



Did You Know?

Health PEI

Tips to Prepare for the June 2022 Accreditation Survey Visit

- Review the **Staff Resource Centre (SRC) Accreditation page** <https://src.healthpei.ca/accreditation>, including:
 - the new **Accreditation 101** video;
 - the **ROP of the Week** documents;
 - the **Did You Know** documents.
- Surveyors may observe how you perform your job duties: identifying patients, drawing blood, completing assessments, passing medications, etc. Follow your normal procedure with confidence.
- We encourage you **to think about what helps you do your job** (policies, guidelines, assessment tools, resources – technology, co-workers, supervisors, managers, etc.).
- **No one is expected to know everything** – answer the surveyor’s questions to the best of your ability.
- Explain to the surveyor how you would get the right information (e.g. look it up in a procedure manual, search MedWorxx (PDMS), ask a supervisor).
- Be prepared to help your co-workers (if they are struggling), if you know where something is located on Cerner, or the program/site/unit or in the health record.
- If you do not know the answer, be honest and say so and to refer the surveyor to the right person who can answer their questions.
- **Check out your unit/program’s Quality Board** – where current quality improvement, accreditation and available indicator data should be displayed. **Hint: Surveyors love seeing updated local Quality Boards and often ask staff to show them off.**

Be aware of the ROPs that are relevant to your area of care

Remember, surveyors focus on the systems and processes Health PEI uses to deliver care and services. Surveyors do not focus on an individual’s practice.