

West Virginia Perinatal Partnership

Instructions for Hospital Self-Assessment

Requests for assistance and questions or comments may be addressed to Ann Dacey, RN
atdacey@hsc.wvu.edu or 304-293-8891

General Information

All hospitals that provide perinatal care are being asked to voluntarily participate in completion of this survey. Once you have completed the packet, you will know how your perinatal services compare to accepted criteria for the minimum expected when delivering a particular level of care. The West Virginia Perinatal Partnership will assist in the completion of the survey by providing information and/or explanations if the need arises.

The West Virginia Perinatal Partnership, as a non-regulatory body representing providers and consumers of perinatal services and the interested public at large, has adopted and recommended a set of guidelines based on the AAP/ACOG levels of care for participating institutions in West Virginia.

These guidelines are intended to:

1. Adopt the designations of Level I, Level IIA & B, and Level III with the understanding that an institution's designation reflects the breadth of services and not the quality of care.
2. Assist hospitals with achieving nationally recommended guidelines for perinatal care.
3. Stimulate institutions to develop educational and quality assurance programs.
4. Utilize national standards of the American College of Obstetricians and Gynecologists, the American Academy of Pediatrics, the Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) and the American College of Nurse-Midwives (ACNM).
5. Provide state health planners and funders with information regarding need for services.
6. Encourage integrated planning at individual institutions by a consensus of administrators, nurses, medical staff and supporting personnel and services.
7. Encourage the development of written policies and procedures that define clinical care provided to all maternity and newborn patients.
8. Recognize that the services provided will be commensurate with the individual institution's mission, the community's needs, and the medical resources expected by insurers and managed health entities in the service area.

9. Encourage institutions to periodically review services.
10. Encourage equivalent breadth of obstetrical and neonatal services.

Explanation of Terms Used in Self-Assessment Document:

In the guideline forms that follow, services are designated as

- **required,**
- **highly recommended,**
- **recommended, or**
- **Non-designated.**

Interpretation is as follows:

Required – The West Virginia Perinatal Partnership feels that to meet the **minimum** guidelines for a designated level this service **must be available** in the institution. One hundred percent of the required areas must be met.

Highly Recommended – The West Virginia Perinatal Partnership feels that to meet the minimum guidelines for a designated level the service should be present in the institution. However, if not available, alternative plans for providing the service (such as transport to an institution with the service) must be detailed. You will need to include a written explanation of how these areas of service will be fulfilled.

Recommended – The West Virginia Perinatal Partnership feels that to meet the **minimum** guidelines for a designated level that the services should be available but are not mandatory.

Non-designated – The West Virginia Perinatal Partnership feels that these services are optional or not applicable to a specific level of perinatal services.

Advisement Process:

1. Complete, and send the following forms to the WV Perinatal Partnership:
 - a. Hospital self assessment worksheet for your hospital's level of care.
 - b. Hospital Participation Form
2. When the self-assessment has been received in the WV Perinatal Partnership office, the following will occur:
 - a. Administrative screening will initially check for accuracy and completion of the self-assessment tool.
 - b. An appointed subcommittee of the WV Perinatal Partnership will review the self-assessment form.
 - c. The subcommittee will report to the WV Perinatal Partnership if the criteria have been met for the self-assessed level of care.

- d. WV Perinatal Partnership will respond with comments.
3. The self-assessment process will occur every five years.
4. A listing of those institutions which have completed the self-assessment process will be posted on perinatal partnership website: www.wvperinatal.org.

Award

A certificate of achievement with designated Level of Care will be awarded to each hospital. Every hospital that participates will receive a participation award even if it did not, for confidentiality reasons submit a worksheet.

If, following the review, your facility has an area of need identified by the subcommittee, the hospital may respond to the WV Perinatal Partnership in the form of:

1. Explanation of a contingency process that would be used to meet required or highly recommended area. Staff of the West Virginia Perinatal Partnership will be available to assist hospitals in developing contingency plans that meet national criteria for care.
2. This new information will be reviewed and written comment will be returned to the applying hospital.

Directions for Completing the Criteria Worksheets

Below are some tips to help you complete the levels of care criteria worksheets:

- Print out each document. Record your facility's information directly on the printed documents using a pen or pencil.
- Use the "My Facility" column to enter information about the services your facility provides.
- Enter in "yes" if you offer the service and "no" if you do not offer the service.
- If you are asked to choose an option (e.g., family practitioner or obstetrician) write in the option that applies to your facility.
- For "highly recommended" services, if you indicate that your facility provides this service, please provide an explanation about what your facility does.
- You may also use the space in the "My Facility" column to add comments about services at your facility as appropriate.
- Please attach a separate sheet with your response if there is not enough space on the worksheet to respond to a particular item(s).

Requests for assistance, questions, comments, or a hospital visit by review team may be addressed to Ann Dacey, RN atdacey@hsc.wvu.edu or 304-293-8891.

Send completed form to: **WV Perinatal Partnership, 2207 Washington St. East, Charleston, WV 35311**