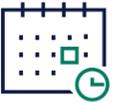


Sample Hospital Survey Agenda



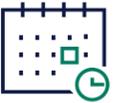
The following agenda serves as an example. The surveyor team may revise the arrangement of each session to better accommodate the organization. **This hospital survey agenda consists of 3 surveyors over 5 days. Agendas for other organization setting types will vary.**

DAY ONE

TIME	PHYSICIAN SURVEYOR	NURSE SURVEYOR	ADMINISTRATOR SURVEYOR
0745 – 0800	Team Meeting with Survey Coordinator and Translators (to discuss logistical support issues and requirements)		
0800 – 0820	Opening Conference and Agenda Review		
0820 – 0900	Orientation to the Hospital’s Services		
0900 – 1200	Document Review (one room with separate working areas for each team member)		
1200 – 1300	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
1300 – 1400	Leadership for Quality, Patient Safety, Ethics, and Culture of Safety Interview		
1400 – 1600	Individual Patient Tracer Activity	Individual Patient Tracer Activity	Facility Management and Safety Document Review and Facility Tour
1600 – 1630	Meeting with Survey Coordinator (as needed, to identify needs for the following day)		
1630 – 1730	Surveyor Meeting (private surveyor meeting for planning agenda activities for the following day; may be held in hotel)		

Note: Individual Patient Tracer Activity may include Department/Service Quality Measurement Tracers and/or other tracer activity.

Sample Hospital Survey Agenda



The following agenda serves as an example. The surveyor team may revise the arrangement of each session to better accommodate the organization. **This hospital survey agenda consists of 3 surveyors over 5 days. Agendas for other organization setting types will vary.**

DAY TWO

TIME	PHYSICIAN SURVEYOR	NURSE SURVEYOR	ADMINISTRATOR SURVEYOR
0800 – 0900	Daily Briefing		
0900 – 1200	Individual Patient Tracer Activity	Individual Patient Tracer Activity	Facility Management and Safety Document Review and Facility Tour (continued)
1200 – 1300	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
1300 – 1500	Medication Management System Tracer, Including Medication Supply Chain	Individual Patient Tracer Activity	Facility Management and Safety System Tracer
1500 – 1600	Undetermined Tracer Survey Activity (time may be used to visit the pharmacy)		
1600 – 1630	Meeting with Survey Coordinator (as needed, to identify needs for the following day)		
1630 – 1730	Surveyor Meeting (private surveyor meeting for planning agenda activities for the following day; may be held in hotel)		

Note: Individual Patient Tracer Activity may include Department/Service Quality Measurement Tracers and/or other tracer activity.

Sample Hospital Survey Agenda



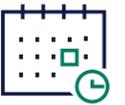
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DAY THREE

TIME	PHYSICIAN SURVEYOR	NURSE SURVEYOR	ADMINISTRATOR SURVEYOR
0800 – 0900	Daily Briefing		
0900 – 1100	Organ and Tissue Transplant Services Interview and Tracer (if applicable)	Nursing and Other Clinical Staff Education Qualifications Session	Facility Management and Safety Document Review
1100 – 1200	Undetermined Survey Activity (Medical Transport as applicable)	Undetermined Survey Activity	Undetermined Survey Activity (Laser/Hemodialysis as applicable)
1200 – 1300	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
1300 – 1500	Medical Staff Education Qualifications Session	Infection Prevention and Control System Tracer	Individual Patient Tracer Activity
1500 – 1600	Individual Patient Tracer Activity	Individual Patient Tracer Activity (Isolation Process at unit level)	
1600 – 1630	Meeting with Survey Coordinator (as needed, to identify needs for the following day)		
1630 – 1730	Surveyor Meeting (private surveyor meeting for planning agenda activities for the following day; may be held in hotel)		

Note: Individual Patient Tracer Activity may include Department/Service Quality Measurement Tracers and/or other tracer activity.

Sample Hospital Survey Agenda



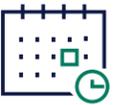
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DAY FOUR

TIME	PHYSICIAN SURVEYOR	NURSE SURVEYOR	ADMINISTRATOR SURVEYOR
0800 – 0900	Daily Briefing		
0900 – 1100	Closed Patient Medical Record Review (a separate work area or separate room needed for each surveyor)		0900 – 1030
			Quality Program Interview—Operations
			1030 – 1200
1100 – 1200	Individual Patient Tracer Activity	Patient Group Interview	Individual Patient Tracer Activity
1200 – 1300	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
1300 – 1430	Quality Program Interview — Clinical Measures	Individual Patient Tracer Activity	Supply Chain Management and Evidence-Based Purchasing Interview and Tracer
1430 – 1600	Individual Patient Tracer Activity	Individual Patient Tracer Activity	Individual Patient Tracer Activity
1600 – 1630	Meeting with Survey Coordinator (as needed, to identify needs for the following day)		
1630 – 1730	Surveyor Meeting (private surveyor meeting for planning agenda activities for the following day; may be held in hotel)		

Note: Individual Patient Tracer Activity may include Department/Service Quality Measurement Tracers and/or other tracer activity.

Sample Hospital Survey Agenda



The following agenda serves as an example. The surveyor team may revise the arrangement of each session to better accommodate the organization. **This hospital survey agenda consists of 3 surveyors over 5 days. Agendas for other organization setting types will vary.**

DAY FIVE			
TIME	PHYSICIAN SURVEYOR	NURSE SURVEYOR	ADMINISTRATOR SURVEYOR
0800 – 0900	Daily Briefing		
0900 – 1100	Individual Patient Tracer Activity/Undetermined Survey Activity	Individual Patient Tracer Activity/Undetermined Survey Activity	Individual Patient Tracer Activity/Undetermined Survey Activity
1100 – 1200	Survey Integration and Report Preparation		
1200 – 1300	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
1300 – 1430	Survey Integration and Report Preparation (continuation)		
1430 – 1500	Conference with Leadership to Review Exit Report Findings		
1500 – 1530	Conference with Staff to Review Exit Report Findings		

Note: Individual Patient Tracer Activity may include Department/Service Quality Measurement Tracers and/or other tracer activity.