

PROCEDURE 10: SITE ASSESSMENT OF CABS

Note: ARC Chair/Team Leader and ARC/Surveillance Assessment Team are interchangeable depending on whether it is an accreditation or surveillance activity.

PURPOSE

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

SCOPE

This procedure describes all on-site assessments for accreditation, reaccreditation, and surveillance activities.

SITE ASSESSMENTS

There are two instances of site assessments controlled by this procedure. Site assessments for initial accreditation and reaccreditation are conducted by a presidentially appointed ARC and ARC Chair. Site assessments during an accreditation cycle not related to reaccreditation shall also conform to this procedure, but with a Team and a Team Leader. A surveillance assessment team shall be appointed by the President. Other surveillance activities during accreditation cycles are discussed elsewhere.

PREPARATION FOR 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 site assessment.

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

At the beginning of the accreditation review or the surveillance, the Administrative Manager shall give to the members those documents identified in Procedure 1: Operation of Application Review Committee (ARC) for review before the assessment.

The ARC Chair shall obtain confirmations from other ARC members regarding their ability to attend the site assessment and shall obtain the names of the CAB representatives who shall meet with the ARC during 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 Site Checklist.

SITE ASSESSMENT REVIEW ACTIONS

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

1. 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.
2. 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 Site Checklist and any other relevant sections of the FSAB Standards.

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

POST SITE ASSESSMENT ACTIONS

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

In the case of a surveillance assessment, a written summary by the Surveillance Committee of the surveillance findings and corrective action plan shall be sent to the President and to the CAB.

The findings and all relevant assessment records 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.