

Virtual Inspection Checklist for Inspectors

- Review the [Timeline for Virtual Inspections](#) found in the [Virtual Inspection Resource Center](#). Work with FACT's Business Manager to coordinate assignments.
- After receiving an assignment, review the following documents located on the Virtual Inspection Resource page of the FACT website:
 - [Virtual Inspection Guidelines for Inspectors](#)
 - [Virtual Inspection Agenda Examples](#)
 - [Virtual Facility Tour Requirements](#)
 - [Zoom How-To Guide for Virtual Inspections: Inspectors](#)
- Identify the equipment that will be used to participate in the inspection. This includes:
 - Computer with microphone and camera.
 - Two screens may be helpful.
 - Headphones with microphone are optional but may be desirable to minimize background noise.
 - Zoom should be updated to latest version. Do not use a virtual background. Do not record or take screen shots. Do not save any documents with PHI.
- Identify the space that will be used to conduct the inspection. This it to be a quiet and private room. Do not use an office where you will be interrupted or where confidentiality could be breached by other employees entering.
- Review logging in to and navigating the FACT Accreditation Portal. How-To Guides are available on the FACT Website in the [Portal Resource Center](#). Contact the FACT coordinator if assistance is required.
- Review the compliance application in the FACT Accreditation Portal. The current list of documents required to be submitted in advance by the applicant program is unchanged. The FACT Coordinator will be marking certain standards as compliant during review. This includes standards related to current licenses, minimum number of transplants, procedures, or products, and minimum number of hours of continuing education. FACT Coordinators will not mark continuing education content as compliant and will leave it for your review.
- Applicant programs may have updated documents or added new documents to the Virtual Inspection Documents tab in the Document Library. Review these documents to be sure you have reviewed the most current documents. Refer to the [Zoom How-To Guide for Virtual Inspections: Inspectors](#).

- Enter Requests for Information from the applicant at least 4 weeks prior to the inspection and notify the coordinator to send to the applicant.
- Review the ways applicants might share documentation. There are several ways to electronically share documentation of compliance:
 - Sharing the screen of a computer – this works best for documents or records that are saved electronically or can easily be scanned. The screen will automatically adjust to the size of your zoom screen, there is no need to pin a video.
 - Using a document camera – this works best for documents or records that are saved on paper or cannot be easily scanned, such as a product collection or processing record or cleaning logs. The video may need to be pinned in Speaker View to view a large screen, depending on how the video is shared by the applicant. Refer to the [Zoom How-To Guide for Virtual Inspections: Inspectors](#). Note: a document camera is not required for the applicant.
 - Using the camera on a cell phone – this works best for showing small things that you cannot scan, like equipment tags or initials on a form or log. The video will need to be pinned in Speaker View to view a large screen. (Refer to the [Zoom How-To Guide for Virtual Inspections: Inspectors](#).)
 - Submitting documents to the document library in the FACT Accreditation Portal under the Virtual Inspection tab – this works best for electronic or scanned documents, but must not contain any PHI, so should not be used for any patient records. It is the recommended method for long documents that an inspector may want to review, such as policies or SOPs.
 - Submitting a document through the *Chat* function – this works best for electronic or scanned documents, but must not contain any PHI, so should not be used for any patient records.
- Schedule the pre-inspection conference and Zoom training session with the FACT coordinator approximately 3-4 weeks prior to the inspection.
- The Team Leader, inspection team, and Program Director are responsible for creating the inspection agenda. Be certain to include the names and cell phone numbers for all members of the inspection team. The agenda should be complete at least two weeks prior to the inspection. After the agenda is complete, it must be sent to the Manager of Accreditation Services to create and enter the Zoom links, and provide the inspectors the account information that will be used.
- Participate in the pre-inspection conference.
- Review any additional staff members who may be interviewed during the inspection. Notify the applicant if further interviews are requested.
- After training with your FACT coordinator has been completed, practice opening the Zoom meeting, and utilizing Zoom to conduct the inspection. If additional training is needed, contact your coordinator.

- The day before the inspection, double check that Zoom is updated to the most current version and all connectivity and functionality of equipment in the spaces that will be used.

- Document the name and position of each person interviewed during the inspection, documents or logs reviewed that were not submitted to the FACT Accreditation Portal, and equipment or equipment tags that were viewed.