

# AACI Required Survey Documentation

## Documentation survey:

1. Organizational Chart
2. Organizational chart for nursing services
3. Quality Policy
4. Quality Objectives
5. Quality Management procedures :
  - a. Document control;
  - b. Control of records;
  - c. Corrective and Preventive actions;
  - d. Non conforming services; and
  - e. Internal audits

## Preassessment and Initial survey:

1. Most recent healthcare accreditation report
2. Most recent ISO 9001 audit report
3. Bylaws of the Governing Body
4. Minutes of the Governing Body
5. Organization strategy and Budget
6. A map, indicating locations for patient care and treatment areas
7. A list of current inpatients with each patient's room number, age, primary diagnosis, attending physician, admission date, and other significant information as it applies to that patient
8. Current Surgical Schedule
9. Medical Staff Bylaws, Rules and Regulations
10. Minutes of the Medical Executive Committee
11. Organizational Plan for Patient Care
12. Scope of service for each department
13. Minutes of the Quality Oversight/Management Review Committee – including Performance Improvement data for the previous 6 months
14. Minutes from Safety Committee
15. Management plans for the physical environment and annual evaluations
16. List of contracted services, companies and individuals
17. Nursing service plan of administrative authority/delineation of responsibilities for delivery of patient care
18. Infection Prevention plan, Policies and risk assessment
19. List of employees including name, title, and unit

20. List of current patients who have had restraint or seclusion used during hospitalization and list of patients discharged with the past 6 months who had restraint or seclusion used violent or self-destructive behavior during their hospitalization
  
21. Procedures:
  - a) Blood Supply Management
  - b) History and Physical Examination
  - c) Patient Grievance
  - d) Informed Consent
  - e) Administration of Drugs and Biologicals
  - f) Moderate Sedation
  - g) Restraint and/or Seclusion
  - h) Patient Assessment (Nursing, respiratory, nutritional services, etc.)
  - i) Pain Management
  - j) Patient Care Planning/Interdisciplinary Treatment Plan
  - k) Utilization Review Systems
  - l) Verbal/Telephone Orders
  - m) Food and Dietary Services (Policies, Diets, etc.)
  - n) Sterilization and Disinfection