

Sustainable Healthcare Certification

One Reviewer for One Day- Review Agenda

Time	Activity	Organization Participants
8:00 – 8:30 a.m.	Opening Conference -Introductions -Joint Commission and Certification overview -Agenda review	Certification review coordinator Leader(s) Others at the discretion of the organization
8:30 – 9:30 a.m.	Reviewer Planning Session - Organizational structure (SHCLD.02, EP1) - Written strategic plan (SHC.LD.01, EP1) - Review baseline data for three emission sources (for initial review) Review 24 months of data for three emissions (for recertification)	Certification review coordinator (at the reviewer's request)
9:30 – 10:30 a.m.	Orientation to the Organization's Environmental Sustainability Program - Organization's decarbonization journey - Key structures and processes to improve energy efficiency, decrease waste, and decreasing carbon footprint (SHCLD.01, EP2; SHCLD.02, EP1) - Coordination activities - Operational plan development and implementation (SHCLD.02, EP2; SHCPI.01, EP1) - Decarbonization goals (SHCPI.01, EP1)	Senior leaders(s) and individual(s) responsible for oversight of the environmental sustainability program
10:30 – 12:00 noon	Measurement of Greenhouse Gases - Greenhouse gas sources being measured (at least 3) (SHCME.01, EP1) - Data gathering approach (centralized or decentralized) (SHCME.01, EP 1) - Activity data collection and emissions factors (SHCME.01, EP 1) - Application of calculation tools (SHCME.01, EP 1)	Individual(s) with knowledge and experience in measuring GHG and converting data into MTCO2e

Disclaimer: Recording or transcribing this review is strictly prohibited, including the recording and transcribing that can occur with video conference applications. Discovery of any recording activities will result in the immediate cessation of the review and denial of certification.

Time	Activity	Organization Participants
	- Converting activity data into MTCO2e (SHCME.01, EP 2)	
12:00 – 12:30 p.m.	Reviewer Lunch	
12:30 – 1:30 p.m.	Performance Improvement <ul style="list-style-type: none"> - Approach to PI - Data collection process (see SHCME.01) - Data quality - Annual assessment of data to determine actions meet goals (SHCPI.01, EP2) - Revision of plan if goals are not achieved or maintained (SHCPI.01, EP 3) - Reporting to leadership 	Individual(s) with knowledge and experience in measuring GHG and converting data into MTCO2e
1:30 – 2:00 p.m.	Summary Discussion	Individual(s) responsible for environmental sustainability program, if requested by reviewer
2:00 – 3:00 p.m.	Reviewer Report Preparation	
3:00 – 3:30 p.m.	Organization Exit Conference	Organization leadership Others at the discretion of the organization

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