# **Corrective Action Process: Guidelines from Accreditation** Leaders

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### Disclosures

- ConMed: Teaching HonorariaIntuitive: Teaching Honoraria
- Ethicon: Teaching Honoraria • Virtual Incision: Consultant

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#### **Guidelines from Accreditation Leaders**

Survey Preparation

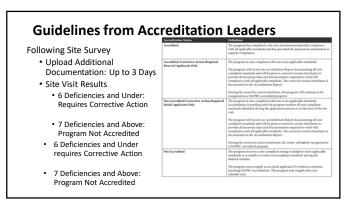
- Site Visit Scheduling (In-Person Site Visit is Initially Required)
- Welcoming Letter
- Up to 30 Days Prior Site Visit
  - Meeting with Program Director & Coordinator
  - Review of Pre-Review Questionnaire (PRQ)
  - Selection of 20 Patients to Survey

## **Guidelines from Accreditation Leaders**

Site Survey

- Observe Rectal Cancer Multidisciplinary Team (RC-MDT) Meeting
- Meet with Rectal Cancer Program Director
- Meet with Rectal Cancer Program Coordinator
- Facility Tour (Virtual or In-person)
- Medical Record Review Tracking
  - Modification of Scoring in Unique Situations
- Summation Meeting with Leadership and RC-MDT

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#### **Guidelines from Accreditation Leaders**

Corrective Action Process

- Why is Corrective Action Important
- Emphasizes Areas for Improvement
- Allows for Resolution of Deficiencies
- What can Programs Learn from the Process
  - Identify Causes of DeficienciesInitiate Action Plan
  - Improve Processes
- Examples from a Site Surveyor

# **Guidelines from Accreditation Leaders**

#### Accreditation Review Committee

- Review Committee Role
  - Policy and Standard ReviewStandardization Across All Programs

• Tips

- Keep Internal Patient Tracking/ Spreadsheet
- Internal Audit Prior to Submission of Application

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### **Key Takeaways**

- Corrective Action Process Emphasizes Areas of Improvement in Programs
  Gives Programs Opportunity to Resolve Deficiencies
- Site Visit Results
  - 6 Deficiencies and Under Requires Corrective Action
  - 7 Deficiencies and Above: Program Not Accredited
- Complete Internal Audit Prior to Application Submission

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