

## Attaining the “Ideal Inspection Preparation Process”

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- Vision:

- Print an entire inspection binder(s) in a single day

- Method:

- Systematically approaching the potential solutions
  - Grandview has initiated an ‘annual inspection review’
    - Will promote reviewing / collecting inspection materials on an annual basis as opposed to preparing ‘6 months’ before the scheduled inspection

## A Systematic Approach To Attain The 'Ideal Inspection Preparation'

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- First and foremost, inventory
  - identify...
    - requirements and requests of the Specialty College
    - what you have
    - what you need
  - Inventory is time intensive up front but once the inventory has been created, it requires just a few minutes to maintain the inventory from week to week / month to month.
  
- Secondly, identify potential resources
  - Who has what?
  - Who does what?
  - Who is the primary contact for \_\_\_\_?

## A Systematic Approach To Attain The 'Ideal Inspection Preparation'

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- Then...
  - Plan
    - Apply your inventory and resources to a timeline
  - Create (if necessary)
    - Use templates
      - Provide Program Directors with example mission statements, program goals and objectives, etc.
  - Maintain / Update Inventory (tied to your timeline)
    - Review (annually, bi-annually)
    - Collect (annually, quarterly, monthly)
    - Revise (if necessary)

# Identify the requirements of the Specialty College

- What does the Specialty College request?
- What are their requirements?
  - The example matrix to the right list the requirements or requested items an inspector may ask for along the y-axis and which specialty college request the items along the x-axis.

<b>ROLLING INSPECTION</b>	ACOGG	ACOEP	AOCA	ACOFF	ACOI	ACONP	AOCCO-HNS	AOICR	ACOS
POSTMORTEM EXAMINATIONS			x						
<b>EVALUATIONS</b>									
ANNUAL REPORTS	x	x					x	x	x
EVALUATION OF RESIDENT (QUARTERLY)	x	x	x				x	x	x
EVALUATION OF RESIDENT (ROTATION)		x	x				x		
EVALUATION OF PROGRAM	x				x		x	x	x
EVALUATION OF FACULTY		x	x	x			x		
COMPETENCY-BASED EVALUATION (GRADUATES)				x				x	
PROCEDURAL COMPETENCY EVALUATION (GRADS)				x					
EVALUATION OF CURRICULUM		x							
<b>MINUTES (includes attendance)</b>									
JOURNAL CLUB MINUTES	x						x	x	x
DEPARTMENT MINUTES	x	x	x			x		x	x
TUMOR BOARD MINUTES	x					x	x		x
MORTALITY REIIEW MINUTES			x			x	x		
QUALITY ASSURANCE MINUTES	x	x						x	x

Example Matrix of College Requirements

# Inventory: What you have & What you need

Example Inventory of Residency Program Manuals: What you have & What you need.

We're inventorying the components of the program manuals (mission statements, didactic summaries, call space descriptions, etc) and when they were last updated.

Most of these components could be reviewed each year and revised if necessary.

RESIDENCY PROGRAM MANUAL (December)																
	EM	FP	IM	GS	Neuro	NS	OBGyn	Ortho	Proct	ENT	Anesth	Rad	Ophth	VS		
PROGRAM MANUAL	2008 e	2008 e	2007e	2007 e	2008 r	2007 e	2008e	2008e	2008e		2008	2008e			2007e	
PROGRAM DESCRIPTION / OVERVIEW	2008 re	2009e	2007 re	2009 re	2009e		2009 e	2009e	2009e	2009 re	2009e		2009e	2009e		
MISSION STATEMENT	2008 re		2007 re	re		2007 e	2008 e	2008 e	2008 e	r		2008 re				
PROGRAM GOALS AND OBJECTIVES			r	re		2007 e	2008 e	2008 e	2008 e	r						
EXPECTED OUTCOMES FOR PROGRAM			2007 re					2008 e								
CURRICULUM	2008 e		2007 re	2007 re			2008 e	2008 e		r		2008 re				
SUMMARY OF CLINICAL EXPERIENCE				re		2007 e		2008 e	2008 e	r		2008 re				
LIST OF OUT ROTATIONS			r	2007e			2008 e		2008 e							
LIST OF REQUIRED ROTATIONS	2008 e		2007 re			2007 e		2008 e	2008 e		2008 e	2008 e				
LIST OF ELECTIVE ROTATIONS			2007 re													
SUMMARY OF DIDACTIC / ACADEMIC EXPERIENCE	2009 e	2009 e	2009 e	re	r	2007 e	2008 e	2009 e		r	2008e	2008 re				
ROTATION GOALS AND OBJECTIVES	2007 e		2007 e			2007 e					2008e	2008 re				
STUDY SPACE																
CALL SPACE / SLEEPING QUARTERS			r													
NUMBER OF RESIDENCY POSITIONS																
DIDACTIC ATTENDANCE POLICY	2008 e		r													
EVALUATION OF RESIDENT METHODOLOGY	2008 e			2007 e	r										2007 e	
RESIDENT SELECTION POLICY	2008 re		r	2007e	r	2007 e	2008 e	2008 e	2008 e			2008 e		2007 e		
RESIDENT PATIENT CARE RESPONSIBILITIES				2007 re					2008 e	r		r		2007 e		

# Inventory: What you have & What you need

- Inventory must be well organized and accurate
- Inventory must be maintained
  - When you receive an item, update your inventory
- Provides immediate access to 'what you have' and 'what you need'
- Your inventory will be the starting point each year

	EM	FP	IM	GS	Neuro	NS	OBGyn	Ortho	F
<b>IN-SERVICE EXAM RESULTS</b>									
2006	2006 re	2006 e	r	2006 e	2006 e				
2007	2007 re		r	2007 e		2007			
2008	2008 re		r	2008 e		2008 e		2008 e	
2009			r			2009 e	2009 e		
<b>IN-SERVICE 3 YEAR COMP. RESULTS</b>									
2006	2006 re								
2007									
2008	2008 re								
2009									
<b>SPECIALTY COLLEGE ANNUAL PROGRAM REVIEW</b>									
2008	Rad								
	x-e								
<b>INSPECTION WORK BOOK</b>									
	2007 r		2007 re	2007 re		2007e	2008e	2008e	
<b>INSPECTION RESULTS</b>									
	2008e	2008e	2008 re	2007e	2005e	2008e	2007e	2003e	21
<b>CORRECTIVE ACTION PLANS</b>									
	2009 e	NA	2008e	NA	NA	2008e	TBA	TBA	
	45 DAYS								
	90 DAYS								

Example Inventory: What you have & What you need

# Inventory of 'revisable documents'

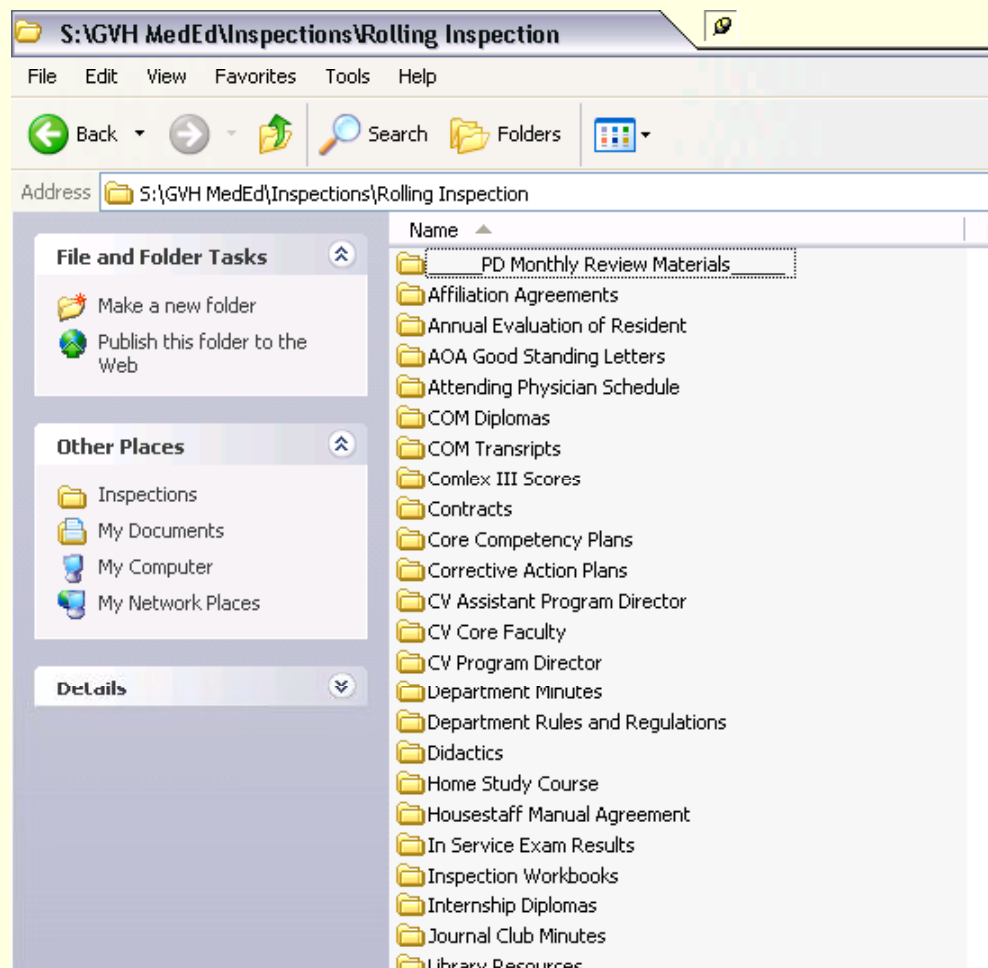
- When inventorying 'revisable documents', note the year they were last reviewed or revised

RESIDENCY PROGRAM MANUAL (December)										
	EM	FP	IM	GS	Neuro	NS	OBGyn	Ortho	Proct	I
PROGRAM MANUAL	2008 e	2008 e	2007 re	2007 e	2008 e	2007 e	2008 e	2008 e	2008 e	
PROGRAM DESCRIPTION / OVERVIEW	2008 re	2009e	2007 re	2009 re	2009e		2009 e	2009e	2009e	2009e
MISSION STATEMENT	2008 re		2007 re	re		2007 e	2008 e	2008 e	2008 e	
PROGRAM GOALS AND OBJECTIVES			r	re		2007 e	2008 e	2008 e	2008 e	
EXPECTED OUTCOMES FOR PROGRAM			2007 re					2008 e		
CURRICULUM	2008 e		2007 re	2007 re			2008 e	2008 e		
SUMMARY OF CLINICAL EXPERIENCE				re		2007 e		2008 e	2008 e	
LIST OF OUT ROTATIONS			r	2007e			2008 e		2008 e	
LIST OF REQUIRED ROTATIONS	2008 e		2007 re			2007 e		2008 e	2008 e	
LIST OF ELECTIVE ROTATIONS			2007 re							
SUMMARY OF DIDACTIC / ACADEMIC EXPERIENCE	2009 e	2009 e	2009 e	re	r	2007 e	2008 e	2009 e		
ROTATION GOALS AND OBJECTIVES	2007 e		2007 e			2007 e				
STUDY SPACE										
CALL SPACE / SLEEPING QUARTERS			r							
NUMBER OF RESIDENCY POSITIONS										
DIDACTIC ATTENDANCE POLICY	2008 e		r							
EVALUATION OF RESIDENT METHODOLOGY	2008 e			2007 e	r					
RESIDENT SELECTION POLICY	2008 re		r	2007e	r	2007 e	2008 e	2008 e	2008 e	
RESIDENT PATIENT CARE RESPONSIBILITIES				2007 re					2008 e	

Example Inventory: What you have & What you need

# Organizing Your Inventoried Items

- Easy organization
  - Same name
    - Example: COM Diplomas should be called COM Diplomas on inventory spreadsheet, on the folder, on the file itself
    - If you're working with multiple programs, simplify inventory by keeping all COM Diplomas together in the COM Diploma folder, not in a program folder



## Give your inventory an engine...apply it to a timeline

- Review of \_\_\_\_\_ will occur in what month?
- Collecting \_\_\_\_\_ will occur in what month?
- Revising \_\_\_\_\_ will occur in what month?
  
- Timeline will likely change in year 2, 3 and 4
  - Combining monthly reviews together
  - Fewer revisions from year to year

1	SCHEDULED MONTH OF REVIEW		
2	2008-2009		
3	CALENDAR MONTH OF REVIEW (YEAR 1, YEAR 2 MAY HAVE SOME REVISIONS)	ITEM (SOME ITEMS MAY BE SPECIFIC TO INDIVIDUAL PROGRAMS)	PROGRAM DIRECTOR ASSISTANCE NEEDED
4	1	PD CV	X
5	1	ASSOCIATE PD CV	X
6	1	FACULTY CV	X
7	1	CHAIR CV	X
8	1	DME CV	
9	1	LIBRARIAN CV	
10	1	RADIATION SAFETY OFFICER CV	
11	1	PATHOLOGY / RADIOLOGY STAFF CV	
12	1	RESEARCH DIRECTORS CV	
13	1	PROGRAM DESCRIPTION / OVERVIEW	X
14	1	TUMOR BOARD MEETING MINUTES	
15	1	LIBRARY LITERATURE INVENTORY	
16	1	DEPARTMENT RULES AND REGULATIONS	
17	2	SUMMARY OF DIDACTIC / ACADEMIC EXPERIENCE	X
18	2	DIDACTIC ATTENDANCE POLICY	X
19	3,4,5	RESIDENCY DIPLOMA (FELLOWS)	
20	3,4,5	COM TRANSCRIPT	
21	3,4,5	COM DIPLOMA	
22	3	SUMMARY OF CLINICAL EXPERIENCE	X
23	3	LIST OF OUT ROTATIONS	X
24	3	LIST OF REQUIRED ROTATIONS	X
25	3	LIST OF ELECTIVE ROTATIONS	X
26	4,5,6	RESIDENT CONTRACTS	
27	4,5,6	HOUSESTAFF MANUAL AGREEMENT (HSMA)	
28	4	PCCP	X
29	4	RESIDENT ROTATION SCHEDULE	X
30	5,6	AFFILIATION AGREEMENTS	
31	5,6	NHPA	
32	5,6	TEACHING AGREEMENTS	

# Put your inventory in motion...Implement your plan

- Based on your timeline
  - A time to review
  - A time to collect
  - A time to revise
  - A time to identify new resources
  
- To the right is an example of an Information Request Worksheet we distributed and collected at our Post Doc meeting in January

<b>Continuous Accreditation Review</b>					
<b>Emergency Medicine Information Request</b>					
<b>Faculty: Please check for accuracy</b>					
	Hunter				
	McIntosh				
	Tidwell				
	Watson				
	Cameron				
	Dues				
	Dunskey				
	Maga				
<b>Department Chair</b>					
	McIntosh				
<b>Affiliation Agreements</b>					
	UC				
	CMC				
	Grant				
<b>Contact Name for Department Meeting Minutes</b>					
<b>Review (Approve or Revise) Program Description / Overview</b>					
	Approved as is:				
	Revisions needed:				
<b>Review (Approve or Revise) Program Director CV</b>					
	Approved as is:				
	Revisions needed:				

# Activity

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- Systematic approach to preparing for inspections (years in advance of the inspection)
  - Principles of Project Management
    - Project (The Inspection)
    - Task (Inspection Requirements)
    - Resources (Who has what, who does what)
    - Timeline (One year, possibly two years)
    - Maintaining Inventory (Current progress)

# Activity

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## ■ Strategies

### ■ Maintain balance of resources

- Try to avoid asking PD, residents, etc. for all their materials in a month long period
- Spread the resource's involvement out over a 12 month period (or 24, 36, etc month period)
  - Also consider resource's prior commitments throughout year (for example, end of year evaluations in June/July will leave very little time for PD to review large documents such as rotation goals and objectives)
- Some items may be reviewed every year, some items may be reviewed every two years
  - For example: rotation goals and objectives could be reviewed every two years

# Summary

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- Inventory
  - What's required / requested
  - What we have
  - What we need
- Identify Resources
- Apply inventory to a timeline
- Update / Maintain Inventory
  - Review / Revise / Collect