

NCLHD

Accreditation:

Our

1/25/23 Site

Visit Results

Partially Remote Site Visit – January 25, 2023

- ❖ Site Visit Date: Wednesday, January 25, 2023
- ❖ Site Visit Team (SVT):
 - PH Administrator/Lead Site Visitor (On-site)
 - Public Health Nurse (Zoom)
 - Environmental Health (Zoom)
 - Board of Health (Zoom)
- ❖ Site Visit Coordinator (SVC): On-site

Two days Prior to Site Visit – January 23 & 24



Dashboard reopened for review Monday morning January 23, 2023



22 Yellow lights required response included 6 related to Personnel Record Review



24 Employees were selected for personnel record review (performance appraisal, job description, qualifications, trainings)



Activity 30.6: Equipment selected for review for Lab (centrifuge calibration 2022), Environmental Health (Laser level calibration 2022) and Exam Room Cleaning Logs July 2022



Our team provided response to all questions and personnel record documentation by end of day Tuesday

Site Visit Summary

Lead Site Visitor and Site Visit Coordinator arrived
8:15 am

Entrance conference held

Accepted responses (Green Lights) for all Activities requiring a response
except for those linked to review of the personnel records (6)

Received several questions regarding personnel records. All responses provided were accepted (Green Lights)

Exit conference held at
3:30 pm
SVT complimentary of documentation & welcoming atmosphere

Site Visit Hot Wash - What Went Well

- ❖ The accreditation team working in one conference room and having two days prior to the site visit dedicated to pulling the necessary information.
- ❖ Uploading documentation prior to the visit. Having most of it done by the November 1 deadline

Site Visit

- What Can Be Improved for Next Visit



Turn in training log within two weeks of new hire.

Turn completed training log in for year at by end of first week of January.

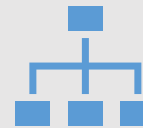
If have additions to training long between January and the April appraisal period, update the log and certificates.



For the Site Visit, go through paper personnel files and pull what is needed instead of doing it electronically.



Assign benchmarks so they align with the position's responsibilities. Re-assign benchmarks accordingly.



Change way the accreditation files are organized.

There are many sub-folders and the naming nomenclature is confusing.



Put all employee certificates, trainings, etc. into one location on the share drive.

Currently some materials are in the employee files in the accreditation folder and some in the Workforce Development folder.

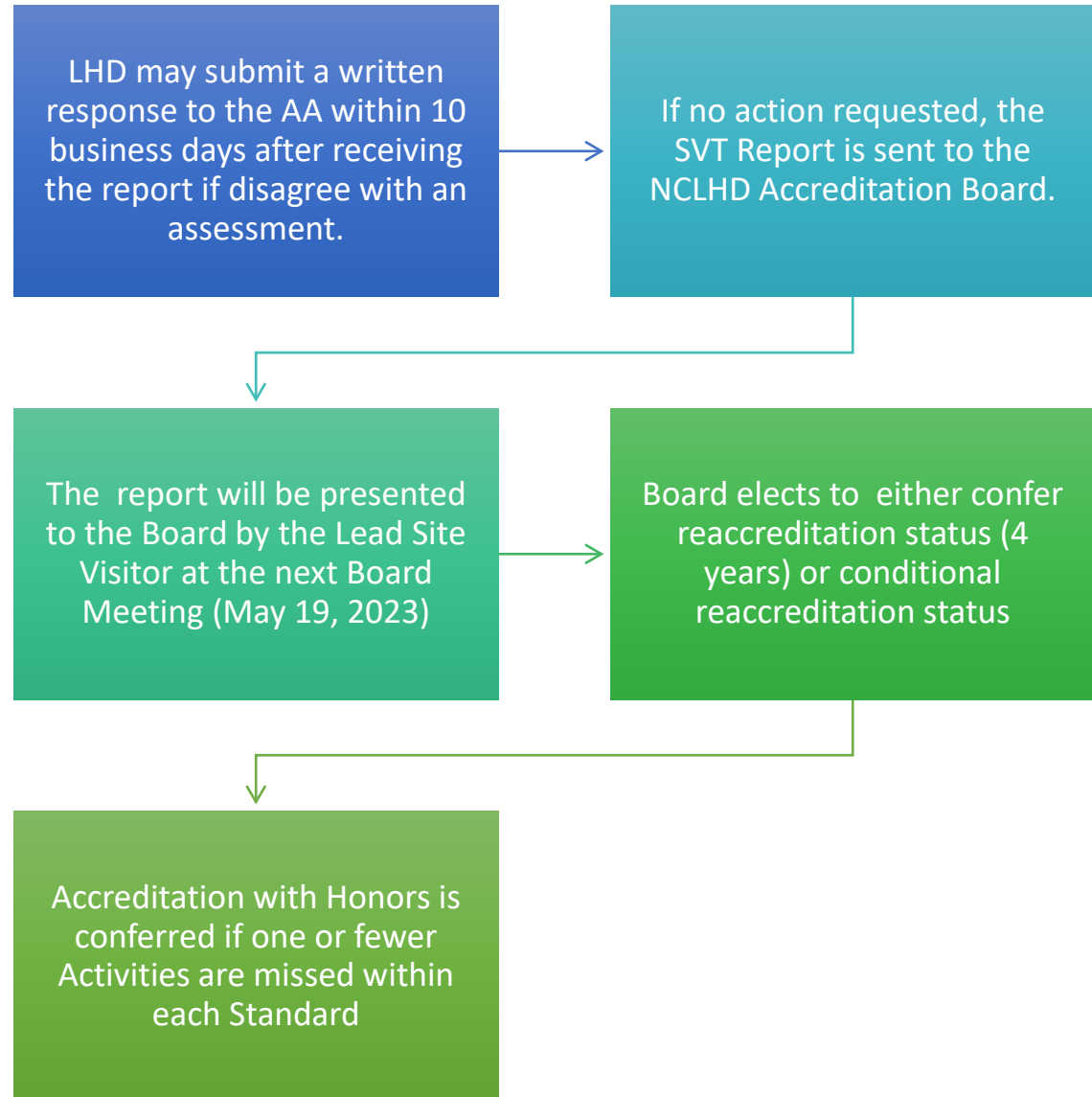
Site Visit – Next Steps

- ❖ Two reports prepared by Site Visit Team (SVT)
 - SVT Report
 - Suggestions for Quality Improvement (SQI Report)

Both reports are reviewed by the Accreditation Administrator (AA) and sent to the LHD within 14 days of the end of the site visit (February 8, 2023).

- ❖ Only the SVT Report is forwarded to the NCLHD Accreditation Board

Site Visit – Next Steps



DURHAM
COUNTY

DCO
NC

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Thank You!



Live. Grow. *Thrive.*