

Chapter H 33

Patient care service

~~NURSING HOMES—MEDICAL AND~~
~~NURSING SERVICE~~

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H 33.01 Person in charge. There shall be one person in charge of the nursing service. She may be a nurse registered in Wisconsin, a graduate nurse, a trained practical nurse, or a qualified person with sufficient experience to be responsible for the care of the patients. She shall meet the following qualifications:

- (1) She shall be in good physical and mental health.
- (2) She shall be clean, capable, reliable, possessing ability and willingness to carry out instructions of physicians.
- (3) She shall be a person of mature judgment.
- (4) She shall be of good moral character.

H 33.011 Minimum education—recommendation. It is recommended that as a minimum the person in charge have two years of high school or its equivalent; or two years' experience under the supervision of a registered nurse or licensed physician.

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H 33.02 24-hour nursing service. Bedfast and chairfast patients, or persons in any way incapable of moving freely in case of emergency, shall not be housed on any floor above the ground floor in a nonfire-resistant building unless a night attendant is on duty.

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H 33.03 Adequate personnel. Sufficient personnel shall be employed to give adequate care to patients during the day and night.

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H 33.10 Bathing patients—recommendation. It is recommended that baths be given at least every second day for bed patients.

H 33.11 Bathing and care of incontinent patients. Incontinent patients shall have:

- (1) Daily baths.
- (2) Partial baths after each voiding.
- (3) Cellu pads or diapers to keep the bedding dry and for patients' comfort.
- (4) Soothing and healing lotions or creams applied where the skin is irritated; careful care of the skin to prevent bedsores.

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H 33.12 Position of bed patient. The position of the patient in bed shall be changed frequently when possible.

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H 33.13 Ambulation encouraged—recommendation. It is recommended that the patient be out of bed as much as possible and removed from the bedroom frequently according to doctor's order.

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H 33.14 Reporting to attending physician. The operator or nurse shall observe, record and report to the attending physician symptoms and complaints of the bedfast patient, including unusual body marks and bruises.

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H 33.15 Consulting nurse—recommendation. It is recommended that when a shortage of nurses precludes full-time employment of a qualified nurse, the licensed operator obtain the services of a registered nurse on a consultation basis where skilled nursing services are required.

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H 33.16 Chart on bedfast patient. A chart, containing carefully recorded nurse's notes and doctor's orders pertaining to the care and treatment rendered, shall be kept on every bedfast patient.

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H 33.165 Chart on ambulatory patient—recommendation. It is recommended that a chart be kept for ambulatory patients when medical or nursing care is rendered.

H 33.17 Abuse of patients. Patients shall receive kind, considerate care and treatment at all times.

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H 33.18 Licensee responsible for action of employes. The operator and employes shall not abuse or punish any patient of the home by any method or physical force, confinement to a room, or by withholding food and water. The licensee shall be held responsible for such action on the part of all employes.

H 33.20 Physician's orders. All orders for medications shall be in writing and signed by the attending physician. Treatments and all therapy shall be administered only upon the order of the attending physician.

H 33.21 Narcotics. (1) Narcotics and other dangerous drugs shall be securely locked and accessible only to a responsible person in charge.

(2) The person administering narcotics shall be responsible for recording the proper notation in the narcotic book. A record shall be kept of all narcotics administered.

(3) Any residual narcotics shall be surrendered to the Bureau of Narcotics, attention of: District Supervisor, Treasury Department, Bureau of Narcotics, 817 New Post Office Building, Chicago 7, Illinois. In returning residual narcotics, the label should indicate the kind of preparation, i.e., morphine, codeine, demerol, etc.

H 33.22 Medicine cabinet. (1) The medicine cabinet shall be conveniently located and adequately illuminated for proper identification of drugs.

(2) All medications shall be administered by a responsible person and shall be kept in a locked medicine cabinet when not in use.

(3) The medicine cabinet shall be locked at all times and the key accessible to only those persons authorized to dispense drugs and give medications.

(4) The patients shall not be permitted to retain medications except in isolated instances where the doctor by written order deems it necessary for the best interest of the patient.

H 33.23 Labeling of drugs. (1) All medicine and poisons shall be plainly labeled.

(2) The contents of all individual prescriptions shall be kept in the original container bearing the original label and prescription number.

H 33.24 Destruction of drugs. Old medications shall be destroyed, including drugs by prescription for patients discharged or deceased. (See H 33.21 (3) on disposition of narcotics.)

H 33.25 Use of oxygen. Oxygen shall not be used in nursing homes unless there is a registered nurse or a trained person (See H 33.01) on duty at all times. Signs indicating "No smoking" or "Do not strike matches" shall be posted in and at the entrance of the room when oxygen is in use.

H 33.26 Physical therapy—recommendation. It is recommended that physical therapy treatments be instituted and maintained to rehabilitate patients likely to benefit from such treatments in accordance with the determination of the attending physician.

H 33.27 Patients' weight—recommendation. It is recommended that patients be weighed monthly, the weight recorded, and significant changes in weight reported to the attending physician.

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H 33.28 Periodic temperature records—recommendation. It is recommended that periodic temperature records of patients be kept.

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H 33.30 First aid. Adequate equipment and supplies for first aid shall be readily available at all times.

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H 33.31 Prompt medical care. It shall be the responsibility of the person in charge of the nursing home to obtain medical care promptly in cases of apparent acute illness of patients. Such instances shall be recorded on the patient's chart.

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H 33.32 Affiliation with general hospital—recommendation. It is recommended that the nursing home be affiliated with the nearest general hospital for immediate transfer of patients when required.

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H 33.35 Acute illness or death.

(1) Notify next of kin.

(2) Notify minister, priest or rabbi.

(3) Apparent deaths shall be reported immediately to the attending physician for proper certification.

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H 33.40 Restraints. Disturbed mental patients shall not be received or retained in a nursing home. A person for whom the continuing use of medical restraints is necessary for his protection or the protection of others shall be considered disturbed mentally. If a patient or resident becomes suddenly disturbed, the person in charge of the home shall take temporary measures to protect such person and other persons in the home.

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H 33.41 Order for use of restraints. Medical restraints shall be used only on the written order of the physician. In instituting such temporary protective measures, a special attendant shall be placed on duty on the floor or in the section of the building in which such patient is restrained. No form of restraint may be used or applied in such manner as to cause injury to the patient. No door may be locked in a manner which will not permit immediate opening in case of emergency. A full record of the use of restraints or seclusions shall be kept on the patient's chart.

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H 33.42 Heating. A minimum temperature of 75° F. shall be maintained during the day and at least 72° F. during the night in all bedrooms and in all other areas used by patients and residents. More warmth than this minimum may be provided when desired for the comfort of patients.

Remun 34.101

33.43 Cr 33.44 Cr 33.45 Cr 33.49 Cr
33.50 Cr FOOD SERVICE 33.501 Cr

H 33.51 Hair nets and garments. All cooks and food handlers shall wear clean garments and clean hair nets or caps and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.

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H 33.52 Instruction in sanitary food handling—recommendation. It is recommended that employes be adequately instructed in acceptable and sanitary food handling practices. (The division of hotels and restaurants, state board of health, conducts periodically, in cooperation with local health departments, schools for food handlers at various locations throughout the state. Employes preparing or serving food are invited to participate in such training schools. Write the state board of health, district or central office or city health department for a schedule of food handlers' schools in your area. In addition, the indicated division upon request will arrange, if at all possible, a food handlers' training school.)

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H 33.53 Hand washing facilities. Adequate and convenient hand washing facilities shall be provided for use by food handlers, including hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited.

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H 33.54 Personal belongings—employes. Facilities shall be provided for employes preparing or serving food to eliminate necessity of keeping wraps, purses, and other personal belongings in the preparation and serving areas.

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H 33.55 Kitchen location. The kitchen shall be located on the premises where bedfast patients are cared for.

H 33.56 Separation of kitchen. The kitchen shall be separated from sleeping quarters and toilet rooms. *R. rec. 9 room 34.601*

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H 33.57 Kitchen equipment. All counters, shelves, tables, equipment and utensils with which food or drink comes in contact shall be maintained in clean condition, good repair, free of breaks, corrosion, open seams, cracks and chipped places. Working surfaces required by bakers and butchers may be of smooth hardwood material if maintained in clean condition, good repair, free of open joints, cracks and chipped places.

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H 33.58 Surfaces which contact food. Surfaces with which food or drink comes in contact shall be constructed of smooth impervious material free of open seams, not readily corrodible and easily accessible for cleaning.

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H 33.59 Storage and handling of food. Food and drink shall be stored in a clean, dry place protected from flies, dust, vermin, overhead leakage, sewage back flow and other contamination. Foods which require moist storage shall be handled in such a manner as to prevent contamination.

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H 33.595. Animals and pets—recommendation. It is recommended that pets and other animals be kept out of all food handling areas.

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H 33.60 Clean kitchen area. Walls and ceilings of all rooms in which food or drink is stored, prepared, or served shall be kept clean.

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H 33.61 Maintenance of floors. The floors of all rooms in which food or drink is stored, prepared, or served, or in which utensils are washed, shall be kept clean. Dustless methods of floor cleaning shall be used. All except emergency floor cleaning shall be done during those periods when the least amount of food and drink is exposed.

H 33.62 Isolation of kitchen—recommendation. It is recommended that no toilet rooms or bathrooms shall open directly off kitchens.

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H 33.63 Utensil storage. Utensils shall be stored in a clean dry place protected from flies, splash, dust, overhead leakage and condensation and other contamination. Wherever practicable, utensils shall be covered or inverted.

Remun 33.72

H 33.64 Spoiled foods. The use and storage of tainted or spoiled foods is prohibited.

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H 33.65 Food cleansing. All foods, including vegetables, served raw shall be thoroughly washed in clean, safe water.

Remun 33.331

H 33.66 Refrigeration. All readily perishable food and drink except when being prepared or served shall be kept in a refrigerator which shall have a temperature maintained at or below 50° F. This shall include all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, and salads containing meat, fish, eggs, milk or milk products.

Remun 33.657

H 33.67 Approved ice. All ice used shall be from an approved source, stored and handled in such manner as to prevent contamination.

H 33.68 Insect and rodent control. All means necessary for the elimination of rodents, flies, roaches, bedbugs, fleas and lice shall be used. (For information on specific ratproofing methods, see Insect and Rodent Control and Rat Control, publication of the state board of health, and Rat Control Methods and Rat Proofing Buildings and Premises, federal publications, available through the state board of health.)

Remun 33.555

H 33.69 Insect eradication. For the elimination of flies, fly repellent fans, fly-paper, fly traps or fly-killing sprays or powders may be used. For the elimination of other insects, sprays or powders may be used. (See Use of DDT for the Control of Household Pests and How to Use DDT for Insect Control, publications of the state board of health.)

Remun 33.565

H 33.70 Labeling poisonous compounds. All poisonous compounds used in the extermination of rodents or insects shall be so labeled and colored as to be easily identified.

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H 33.705 Harmless compounds—recommendation. It is recommended that compounds harmless to humans should be substituted wherever possible.

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H 33.71 Storage of poisonous compounds. Poisonous compounds shall be stored independently and separately from food and kitchenware. Such compounds shall be stored under lock and key.

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H 33.75 Definition of utensils. Utensils shall include any kitchenware, tableware, glassware, cutlery, containers or other equipment with which food or drink comes in contact during storage, preparation or serving.

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H 33.76 Utensils sanitized. All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively sanitized after each usage.

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H 33.77 Prewashing of utensils—recommendation. It is recommended that prewashing be made an integral part of both manual and mechanical utensil washing operation. (The term "prewash" is applied to the process of water scraping of utensils prior to washing. Better washing and sanitizing can be done with any utensil washing set-up, either manual or mechanical if prewashing is practiced.)

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H 33.78 Two-compartment sink. A two-compartment sink shall be provided for all establishments. This requirement shall apply to replacements and new installations only.

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H 33.785 Three-compartment sink—recommendation. It is recommended that a three-compartment sink be provided for all new installations.

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H 33.79 Wash water—hand dishwashing. The utensils shall be washed in hot water (temperature suggested 110° to 120° F.) containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing frequently.

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H 33.80 Rinse—recommendation. It is recommended that all utensils following the washing operation be subjected to a hot water rinse (minimum temperature suggested 110° F.) to remove soap or detergent.

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H 33.81 Sanitizing—hand dishwashing. After cleaning and rinsing, all utensils shall be effectively sanitized by either of the following methods or by other approved means:

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(1) Submergence for 30 seconds in clean water maintained at a temperature of at least 170° F.

(2) Submergence for two minutes in a hypochlorite solution. This solution shall be made up with a chlorine concentration of at least 100 parts per million and shall be discarded when it reaches 50 parts per million. Caustic compounds shall not be added to the hypochlorite solution.

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H 33.815 Sanitizing racked utensils—recommendation. It is recommended that utensils be racked in baskets so that all surfaces will be wetted during submergence.

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H 33.816 Sanitizing silverware and plastic dishes—recommendation. It is recommended that silverware and plastic dishes be sanitized only in hot water as stated in H 33.81 (1). (Examples of caustic compounds are soaps, water softeners and washing compounds.)

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H 33.82 Racking of utensils for mechanical washing. Utensils shall be stacked in racks or trays so as to avoid overcrowding and in such manner as to assure complete washing contact with all surfaces of each article.

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H 33.83 Wash water—mechanical dishwashing. The wash water temperature of the utensil washing machines shall be held at from 140° to 160° F. The utensils shall be in the washing section for at least 20 seconds.

H 33.84 Detergent. A detergent shall be used in all utensil washing machines. *Remun 33.805*

H 33.845 Automatic detergent dispensers—recommendation. It is recommended that they be equipped with automatic detergent dispensers so that the maximum efficiency of the machines can be obtained. *Remun 33.811*

H 33.85 Sanitizing—mechanical. For sanitizing in a spray type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature of at least 170° F. For sanitizing in an immersion tank type machine, dishes shall be submerged for 30 seconds or more with water at a temperature of at least 170° F. There shall be a constant change of water through inlet and overflow.

H 33.86 Dishwasher thermometers. Thermometers shall be located in both the wash and rinse water lines and in such location as to be readily visible. Thermostatic control of the temperature of the wash and rinse water shall be provided in new equipment. *Remun 33.905*

H 33.87 Dishwasher water pressure. The pressure of the water used in spray washing and rinsing shall be 15 to 25 pounds per square inch. *Remun 33.915*

H 33.88 Drying of utensils—recommendation. It is recommended that utensils be allowed to drain and air dry in racks or baskets. Drying cloths, if used, to be clean and used for no other purpose. *Remun 33.924*

H 33.89 Sanitizing of washing aids. Brushes, dish mops, dishcloths, drying cloths and other hand aids used in dishwashing operations shall be sanitized after each period of use. *Remun 33.935*

H 33.90 Food requirements and time of meal service. Three balanced meals, suited to the patients, shall be served daily at recognized meal times, supplementary food and special diets to be provided as ordered in writing by the physician in charge. *Remun 33.37*

H 33.91 Nutritional requirements—recommendation. It is recommended that the kind and amount of food provided daily for each person be in accord with the currently recommended dietary allowances of the Food and Nutrition Board, National Research Council, Washington, D. C. It is recommended that the following foods be served daily per each person: *Remun 33.315*

(1) Milk—1½ pints or more (including fresh milk or its equivalent in evaporated milk or dry milk solids). Fresh fluid milk shall be pasteurized and it is recommended that Grade A milk be used where available.

(2) Orange, grapefruit, tomato or other Vitamin C foods (fresh, frozen or canned)—1 or more servings (approximately ½ cup) daily.

(3) Green or yellow vegetables (fresh, frozen or canned)—1 or more servings.

(4) Potatoes, other vegetables and fruit (fresh, frozen, canned or dried)—2 or more servings.

(5) Lean meat, poultry, fish, or eggs—2 or more servings. (Dried peas, beans or peanut butter may be used as an additional serving.)

(6) Whole grain or enriched breads and cereals—2 or more servings.

(7) Butter and other fats—with each meal.

(8) Additional foods—in amounts to meet the patient's caloric needs and to make meals appetizing and satisfying.

(9) Iodized salt as a seasoning.

R H 33.92 **Special diet modifications.** Modifications of the normal diet listed under H 33.91, Nutritional requirements—*recommendation*, to meet special needs of individual patients shall be in accord with the recommendations and written order of the physician.

34 H 33.93 **Conserving food value—recommendation.** It is *recommended* that food be prepared by accepted methods to conserve maximum food value and to produce palatable meals.

35 H 33.94 **Food processing.** If foods are canned or otherwise preserved at the home, they shall be processed under controlled conditions using methods currently recommended by the Bureau of Home Economics, U. S. Department of Agriculture. All nonacid vegetables, meat and poultry shall be canned by pressure cooker method.

36 H 33.95 **Donated foods—recommendation.** It is *recommended* that donations of home-canned foods not be accepted by the licensed operator for reasons of sanitation and safety. (Due to lack of control of many factors, such as quality of food, poor conditions of sanitation and faulty methods of processing, use of such foods may constitute a health hazard to patients.)