

Suggested “Ready to Go” List



The survey process can be facilitated if the following items are readily available to the surveyor(s) at the time of the survey. Not all items are applicable to all organization setting types.

- High-level organization chart
- List of board of directors or other governing body membership by background and consumer/non-consumer status
- List of all staff and job titles
- List of all contracted and visiting health care practitioners, including physicians
- Accurate list of the patients currently receiving care in the organization, including each patient’s diagnosis, age, unit/service, responsible physician, and date of admission
- List of the operative and other invasive procedures scheduled for the day, including surgeries in the operating theatre, cardiac catheterizations, endoscopies/ colonoscopies, and in vitro fertilizations (if applicable)
- Top five diagnoses of patients
- Top five procedures performed
- List of systemwide priority improvements
- List of departments’ and services’ individual measures
- Clinical practice guidelines and any associated pathways and protocols
- Risk assessments, such as a failure mode and effects analysis (FMEA), hazard vulnerability analysis (HVA), infection control risk assessment (ICRA), and preconstruction risk assessment (PCRA)
- A copy of a comprehensive systematic analysis (for example, a root cause analysis) conducted for a sentinel event or significant adverse event if no sentinel event occurred
- Required organization plans (for example, facility safety plan)
- Required policies, procedures, and programs (see the “Required Documents” section)
- Documented bylaws
- List of eligible contracts (direct services), if applicable
- Committee minutes (for example, from governance meetings, infection prevention and control meetings, other meetings)
- List of hours of operation and schedule for all outpatient clinics or services in the organization
- Current map of the hospital campus
- Sample of all medical record forms