Anaesthesia Clinical Services Accreditation (ACSA) Document 5 – Agenda for Review

This agenda is to be completed by the ACSA administrator and agreed by all parties ahead of the review date. If you require any assistance with this document please contact the ACSA@rcoa.ac.uk or 020 7092 1697.

ACSA – On-site Review Agenda

Practical requirements:

- Dedicated and secure meeting room during the review has been provided
- Refreshments and lunch provided as required
- Computer that has hospital intranet access, with a large screen, to view policies and documents
- Greeting on arrival.
- All relevant staff have been advised of the review
- A staff member will be escorting the team at all times

Day One at Site 1

09.00 – 09.15 Arrival, Briefing and Housekeeping
The reviewers will arrive at the hospital and give a briefing/introduction. The objectives for each section of the review will be briefly clarified.
Expected attendees: Clinical Director, ACSA lead; others from the department are also welcome to attend

09.15 - 13.15 – Presentation and Classroom Session (with videolink to second site)
The host department is requested to provide a presentation to the review team for about 45 minutes using the template provided. The requested classroom standards will be discussed in detail and the reviewers will get the opportunity to go through the presented evidence for these standards.
Expected attendees: Clinical Director, ACSA lead; others from the department in relevant areas are also expected to attend

13.15-14.15 Lunch break onsite
The review team will have lunch on-site and use the time to discuss the morning session. This will present the hosts with an opportunity to make necessary arrangements for the afternoon session.
Please provide lunch onsite in a dedicated meeting room or area where food can be consumed and private discussion can take place
Expected attendees: Review team only

14.15 Informal Discussion, Meetings with Groups
14.15-15.15 SAS/SD anaesthetists and Trainees
Expected attendees: SAS/SDs and Trainees working in the department

15.15-16.15 Consultants and Service Leads
Expected attendees: Consultants and Service Leads working in the department

16.15-17.30 Clinical Director, Managers and open forum
Expected attendees: Clinical Director and Managers working in the department/any member of staff to drop in and speak to members of the review team about the hospital

These meetings last into the early evening to allow those finishing lists the opportunity to attend.

18.30 Reviewers' Meeting and Dinner at Hotel
Reviewers will discuss the afternoon session separately. Information gathered during the afternoon session will inform decisions about which areas to look at the following day.
Expected attendees: Review team only

Day Two at Site 2

09.00 – 09.15 Plan for the day, logistics
The review team and the host will discuss their plan for the day. The host will confirm whether the logistics for the proposed plan are feasible. Arrangements may need to be made for looking at specific areas or meeting with individuals or groups. Flexibility from both sides will be required to ensure that staff and hospital areas are available.
Expected attendees: ACSA Lead, Clinical Director

09.15 – 13.30 Accompanied walk-about to review met standards:
Expected attendees: ACSA Lead and management/department leads available for each area
Extra discussion with department members
Expected attendees: As required by the host and review team

The review team will split into two groups and will make their way around the department using the standards as a guide. Please make sure there is someone available to accompany each group. They may ask to see some of the standards in practice and may require access to theatres and anaesthetic rooms at the discretion of the host. There will be no requirement to observe patients undergoing anaesthetic procedures.

Walk-about areas (in any order that the department wishes) will include:

Group 1
- Surgical Admissions Suite
- Theatre
- Recovery/HDU

Group 2
- Pre-op Assessment Clinic
- A&E
- MRI/CT/Radiology/Onc

Clinical and management/ department leads available for each area

13.30 – 14.30 Lunch and discussion onsite
The review team will have lunch on-site and use the time to discuss the morning session. This will present the hosts with an opportunity to make necessary arrangements for the afternoon session.
Expected attendees: Review team only

14.30 – 17.30 Meetings with groups, as required:
Expected attendees: ACSA Lead and management/department leads available for each area
Extra discussion with department members
Expected attendees: As required by the host and review team

18.30 Reviewers' Meeting and Dinner at Hotel
Reviewers will discuss the afternoon session separately. Information gathered during the afternoon session will inform decisions about which areas to look at the following day.
Expected attendees: Review team only

Day Three at Site 1

Practical requirements:

- Dedicated and secure meeting room during the review has been provided
- Refreshments and lunch provided as required
- Computer that has hospital intranet access, with a large screen, to view policies and documents
- Greeting on arrival.
- All relevant staff have been advised of the review
- A staff member will be escorting the team at all times

09.00 – 09.15 Arrival, Briefing, Housekeeping and Logistics

The reviewers will arrive at the hospital and give a briefing/introduction. The review team and the host will discuss their plan for the day. The host will confirm whether the logistics for the proposed plan are feasible. Arrangements may need to be made for looking at specific areas or meeting with individuals or groups. Flexibility from both sides will be required to ensure that staff and hospital areas are available.
Expected attendees: ACSA Lead, Clinical Director

09.15 Informal Discussion, Meetings with Groups (if more clarification required)

09.15-10.00 SAS/SD anaesthetists and Trainees
Expected attendees: SAS/SDs and Trainees working in the department

10.00-10.45 Consultants and Service Leads
Expected attendees: Consultants and Service Leads working in the department

10.45-11.30 Clinical Director, Managers and open forum
Expected attendees: Clinical Director and Managers working in the department/any member of staff to drop in and speak to members of the review team about the hospital

10.00 – 12.00 Accompanied walk-about to review met standards:

Expected attendees: ACSA Lead and management/department leads available for each area

Extra discussion with department members

Expected attendees: As required by the host and review team

The review team will split into two groups and will make their way around the department using the standards as a guide. Please make sure there is someone available to accompany each group. They may ask to see some of the standards in practice and may require access to theatres and anaesthetic rooms at the discretion of the host. There will be no requirement to observe patients undergoing anaesthetic procedures.

Walk-about areas (in any order that the department wishes) will include:

Group 1

- Surgical Admissions Suite
- Theatre
- Recovery/HDU

Group 2

- Pre-op Assessment Clinic
- A&E
- MRI/CT/Radiology/Onc

Clinical and management/ department leads available for each area

12.00 – 12.30 Lunch and discussion onsite

The review team will have lunch on-site and use the time to discuss the morning session. This will present the hosts with an opportunity to make necessary arrangements for the afternoon session.

Expected attendees: Review team only

12.30 – 13.30 Discussion, clarification and testing of compliance with ACSA standards

The review team will lead discussion as required. Depending on the point at which the review takes place, this may be a lead-in to addressing unmet standards, or an opportunity to test compliance with a view to making a recommendation for accreditation.

Expected attendees: Clinical Director, College Tutor and ASCA lead; others from the department are also welcome to attend

13.30-14.00 – Feedback from reviewers to department and debrief from hosts to review team

The review team and the host will reconvene to talk about the review. Recommendations may be made but no decisions will be made by the review team and **the department will not be informed of any accreditation decisions on the day**. The department may be asked to share examples of good practice for addition to the 'good practice library' to be shared with other engaged departments.

The host(s) will feedback to the review team about their experience of the day. The review team will debrief, outlining what the next steps will be.

Expected attendees: Clinical Director, department leads (if applicable), College Tutor, ACSA lead, anyone else from the department who would like to attend

IMPORTANT NOTICE:

The review team will treat any information gathered during the on-site review with professionalism and the necessary level of confidentiality. The review team are obliged to raise any serious failings that they find to the Trust/Board/Hospital medical director, or as otherwise directed by Good Medical Practice.