

**RESPIRATORY CARE BOARD OF CALIFORNIA**

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**Facility Self-Audit Tool****Basic Respiratory Tasks & Services – Compliance Checklist***(For Internal Use – Not for Submission)*

Use this tool to assess whether your facility is in alignment with California Code of Regulations, title 16, section 1399.365 before the October 1, 2025, compliance deadline.

Audit Item	Yes	No	N/A	Notes / Actions Needed
Facility leadership and relevant management have reviewed the new respiratory tasks regulation (CCR §1399.365) and understand its requirements.	☐	☐	☐	
An inventory of respiratory care tasks currently performed by LVNs, CNAs, or other non-RCP staff has been created.	☐	☐	☐	
The facility has identified which of those tasks non-RCPs are permitted to perform, and which require RCP performance under the regulation.	☐	☐	☐	
All respiratory care tasks that require clinical judgment, respiratory assessment, or adjustment (such as suctioning, tracheostomy care, oxygen titration) are performed exclusively by RCPs.	☐	☐	☐	
Any respiratory tasks currently performed by non-RCPs that fall outside the regulation's approved scope for non-RCPs have been discontinued or reassigned to qualified RCPs.	☐	☐	☐	
Job descriptions, delegation policies, and internal protocols have been updated to reflect the new regulation's limits on task delegation.	☐	☐	☐	
Staff education and/or training programs have been implemented or scheduled to inform personnel about the new regulation and how it impacts their role.	☐	☐	☐	
A designated staff member or compliance officer has been assigned responsibility for overseeing compliance with the new regulation.	☐	☐	☐	
The facility has established or updated procedures to regularly monitor and audit respiratory care task delegation to maintain ongoing compliance with the regulation.	☐	☐	☐	

Tip: If you answered “No” to any of the above, we recommend you address those areas prior to October 1, 2025, to ensure compliance with the regulation.