

## American College of Surgeons Children's Surgery Verification (ACS CSV) Site Visit Agenda

The American College of Surgeons (ACS) verification review process is designed to verify a hospital's compliance with ACS standards for a children's surgery center. Site Reviewers are charged with the responsibility of obtaining a detailed and accurate assessment of a hospital's capabilities in a very short period of time. For this reason, we ask that the children's surgery program personnel at the hospital carefully prepare for the site visit by having all documents and medical records organized and accessible to the Reviewers. Reviewers will need to have a hospital staff member readily available for questions and requests for additional information throughout the site visit. Please be aware that Reviewers will look beyond the requested documents and medical records if they need additional validation of compliance with the standards. The Prereview Questionnaire (PRQ) provides Reviewers with an overview of the program and serves as a guide for the review process. For planning purposes, the review will last approximately 12 to 14 hours over a two-day period.

This document should be used in conjunction with the Site Visit Agenda and Site Visit Manual which are posted in the ACS Quality Portal (QPort).

### Daily Agenda: Schedule of Meetings

Day 1	
9:00 AM–10:15 AM   Introductions and Site Introduction Presentation	
<i>Required Participants</i> <ul style="list-style-type: none"> <li>• MDCS</li> <li>• MDCA</li> <li>• CSPM</li> <li>• NSQIP Pediatric Surgeon Champion and NSQIP Pediatric Surgical Clinical Reviewer (SCR)</li> <li>• Chief Administrative Leadership, individuals identified by hospital</li> <li>• Additional staff identified by hospital</li> </ul>	
10:15 AM –12:15 PM   Chart Review	
<i>Required Participants</i> <ul style="list-style-type: none"> <li>• MDCS</li> <li>• CSPM</li> <li>• Computer/EMR Navigator, one for each Site Reviewer</li> <li>• PI Coordinator, if required</li> </ul>	
12:15–12:45 PM   Break/Lunch	
12:45–1:15 PM   Staff Interviews Group A	<ul style="list-style-type: none"> <li>• Surgeon Reviewer: MDCS</li> <li>• Anesthesiologist Reviewer: MDCA and Ambulatory Medical Director</li> <li>• Nurse Reviewer: CSPM</li> </ul>

1:15–1:45 PM   Staff Interviews Group B	<ul style="list-style-type: none"> <li>• Surgeon Reviewer: Administrative Director and Medical Staff Director</li> <li>• Anesthesiologist Reviewer: NICU and PICU Directors, Congenital Heart Surgery</li> <li>• Nurse Reviewer: Radiology, ENT, and Orthopedics</li> </ul>
1:45–2:15 PM   Staff Interviews Group C	<ul style="list-style-type: none"> <li>• Surgeon Reviewer: Emergency Medicine and Neurosurgery</li> <li>• Anesthesiologist Reviewer: NICU and PICU Surgical Liaisons</li> <li>• Nurse Reviewer: Pediatric Surgery, NSQIP Pediatric Surgeon Champion, and NSQIP Pediatric SCR</li> </ul>
2:15–2:45 PM   Staff Interviews Group D	<ul style="list-style-type: none"> <li>• Surgeon Reviewer: Department of Surgery Chair, Department of Pediatrics Chair or CMO of the Children's Hospital</li> <li>• Anesthesiologist Reviewer: Ophthalmology, Urology, and Plastics</li> <li>• Nurse Reviewer: Chief Nursing Officer and Nursing Director of the OR</li> </ul>
2:45–4:15 PM   Closed Reviewer Team Meeting <i>Required Participants</i> Reviewer Team	
4:15–4:30 PM   Break/Transition	
4:30–6:00 PM   PRQ Review Meeting <i>List of required participants available in QPort.</i>	

## Day 2

7:30–9:00 AM   Hospital Tour (to include Emergency Department, Radiology, Operating Room and PACU, PICU, NICU, and Ambulatory Surgical Center, if applicable)
<ul style="list-style-type: none"> <li>• Offsite ambulatory sites should be presented via prerecorded video tour</li> </ul> <p><i>Required Participants</i></p> <ul style="list-style-type: none"> <li>• List of required participants available in QPort.</li> <li>• Site Reviewers may request specific unit personnel to join the tour for Q&amp;A if needed</li> </ul>
9:00–10:00 AM   Evaluation of On-Site Requirements
<p><i>Required Participants</i></p> <ul style="list-style-type: none"> <li>• MDSCS</li> <li>• CSPM</li> <li>• Additional participants may be requested by the Reviewer team</li> </ul>
10:00 AM–11:30 AM   Closed Reviewer Team Meeting
<p><i>Required Participants</i></p> <ul style="list-style-type: none"> <li>• Reviewer Team</li> </ul>

11:30 AM–12:00 PM | Exit Interview

*Required Participants*

- MDCS
- CSPM
- Additional participants identified by hospital