

**481—53.4(135J) Governing body.** The hospice shall have a local governing body which consists of people who represent the geographic area for which the hospice intends to provide service.

**53.4(1)** The governing body shall:

- a.* Develop a written mission statement, goals and objectives for the hospice and meet with sufficient regularity to ensure accomplishment of those goals and objectives;
- b.* Develop, amend and implement bylaws;
- c.* Assume responsibility for the total operation of the hospice;
- d.* Appoint an administrator whose qualifications and duties are defined in writing and who has authority to manage the business affairs and to direct all programs of the hospice;
- e.* Develop the budget and monitor the fiscal affairs of the hospice;
- f.* Provide for medical direction by a licensed physician;
- g.* Provide appropriate, qualified personnel in sufficient quantity to ensure availability of hospice services listed below, 24 hours a day, seven days a week;
- h.* Develop and implement written policies and procedures relating to:
  - (1) Admission and discharge criteria,
  - (2) Response to referrals,
  - (3) Medical direction,
  - (4) Physician services,
  - (5) Nursing services,
  - (6) Nutritional services,
  - (7) Pharmacy services,
  - (8) Social services,
  - (9) Volunteer services,
  - (10) Spiritual services,
  - (11) Patient and family education,
  - (12) Bereavement services,
  - (13) Staff response to death at home and in institutions,
  - (14) Coordination and communication between all agencies serving the patient and family,
  - (15) Communication with community agencies, and
  - (16) Community education efforts;
- i.* Develop and implement written personnel policies; and
- j.* Develop and implement a written plan for review of the services delivered.

**53.4(2)** The governing body shall ensure that someone is responsible to:

- a.* Organize and direct the ongoing functions of the hospice program;
- b.* Meet the requirements of the written job descriptions;
- c.* Maintain liaison with the governing body and staff to ensure administrative control and professional supervision over all patient and family services furnished;
- d.* Provide orientation and in-service training for all staff which covers the physical, emotional, spiritual and social needs of hospice patients and their families during the final stages of illness, at death and during grief;
- e.* Plan, organize, implement, guide and evaluate the program;
- f.* Formulate and conduct a review of policies and procedures, including quality assurance; and
- g.* Ensure that all required reports and records are completed, submitted and maintained. This includes personnel, administrative and clinical records.

This rule is intended to implement Iowa Code section 135J.3.