

# Transcript: Out-of-Hospital Routine Inspection Orientation Presentation

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Welcome to the Out-of-Hospital Routine Inspection Orientation Presentation. My name is Laurie Reid and I'm the Director for the Accreditation Programs. Today, we are going to walk you through the steps to prepare your premises for Inspection using the Member and the Out-of-Hospital Premises Inspection Program Portal.

This presentation will cover the following:

The College's 60 Day Courtesy Letter Notification and 14 Day Initiation Letter, working within the 16 Week Timeframe, how to navigate the Member Portal, and accessing the Out-of-Hospital Premises details, what to expect on inspection day, and ways in which you can reach out to our team if you have any additional questions.

The College's 60 Day courtesy letter is sent to the Medical Director of the premises to provide reasonable notice of the upcoming inspection and allow time to review and collect required documentation. Included in this letter is a suggestion to complete the Routine Inspection Checklist and the Infection and Prevention Control Checklist as mini-assessments to correct any deficiencies prior to the inspection.

The College's 14 Day Initiation Letter outlines the necessary documentation that is required to be submitted using the Premises Portal. It is during this time that the OHP Program team expects to begin receiving the Premises documentation.

Here's a snapshot of the program's 16 week workflow. Our goal is to begin and complete the inspection in a timely manner, minimizing disruption to the operation of the premises. The Nurse Inspector will collaborate with the Medical Director to find a suitable inspection date during Week 3. It is important to know that inspections will be conducted during Weeks 4 to 8.

Once the inspection has concluded the Medical Director may begin addressing any recommendations that were discussed at the exit interview. The Nurse Inspector will send the Medical Director an inspection report during Week 8 to 10. The Medical Director has 14 days to formally reply and provide any follow-up documentation to the recommendations.

This is captured during Weeks 10 to 12. The Inspection Report and the Medical Director's response are submitted to the Premises Inspection Committee for review and disposition during Weeks 16 to 20.

Let's begin our system demonstration.

Once a routine inspection has been initiated, you, the Medical Director, will receive an email from 'cpsomembers\_noreply', indicating that you have received a message through the new portal that requires your response.

Note: If this is your first time receiving an email regarding a portal message, the email might be delivered to your spam folder. Be sure to check there for any emails you may have received from the College.

Upon clicking the 'New message' link in the email you will be directed to the portal's main message centre. When there, find the latest portal message that corresponds and click on the 'Subject' link.

The portal message pop-up will appear providing you information regarding your Routine Premise Inspection. In this message you will be given information regarding the Nurse Inspector that has been assigned to your Inspection and a link to a shared folder where you will be uploading the required Pre-Inspection documents. Attached to this portal message is your OHP Pre-Premise Inspection Guide, which will give you step-by-step instructions on how to complete your requirements before scheduling your Inspection.

We recommend that you open and download the Guide for future reference. Starting with your Pre-Inspection requirements, you are to ensure that details on the portal's OHP Details page are up-to-date. The Premise Inspection Guide will walk you through navigating through the Members' Portal to the OHP Details page.

If the name of the OHP needs changing, please send in a portal message to the College OHP staff. Detailed instructions on sending portal messages are provided in the Guide.

If the OHP Level needs changing, you must submit a change request through the portal. Detailed instructions are also provided in the Guide.

If there are any changes made to the OHP Details page, click on the 'Save' button to ensure your selections are saved.

Next, you will need to ensure that the information listed regarding the OHP's approved address, procedures, equipment, and affiliated physicians are all up-to-date.

All new address, procedures and equipment notifications can be made by clicking on the 'OHP Request Notifications' link on the left-hand navigation menu. Detailed instructions on how to make these requests and notifications are outlined in the Pre-Premise Inspection Guide. If there are discrepancies with who is on the staff affiliations list and currently working at the OHP, contact your assigned Nurse Inspector immediately to discuss.

The next set of Pre-Premise Inspection requirements involves the preparation, completion and submission of the OHP's Policies and Procedures Manual, The Infection Prevention and Control Self-Assessment along with the required and applicable checklists, as well as the Premises Preparedness Checklist. Detailed instructions and additional guides have been provided in the Pre-Premise Inspection Guide on how to navigate through these requirements. Once you have gathered and created the documents required for submission, you must use the shared folder link in your original OHP Routine Inspection portal message to upload them. You'll need to go through a quick identification verification process where you will receive and enter a code upon entry to the shared folder. Once in the shared folder, you may see documents that the OHP have left for you to review. These documents can be downloaded for reference.

Also, this is the area for which you will upload your required documents and checklists. Detailed instructions have been provided in the pre-premise inspection guide on how to upload documents to this shared folder. The last requirement in the Pre-Premise Inspection Guide is the submission of possible dates for the premise inspection. This can be done by sending a portal message from the OHP Details page. To be certain that the portal message is received by College OHP staff this message must be sent through the Messages link on the OHP Details page and not through the portal's main messaging centre.

Welcome back. At this time, I want to mention that on your inspection day, any documentation that was not provided or was not sufficient will be discussed at the exit interview with the Nurse Inspector and will be provided as a recommendation in the Inspection Report prepared.

It is important to have the following available for the Nurse Inspector to review during the inspection: the Policy and Procedures manual, the Reprocessing Logs, the Safety Data sheets, and the Equipment Manuals. We encourage you to reach out to us if you have any additional questions. Program staff can be reached through the OHP portal, through our email inbox or by telephone. The Medical Director will receive both the Nurse Inspector's name, email and phone extension, as well as the Accreditation Assistant's phone extension and the 14 Day Notification Letter.

The College's website has been updated with the relevant reference guides. Thank you for watching our Routine Inspection Orientation Presentation.