



## **BUREAU OF ACUTE CARE SYSTEMS**

### **STEMI**

#### **Site Survey Process Manual for STEMI Receiving and Referral Centers**

**October 2017**

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## **Introduction**

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

Please contact David Hall, Director, 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 STEMI System of Care (SOC) Rules and Regulations. The State Health Officer, upon recommendation of the STEMI Advisory Committee is the designation authority for STEMI Centers in Mississippi. During the designation survey BACS staff will verify that the STEMI center meets the minimum Standards as prescribed by the STEMI 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 STEMI SOC Rules and Regulations, BACS staff will notify the STEMI center that the application has been accepted. BACS staff will coordinate with the STEMI 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)
- STEMI Program Manager
- Education Personnel as Needed
- EMS Personnel as Needed

The designation site survey will include a review of selected STEMI 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 STEMI care as required by the STEMI 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 STEMI. 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 STEMI 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 STEMI patients from this hospital.

### **STEMI Education Programs and Protocols**

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

### **Staff Resources**

The survey team will review STEMI 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 STEMI care.

## **Performance Improvement Process and Documents**

The survey team will review the STEMI 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 STEMI care as prescribed by the STEMI SOC Rules and Regulations.