

Appendix E – Handout for the Hospital

To access information about your survey, go to your Joint Commission extranet site by accessing www.jointcommission.org

Click on the “joint Commission Connect” logo

Enter your login information

You will find the following information:

- 1) Introductory letter signed by the Executive Vice President of Accreditation and Certification Operations authorizing the presence of the surveyors for the unannounced survey.
- 2) Surveyor name and biographical sketches
- 3) Scheduled survey dates
- 4) Priority Focus Process output

Print agenda

Please make the following documents immediately available to the surveyors:

- Performance Improvement Data from the past 12 months
- Infection Control surveillance data from the past 12 months
- Analysis from a High Risk Process
- Environment of Care data including the Statement of Condition (SOC) from the last survey
- Plans for improvement – access to a computer for surveyor sign off
- Management Plans and annual evaluations; and Environment of Care multidisciplinary team meeting minutes for the 12 months prior to the survey
- Infection Control Plan
- An organization chart
- A map of the organization, if available
- List of all sites that are eligible for survey
- List of departments/units/areas/programs/services within the organization, if applicable
- List of patients that includes: name, location, age, diagnosis, and length of stay
- Lists of scheduled surgeries and special procedures, e.g. cardiac catheterization, Endoscopy lab, Electroconvulsive Therapy, Cesarean Sections, including location of procedure and time
- List of unapproved abbreviations
- Staffing effectiveness data
- Name of key contact person who can assist surveyors in planning tracer selection
- Measures of Success (MOS) identified in the Plan of Action from the PPR
- ORYX data
- Organ donation and procurement conversion rates
- Medical Record Delinquency data
- Medical Staff Rules, Regulations, and Bylaws