Suggested Implementation Calendar

* The following calendar is a list of suggested actions that Surgical Services leaders can adopt to ensure timely and methodical inspection preparation.
* This calendar of actions is only a starting place for planning: Site-specific plans should be entered to ensure full readiness.

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| **Months before Inspection** | **Actions** |
| 12 | * Perform Physical Facility Room audits
	+ Some repairs may take several months to complete, such as the repair / replacement of torn operating room table padding, so advance notice is required.
* Inspect logs in all departments for completion
* Begin circulating expected surveyor questions / answers into monthly staff meetings as education preparation
* Begin inspecting department policies for needed updating and approval signatures
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| 9 | * Collect final list of needed equipment / facility repairs or purchases and coordinate their completion or procurement as last-minute attention to extensive issues is unlikely to be successful
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| 6 | * Begin routine tracer completions in all departments
* Arrange regular review of expected surveyor questions with staff & practitioners.
* Ensure completion
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