

Pennsylvania Department of Health
BRADFORD REGIONAL MEDICAL CENTER
Health Inspection Results

Information about Acute and Ambulatory Care Inspections

BRADFORD REGIONAL MEDICAL CENTER
Health Inspection Results For:

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05/02/2023 

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This report is the result of an unannounced onsite complaint investigation (CHL21C877A) conducted on March 8, 2023, with review of additional information concluding on May 2, 2023, at Bradford Regional Medical Center. It was determined that the facility was not in compliance with the requirements of the Pennsylvania Department of Health's Rules and Regulations for Hospitals, 28 PA Code, Part IV, Subparts A and B, November 1987, as amended June 1998.

[Plan of Correction:](#)

[103.35 LICENSURE](#)
[JOB DESCRIPTIONS](#)

Name - Component - 00
103.35 Job descriptions

There shall be a written job description for each type of job in the hospital, including the chief executive officer and heads of departments.

[Observations:](#)

Based on review of facility documentation and employee interview (EMP), it was determined the facility failed to provide a written job description at the Bradford Regional Medical Center for the two of two personnel files reviewed (PF1 and PF2).

Findings include:

Review on April 28, 2023, at approximately 3:30 PM of the facility Policy # 104.050, "Personnel Records," revised May 21, 2018, revealed "1) Statement of Policy: Bradford Regional Medical Center (BRMC) maintains a personnel file for each of their respective employees. ... Procedure: a) Personnel files for BRMC employees and contracted staff shall contain at minimum: ... ii. Job Description acknowledgement ..."

Review on April 25, 2023, at approximately 3:45 PM of the job description provided for PF1 revealed a job description for an out-of-state hospital.

Interview with EMP1 on March 31, 2023, confirmed there was not a job description specific to Bradford Regional Medical Center for PF1.

Review on April 25, 2023, at approximately 3:55 PM of the job description provided for PF2 revealed a job description for an out-of-state hospital.

Interview with EMP1 on March 31, 2023, confirmed there was not a job description specific to Bradford Regional Medical Center for PF2.

Cross reference:
Personnel Records

Plan of Correction:

Personnel files for Bradford Regional Medical Center (BRMC) shall contain job descriptions for the Director of Quality specific to Bradford Regional Medical Center

Personnel files for Bradford Regional Medical Center (BRMC) shall contain job descriptions for the Infection Control Manager specific to Bradford Regional Medical Center

The Senior Human Resources Generalist will review 5 files per quarter and correct and report findings of any non-compliance to the CAO.

All employees in the BRMC Human Resources department will complete a read and sign on policy #104.050.

The Chief Administrative Officer has scheduled a Monthly Regulatory Review Meeting to ensure completion and follow up on all PA DOH POC's. Any open POC's will be reviewed monthly at each meeting until final completion date for compliance is met. POC completions or non-compliance with completion will be discussed at each meeting.

**103.36 (b)(2) LICENSURE
PERSONNEL RECORDS**

Name - Component - 00

103.36(b)

(2) Current information relative to periodic work performance evaluations.

Observations:

Based on review of facility documentation and employee interview (EMP), it was determined the facility failed to maintain performance related information, including evaluations, at the Bradford Regional Medical Center for two of two personnel files reviewed (PF1 and PF2).

Findings include:

Review on April 28, 2023, at approximately 3:30 PM of the facility's Policy # 104.050 "Personnel Records," revised May 21, 2018, revealed "1) Statement of Policy: Bradford Regional Medical Center (BRMC) maintains a personnel file for each of their respective employees. ... 4. Procedure a) Personnel files for BRMC employees and contracted staff shall contain at a minimum: ... v. Performance related information, including evaluations and disciplinary action; ... "

Review on April 25, 2023, at approximately 3:45 PM of the annual performance review provided for PF1 revealed an annual performance review for an out-of-state hospital.

Interview with EMP1 on March 31, 2023, confirmed there was not an annual performance review specific to Bradford Regional Medical Center for PF1.

Review on April 25, 2023, at approximately 3:45 PM of the annual performance review provided for PF2 revealed an annual performance review for an out-of-state hospital.

Interview with EMP1 on March 31, 2023, confirmed there was not an annual performance review specific to Bradford Regional Medical Center for PF2.

Cross reference:
Job Descriptions

Plan of Correction:

Bradford Regional Medical Center (BRMC) will maintain a personnel file for Director of Quality specific for Bradford Regional Medical Center including an annual performance review.

Bradford Regional Medical Center (BRMC) will maintain a personnel file for Infection Control Manager specific for Bradford Regional Medical Center including an annual performance review.

The Senior Human Resources Generalist will review 5 files per quarter and correct and report findings of any non-compliance to the CAO.

The Chief Administrative Officer has scheduled a Monthly Regulatory Review Meeting to ensure completion and follow up on all PA DOH POC's. Any open POC's will be reviewed monthly at each meeting until final completion date for compliance is met. POC completions or non-compliance with completion will be discussed at each

meeting.