

NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD
Site Visit Team

General Policy

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| Manual: NCLHDA Policies & Procedures Manual | <u>Applicable Signatures/Title</u> |
| Section: Site Visit Team | Administrator: |
| Distributed to/Date: | Board Chair: |
| | NCIPH Director: |
| | Effective Date: |
| | Supercedes: |

Policy: For the North Carolina Local Health Department Accreditation (NCLHDA) Board to provide a quality site visit team to counties being assessed for accreditation.

Purpose: The success and credibility of the program depends upon having members of site visit teams who are well-trained, impartial and qualified to serve in that capacity. Since a thorough investigation review of the documentation, gathered through the site visit, is the means of recommending accreditation, those selected to serve on site visit teams must have the confidence of the NCLHDA Board, the Division of Public Health and the counties being visited.

Definitions:

Site Visit Team (SVT) – the team of peer healthcare professionals who are responsible for ensuring that the local health departments have a fair, equitable assessment and that the Health Department Self-Assessment Instrument (HDSAI) is clarified, verified and amplified. The team includes, at a minimum:

- A Public Health Administrator
- A Public Health Nurse Representative
- An Environmental Health Professional
- A Board of Health Representative

Lead Site Visitor (LSV) – the Site Visit Team member responsible for coordinating the activities of the SVT when on-site, acting as the spokesperson for the SVT, and completing and submitting the Site Visit report to the Accreditation Administrator within 14 days of the completion of the Site Visit. The LSV is responsible for the presentation of the Site Visit Team recommendation to the NCLHDA Board.

Applicable Law, Rules and References:

North Carolina General Statute

- § 130A-34.1(e)(1) An accreditation process that consists of the following components:
- b. A site visit by a team of experts to clarify, verify, and amplify the information in the self-assessment.

10A NCAC 48A .0202 SITE VISIT

- (a) The Institute shall select a site visit team composed of not fewer than four individuals with expertise or experience in local public health, including experience or expertise in environmental health, public health nursing, public health administration or policy development/governance.
- (b) The site visit team shall visit the local health department, review the self-assessment and supporting documentation, interview local health department staff and other persons necessary to evaluate compliance with the standards and inspect the facilities in accordance with the standards. The team may request additional supporting documentation or other evidence as necessary to evaluate compliance with the standards.
- (c) The site visit team shall prepare a report that makes a determination as to whether the standards have been met and shall submit the report to the Board and the local health department within 14 days of the end of the site visit. The site visit team shall make a recommendation regarding accreditation status to the Board.

Responsible Person(s):

The Accreditation Administrator, along with program staff solicit availability of service from potential site visitors, ensure that site visitors meet approved criteria, provide training, select the teams and assign counties to be visited.

Procedures:

1. Applications are accepted through the NCLHDA Board web site for potential site visitors.
2. Applications are approved by the Accreditation Administrator for service as a site visitor.
3. Site Visit Availability Form is submitted by potential site visitors.
4. Accreditation staff reviews applications to ensure that applicants meet criteria established for site visitors.
5. Accreditation staff selects site visit teams and alternate members.
6. Local health departments are notified of the selected team to offer input regarding possible conflict of interest.
7. Team is notified, via email, that they have been selected and assigned a site visit.
8. Training is offered to site team members, individually or by group.

Reference Plans and Policies:

Site Visit Team Operational Guidelines