



FEDERAL OCCUPATIONAL HEALTH

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



INTRODUCTION TO TJC ACCREDITATION CHECKLIST

- Go to the FOH TJC Accreditation landing page: www.foh.hhs.gov/GOTJC. This landing page should always be referenced for information you need about the accreditation process. Consider the landing page your “one-stop shop” for accreditation preparation.
- Watch the TJC video “[A World of Difference](#)”
- Read the “About Accreditation” page
- Read the “TJC Accreditation Fact Sheet”
- Read the “Myths versus Facts” page
(Please, try to keep an open mind about TJC and the accreditation process. This process will likely be different than past experiences you may have had with TJC in a hospital setting.)
- Read the “Terms to Know” document in this toolkit.
(Take the time to become acquainted with these terms, as they should become part of your vocabulary while FOH prepares for TJC Accreditation.)
- Look at the Overall Accreditation Timeline
- Read the “Let’s Prep” document
- Read the “Let’s Prep” GO Team member page.
(All FOH staff are GO Team Members! Make sure you understand what will be expected of you during the accreditation process.)
- Peruse The Joint Commission’s website: <http://www.jointcommission.org/>
 - Read and understand their vision
 - Read and understand their mission
(http://www.jointcommission.org/about_us/fact_sheets.aspx)
- Read the TJC’s *Ambulatory Buzz* blog posts: “Setting the Record Straight” and “Straight from the Surveyor”
- Once you understand how the accreditation process works, take a look at the “Mock Patient Tracer” questions. Begin reading on the first page, start with Section 2.8.
(This will give you insight on the types of questions that may be asked during a patient tracer exercise as part of a clinical onsite survey.)
- Register for the September GO University webinar
- Take the September GoTo Training before the webinar
- Attend the September GO University webinar
 - If you cannot attend live, ensure you watch the recorded webinar by the end of September

(continued on next page)



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- Submit questions/feedback about TJC accreditation through either:
 - Your nurse manager (ANM)
 - Through the anonymous feedback box on the landing page
 - Email: TJCHelpDesk@foh.hhs.gov
- If you have a spare five minutes in your day, listen to the TJC podcast “Why Accreditation Matters”
- Check in with your nurse coordinator at the end of the month to let her/him know you’ve accomplished all of these activities