

## 10. ON-SITE CAB ASSESSMENTS

### **PURPOSE**

This procedure outlines the process by which on-site CAB assessments are conducted.

### **SCOPE**

The scope of this Procedure pertains to on-site assessments in preparation for an Application Review Committee (ARC) recommendation to the Board regarding accreditation. On-site assessments during an accreditation cycle not related to reaccreditation shall conform to this procedure, but with a Team and a Team Leader. Instead of an ARC, an assessment team shall be appointed by the President. The ARC and ARC Chair are interchangeable with Team and Team Leader. Other FSAB surveillance activities during accreditation cycles are discussed elsewhere.

### **PREPARATION FOR ON-SITE ASSESSMENTS**

The President shall appoint an ARC consisting of a Chair and normally two additional Directors.

The ARC Chair shall determine that the President has notified the CAB regarding the accreditation process or on-site assessment.

The ARC Chair shall confirm the arrangements with the CAB and shall provide the CAB with the names of the ARC members.

The ARC Chair shall obtain confirmations from other ARC members regarding their ability to attend the on-site assessment.

- The ARC Chair shall obtain the names of the CAB representatives who shall meet with the ARC during the assessment.
- No later than one month prior to the scheduled assessment, the Administrative Manager shall provide the ARC with:
  - a. the prior CAB accreditation application submitted to the FSAB
  - b. the ARC members' comments/critique of that application
  - c. the results of any discussions between the FSAB and the CAB regarding resolution of any application deficiencies
  - d. the most recent CAB annual report.

The above documents are to be read by the ARC before the assessment.

The ARC members shall secure travel and lodging reservations to key CAB location(s), as necessary. Travel arrangements shall be coordinated with the CAB. The FSAB shall reimburse the ARC members for travel expenses under FSAB travel guidelines, and request reimbursement from the CAB.

The ARC Chair shall provide the CAB with the *Checklist for FSAB CAB Site Visits*.

## **ON-SITE ASSESSMENT REVIEW ACTIONS**

Actions at the beginning of the meeting preliminary to the review include:

- Reviewing the purpose and scope of the visit and any related schedules. The details might depend on whether this is a randomly timed surveillance on-site visit, a pre-accreditation visit, or a reaccreditation visit.
- Determining whether the on-site CAB representatives have any questions or issues regarding the *Checklist for FSAB CAB Site Visits*.

The ARC shall review the CAB's records according to the *Checklist for FSAB CAB Site Visits* and any other relevant FSAB Standards.

At the conclusion of the visit, the ARC shall conduct a close-out discussion with the attending CAB representatives.

## **POST ON-SITE ASSESSMENT ACTIONS**

A CAB correction plan shall be requested by the ARC Chair to comport with the accreditation application timeline.

A written summary of the findings shall be sent by the ARC to the President, and in the case of a surveillance assessment, to the CAB.

The findings and all relevant assessment documents shall be archived by the Administrative Manager.

The ARC shall generate a Strengths, Weaknesses, Opportunities and Threats (SWOT) Report and a performance evaluation of ARC members.