

ACCREDITATION READINESS CHECKLIST

Your Step-by-Step Guide to a Smooth Survey

AMBULATORY SURGERY CENTER

Use this checklist to stay organized and track your progress as you prepare for accreditation.



1. Policies & Documentation

- Policies and procedures reviewed and updated within the last 12 months.
- Emergency preparedness plan documented and posted.
- Infection control policies align with current standards.
- Personnel files are complete, with job descriptions and evaluations.
- Incident reporting and QAPI documentation are up to date.



2. Staff Credentials & Training

- All licenses, certifications, and background checks are current.
- Annual competencies and training (e.g., infection control, HIPAA) documented.
- Staff know where key policies are stored and can explain procedures.
- CPR/BLS certifications are valid and on file.



3. Infection Control & Environment

- Infection Preventionist designated.
- Logs maintained for cleaning, sterilization, and equipment checks.
- Sharps containers and PPE available and properly used.
- Hand hygiene signage and supplies in place.
- Environmental walkthrough completed for readiness.



4. Emergency Preparedness

- Fire drills conducted and logged.
- Evacuation plans are visible and up to date.
- Emergency contact list posted and accessible.
- Generator maintenance (if applicable) documented.



5. Timeline & Mock Survey

- Self-assessment completed 60–90 days before survey.
- Gaps identified and corrected with assigned owners.
- Mock survey (internal or external) scheduled and completed.
- Final review meeting held with leadership and staff.