

JCI SURVEY AGENDA
CENTRO MEDICO TEKNON
November 14-18, 2022

Day ONE: Monday 14			
Time	Juan Ferrer Physician Surveyor – Team Leader	Carla Cassidy Nurse Surveyor	Rafael Barba Administrator Surveyor
08:45 – 09:00	Team Meeting with Survey Coordinator and Translators (to discuss logistical support issues and requirements) Mónica Gallardo		
09:00 – 09:20	Opening Conference and Agenda Review Comité de Dirección		
09:20 – 10:00	Orientation to the Organization’s Services Comité de Dirección		
10:00 – 11:30	Document Review (one room with separate working areas for each team member)		
11:30 – 13:30	Individual Patient Tracer Activity (1) Mónica Isart/Mónica Gallardo Visita unidades y servicios	Individual Patient Tracer Activity (1) Sara Tor/Neus Ibarrola Visita unidades y servicios	Facility Management and Safety Document Review and Facility Tour Joan Cortiada/Juan Garcia Mantenimiento_ Visita unidades
13:30 – 14:30	Surveyor Working Lunch (private surveyor lunch for debriefing and survey planning)		
14:30 – 17:00	Individual Patient Tracer Activity (1) Mónica Isart/Mónica Gallardo Visita unidades y servicios	Individual Patient Tracer Activity (1) Sara Tor/Neus Ibarrola Visita unidades y servicios	Facility Management and Safety Document Review and Facility Tour Joan Cortiada/Juan Garcia
17:00 – 17:15	Meeting with Survey Coordinator (as needed, to identify needs for the following day) Mónica Gallardo		
17:15 – 18:00	Surveyor Planning Meeting (private surveyor meeting for planning agenda activities for the following day)		

(1) Ver descripción del proceso que se auditará

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Day TWO: Tuesday 15			
Time	Juan Ferrer Physician Surveyor – Team Leader	Carla Cassidy Nurse Surveyor	Rafael Barba Administrator Surveyor
09:00 – 10:00	Daily Briefing Comité de Dirección		
10:00 – 13:30	Individual Patient Tracer Activity (1) Mónica Isart/Mónica Gallardo Visita unidades y servicios	Individual Patient Tracer Activity (1) Sara Tor/Neus Ibarrola Visita unidades y servicios	Facility Management and Safety Facility Tour Joan Cortiada/Juan Garcia
13:30 – 14:30	Surveyor Working Lunch		
14:30 – 17:00	Medication Management System Session & Tracer Mónica Isart/ Iván Javier /L. Gallardo/ Ana Maldonado Farmacia	Infection Prevention and Control System Tracer Natalia Juan/Mónica Morales/Anna Oller (esterilización)/Marta Garcia y Mar Fraila_Vigilancia de la Salud) / M. Gallardo Sala de Juntas	Individual Patient Tracer Activity (1) Sara Tor/Neus Ibarrola Visita unidades y servicios
17:00 – 17:15	Meeting with Survey Coordinator Monica Gallardo		
17:15 – 18:00	Surveyor Planning Meeting		

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Day THREE: Wednesday 16

Time	Juan Ferrer Physician Surveyor – Team Leader	Carla Cassidy Nurse Surveyor	Rafael Barba Administrator Surveyor
09:00 – 10:00	Daily Briefing Comité de Dirección		
10:00 – 12:00	Quality Program Interview Mónica Gallardo/Doris Barcia/N. Ibarrola Ana Maldonado/Angela Alzate (estudio ACR) Sala de Juntas Dirección	Individual Patient Tracer Activity (1) Sara Tor/Mónica Morales Visita unidades y servicios	Facility Management and Safety Document Review Joan Cortiada/Juan Garcia
12:00 – 13:30	IVF Tracer Monica Isart/Rebeca Begueria/MJ Torelló/M. Moragas/R. Noblom/A. Santamaria Despacho URA	Nursing and Other Professionals Staff Education Qualifications Session Sara Tor/Oscar Barbancho Sala de Juntas	Individual Patient Tracer Activity (Laser Safety Tracer) Joan Cortiada/Juan Garcia/ Victor Sola
13:30 – 14:30	Surveyor Working Lunch		
14:30 – 15:30	Undetermined Survey Activity (Research Program) Monica Isart/Elena Acerete/Pte. médico Investigación y Docencia	Individual Patient Tracer Activity (1) Sara Tor Visita unidades y servicios	Individual Patient Tracer Activity (1) Neus Ibarrola /Mónica Morales Visita unidades y servicios
15:30 – 17:00	SQE Medical Staff Education Qualifications Session Monica Isart/Mónica Gallardo Sala de Juntas Dirección		
17:00 – 17:15	Meeting with Survey Coordinator Mónica Gallardo		
17:15 – 18:00	Surveyor Planning Meeting		

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Day FOUR: Thursday 17			
Time	Juan Ferrer Physician Surveyor – Team Leader	Carla Cassidy Nurse Surveyor	Rafael Barba Administrator Surveyor
09:00 – 10:00	Daily Briefing		
10:00–12:00	Individual Patient Tracer Activity (1) Mónica Isart Visita unidades y servicios	Individual Patient Tracer Activity (1) Sara Tor Visita unidades y servicios	Individual Patient Tracer Activity (1) Mónica Gallardo Visita unidades y servicios
12:00–13:30	Individual Patient Tracer Activity (1) Mónica Isart Visita unidades y servicios	Department/Service Quality Measurement Tracer (1) Sara Tor Visita unidades y servicios	Department/Service Quality Measurement Tracer (1) Mónica Gallardo Visita unidades y servicios
13:30 – 14:30	Surveyor Working Lunch		
14:30 – 16:30	Closed Patient Medical Record Review (a separate work area or room needed for each surveyor) Evaluador médico Evaluador enfermera Ana Maldonado Natalia Juan Archivo Neus Ibarrola Lidia Gallardo		Department/Service Quality Measurement Tracer (Information Technology) Pere Pavón/Eva López Sistemas
16:30 – 17:00	Undetermined Survey Activity	Undetermined Survey Activity	Undetermined Survey Activity
17:00 – 17:15	Meeting with Survey Coordinator Mónica Gallardo		
17:15 – 18:00	Surveyor Planning Meeting		

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Day FIVE: Friday 18			
Time	Juan Ferrer Physician Surveyor – Team Leader	Carla Cassidy Nurse Surveyor	Rafael Barba Administrator Surveyor
09:00 – 10:00	Daily Briefing		
10:00 – 12:00	Individual Patient Tracer Activity / Undetermined Survey Activity Mónica Isart	Individual Patient Tracer Activity / Undetermined Survey Activity Sara Tor	Individual Patient Tracer Activity / Undetermined Survey Activity Mónica Gallardo
12:30 – 13:30	Survey Integration and Report Preparation		
13:30 – 14:30	Surveyor Working Lunch		
14:30 – 15:30	Survey Integration and Exit Report Preparation (continuation)		
15:30 – 16:00	Leadership Exit Report Comité de Dirección		
16:00 – 16:30	Conference with Staff to Review Exit Report Findings (Leaders can decide who participates in this session; the size of the group is not limited)		