

Plan Review and Inspection Policy

HLS Procedure Number C-007

Adopted under the provisions of Sections 6 (iii) (A) and 6 (b) (i) (A) of the Ch. 3 Construction Rules and Regulations for Healthcare Facilities.

Throughout this policy, Healthcare Licensing and Surveys is referred to as HLS.

Purpose:

The purpose of qualifying third-party plan reviewers and inspectors is to ensure healthcare facilities have a choice between using third-party reviewers or HLS engineers for the plan review and interim inspection process for construction projects. The intent of this policy is to ensure the requirements are clear to all parties concerned.

Policy:

The Chapter 3 Construction Rules and Regulations for Healthcare Facilities, filed with the Wyoming Secretary of State on April 3, 2008, provide authority and guidance for allowing a healthcare facility to utilize a qualified plan reviewer and/or interim inspector for a specified construction project. In brief, individuals and organizations may apply to be qualified by HLS to function as a third-party reviewer and/or inspector. A list of qualified reviewers and/or inspectors and their contact information will be maintained on the HLS website. Healthcare facilities may decide to contract with a third-party reviewer for final plan reviews and interim construction inspections. HLS will continue to conduct all preliminary plan reviews, in accordance with W.S. 35-2-906. HLS will continue to conduct all final inspections for licensure and any applicable Life Safety Code inspections. **Preliminary plans and construction projects that must be completed as a result of a deficiency cited during a state and/or federal survey will have priority. All other plans will be entered into the Queue (see procedure #018) and assigned to an engineer for review in the order of receipt.** In the event a facility opts not to use a third-party plan reviewer or interim inspector, the necessary work will be done by HLS engineering staff.

Procedure:

1. Any healthcare facility having plans that need to be reviewed or interim inspections that would normally need to be done by HLS may choose to use approved third-party reviewers and/or inspectors. No one is required to use a third-party reviewer or inspector. In some local jurisdictions where the Department has delegated plan review and inspection jurisdiction for a portion of or all of the International Codes, this policy may not apply.
2. If the healthcare facility chooses to use third-party plan reviewers and/or inspectors in lieu of HLS personnel, they must use an entity on the HLS list of registered plan reviewers and inspectors. A list of registered, third-party plan reviewers and inspectors is available on request and is also available on the HLS website in the Healthcare Facility Construction section: <http://www.health.wyo.gov/ohls/construction.html>.
3. Facilities desiring to use the third party option must submit a completed Healthcare Facility Application to Exercise Option of Third-party Plan Reviewer and/or Inspector, which can be found on the HLS website..
4. If a healthcare facility uses the third-party plan reviewer/inspector option, the facility is responsible for:
 - Tracking the status of their plans or inspections directly with the third-party plan reviewers and inspectors.

- Obtaining review or inspection comments from the third-party plan reviewers and inspectors.
 - Managing the work performance of the third-party plan reviewers and inspectors in accordance with the contract executed between the third-party plan reviewers and inspectors and the healthcare facility.
 - Dealing with any issues related to payment, timing of review or inspection, quality of reviews or inspections, and other disputes arising from the use of the third-party plan reviewers and inspectors.
 - Providing a copy of the written contract(s) between the healthcare facility and the plan reviewer and/or interim inspector to HLS. The contract must clearly state that neither the State of Wyoming, nor the Wyoming Department of Health, will be held liable for any acts or omissions of the healthcare facility or the third-party plan reviewers and inspectors.
5. If the healthcare facility utilizes the third-party plan review or inspector option, HLS is not responsible for:
- Tracking plans or monitoring the progress of third-party plan reviewers.
 - Tracking issues related to interim inspectors' work.
 - Maintaining review or inspection comments provided by the third-party reviewer or inspector.
 - Managing the timing, scheduling, or any other aspects of the work performance of third-party plan reviewers or interim inspectors.
 - Costs incurred by the healthcare facility as a result of using the third-party plan reviewer and/or inspector option.
 - Postage or supplies to transmit plans to and from the third-party plan reviewers or inspectors or to and from HLS.
6. HLS will review and approve the preliminary plan submissions and will be conduct the final licensure construction surveys. These will not be the responsibility of third-party plan reviewers or interim inspectors.
7. When plans have been determined to be in compliance by the third-party reviewer and copies have been transmitted to HLS, any additional reviews required as a result of revisions and deferred submittals will be the responsibility of the healthcare facility and the third-party reviewer.
8. In the event a healthcare facility initially chooses the third-party plan reviewer and/or inspector option, and subsequently decides to have HLS review their plans or conduct their interim inspections, the healthcare facility and the third-party reviewer and/or inspector must provide written notification to HLS.
9. If questions arise between the healthcare facility and the third-party reviewer and/or inspector, HLS will be available to answer questions of interpretation and may act as an informal mediator in facilitating disputes related to construction or code requirements.

This Plan Review and Inspection Policy was officially adopted by the Office of Healthcare Licensing and Surveys on April 3, 2008.

This Policy (HLS Procedure Number C-007) is subject to change without advance notice.

*Revised 2/2/10
April 2008*