



FACT Clinical Inspector Training Course

FEBRUARY 20, 2024 | 8:00 AM - 5:00 PM

Facilitators

Host



Ibrahim Ahmed, MD
Director of Quality & Accreditation at The Children's Mercy Hospital Blood and Marrow Transplant Program



Suzanne Birnley MS, MBA
FACT Director of Operations



Joseph Lynch, MD
Director of The Center for Bone Marrow Transplantation at Geisinger Medical Center



Federico Rodriguez Quezada SBB, MLS(ASCP)
FACT Consulting Client Services Manager



Donna Salzman, MD
The University of Alabama Adult and Pediatric Bone Marrow Transplantation and Cell Therapy Program



Jean Sanders, MD
Consultant, FACT Consulting Services



Joseph Schwartz, MD, MPH
Director of Transfusion Services at H. Lee Moffitt Cancer Center & Research Institute Blood and Marrow Transplant Program



R. Alejandro Sica, MD
Assistant Professor/Attending Physician for Montefiore Medical Center Transplantation and Cellular Therapy Program



Priti Tewari, MD
Associate Professor at The University of Texas M.D. Anderson Cancer Center Children's Cancer Hospital



Basem William MD, MRCP, FACP
Clinical Director and Medical Director of the OhioHealth Blood and Marrow Transplant and Cellular Therapy Program



Phyllis I. Warkentin, MD
FACT Chief Medical Officer

Agenda

REGISTRATION

7:30 AM

WELCOME

8:00 AM

Phyllis I. Warkentin, MD

PREPARATION ESSENTIALS

8:05 AM

Phyllis I. Warkentin, MD

During this session, the presenter reviews the results of the Eighth Edition Inspector Test and the Knowledge Check quiz from the Overview of the FACT Accreditation Process. The details of preparing for an inspection will also be discussed.

PORTAL SESSION 1 - REVIEWING THE COMPLIANCE APPLICATION

8:50 AM

Suzanne Birnley, MS, MBA

Participants learn how to navigate the FACT Accreditation Portal and review the compliance application and associated documents.

INSPECTOR INSIGHT STORY: WHAT TO DO AND NOT DO WHEN INSPECTING

9:10 AM

BREAK

9:25 AM

INSPECTION PROCESS, PART 1

9:40 AM

Phyllis I. Warkentin, MD

Participants are provided with a short introduction to the inspection process and a review of the inspector tools. Inspector Trainees spend time with experienced FACT inspectors examining documents that can be reviewed before the inspection.

PORTAL SESSION 2 - ENTERING REQUESTS FOR INFORMATION (RFI)

11:35 AM

Suzanne Birnley, MS, MBA

During this session, participants practice navigating the FACT Accreditation Portal and exploring the request for information features.

LUNCH

11:45 AM

COMMON CITATIONS

12:15 PM

Joseph Schwartz, MD, MPH

Participants learn about the most common deficiencies in complying with the Standards and how to write an adequate citation.

WRITING CITATIONS

12:45 PM

Joseph Schwartz, MD, MPH

Inspector trainees practice writing citations.

INSPECTION PROCESS, PART 2

1:00 PM

Phyllis I. Warkentin, MD

Inspector trainees spend time with experienced FACT inspectors examining documents that can be reviewed before the inspection. Also, inspector trainees discuss what can be marked off on the compliance checklist during the tour.

INSPECTOR INSIGHT STORY: CONTINGENCY PLANNING & WORKING TOGETHER AS A TEAM

2:00 PM

BREAK

2:15 PM

INSPECTION PROCESS, PART 3

2:30 PM

Phyllis I. Warkentin, MD

Inspector trainees spend time with experienced FACT inspectors examining facility documents and patient records.

PORTAL SESSION 3 - ENTERING CITATIONS AND COMPLETING THE REPORT

3:30 PM

Suzanne Birnley, MS, MBA

Participants learn how to enter citations, mark their checklist as Compliant/Not Compliant, and complete the inspection report.

ACCREDITATION DOESN'T END WITH THE INSPECTION

4:00 PM

Priti Tewari, MD

In this session, the presenter discusses how to conduct an exit interview, prepare and submit the inspection report, and evaluate the inspection, the team, and the process. Participants will also learn about the Accreditation Committee process and review the expectations of the inspector.

ASK ME ANYTHING - FACILITATOR PANEL

4:30 PM

CLOSING

4:45 PM

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