**THE JOINT COMMISSION SURVEY PREPARATION – CAH**

Leading up to Survey:

* Prepare document binder
* Meet with Accreditation Committee to determine who does what when the surveyors arrive.
* Look at Qliq group to ensure all necessary members are in The Joint Commission group.

Day of Survey

* Look on The Joint Commission website for notification of survey
* Print off the surveyor’s biography & distribute to BBGH Admissions & MAP Admissions along with “Arrival of Survey Team” paper.
* Qliq Joint Commission Survey group and HOD’s
* Send out all BBGH code green
* Have XXXX reserve room
* Gather Required Documents Binder
* Gather EOC binders
* Run a census (Special Services can do)
* Get key for meeting room – may not need key
* Get current physician roster
* Get grievance log
* Get charts from HIM
* Get clinical contracts
* 2017 – needed 20 IP records; minimum observation patients didn’t count; can include OB & SB
* Get autopsy if available
* Need Xray contracts & reports of maintenance of machines (physicist)
* Call Bio-E & have a rep come
* Clinical Team: Engineer Team:
  + CNO XX - scribe
  + XX – scribe XX – backup scribe
  + XX – backup scribe XX – backup scribe
  + CQO Safety Officer
  + PCU Nurse Manager Plant Manager
  + ED Nurse Manager Accreditation Specialist
  + Clinic Manager COO
  + Surgery Manager

After the Survey:

* When the accreditation letter is posted, print it off & give to CEO Admin so she can do our license renewal. Send it out to the Accreditation Committee.
* Pull information from the publicity kit on TJC website & give to Marketing for them to show us off