



COHSASA ACCREDITATION STANDARDS

PALLIATIVE CARE STANDARDS

Third (3rd) Edition



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1 MANAGEMENT AND LEADERSHIP

Standards

1.1 ***Governance of the organisation***

1.1.1 *Governance accountability and responsibilities are documented and implemented.*

1.1.1 Criteria

1.1.1.1 The organisation's governance structure, including roles and responsibilities, is described in the constitution or equivalent document.

1.1.1.2 The governance structure is known to personnel and volunteers in the organisation.

1.1.1.3 There is an organisational chart or document, which indicates the lines of authority and accountability of governance.

1.1.1.4 Board members sign a document indicating that they are in agreement with the legal accountability of the Board.

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1.2 ***Management of the organisation***

1.3 ***Financial management***

1.4 ***Management of departments and services***

1.5 ***Quality management***

2 HUMAN RESOURCE MANAGEMENT

2.1 ***Personnel planning***

2.2 ***Verification and evaluation of credentials of personnel***

2.3 ***Personnel orientation and induction***

2.4 ***Personnel management***

2.5 ***Human resource management support***

2.6 ***Volunteer service***

3 ADMINISTRATIVE SUPPORT

- 3.1** *Information management*
 - 3.2** *Monitoring, evaluation and reporting*
 - 3.3** *Health record maintenance*
 - 3.4** *Provisioning and supplies*
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4 FACILITY MANAGEMENT

- 4.1** *Facilities and equipment*
 - 4.2** *Buildings, equipment and machinery*
 - 4.3** *Medical Equipment*
 - 4.4** *Management of motor vehicles*
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5 RISK MANAGEMENT

- 5.1** *Risk management*
 - 5.2** *Patient Safety*
 - 5.3** *Occupational Health and Safety*
 - 5.4** *Security*
 - 5.5** *Fire safety*
 - 5.6** *Prevention and control of infections*
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6 ACCESS TO CARE AND PATIENT RIGHTS

- 6.1** *Access to palliative care services*
 - 6.2** *Admission processes*
 - 6.3** *Implementation of Patient Rights*
 - 6.4** *Provision of information to facilitate decision making.*
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7 INTERDISCIPLINARY TEAM

7.1 *Interdisciplinary approach*

7.2 *Multidisciplinary team*

8 HOLISTIC PATIENT CARE

8.1 *Coordinated patient care*

8.2 *Assessment of patients*

8.3 *Planning of care*

8.4 *Patient care*

8.5 *Patient and family health information*

8.6 *Continuity of care*

8.7 *Consumable resources for patient care*

8.8 *In-patient Unit*

9 MEDICATION MANAGEMENT

9.1 *Management of medication with on-site pharmacy*

9.2 *Availability of appropriate medication*

9.3 *Storage of medication*

9.4 *Medication administration*

9.5 *Medication management without on-site pharmacy*

9.6 *Availability of appropriate medication*

9.7 *Storage of medication*

9.8 *Medication administration*

10 SUPPORT SERVICES

- 10.1** *Food Service management*
 - 10.2** *Laundry Service management*
 - 10.3** *Housekeeping management*
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11 EDUCATION AND RESEARCH

- 11.1** *Management of education/training facilities*
 - 11.2** *Training curricula and clinical placement*
 - 11.3** *Registration, support and assessment of learners*
 - 11.4** *Analysis of education/training needs*
 - 11.5** *Record keeping*
 - 11.6** *Research and Publications*
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12 FUNDRAISING

- 12.1** *Fundraising roles and responsibilities*
 - 12.2** *Management of fundraising operations*
 - 12.3** *Fundraising planning*
 - 12.4** *Donor identification and maintenance*
 - 12.5** *Fundraising events*
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