

Team Leader Inspection Planner

Complete each item listed below

This inspection is unannounced. Do not contact the Laboratory Director or any member of the laboratory staff regarding this inspection.

1. Arrange the inspection

- This is an unannounced inspection. Notify the CAP of the scheduled inspection date.
- Begin to select your team, including the number and types of inspectors needed. For instance, one inspector for Laboratory General and one for the following checklist combinations: Hematology and Urinalysis; Microbiology and Immunology; and Anatomic Pathology and Cytopathology. Transfusion Medicine can be combined with another checklist (such as Immunology or Point of Care) if the laboratory does not have a donor center.
- If the laboratory is performing Cyto genetics, Flow Cytometry, Histocompatibility or Molecular Pathology, a list of qualified inspectors within your geographic region is provided in the inspection packet and **must** be used. Please contact potential inspectors directly to determine availability. Contact Jennifer Williams, Inspector Database Specialist (800-323-4040, ext. 7380), if you need the names of additional qualified inspectors. The selected inspector should have specialty expertise and be actively involved in the discipline.
- If there is a Cytology inspection, the inspector must be a pathologist or cytotechnologist who is actively involved with Cytopathology. Several hours should be allotted to allow enough time for a detailed slide review, direct observation of technical procedures, and a careful review of quality improvement monitors.
- Identify all team members and gain commitments from them.

2. When the inspection packet arrives, review the contents immediately.

- Verify the number and location of laboratories to be inspected.
- Verify the checklists to be used for the inspection.
- Review the Activity Menus and instrumentation lists to determine skill sets necessary for your team members.
- Confirm commitment of all Team Members.
- Call the CAP Travel Desk (800-323-4040, ext. 7800) to make travel and/or hotel arrangements for the team, if necessary and complete the travel request form. **If air travel is required, arrangements must be made through the CAP Travel Desk. Hotel reservations must be made through the CAP Travel Desk if more than 10 total hotel nights are being booked for the team.** To ensure the best availability of airfare and hotel choices, whenever possible, please contact the Travel Desk at least one month prior to travel.

3. Prepare the team

- Meet with the inspection team at least one prior to the inspection.
- Distribute section and checklist specific packets and discuss travel arrangements, inspection conduct, timing, etc.
- Discuss with team members the importance of familiarizing themselves with the materials specific for their inspection responsibilities.
- Ensure you and your team members have completed inspector training that is available at no cost
 - a. Visit the CAP Web site (<http://www.cap.org>), click on “**Education Programs**”,
 - b. select “**Accreditation Education Activities**”, and
 - c. click on “**Inspector Training (fulfills training requirement)**” and select the appropriate subcategory.
 - d. Direct any education questions to 800-323-4040, option 1.

4. During the Inspection

- For security purposes, one hour prior to your arrival, please call the laboratory to announce your intent to inspect.
- Arrive on time. Inspections of full-service laboratories typically begin before 8:00 AM and conclude between 4:00 - 6:00 PM.. Be sure to allow adequate time for a thorough inspection.
- Some labs may require a photo ID to gain entrance on the day of the inspection. Be sure you and your team members have adequate identification (driver's license, State ID, passport) Passports are required for Canadian travel.
- Present the inspection announcement letter to the lab director or designee.
- Introduce the team to the laboratory personnel with whom each will be working.
- Discuss arrangements for lunch, summation conference, interviews for the Team Leader, working area for the inspection team, etc.
- Remind team to discuss all deficiencies with the supervisor/laboratory representative as they are identified and summarize them at the end of the section inspection.
- Instruct team members to review deficiencies cited at the last on-site inspection, paying particular attention to recurring deficiencies. Ensure that the laboratory is employing the procedures to processes that are appropriate to meet the College's *Standards*.
- Maintain contact with the team during the day (e.g. brief mid-morning meeting, working lunch, etc.) to verify progress, answer questions and redirect resources if necessary.
- Call the CAP headquarters during the inspection at (800-323-4040) if there are questions that the team cannot answer.

5. Pre-summation

- Meet with the inspection team prior to the summation conference to discuss all deficiencies, answer team members' questions, and establish consistency.
- Remind your team to complete the Deficiency and Recommendations forms as follows:
 - Complete forms prior to summation conference.
 - For each citation, enter the requirement ID and the specific reason the laboratory is deficient.
 - Print name and credentials; sign and date each Inspector Summation Report (ISR) page.

6. Summation Conference

- Discuss all deficiencies and recommendations.
- Obtain the Laboratory Director's signature on page three of Part A of the ISR.
- Leave a copy of the Deficiencies and Recommendations with the laboratory.
- Give the envelope with Deficiency Response Instructions and forms to laboratory personnel
- Remind laboratory personnel that they have 30 days to respond to all deficiencies. Explain how to respond to both Phase I and Phase II deficiencies.

7. After the Inspection

- Complete page one of Part A of the ISR, and add your comments on page two.
- Return the complete ISR within 24 hours using the pre-paid Express mailer in the packet.
- Collect Team Leader/Member Evaluation forms and expense receipts; fill out reimbursement form, and mail to the CAP. Provide the address for the reimbursement check, and sign the reimbursement form. Accounts Payable cannot issue checks without the signature of the inspector to be reimbursed.
- Discard checklists and any other information regarding the inspection.

Revision History

Revised Jan. 2010

Revised Feb. 2009

Revised Jan. 2008

Revised May 2007

Revised August, 2006

Revised: Apr, 2006