



## FEDERAL OCCUPATIONAL HEALTH

Improving the health, safety, and productivity of our Federal employees.



### LET'S PREP

Hey GO Team members! It is critical everyone is prepared for the June 2015 TJC Accreditation and onsite surveys. That is why the FOH Office of Policy, Analysis, and Quality (OPAQ) is working hard to develop comprehensive trainings, guiding documents, and information to help FOH staff—across all divisions—prepare. These documents will be contained in monthly toolkits covering TJC accreditation chapters and released on a monthly basis. OPAQ has developed this “Let’s Prep” Checklist to help you understand what you will need to do on a month-by-month basis. It also ensures you understand the preparation structure.

OPAQ and leadership from FOH’s Clinical Health Services, Behavioral Health Services, and Wellness and Health Promotion Services have already met to evaluate standards and FOH policies and procedures to understand where improvements can be made. The FOH accreditation preparation website was launched as your “one-stop shop” for all your accreditation preparation needs.

Beginning in September, monthly toolkits covering the TJC chapters will be released for staff review. Each toolkit will contain webinars and FOH staff training in addition to supporting materials and resources such as checklists, glossaries, mock-survey questions, and references to applicable policies and procedures for your review.

In June of 2015, TJC will begin onsite surveys. The surveys will be unannounced; however FOH will give you as much information as possible. After the surveys, TJC will provide FOH with a report of the improvements needed to obtain accreditation. FOH will have 45 to 60 days to address the issues, and then TJC will present FOH with an accreditation determination by September of 2015.

OPAQ has developed preparation materials for every month of the TJC accreditation preparation phase. Here is a checklist of materials and trainings that can be expected during the preparation phase; please use this to work your way through all materials and to ensure you are prepared for the TJC survey.

#### SEPTEMBER – IT’S GO TIME!

*September covers overall TJC Accreditation and Rights and Responsibilities*

- Read through the materials in your GO Monthly Checkup – TJC Accreditation Toolkit
- Read through the materials in your GO Monthly Checkup – Rights and Responsibilities Toolkit
- Register for the September GO University webinar
- Take the September GoTo Training before the webinar
- Attend the September GO University webinar or watch it online at a later date

#### OCTOBER – SET THE RECORD STRAIGHT

*October covers Record of Care and Information Management*

- Read through the materials in your GO Monthly Checkup – Record of Care Toolkit
- Read through the materials in your GO Monthly Checkup – Information Management Toolkit
- Register for the October GO University Webinar



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## OCTOBER – SET THE RECORD STRAIGHT (continued)

- Take the October GoTo Training before the webinar
- Attend the October GO University webinar or watch it online at a later date

## NOVEMBER – IT'S GETTING INFECTIOUS

*November covers Medication Management and Infection Control*

- Read through the materials in your GO Monthly Checkup – Medication Management Toolkit
- Read through the materials in your GO Monthly Checkup – Infection Control Toolkit
- Register for the November GO University webinar
- Take the November GoTo Training before the webinar
- Attend the November GO University webinar or watch it online at a later date

## DECEMBER – WE THE PEOPLE

*December covers National Patient Safety Goals and Human Resources*

- Read through the materials in your GO Monthly Checkup – National Patient Safety Goals Toolkit
- Read through the materials in your GO Monthly Checkup – Human Resources Toolkit
- Register for the December GO University webinar
- Take the December GoTo Training before the webinar
- Attend the December GO University webinar or watch it online at a later date

## JANUARY – RESOLUTIONS FOR A HEALTHIER FOH

*January covers Leadership and Performance Improvement*

- Read through the materials in your GO Monthly Checkup – Leadership Toolkit
- Read through the materials in your GO Monthly Checkup – Performance Improvement Toolkit
- Register for the January GO University webinar
- Take the January GoTo Training before the webinar
- Attend the January GO University webinar or watch it online at a later date

## FEBRUARY – PREPARED WITH CARE

*February covers Provision of Care and Waived Testing*

- Read through the materials in your GO Monthly Checkup – Provision of Care Toolkit
- Read through the materials in your GO Monthly Checkup – Waived Testing Toolkit
- Register for the February GO University webinar
- Take the February GoTo Training before the webinar
- Attend the February GO University webinar or watch it online at a later date

## MARCH – MARCH TO SAFETY

*March covers Environment of Care and Emergency Management*

- Read through the materials in your GO Monthly Checkup – Environment of Care Toolkit
- Read through the materials in your GO Monthly Checkup – Emergency Management Toolkit
- Register for the March GO University webinar
- Take the March GoTo Training before the webinar
- Attend the March GO University webinar or watch it online at a later date



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### APRIL – GO Recognition

*April covers Accreditation Participation Requirements*

- Read through the materials in your GO Monthly Checkup – Accreditation Participation Requirements Toolkit
- Register for the April GO University webinar
- Take the April GoTo Training before the webinar
- Attend the April GO University webinar or watch it online at a later date