

JOINT COMMISSION UNANNOUNCED SURVEY

SURVEYORS USE THEIR 1ST HOUR FOR PLANNING. SEB and escorts do not need to report to QM Conference Room until notified by QM. Staff should check emails frequently for notifications, survey schedules, etc.

COMMUNICATION CENTER

- It is anticipated that the surveyors will arrive at the IRTC Communication Center.
- Communication Center staff will contact Quality Management of their arrival (3794, 3796, 3795)
- IRTC Communication Center will make a broadcast announcement over smart phones:
 - “We welcome the Joint Commission surveyors to Logansport State Hospital”
 - Send a broadcast email to all staff
 - Will call Supt (3634/3611/3631), Medical Director (3783), Concourse Nursing (3861/3862), SLMs (574-297-6577; 574-297-6396), Physical Plant Director/Safety Office (3805/574-870-2705)

QUALITY MANAGEMENT STAFF: Key contact person-Gayle Edgerly (Backup-Melissa Stewart)

- **Verify the surveyors’ credentials with the info from the website. DO NOT ALLOW ACCESS TO THE HOSPITAL UNTIL VERIFICATION HAS BEEN COMPLETED.**
- Escort surveyors to Quality Management Conference Room (Room 3043) (Phone #3910) (surveyor headquarters) and provide requested documentation.
- Will notify SEB and escorts via EMAIL what time to be at the QM Conference Room.

MIS (MANAGEMENT OF INFORMATION)

- Joe McIntosh or staff – (3629, 3630) Must be available to provide surveyors with internet connections and to create reports as requested by surveyors.
- One member of MIS department should be available throughout the entire day (including lunch period)

PHYSICAL PLANT/SAFETY OFFICE

- Dan Cooper or Brandon Collins will bring required documents for review to the QM Conference Room:
 1. The completed Statement of Conditions--electronic
 2. Any Plans for Improvement--electronic

ESCORTS: QM will email escorts regarding what time to be at the QM Conference Room.

Escorts will also take notes.

Clinical Surveyor – Marcia Smith (back up Melissa Stewart)

Clinical Surveyor – Cindy Bruce (back up Vicki Campbell)

Life Safety Tour— Dan Cooper, Brandon Collins and recorder Angie Zimmerman

Additional escorts as needed: Gayle Edgerly and Rena Magers

ALL DEPARTMENTS (INCLUDING)

**Allied Health / Pharmacy / HIS/ Business Office / Human Resources / Housekeeping
DURING SURVEY, LUNCH HOURS SHOULD BE STAGGERED SO THAT AT LEAST ONE STAFF
MEMBER IS AVAILABLE THROUGHOUT THE ENTIRE DAY**

QM staff will complete survey schedule daily and email to all participants. Be sure to refer to the date/time at the lower right bottom of the page for the most current version.

Remember that the Joint Commission Daily Schedule is always subject to change.