

Disease Specific Care Two-Day Certification Review Agenda

Please refer to the Disease Specific Care Review Process Guide for additional information.
All times are local.

DAY ONE	Activity	Organization Participants
8:00-9:00 am	<p>Opening Conference</p> <ul style="list-style-type: none"> • Reviewer will begin this session with a few remarks and introduction of themselves, followed by an introduction of the program staff • Next, hospital and/or program leadership will present an orientation to Program. Topics to be covered include: <ul style="list-style-type: none"> ○ Program leadership ○ Program interdisciplinary team composition ○ Program design and integration into hospital ○ Program mission, vision, and goals of care ○ Population characteristics and needs ○ Diversity, equity, and inclusion efforts ○ Program selection and implementation of Clinical Practice Guidelines (CPGs) ○ Overall program improvements implemented and planned • Presentation will be followed by a brief Q&A • Reviewer will end session with: <ul style="list-style-type: none"> ○ Overview of agenda and objectives ○ Dialogue about what the reviewer can do to help make this a meaningful review for the program 	<ul style="list-style-type: none"> • Program Clinical and Administrative Leadership • Individuals responsible for performance improvement processes within the program and, as applicable, the organization • Others at the discretion of the organization
9:00–9:30 am	Reviewer Planning Session	Program representative(s) that can facilitate patient selection and tracer activity
9:30 am–12:30 pm	Individual Tracer Activity	Program representative(s) that can facilitate tracer activity
12:30-1:00 pm	Reviewer Lunch	
1:00-4:00 pm	Individual Tracer Activity (cont.)	Program representative(s) that can facilitate tracer activity
4:00-4:30 pm	Team Meeting/Reviewer Planning Session – planning for review day 2	As determined by the organization
DAY TWO	Activity	Organization Participants

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8:00-8:15 am	<p>Daily Briefing A brief summary of the first day's observations will be provided</p>	As determined by the organization
8:15 am-12:00 pm	<p>Individual Tracer Activity (cont.)</p>	Program representative(s) that can facilitate tracer activity
12:00-12:30 pm	<p>Reviewer Lunch</p>	
12:30-1:30 pm	<p>System Tracer–Data Use Session</p> <p>Discuss how data is used by program to track performance and improve practice and/or outcomes of care</p> <p>Discuss selected performance measures, including:</p> <ul style="list-style-type: none"> - Selection process - Aspects of care and services and outcomes that measures address - Data collection processes (Four months of data for initial certification and 12 months of data for recertification) - How is data reliability and validity conducted? - Reporting and presentation of data - Improvement opportunities discovered through data analysis - Improvements that have already been implemented or are planned based on performance measurement - Discuss patient satisfaction data, including improvements based on feedback 	Interdisciplinary Team and those involved in Performance Improvement
1:30-2:30 pm	<p>Competence Assessment/Credentialing Process</p> <ul style="list-style-type: none"> • Orientation and training process for program • Methods for assessing competence of practitioners and team members • Inservice and other education and training activities provided to program team members <p>Review of at least one file per discipline of those staff involved in the program</p> <p>Provider Files</p> <ul style="list-style-type: none"> • Licensure • DEA Licensure • Most recent reappointment letter • Board certification • Privileges and applicable supporting documents • OPPE or FPPE (two most recent, as applicable) • CME or attestation for CME • Education on CPGs <p>Staff Files</p> <ul style="list-style-type: none"> • Licensure (if applicable) • Certification (if applicable) 	<ul style="list-style-type: none"> • Individuals responsible for Program Education • Medical Staff Office Personnel • Human Resources

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	<ul style="list-style-type: none"> • Job description • Most recent performance evaluation • Program Specific <i>Orientation</i> Education/ Competencies • Program Specific <i>Ongoing</i> Education/ Competencies • Education on CPGs 	
2:30-3:00 pm	<p>Summary Discussion</p> <p>This time will be utilized for a final discussion prior to the reviewer's report preparation and the exit conference. Topics that may be discussed include:</p> <ul style="list-style-type: none"> • Any issues not yet resolved (IOUs) • The identified Requirements For Improvement (RFIs) • What made the review meaningful to the team • Sharing best practices to inspire quality improvement and/or outcomes • Educative activities of value to the program (i.e., knowledge sharing related to CPGs or the latest scientific breakthroughs) • Did I meet the goals of your team today? 	<ul style="list-style-type: none"> • Program Leadership • Others at Program's discretion
3:00-4:00 pm	Reviewer Report Preparation	
4:00-4:30 pm	Program Exit Conference	<ul style="list-style-type: none"> • Program Leadership • Hospital Leadership • Interdisciplinary Team Members

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