



Sustainable Healthcare Certification

Review Process Guide

2024

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Sustainable Healthcare Certification Review Process Introduction

This guide is intended to prepare your organization for a review of compliance with the Sustainable Healthcare certification.

_____ is a guide to help you understand the Sustainable Healthcare certification process and how to prepare for a review.

Sustainable Healthcare Certification

Certification Review Notification and Postponement Policies

Notice of Initial Certification Review

If this is your program's first time through the certification process, you will receive a thirty (30) day advance notice of your review date(s). Notice will be provided via e-mail to the individuals identified on your account as the Primary Certification Contact and CEO. Also, thirty (30) days prior to your review, the Notification of Scheduled Events section on your organization's extranet site, The *Joint Commission Connect*, is populated with the event along with a link to the reviewer(s) name, biographical sketch, and photograph.

Notice of Re-Certification Review

Your organization will receive notice from The Joint Commission seven (7) business days prior to the first day of the scheduled review date(s) for Sustainable Healthcare re-certification. The notice will be emailed to the individuals identified on your account as the Primary Certification Contact and CEO and will include the specific review date(s) and the program(s) being reviewed. Additionally, The *Joint Commission Connect*, will be populated with the review event including a link to the reviewer(s) name, biographical sketch, and photograph once the reviewer has arrived onsite or the reviewer has started the virtual review.

Review Postponement Policy

The Joint Commission may not certify a program if the organization does not allow The Joint Commission to conduct a review. In rare circumstances, it may be appropriate to request a review postponement. An organization should direct a request for postponement to its Account Executive. A request to postpone a review may be granted if a major, unforeseen event has occurred that has totally or substantially disrupted operations, such as the following:

- A natural disaster or major disruption of service due to a facility failure
- The organization's involvement in an employment strike

The Joint Commission may, at its discretion, approve a request to postpone a review for an organization not meeting any of the criteria listed above.

Your organization's Certification Account Executive can answer questions about these policies or put you in contact with oTJ-0.004Joive c [ues)8.8 (A)TJoz pu5(The-TJo).A

Sustainable Healthcare Certification

Sustainable Healthcare Certification **Reviewer Planning Session**

Duration

Approximately 60 minutes

Organization Participants

Review coordinator and/or individual(s) familiar with the organization's environmental sustainability program

Reviewer Planning

The organization must have the following information available on the first day of the review. The reviewer will examine the following:

- Organization chart
- Written strategic plan and/or meeting minutes that capture discussion of environmental sustainability as one of organization's strategic initiatives.
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Sustainable Healthcare Certification
Orientation to the Organization's

Sustainable Healthcare Certification

Performance Improvement

The Performance Improvement session is an opportunity for the reviewer to learn how the organization has improved its environmental footprint and assess whether greenhouse gas emissions are met in the three areas identified.

Duration

Approximately 60-minutes

Organization Participants

Sustainable Healthcare Certification **Summary Discussion**

This time will be utilized for a final discussion prior to the reviewer's report preparation and the exit conference. The reviewer will work with the organization's certification contact/review coordinator to organize and conduct the summary discussion.

Duration

Approximately 30-minutes

Organization Participants

Review coordinator and/or individual(s) familiar with the organization's environmental sustainability program

Other participants will vary depending upon the identified follow-up required.

Materials Needed for this Activity

Will vary depending upon the follow-up required.

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