

Disease Specific Care

Two Day Review Agenda for Advanced Certification in Inpatient Diabetes Care

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

DAY ONE	Activity	Organization Participants
8:00 – 9:30 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 ○ 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 	<p>Program Clinical and Administrative Leadership</p> <p>Individuals responsible for performance improvement processes within the program and, as applicable, the organization</p> <p>Others at the discretion of the organization</p>
9:30 – 10:00 am	<p>Reviewer Planning Session</p> <p>A list of patients for tracer selection separated by diagnosis, demographics, and date of admission and discharge (as applicable)</p>	<p>Program representative(s) that can facilitate patient selection and tracer activity</p>
10:00 am – 12:30 pm	<p>Individual Tracer Activity - Review of patient care, treatment, and services</p>	<p>Program representative(s) that can facilitate tracer activity</p>
12:30 – 1:00 pm	<p>Reviewer Lunch</p>	
1:00 – 3:30 pm	<p>Individual Tracer Activity (cont.)</p>	<p>Program representative(s) that can facilitate tracer activity</p>
3:30 – 4:30 pm	<p>Team Meeting/Reviewer Planning Session – –</p> <p>Address any special issues for resolution</p> <p>– Communicate summary of the first day's observations</p> <p>– Select individual patient tracers for Day 2</p>	<p>As determined by the organization</p>
DAY TWO	Activity	Organization Participants
8:00 – 8:30 am	<p>Daily Briefing</p> <p>A brief summary of the first day's agenda will be provided</p>	<p>As determined by the organization</p>

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8:30 – 11:30 am	Individual Tracer Activity (cont.)	Program representative(s) that can facilitate tracer activity
11:30 am – 1:00 pm	<p>System Tracer: Data Use Session</p> <p>Discuss how data is used by program to track performance.</p> <p>Discuss selected performance measures, including:</p> <ul style="list-style-type: none"> • Selection process • Aspects of care, treatment and services and outcomes that measures address • Data collection processes • How data reliability and validity is conducted • Communication of data to all clinicians and administrators • Improvement opportunities discovered through data analysis • Improvements that have already been implemented or are planned based on performance measures • Discuss patient satisfaction data, including improvements based on feedback. 	
1:00 – 1:30 pm	Reviewer Lunch	
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>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 <p>Staff Files</p> <ul style="list-style-type: none"> • Licensure (if applicable) • Certification (if applicable) • Job description • Most recent performance evaluation • Program Specific <i>Orientation</i> Education/Competencies • Program Specific <i>Ongoing</i> Education/Competencies 	<p>Individuals responsible for Program Education</p> <p>Medical Staff Office Personnel</p> <p>Human Resources</p>
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) • Identified Requirements For Improvement (RFIs) 	<p>Program Leadership</p> <p>Others at Program's discretion</p>

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	<ul style="list-style-type: none"> • 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 • Did I meet the goals of your team today? 	
3:00 – 3:30 pm	Reviewer Report Preparation	
3:30 – 4:00 pm	Program Exit Conference	Program Leadership Hospital Leadership Interdisciplinary Team Members

Note: This agenda is a guide and may be modified based on organizational need and reviewer discretion

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