or obtain	F 755	On 5/15/24, the expired medication Ondansetron 4 mg orally disintegral expired medication for R 8 (Ondans the expired medication for R 29 (but were removed from the medication according to the facility's "Pharmaceutical Services Policy". I 29, an incident report was completed representative and physician notifications were administered. No impact to resident from receiving experies of the service of the serv	ting tablets); the setron 8 tablets) and bittle of stomach relief) carts and disposed of For R 55, R 8 and R ed, resident/ ed that expired a noted negative		
	personnel to administ permits, but only under a licensed nurse. §483.45(a) Procedure pharmaceutical service that assure the accur dispensing, and administration and administration and administration according to the accuracy of the accur	ity may permit unlicensed		On 5/30/24 all of the facility's media checked for "home" medications, e and narcotics without a controlled s form. One expired medication was and disposed of according to facilit "Pharmaceutical Services Policy" be med had not been utilized during e On 5/30/24 Facility's "Pharmaceuti was reviewed by Director of Nursin Administrator. Policy was revised to "home" medications will be allowed unobtainable through LTC Pharma	xpired medications substance record discovered, removed y's y RN. This expired xpiration period. cal Services Policy" g (DON) and o include that no in facility unless cy. It was also revised		
	must employ or obtain pharmacist who- §483.45(b)(1) Provide aspects of the provisit the facility.	on of pharmacy services in shes a system of records of n of all controlled drugs in		to include checking all medication of medications monthly. DON reviewed Substances Policy" and no revision DON scheduled meeting on 6/5/24 nurses and trained medication aide "Pharmaceutical Services Policy" a Substances Policy". All medication carts will be audited "home" and expired medications. A a controlled substance record form every shift and audited weekly x 4 for 5 months. DON will bring all au committee for further recommenda demonstrates sustained compliance.	to educate licensed as on the revised and "Controlled as on the revised and "Controlled" monthly by RN for All narcotics will have completed, counted week, then monthly dits to facility's QAPI tions until facility		

Paula Henrickson, Administrator 05/31/2024

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FORM CMS-2567(02-99) Previous Versions ObsolaMAY 3 1 2024 EVENTIONPLL11

Facility ID: 0059

PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION .		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	A. BUILDING _	CONSTRUCTION	COMPLETED	
		435042	B. WING		05/16/2024	
NAME OF PROVIDER OR SUPPLIER AVERA MOTHER JOSEPH MANOR RETIREMENT COMMUNITY		1	TREET ADDRESS, CITY, STATE, ZIP CODE 002 NORTH JAY STREET BERDEEN, SD 57401	•		
(X4) ID PREFIX TAG	(EACH DEFICIE	STATEMENT OF DEFICIENCIES ENCY MUST BE PRECEDED BY FULL OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD I CROSS-REFERENCED TO THE APPROPRI DEFICIENCY)	BE COMPLETION	
F 755	§483.45(b)(3) Detection order and that an a is maintained and This REQUIREME by: Based on observation and policy review are dication accounted for. *Three of five resulting include: 1. Observation and a.m. with registered medication cart lower and the conference of the process revealed: *The locked contraction of the policy of the policy of the part	ermines that drug records are in account of all controlled drugs periodically reconciled. INT is not met as evidenced ation, interview, record review, the provider failed to ensure: ed residents (38 and 68) home inside had been reconciled and dents (8, 29, and 55) did not edications. Indicated on the Dakota unit while the cated on the Dakota unit while incolled medication reconciliation and the day agabapentin 300 appules. The contained 50 oxycodone 5 appules and placed in the introlled substance record form and of the controlled medication. Indicated the first place of the introlled substance record form and of the controlled medication. Indicated the first place of the introlled substance record form and of the controlled medication.	F 755			
		on cart located on the Abby unit e controlled medication				

PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391

		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION A. BUILDING		(X3) DATE SURVEY COMPLETED	
		435042	B. WING _			5/16/2024
	ROVIDER OR SUPPLIER OTHER JOSEPH MANOR	RETIREMENT COMMUNITY		STREET ADDRESS, CITY, STATE, ZIP CO 1002 NORTH JAY STREET ABERDEEN, SD 57401	DE	
(X4) ID PREFIX TAG	(EACH DEFICIENC	ATEMENT OF DEFICIENCIES Y MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF C (EACH CORRECTIVE ACTIC CROSS-REFERENCED TO TH DEFICIENCY	N SHOULD BE E APPROPRIATE	(X5) COMPLETION, DATE
F 755	reconciliation process *The locked controlle contained: -A home medication lattached to it with a result of the contained acetaminophen 325 result of the sheet of paper medication belonging been sent home with the was no control to confirm the count of the confirm the count of the controlled substantial started when the medication to the controlled substantial started when the medication to the controlled substantial started when the medication to the controlled substantial should have been controlled	s revealed: d medication drawer cottle with a sheet of paper ubber band. d one hydrocodone 5 mg mg tablet. dated "4/19" identified the g to resident 38 was to have family. colled substance record form of the controlled medication. (24 at 10:35 a.m. and again ector of nursing (DON) B acce sheet should have been dications were found. e medications from home unted to confirm the	F7	755		
	Substances -System *"It is the policy of [th acquire, receive, stor reconcile, document, substances" *"To accurately accor controlled substance loss or potential dive 5. Observation and record (MAR) review with RN D at the med Abby unit revealed:	and dispose of controlled unt for and reconcile s for prompt identification of				

DEPARTMENT OF HEALTH AND HUMAN SERVICES

PRINTED: 05/23/2024 FORM APPROVED

CENTER	S FOR MEDICARE &	MEDICAID SERVICES			OMB NO. 0938-0391
STATEMENT (OF DEFICIENCIES CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CONSTRUCTION A. BUILDING		(X3) DATE SURVEY COMPLETED
37.		435042	B. WING		05/16/2024
(ROVIDER OR SUPPLIER	R RETIREMENT COMMUNITY		STREET ADDRESS, CITY, STATE, ZIP C 1002 NORTH JAY STREET ABERDEEN, SD 57401	
(X4) ID PREFIX TAG	(EACH DEFICIEN	TATEMENT OF DEFICIENCIES CY MUST BE PRECEDED BY FULL LISC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF (EACH CORRECTIVE ACT CROSS-REFERENCED TO T DEFICIENC	TION SHOULD BE COMPLETION THE APPROPRIATE
F 755	disintegrating tablets 9/20/22 and expired -The last dose was pa.m. *Resident 8's ondan expired on 3/28/24The last dose was ga.m. 6. Observation and 11:05 a.m. with RN located on the Board *Resident 29's bottle 9/9/23 and expired of	s was marked as opened on on 4/30/24. brovided on 5/9/24 at 8:25 setron 8 mg tablets that given on 5/13/24 at 12:40 MAR review on 5/15/24 at E at the medication cart dwalk unit revealed: e of stomach relief opened on	F 75	55	
	revealed she: *Was unaware the a given expired medic *Would have expect have been removed sent back to the pha *Would have expect been completed, an family members, an have been notified to medications. 8. Review of the propharmaceutical Serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodically size of the propharmaceutical serial *"Medications having checked periodical *"Med	ted expired medications to from the medication cart and farmacy. Ited an incident report to have do the residents, the residents' do the residents' physician to that they were given expired			

PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391.

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CO			(X3) DATE SURVEY COMPLETED	
		435042	B. WING			5/16/2024	
	ROVIDER OR SUPPLIER	R RETIREMENT COMMUNITY	1002	EET ADDRESS, CITY, STATE, ZIP COD 2 NORTH JAY STREET ERDEEN, SD 57401			
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E 000	CFR Part 482, Subpose Emergency Prepared Term Care facilities withrough 5/16/24. Ave.	rey for compliance with 42 art B, Subsection 483.73, dness, requirements for Long was conducted from 5/13/24 ara Mother Joseph Manor hity was found in compliance.	E 000				
ABORATORY	DIRECTOR'S OR PROVIDER	VSUPPLIER REPRESENTATIVE'S SIGNATU	JRE	TITLE		(X6) DATE	

Paula Henrickson, Administrator

MAY 3 1 2024

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Any deficiency statement ending with an asterisk (*) denotes a deficiency which the institution may be excused from correcting providing it is determined that other safeguards provide sufficient protection to the patients. (See this tructions.) Except for nursing homes, the findings stated above are disclosable 90 days following the date of survey whether of not a plan of correction is provided. For pulsing homes, the above findings and plans of correction are disclosable 14 days following the date these documents are made available to the facility. If deficiencies are cited, an approved plan of correction is requisite to continued program participation.

FORM CMS-2567(02-99) Previous Versions Obsolete

Event D: VPLL 11

Facility ID: 0059

PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391

(X3) DATE SURVEY (X1) PROVIDER/SUPPLIER/CLIA (X2) MULTIPLE CONSTRUCTION STATEMENT OF DEFICIENCIES COMPLETED IDENTIFICATION NUMBER: AND PLAN OF CORRECTION A. BUILDING 01 - MAIN BUILDING 01 B. WING 435042 05/14/2024 STREET ADDRESS, CITY, STATE, ZIP CODE NAME OF PROVIDER OR SUPPLIER 1002 NORTH JAY STREET AVERA MOTHER JOSEPH MANOR RETIREMENT COMMUNITY ABERDEEN, SD 57401 PROVIDER'S PLAN OF CORRECTION (X5) SUMMARY STATEMENT OF DEFICIENCIES COMPLETION DATE (EACH CORRECTIVE ACTION SHOULD BE (EACH DEFICIENCY MUST BE PRECEDED BY FULL **PREFIX** PREFIX CROSS-REFERENCED TO THE APPROPRIATE REGULATORY OR LSC IDENTIFYING INFORMATION) TAG TAG DEFICIENCY) K 000 K 000 INITIAL COMMENTS A recertification survey for compliance with the Life Safety Code (LSC) (2012 existing health care occupancy) was conducted 5/14/24. Avera Mother Joseph Manor Retirement Community Building 1 was found not in compliance with 42 CFR 483.90 (a) requirements for Long Term Care Facilities. The building will meet the requirements of the 2012 LSC for existing health care occupancies and the Fire Safety Evaluation System (FSES) dated 5/16/24. Please mark an F in the completion date column for K241 and K374 deficiencies identified as meeting the FSES. Number of Exits - Story and Compartment K 241 K 241 CFR(s): NFPA 101 SS=C Number of Exits - Story and Compartment Not less than two exits, remote from each other, F and accessible from every part of every story are provided for each story. Each smoke compartment shall likewise be provided with two distinct egress paths to exits that do not require the entry into the same adjacent smoke compartment. 18.2.4.1-18.2.4.4. 19.2.4.1-19.2.4.4 This REQUIREMENT is not met as evidenced Based on observation and record review, the provider failed to maintain a one-hour, fire-resistive path of egress from the second level to the exterior of the building. Two stair enclosures discharged into the main level corridor system. Findings include:

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

TITLE

(X6) DATE

Paula Henrickson, Administrator 05/31/2024

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MAY 3 1 2024

FORM CMS-2567(02-99) Previous Versions Obsolete

Event ID: VPL 21

Facility ID: 0059

PRINTED: 05/23/2024 FORM APPROVED OMB NO. 0938-0391

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION (X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	1 ' '	IPLE CONSTRUCTION NG 01 - MAIN BUILDING 01		ATE SURVEY OMPLETED
		435042	B. WING_			05/14/2024
NAME OF PROVIDER OR SUPPLIER AVERA MOTHER JOSEPH MANOR RETIREMENT COMMUNITY			STREET ADDRESS, CITY, STATE, ZIP 1002 NORTH JAY STREET ABERDEEN, SD 57401	CODE		
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K 241	1. Observation on 5/7 the east and west sedischarged into the mone-hour, fire-resistive provided to the exterion the previous life safest that finding. The building meets the "F" in the completion correction of the define Subdivision of Building CFR(s): NFPA 101 Subdivision of Building Doors 2012 EXISTING Doors in smoke barrish bonded wood-core done resists fire for 20 min plates of unlimited the are permitted to have assemblies per 8.5. In automatic-closing, do are not required to see gress travel. Door collear width of 32 inches doors. 19.3.7.6, 19.3.7.8, 19.3.7.8, 19.3.7.6, 19.3.7.8, 19.3.7.8, 19.3.7.6, 19.3.7.8,	14/24 at 11:30 a.m. revealed cond-level stair enclosures nain level corridor system. A re path of egress was not ior of the building. Review of try code survey confirmed The FSES. Please mark an date column to indicate ciencies identified in K000. The spaces - Smoke Barrier The S	K 2	374		F

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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION (X1) PROVIDER/SUPPLIER/CLIA (X2) MULTIPLE CONSTRUCTION A. BUILDING 01 - MAIN BUILDING			(X3) DATE SURVEY COMPLETED		
		435042	B. WING _		05/14/2024
	ROVIDER OR SUPPLIER	R RETIREMENT COMMUNITY		STREET ADDRESS, CITY, STATE, ZIP COI 1002 NORTH JAY STREET ABERDEEN, SD 57401	DE
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K 374	building and the 1980 inches in clear width. survey report reveale the original construct The building meets the "F" in the completion	ors from the 1961 original addition measured 30 Review of the previous d those doors were part of	K	374	
					· · · · · · · · · · · · · · · · · · ·

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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:		IPLE CONSTRUCTION NG 2A - SOUTHWEST WING	(X3) DATE SURVEY COMPLETED	
		435042	B. WING		05/14/2024	
	ROVIDER OR SUPPLIER	R RETIREMENT COMMUNITY	,	STREET ADDRESS, CITY, STATE, ZIP CODE 1002 NORTH JAY STREET ABERDEEN, SD 57401	= 1	
(X4) ID PREFIX TAG	(FACH DEFICIENC	TATEMENT OF DEFICIENCIES CY MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFI TAG	PROVIDER'S PLAN OF CORI X (EACH CORRECTIVE ACTION S CROSS-REFERENCED TO THE A DEFICIENCY)	SHOULD BE COMPLETION	
K 000	A recertification sun Life Safety Code (LS occupancy) was cor Mother Joseph Man Building 2A was four	vey for compliance with the SC) (2012 existing health care aducted on 5/14/24. Avera or Retirement Communty and in compliance with 42 CFR ents for Long Term Care	K	000		
		R/SUPPLIER REPRESENTATIVE'S SIGNAT		TITLE	(X6) DATE	

Paula Henrickson, Administrator 05/31/2024

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program participation. MAY 3 1 2024

Facility ID: 0059

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STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIP A. BUILDING	COMPLETED	
		435042	B. WING		05/14/2024
	ROVIDER OR SUPPLIER	RETIREMENT COMMUNITY		STREET ADDRESS, CITY, STATE, ZIP CODE 1002 NORTH JAY STREET ABERDEEN, SD 57401	w = =
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K 000	Life Safety Code (LS occupancy) was cond Mother Joseph Mand Building 3A, was four	ey for compliance with the C) (2012 existing health care ducted on 5/14/24. Avera restirement Community and in compliance with 42 irements for Long Term Care	K 00		
		COURDILIES DESDECENTATIVE'S SIGNIATI	IRE	TITLE	(X6) DATE
LABORATORY	DIRECTOR'S OR PROVIDER	/SUPPLIER REPRESENTATIVE'S SIGNATU	ANE.		€

Paula Henrickson, Administrator 05/31/2024

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FORM CMS-2567(02-99) Previous Versions Obsolete

program participation.

Event ID: VPLL21

FORM APPROVED South Dakota Department of Health (X3) DATE SURVEY (X2) MULTIPLE CONSTRUCTION (X1) PROVIDER/SUPPLIER/CLIA STATEMENT OF DEFICIENCIES COMPLETED IDENTIFICATION NUMBER: AND PLAN OF CORRECTION A. BUILDING:_ 05/16/2024 B. WING. 10590 STREET ADDRESS, CITY, STATE, ZIP CODE NAME OF PROVIDER OR SUPPLIER 1002 N JAY STREET AVERA MOTHER JOSEPH MANOR RETIREMENT CON ABERDEEN, SD 57401 PROVIDER'S PLAN OF CORRECTION (X5) COMPLETE DATE SUMMARY STATEMENT OF DEFICIENCIES (EACH CORRECTIVE ACTION SHOULD BE (X4) ID PREFIX (EACH DEFICIENCY MUST BE PRECEDED BY FULL PRÉFIX CROSS-REFERENCED TO THE APPROPRIATE REGULATORY OR LSC IDENTIFYING INFORMATION) TAG TAG DEFICIENCY) S 000 S 000 Compliance/Noncompliance Statement A licensure survey for compliance with the Administrative Rules of South Dakota, Article 44:73, Nursing Facilities, was conducted from 5/13/24 through 5/16/24. Avera Mother Joseph Manor Retirement Community was found in compliance. S 000 S 000 Compliance/Noncompliance Statement A licensure survey for compliance with the Administrative Rules of South Dakota, Article 44:74, Nurse Aide, requirements for nurse aide training programs, was conducted from 5/13/24 through 5/16/24. Avera Mother Joseph Manor Retirement Community was found in compliance.

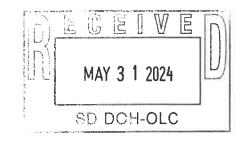
LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

TITLE

(X6) DATE

Paula Henrickson, Administrator 05/31/2024

6899



Status (Pending) PolicyStat ID (15937856)

Origination

08/2009

N/A

Approved

Effective

Last

Upon Approval

ast Revised 05/2024

Next Review 2 years after

approval

Owner Karla May:

Director - Nursing

Services [LTC]

Area LTC- Nursing-

Pharmacy Management

Applicability Avera St. Luke's

Hospital

References N/A

Pharmaceutical Services (Supply, Administration of Medication, Storage of Medication, Controlled Substances, and Stop Orders and Disposition of Medications)

Policy Number: MJM AD 1901

Policy:

The residents of Avera Mother Joseph Manor participate in the drug dispensing system which is professionally managed for the facility by Avera Long Term Care Pharmacy. Medications will be delivered to Avera Mother Joseph Manor daily or as required. Medications will be delivered as needed from other pharmacies. Medications will be available on an emergency basis through Avera Long Term Care Pharmacy.

An emergency medication dispensing system (Nexsys), approved by LTC Pharmacy, the Medical Director, LTC Consulting Pharmacist and the Director of Nursing will be available.

Administration of Medication

- Medications are prepared, administered, and recorded only by Licensed Nursing, Medication
 Aides, Pharmacy, or other personnel authorized by state laws and regulations to administer
 medications.
- Point of Care bar code scanning of medication to be administered will be utilized where available. The following exceptions will allow for manual administration: In the case of emergency when a delay in administration has a high probability of adversely affecting the Residents condition. This may include, but is not limited to a Code Blue, altered level of

- consciousness or any condition that requires emergent action. Equipment failure which could include MEDITECH downtime, PC and/or scanner malfunction, or inability of scanner to recognize a barcode.
- 3. Only the licensed or legally authorized personnel who prepares a medication may administer it. Once it is administered, this individual will record the administration on the Residents MAR.
- 4. All medications administered to residents will be ordered by the resident's attending physician or covering Physician. Verbal orders are taken by a Licensed Nurse and will be reduced to writing and signed by the nurse and countersigned by the physician.
- 5. Medications are administered at the time they are prepared
- 6. Medication prescribed for one resident will not be administered to any other person.
- 7. Self-administration of medication by residents is not permitted, except by special order of the attending physician and an assessment of the Resident.
- 8. Medication error and drug reactions will be reported to the resident's attending physician and an entry thereof made in the resident's Clinical Record as well as the Notifications Report.
- 9. When administering Medications, assure the correct medication is administered in the correct dose, in accordance with the manufacturer's specifications and with standards of practice, to the correct person by the correct route in the in the correct dosage form and at the correct time.
- 10. If safe to do so, Medications may be crushed with a Physician order.
- 11. When administering PRN Medication, documentation should include the complaint or symptom for which the medication was given and if results were achieved from the dose given.

Storage of Medication

- 1. The resident's medication shall be stored in the locked medication cart, in a cabinet in the locked medication room or in the locked medication refrigerator.
- 2. Only nurses and medication aides will have access to medication room keys and/or door codes. Medication rooms and carts are locked when not attended by persons with authorized access. If other departmental staff need access to the medication room, such as maintenance or housekeeping, a nurse or med aide will unlock the room and visually monitor the medication room access until the task is completed by other departments. In the event housekeeping or maintenance need extended access to the medication room, nursing will ensure all over the counter and prescription medications are contained and locked in cabinet(s), medication cart and refrigerator.
- 3. All medication room door lock codes will be changed annually.
- The medication of each resident will be stored in a pharmacy dispensed and/or labeled container.
- 5. With the exception of Medications unattainable by the dispensing Pharmacy, medications from home are not accepted for use in the facility due to the inability to assure previous storage methods, infection control and identification. If home meds are used, the medication will be authenticated by the Pharmacist prior to use.

- a. Medication is not repackaged, and is dispensed by nursing in original container.
- If home med is a narcotic, it will be stored, administered, tracked, reconciled, documented and disposed of per controlled substance policy.
- 6. If home medications are found or left in the facility, they will be destroyed per facility policy.
- 7. Medication having soiled, damaged, incomplete, illegible or makeshift labels shall be returned to the issuing pharmacy for relabeling or disposal.
- 8. Medications requiring refrigeration will be kept in a medication only designated refrigerator in the medication room.
- 9. Medications for "external use only" will be kept separate from other medications.
- Medications having an expiration date will be checked Monthly, properly disposed of if the expiration date has been reached, and will be replaced as indicated.

Disposition of Medications

- Destruction of controlled substances will be done at Avera Mother Joseph Manor. It will be observed and documented in the resident's medical record by both the Pharmacist and Director of Nursing.
- 2. Discontinued medications which are non-controlled substances will be returned to the pharmacy for destruction or placed in the Black Box. The returned medications will be documented on the Medication Disposition sheet of the resident's medical record and this documentation will include:
 - a. The name of the medication
 - b. The quantity of medication returning to pharmacy
 - c. The signature of the Charge Nurse and date
 - d. The co-signature of the 2nd Professional person
- Only bulk medication will be sent with the resident upon transfer from the facility upon authorization from the attending physician. In the event such authority is not given, the medication will be disposed of in the manner prescribed above.

This policy was developed as a guide for the delivery of health services and is not intended to define the standard of care. This policy should be used as a guide for the delivery of service, although hospital personnel may deviate from this guide to provide appropriate individualized care and treatment for each patient.

Approval	Signatures
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Step Description

Approver

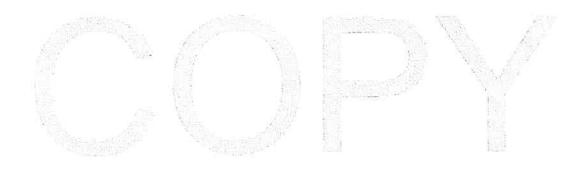
Date

Paula Henrickson: CEO / Administrator [LTC] Pending

05/2024

Karla May: Director - Nursing

Services [LTC]



Avera Last 04/2024

Approved

Effective 04/2024

Last Revised 04/2024

Next Review 04/2026

Owner Deborah Paauw:
Executive
Director - Quality
Initiatives
Area LTC- Nursing

Applicability Avera Regional Hospitals and

Owned Senior Services

LTC Controlled Substances-System Standard Policy

Origination

01/2024

Policy

It is the policy of Avera to properly acquire, receive, store, administer, track, reconcile, document, and dispose of controlled substances consistent with State and federal guidelines

Purposes

- A. To provide pharmaceutical services to meet the needs of each resident
- B. To accurately account for and reconcile controlled substances for prompt identification of loss or potential diversion
- C. To educate nurses to identify discrepancies and the need for reconciliation and accountability.
- D. To provide a system that oversees that controlled substances are acquired, handled, administered, reconciled, stored, and disposed of properly.
- E. To assure proper record-keeping for controlled substances.

Procedure

- A. Delivery of controlled substances from the pharmacy
 - 1. An invoice accompanies all orders for controlled substances.
 - 2. Upon delivery, verify the name of the medication, strength, the number or amount of medication received and resident name
 - 3. The invoice is to be signed by the licensed nurse receiving the order and responsible for the controlled substances on that shift.

4. The controlled substance will be recorded on the controlled substance log and secure. Record keeping

B. Record Keeping

- 1. Log all controlled substances on Resident's Controlled Substance Record form.
- Document the Rx number, resident's name, delivery date, medication name, strength, dosage frequency, and quantity on the Individual Resident's Controlled Substance Record form
- C. Place controlled substance(s) received from the pharmacy in a locked storage area with limited staff access.CII meds will be maintained in a separately locked permanent affixed compartment. Schedule III, IV, V may be stored in a separate locked container or may be integrated with other medications as long as there is a system for accountable tracking (punch cards).
- D. Access to controlled substances are not available to other facility nurses, pharmacists, and medical personnel.
- E. One authorized person going off duty and one authorized person coming on duty must count and reconcile the accuracy of controlled substance supply for each resident and the facility at the shift change.
- F. Controlled substance records are reconciled by a physical count of the remaining controlled substance supply at the change of each shift by the incoming and outgoing licensed nurse/designee. Controlled substance keys will be reconciled at the same time.
- G. Controlled substance records are retained based on the facility policy and procedure.
- H. Emergency kits containing controlled substances will be checked simultaneously. If automated medication dispensing unit used, will follow the specific policy for the unit.
- I. After the supply is counted and reconciled, each nurse must record the date and signature, verifying that the count is correct.
- J. If the count is inaccurate, the authorized person going off duty must remain on duty until the count is reconciled or the nursing supervisor approves leaving the facility.
- K. Discrepancies found at any time (change of shift, exchange of keys, or other) must be immediately reported to the Director of Nursing.
- L. The Director of Nursing will initiate an investigation to determine the cause of inaccuracy and contact the pharmacist for assistance per facility policy.
- M. Responsibility of Securing the Controlled Substance Key:
 - 1. After the controlled substances count is reconciled, the nurse going off duty surrenders the controlled substances key to the coming on-duty nurse.
 - 2. The controlled substances key is to be always on the authorized licensed person
 - 3. If authorized personnel take the key out of the facility, the employee will be contacted and instructed to return the key immediately.
 - 4. The employee who left the facility with the key must report to the Director of Nursing or desginee.

NOTE: The controlled substance supply of medication is always secured with two locks. (With the exception of medications that are part of a single unit package system when the supply is minimal and there is ability to detect a shortage promptly. The locks on the medication cart and the narcotic drawer are always secured.

The medication room must be always locked to secure medications. Controlled substances stored in the medication room must also be stored in a locked cupboard or locked box attached to the counter or in the refrigerator.

Discrepancies

- A. If a count discrepancy occurs in the change of shift verification, an investigation is conducted immediately to determine the reason for the discrepancy or error.
- B. If the count cannot be reconciled, notify the Director of Nursing Services
- C. Request that the nurse associated with the administration of medication not leave the facility until an investigation of reconciling the discrepancy is completed
- D. The Director of Nurses, Administrator, and or designee may allow the staff person involved to leave the facility.
- E. If the count cannot be reconciled an incident form is completed.
- F. Notify the Medical Director and the consultant pharmacist of the medication discrepancy.
- G. If the discrepancy is significant and/or diversion is suspected, the Director of Nursing and Pharmacy Consultant will contact local law enforcement to assist in the investigation.
- H. Facility will follow F609, reporting of a crime if diversion is strongly suspected or confirmed during the investigation

Disposition & Disposal of Controlled Substances

- A. Controlled substances sent with the resident upon discharge/LOA will be documented on the disposition sheet.
- B. Controlled substances removed from container/packaging for administration and is not administered for any reason is not returned to container or inventory. It should be destroyed and disposed of per policy. This includes unused partial tablets/ampules.
- C. The facility will follow specific state or pharmacy regulations on the destruction and disposal of controlled substances.
- D. Discontinued controlled substances will be stored in a double-locked area and counted to reconcile supply each shift until they are properly destroyed.
- E. Documentation on the disposal of controlled substances will include:
 - 1. Medication Disposal Log log each medication disposal event to specify
 - 2. Resident name
 - 3. Medication name

- 4. Prescription number
- 5. Disposal date Disposal amount
- 6. Reason for disposal Method of disposal
- 7. Validating signatures

References and Resources

- Centers for Medicare & Medicaid Services State Operations Manual, Appendix PP Guidance to Surveyors for Long Term Care Facilities https://www.cms.gov/medicare/provider-enrollment-and-certification/guidanceforlawsandregulations/downloads/appendix-pp-state-operations-manual.pdf
- United States Department of Justice, Drug Enforcement Administration. Diversion Control
 Division, Notices 2010, "Dispensing of Controlled Substances to Residents at Long Term
 Care Facilities": https://www.federalregister.gov/documents/2010/06/29/2010-15757/dispensing-of-controlled-substances-to-residents-at-long-term-care-facilities

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Approval Signatures

Step Description

Approver

Date

Policy Owner Approval

Deborah Paauw: Executive Director - Quality Initiatives

04/2024