



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

## **BUREAU OF ACUTE CARE SYSTEMS**

### **STROKE SYSTEM**

#### **Site Survey Process Manual for Stroke Centers**

**9/15/2022**

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## **Introduction**

The Stroke Site Survey Process Manual is intended to aid Stroke centers in planning and preparing for the designation site survey visit. The staff of the Bureau of Acute Care Systems (BACS) will coordinate and carry out the designation site survey.

Please contact Teresa Windham, Nurse Administrator, Bureau of Acute Care Systems if you have questions.

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## **General Instructions/Information**

The intent of the designation site survey is to establish compliance with the Mississippi Stroke System of Care (SOC) Rules and Regulations. The State Health Officer is the designation authority for Stroke Centers in Mississippi. During the designation survey BACS staff will verify that the Stroke center meets the minimum Standards as prescribed by the Stroke System of Care Rules and Regulations.

## **Designation Process and Schedule**

BACS staff will review the hospital's letter of application for designation. If the letter of application meets criteria as set forth in the Stroke SOC Rules and Regulations, BACS staff will notify the Stroke center that the application has been accepted. BACS staff will coordinate with the Stroke center in scheduling the designation site survey.

## **Itinerary**

It is important to adhere to the survey agenda as closely as possible. There is a considerable amount of information to cover during the survey, and surveyors must make decisions based on facts obtained from available information.

**A minimum of two parking spaces near the entrance should be reserved for the team.**

Required attendance for the survey includes, but is not limited to:

- CEO/Administrator
- Medical Director(s)
- Stroke Program Manager
- Education Personnel as Needed
- EMS Personnel as Needed

The designation site survey will include a review of selected Stroke patient records from the previous twelve (12) months.

8:00 a.m. – 8:30 a.m.	Introductions and Opening Session
8:30 a.m. – 9:30 a.m.	Tour of the Facility and Resources
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:30 a.m.	Review of Education Programs, Protocols and Staff Resources
10:30 a.m. – Noon	Review of PI Process and PI documents to substantiate the delivery of Stroke care as required by the Stroke Rules and Regulations

## **Tour of the Facility and Resources**

The survey team will tour the hospital. A hospital staff member will guide the survey team. Generally, the survey team will follow the path that a patient would take, from ambulance entry into the emergency department through the process of receiving care as specific to Stroke. The hospital may choose to involve EMS personnel in this portion of the survey to orient the survey team as to local EMS considerations regarding the pre-hospital stage of Stroke care for the patients being transported/cared for at the facility. EMS may also provide information about considerations pertaining to the inter-facility transfer of Stroke patients from this hospital.

## **Stroke Education Programs and Protocols**

The survey team will review Stroke specific education and continuing education programs and protocols. Either the Stroke program manager or hospital education personnel may present this session. This will include a review of Stroke education offered by the hospital and education actually provided to the minimum staff involved in Stroke care at the facility during the previous calendar year.

### **Staff Resources**

The survey team will review Stroke staff resource availability. This can be confirmed through providing documentation of staffing reports for the previous calendar year and a current schedule of staff working in the respective departments responsible for stroke care.

### **Performance Improvement Process and Documents**

The survey team will review the Stroke PI process and PI documents provided for the purpose of validating the facility's ability to meet the minimum standards for the appropriate and timely delivery of Stroke care as prescribed by the Stroke SOC Rules and Regulations.