



Children's Surgery Verification

Consultation Visit Manual

The CSV Consultation Visit is designed to assist hospitals in evaluating their readiness to apply for verification. A consultation site visit will provide a gap analysis in compliance with the Optimal Resources for Children's Surgical Care standards and will aid the facility in attaining verification.

Sites will self-identify areas they would like to focus on; these areas of focus will be selected based on site identified deficiencies. The Pre-Review Questionnaire (PRQ), Site Visit Agenda and Site Reviewer Team will be customized to address the needs of the site. Following the site visit, a report will help your institution to close gaps and provide strategies in achieving verification.

To begin the consultation process, please visit the ACS Quality Portal (QPort) and provide details on the Site Visit Request tab. An ACS children's surgery team member will then reach out to assist in the process.

The CSV leadership and the ACS children's surgery team are available to discuss any questions about the consultation visit. Please reach out to us at childrenssurgery@facs.org with your questions.

Process Overview

1. To begin the consultation process, visit the [ACS Quality Portal \(QPort\)](#) and provide details on the Site Visit Request tab. Areas of focus will be provided at this time. If you do not have access to QPort, please reach out to the Children's Surgery Team at childrenssurgery@facs.org for additional information.
 - a. A prerequisite for sites interested in completing a consultation site visit is enrollment in ACS NSQIP Pediatric – if you are not a NSQIP Pediatric participant, please review the enrollment checklist [here](#) to begin the process.
 - b. ACS Staff will ensure hospital has an up-to-date Hospital Participation Agreement and Business Associate Agreement with the ACS
 - c. Identification of Areas of Focus is required at the time of application
2. Site will receive further communication from ACS staff regarding scheduling and completion of needed pre-site visit materials
3. After a consultative site visit occurs, sites will receive a formal report detailing findings

Areas of Focus

Centers self-identify areas of focus in QPort. These areas of focus are selected based on the hospital's identified deficiencies. The Pre-Review Questionnaire (PRQ) and Site Visit Agenda are customized to address these focus areas.

Areas of Focus:

1. Program Framework and Resources (including Ambulatory)
2. Quality Structure
3. Protocols
4. Research

Hospitals that select Program Framework/Resources or Quality Structure will require a full day comprehensive site visit. All other areas will be a half day focused site visit.

PRQ Breakdown

Sites will be required to complete the PRQ based on the areas of focus. Please see below for the PRQ elements required per area of focus. The PRQ reporting year should preferably be the 12 months prior to receiving the PRQ. The last fiscal reporting year is also acceptable.

1. Program Framework and Resources (including Ambulatory): Chapters 1, 2, 3, 4, and all Tables
2. Quality Structure: Chapters 1, 2, 5, 6, 7, PIPS Attendance Table, and Surgical Case Volume Table
3. Protocols: Chapters 1 and 5
4. Research: Chapters 1, 8, and Education Outreach Scholarly Activities Table

The PRQ must be submitted a minimum of 2 months prior to site visit.

Site Visit Scheduling and Virtual Details

Your ACS liaison will provide the needed site visit scheduling information when it is time to schedule a consultative visit.

- Site visits are scheduled approximately 5-7 months from the time of a site visit request
- All consultation visits are held virtually
- The hospital is responsible for scheduling, hosting and running all technical logistics of the virtual site visit

Site Visit Elements

Below is a list of site visit elements that may be required depending upon the selected areas of focus. Please note that site visit agendas are customized depending on chosen areas of focus.

- Introduction presentation
- Evaluation of PI
- Staff interviews
- Evaluation of on-site requirements
- Evaluation of NSQIP Pediatric
- Evaluation of Appendix I safety events
- Exit interview

Consultation Visit Report

Following the site visit, centers will receive a detailed Consultation Visit Report with the Site Reviewer's feedback and recommendation for compliance for all non-compliant standards. Non-compliant standards require corrective action prior to verification.

Following Consultation Visit – Applying for Verification

Sites can formally apply for verification when ready. **Please log into the ACS Quality Portal and complete the Program Enrollment tab with your desired level of participation.**

Contact the ACS team at childrenssurgery@facs.org if you have any questions about the enrollment process.