Contents

Contact Joint Commission International ................................................................. v

Joint Commission International Surveys: General Information
Which Laboratories Are Eligible for a JCI Accreditation Survey? ....................... 2
How to Request a JCI Accreditation Survey ...................................................... 3
Survey Scheduling, Postponements, and Cancellations ..................................... 5
Tools for Accreditation Preparation, Including the Standards Manual ............. 6
Scoring Guidelines ................................................................................................. 9
Accreditation Decision Rules .............................................................................. 14
Accreditation Preparation .................................................................................... 17
  Tool: Accreditation Preparation Time Line ..................................................... 18
The Survey ........................................................................................................ 21
Sample Laboratory Survey Agenda ................................................................. 22
Tracer Methodology ........................................................................................... 23
The Accreditation Decision ............................................................................... 26

Survey Agenda: Detailed Descriptions
Opening Conference and Agenda Review ........................................................ 28
Orientation to the Laboratory’s Services ........................................................ 30
Document Review ............................................................................................... 31
Proficiency Testing Validation Session ............................................................ 35
Quality Control Process Review ........................................................................ 37
Leadership for Quality, Patient Safety, Ethics, and Culture of Safety Interview ... 39
Quality Improvement Monitoring Plan ............................................................ 43
  Tool: Quality and Managerial Measures ........................................................ 44
Daily Briefing ....................................................................................................... 45
Tracer Activity ................................................................................................... 47
Individual Tracer ............................................................................................... 48
FMS Document Review and Facility Tour ....................................................... 50
System Tracer: Infection Prevention and Control Tracer .................................. 53
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Tracer: Visits to Laboratory Sections and/or Off-Site</td>
<td>56</td>
</tr>
<tr>
<td>Laboratories and Specimen Collection Stations</td>
<td></td>
</tr>
<tr>
<td>System Tracer: Visits to Inpatient Units/Settings</td>
<td>58</td>
</tr>
<tr>
<td>Staff Qualifications and Competency Assessment Session</td>
<td>60</td>
</tr>
<tr>
<td>Tool: Competency Assessment Process Review Form</td>
<td>62</td>
</tr>
<tr>
<td>Surveyor Report Preparation</td>
<td>63</td>
</tr>
<tr>
<td>Leadership Exit Conference</td>
<td>64</td>
</tr>
</tbody>
</table>

**Survey Planning Tools**

- External Auditing Body Recommendation Worksheet                      | 66   |
- Required Documents                                                    | 67   |
- Standards That Reference Laws and Regulations                        | 79   |
  - Tool: Laws and Regulations Worksheet                                | 80   |