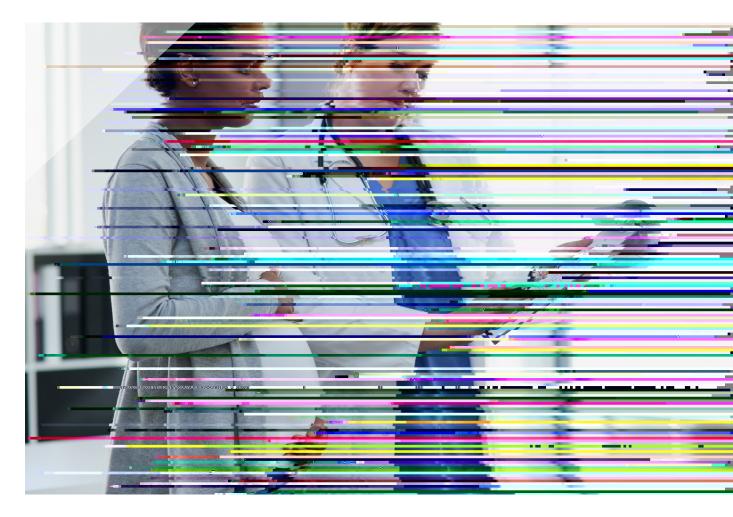# Advanced Certification in Perinatal Care
Review Process Guide
2024

Advanced Certification in Perinatal Care

Review Process Guide

2024

Advanced Certification in Perinatal Care Review Process
What's New in 2024

New or revised content for 2024 is identified by <u>underlined</u> text in the activities noted below.

<u>Changes effective January 1, 2024</u>

Minor edits only.

Advanced Certification in Perinatal Care
Review Process Guide

Advanced Certification in Perinatal Care
Organization Review Preparation

The purpose of this activity guide is to inform organizations about how to prepare for the Advanced Certification in Perinatal Care onsite certification review, including:
- x Identifying ways in which the organization can facilitate the onsite review process
- x Describing logistical needs for the onsite review

Important Reading
The Certification Review Process Guide describes each activity of a Joint Commission onsite certification review. Organizations should read through each of the following activity descriptions, which include:

- x The purpose of the activity,
- x Descriptions of what will happen during the activity
- x Discussion topics, if applicable
- x Recommended participants
- x Any materials required for the session

These descriptions can be shared organization-wide as appropriate.

Pre-Review Phone Call
A Joint Commission account executive will contact your organization by phone shortly after receiving your application for certification. The purpose of this call is to:
- x Confirm information reported in the application for certification, to verify travel planning information and directions to office(s) and facilities,
- x Confirm your access to The *Joint Commission Connect* extranet site and the certification-related information available there (onsite visit agenda, Certification Review Process Guide, etc.), and
- x Answer any organization questions and address any concerns.

Logistics
- x While onsite, the reviewer(s) will need workspace for the duration of the visit. A desk or table, telephone, internet connection and access to an electrical outlet are desirable.

- x Some review activities will require a room or area that will accommodate a group of participants. Group activity participants should be limited, if possible, to key individuals that can provide insight on the topic of discussion. Participant selection is left to the organization's discretion; however, this guide does offer suggestions.

- x The reviewer will want to move throughout the facility or offices during Tracer Activity, talking with staff and observing the day-to-day operations of the organization along the way. The reviewer will rely on organization staff to find locations where discussions can take place that allow confidentiality and privacy to be maintained and that will minimize disruption to the area being visited.

Advanced Certification in Perinatal Care
Opening Conference

Organization Participants
Perinatal program review coordinator, program clinical and administrative leaders, perinatal program team members, individual or individuals that will provide the Safety Briefing to the reviewer(s), and others at the discretion of the program/organization

Opening Conference Description
Approximately15-30 minutes in duration and includes:

x Introduction of reviewers

x Introduction of organization review coordinator, leaders, and key perinatal interdisciplinary team members (Please note: Other staff can be introduced as the reviewer encounters them throughout the onsite visit)

x The organization is requested to provide the reviewer(s) with a Safety Briefing (informal, no more than five minutes) sometime during this activity. The purpose of this briefing is to inform the reviewer(s) of any current organization safety or security concerns and how Joint Commission staff should respond if your safety plans are implemented while they are on site. Situations to cover include:

o Fire, smoke, or other emergencies

o Workplace violence events (including active shooter scenarios)

o Any contemporary issues the reviewer may experience during the time they are with you (for example, seasonal weather-related events, anticipated or current civil unrest, or labor action)

x Overview of Joint Commission Advanced Certification in Perinatal Care

x Agenda review with discussion of any needed changes

x Overview of the SAFER™ portion of the Summary of Certification Review Findings Report

x Explain the post-review process and required follow-up actions, as applicable

x Questions and answers about the on-site review process.

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d. An unanticipated high risk labor and delivery
e. Unanticipated high-risk newborn
f. Care practices that support spontaneous labor and birth
g. Care practices that support a pregnant or postpartum patient with a history of or current mental health diagnosis (including substance use)
h. Care practices that support community resources involvement for a patient with health-related social needs
i. Patient transition, transfer to another level of cardelie pr nghaD (djEMC /LBody AMCID 19 BDC 0

x Speak with organization staff about the care, treatment and services they provide and their knowledge of the Perinatal Care program

x Speak with interdisciplinary team members about their involvement in the patient's care, treatment and services; if timing allows, observe a portion of an interdisciplinary team meeting

x Speak with patients and families, if appropriate and permission is granted by the patient or family. Discussion will focus on the course of care and other aspects of the program(s) being evaluated for certification. **NOTE:** *If the patient being traced is already discharged, the reviewer may ask the program to see if a phone call with the patient/family is feasible and can be arranged.*

x Look at procedures or other documents, as needed to verify processes or to further answer questions that still exist after staff discussions.

The tracer can lead the reviewer back to the starting care and service area. Upon returning, the reviewer might follow-up on observations made either through additional record review or discussions with staff.

At the conclusion of the tracer, the reviewer communicates to the program leaders and care providers any:
x Specific observations made
x Issues that will continue to be explored in other tracer activity,
x Need for additional record review, and
x Issues that have the potential to result in requirements for improvement.

System Tracer - Data Use

This session focused on the program's use of data in improving safety and quality of care for patients. The reviewer and program representatives will:

- x   Identify strengths in the use of data, areas for improvement, compliance with the ACPC meeting

The reviewer(s) will want to know about the program's priorities for performance improvement activities and how these fit into the organization's overall performance improvement processes. This discussion may include a review of:

- x Selection and prioritization of performance improvement activities
- x Data reporting – when it occurs and who receives the information
- x Type of analyses being conducted – approach to trending data over time, comparing data to an expected level of performance, and looking at data in combination for potential cause and effect relationships.

Advanced Certification in Perinatal Care
Education & Competence Assessment Process

The purpose of this activity is to discuss how the program meets the need for qualified and competent practitioners.

Organization Participants
- x Staff responsible for:
    - o Aspects of the organization's human resources processes, that support the program
    - o Orientation and education of perinatal staff
    - o Assessing perinatal staff competency
    - o Assessing perinatal licensed practitioner and other credentialed practitioner competency, when applicable

- x Individual(s) with authority to access information contained in personnel and, when applicable, credentials files

Materials Needed for this Activity
Personnel or credentials files for individuals identified by the reviewer
- x A minimum of five (5) files will be selected
- x At least one file per discipline (nurse, social work, dietician, therapist, etc.) represented on the Perinatal Care interdisciplinary team will be reviewed
- x Perinatal program nursing director

Advanced Certification in Perinatal Care
Perinatal Care Medical Staff Credentialing and Privileging Process

The purpose of this activity is to learn how the program meets the needs for qualified and competent licensed practitioners. Focus will be on program processes for defining credentialing and privileging criteria and applying the criteria in appointment and reappointment decisions and granting privileges, as well as ongoing monitoring of practitioner performance.

Organization Participants
Individuals able to address issues related to credentials and competence requirements for Perinatal Care program licensed practitioners, for example:
- x Medical director of the Perinatal Care program
- x Medical director of the perinatal care units
- x Medical staff coordinator
- x Medical staff credentials committee representative

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- x Individual(s) with authority to access information contained in credentials files

Materials Needed for this Activity
Credentials files for licensed practitioners identified by the reviewer
- x A minimum of five to aceda(r)0.7 (m)TJ0 p (al)4.4 (s)3fEMC /P AMCIDEMs7-6 (i)4.5 (t. 31 ie to)1.7 (er)

- ƒ On-going education, training and in-service requirements for the Perinatal Care program
- ƒ The program's process for monitoring the performance of all perinatal care licensed practitioners
- ƒ The program's process for evaluating performance of perinatal licensed practitioners

Advanced Certification in Perinatal Care
Team Meeting & Planning Session

Reviewers use this session to debrief on the day's observations and plan for upcoming review activities.

Before leaving the organization, reviewers will return organization documents to the program's review coordinator or liaison. If reviewers have not returned documentation, your organization is encouraged to ask reviewers for the documents prior to their leaving for the day.

Organization Participants
None

Logistical Needs
The suggested duration for this session is 30 minutes.

Advanced Certification in Perinatal Care
Reviewer Report Preparation

The reviewer uses this time to compile, analyze and organize the data he or she has collected throughout the review into a preliminary report reflecting the program's compliance with standards.

Organization Participants
None required, unless specifically requested by the reviewer

Materials Needed for this Activity
Private work space with access to an electrical outlet and an internet connection

Reviewer Report Preparation Description
The reviewer uses this time to analyze their observations and determine if there are any findings that reflect standards compliance issues. If organization interruptions can be kept to a minimum during this time, it will help the reviewer remain on schedule and deliver a report at the appointed time. The reviewer will be using their laptop computer to prepare the preliminary report and plan for the Exit Conference.

Advanced Certification in Perinatal Care
Program Exit Conference

The Program Exit Conference is the final onsite activity when the organization receives a preliminary report of findings from the reviewer.   In addition, reviewers will
- x Review the the Summary of Certification Review Findings report, including the new SAFER™ matrix feature
- x Discuss any standards compliance issues that resulted in Requirements for Improvement (RFIs)
- x Allow the organization a final onsite opportunity to question the review findings and provide additional material regarding standards' compliance
- x Explain the post-review process and required follow-up actions, as appl (o)5.1 c 0 Td(ppl)4.5n.279 0 Td(

Day 2

Time	Activity & Topics	Suggested Organization Participants
8:00-8:30 a.m.	**Daily Briefing** A brief summary of the first day's observations will be provided	As determined by the program or organization
8:30-11:30 a.m.	**Individual Tracer Activity - continued**	
11:30-12:00 p.m.	**Reviewer Lunch**	
12:00-1:30 p.m.	**Individual Tracer Activity - continued**	

1:30-2:30 p.m.

If one reviewer assigned, these two activities will be combined, and approximately 30 minutes each

If two reviewers assigned, one will conduct the

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Advanced Certification in Perinatal Care Review Process Guide

There are no negative outcomes to the intra-cycle event, unless the reviewer identifies that your organization has not actively engaged in performance measurement and improvement activities since the time of the most recently completed initial or recertification review.