

Disease Specific Care Review Agenda Advanced Certification in Perinatal Care One Reviewer for Two Days

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

Date/Time	Activity	Organization Participants
Review Day 1 8:00 – 9:30 am	<p>Opening Conference</p> <ul style="list-style-type: none"> • Greetings and introductions from reviewers • Introduction of Center staff <p>Orientation to Center – Program Presentation</p> <p>Topics to be covered include:</p> <ul style="list-style-type: none"> • Program scope of care, treatment, and services • Program philosophy • Patient population and community demographics • Program leadership, responsibilities, and accountabilities • Interdisciplinary team composition and responsibilities • Other personnel and support services • Backup systems and plans • Program and organization integration, interaction and collaboration • Diversity, equity, and inclusion efforts • Communication and collaboration within the program and with patients and families • Program team member selection—qualifications, orientation, training, ongoing education, and support • Performance measures and measure threshold compliance • Early risk identification and managing the risk corresponding to the program’s capabilities <p>Reviewers will end session with:</p> <ul style="list-style-type: none"> • Overview of agenda and objectives • Dialogue about what the reviewers can do to help make this a meaningful review for the Center 	<ul style="list-style-type: none"> • Program’s Joint Commission contact • Program clinical and administrative leadership • Others at program’s discretion
9:30 – 10:00 am	<p>Reviewer Planning Session</p> <p>Please have the following information available for this session:</p> <ul style="list-style-type: none"> • A current list of patients in the program, both obstetric and newborn • Performance improvement action plans • Order sets, care plans, as applicable 	Program representatives that can facilitate patient selection and tracer activity

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	<ul style="list-style-type: none"> • Schedule for interdisciplinary team meetings or rounds on patients • Program’s back-up schedule for perinatal services needed to meet the needs of the pregnant, postpartum, and newborn patients 	
10:00 am – 12:30 pm	<p>Individual Tracer Activity Tracer activity begins where the patient is currently receiving care, treatment, and services.</p> <ul style="list-style-type: none"> • Includes an interactive review of patient records with staff actively working with the patient, including each patient’s course of care, treatment, and services from prenatal up to the present and anticipated for the future (postpartum and newborn care) will be mapped. • Continues with tracing each patient’s path, visiting different areas, speaking with program team members, and other organization staff caring for or encountered by the patient <ul style="list-style-type: none"> ○ Defined perinatal continuum—areas, units, departments, programs, services—may include the labor and delivery unit, newborn nursery, operating room, PACU, emergency department, prenatal program, ultrasound, radiology, laboratory, and pharmacy services. • Includes a patient and family interview if they are willing to participate <p>At the continuation of each tracer, the reviewer will communicate to the program leaders and care providers:</p> <ul style="list-style-type: none"> • Specific observations made • Issues that will continue to be explored in other tracer activities • The need for additional records to verify standards compliance, confirm procedures, and validate practice • Closed record reviews that may be necessary 	Program representatives that can facilitate tracer activity
12:30 – 1:00 pm	Reviewer Lunch	
1:00 – 4:00 pm	Individual Tracer Activity (cont.)	Program representatives that can facilitate tracer activity
4:00 – 4:30 pm	<p>Team Meeting/Reviewer Planning Session Discussion will include accomplishments during Day One, and plans for Day Two</p>	<ul style="list-style-type: none"> • Program’s Joint Commission contact • Others requested by reviewers

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Date/Time	Activity	Organization Participants
Review Day 2 8:00 – 8:30 am	Daily Briefing A brief summary of the first day's observations and plans for Day Two will be discussed.	As determined by the Center or organization
8:30 – 9:30 am	Bereavement Tracer	Bereavement team members
9:30 am – 12:00 am	Individual Tracer Activity (cont.)	Program representatives that can facilitate tracer activity
12:00 – 12:30 pm	Reviewer Lunch	
12:30 am - 2:00 pm	System Tracer—Data Use Topics to be covered include: <ul style="list-style-type: none"> • Members and responsibilities of the perinatal performance committee • Performance improvement plan, including data analysis and priority setting • Program performance measurement and improvement activities • Measure threshold criteria • Use of TJC perinatal care core performance measures • Data collection related topics, including data monitoring, analysis and interpretation, and dissemination and transmission • Other issues for discussion or follow up • Patient and family evaluation of care, treatment, and services provided (i.e., patient satisfaction at the program level), and improvement activities related to their feedback • Recently implemented program improvements 	Program Leaders, interdisciplinary team, and those involved in Performance Improvement
2:00 – 3:00 pm	Competence Assessment/Credentialing Process <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 Review of at least one file per discipline of those staff involved in the program Provider Files <ul style="list-style-type: none"> • Licensure 	<ul style="list-style-type: none"> • Medical Staff Office Personnel • Individuals responsible for Program Education • Human Resources

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	<ul style="list-style-type: none"> • 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 <p>Staff Files</p> <ul style="list-style-type: none"> • Individuals responsible for Program Education • Medical Staff Office Personnel • Human Resources • Licensure (if applicable) • Certification (if applicable) • Job description • Most recent performance evaluation • Program Specific Orientation Education/Competencies • Program Specific Ongoing Education/Competencies 	
3:00 – 3:30 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? 	<ul style="list-style-type: none"> • Program Leaders • Program’s Joint Commission contact • Others at program’s discretion
3:30 – 4:00 pm	<p>Review Report Preparation</p>	
4:00 – 4:30 pm	<p>Program Exit Conference</p>	<ul style="list-style-type: none"> • Program’s Joint Commission contact • Program Leaders • Program team members • Organization leadership • Others at program’s discretion

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