

Modified Inspection Practices Tip Sheet: Inspection				
Inspection Action	Details	Additional Considerations		
<b>Contact the CAP for questions or support during inspection at 800-323-4040</b>				
Onsite Inspection	Arrival	Plan for additional safety measures	Arrive early Avoid handling money for parking fees or valet - designate one individual to pay for the group Expect health screenings and extra security	
		Conduct the opening conference as pre-determined by team leader and inspection site contact. (Team leader only, video conference, physical distancing).	Introduce the team, plan for inspection, and logistics Remind everyone of physical distancing practices that will be observed eg, no hand shaking, exchange of business cards, limitations of number of people gathered in one room, etc. Remind everyone the tour will be conducted individually as needed during the course of the inspection. Visit only areas pertinent to the individual inspector's discipline(s) Remind everyone there will be no visits to patient care areas. Refer to Inspection Planning for details Discuss logistics for alternative inspection of patient care areas with inspection site section supervisors Ask for PPE (disposable laboratory coats, masks, and gloves) Ask for contact information for key personnel Determine the means of notifying inspection site of deficiencies prior to summation	
	Inspecting	Practice physical distancing and all appropriate safety precautions	Request inspection documents and any clarifications by phone or text. Wear PPE (disposable laboratory coats, gloves, masks, face shields) Wash hands/use hand sanitizer frequently	
		Limit exposure of patients, staff, and inspectors by conducting interviews to describe processes via electronic means	There will be no observations in patient care areas for <b>point of care testing</b> (including ABG and other near-patient testing) There will be no <b>transfusion</b> observation and evaluation of <b>blood product storage outside of the laboratory</b> There will be no observation of inpatient or outpatient <b>phlebotomy collections</b>	
		Focus inspection on key areas and/or activities that must occur at the inspection site	Safety walk through Observation of test performance Review of documentation stored in instruments or large volumes of data not readily available electronically	
		Ensure all issues or concerns are discussed prior to summation		
	Post-Inspection	Pre-Summation	Conduct pre-summation conference if possible with team by video conference and/or phone calls	
			Notify appropriate contact at the inspection site of any deficiencies cited (call, text, phone)	Ensure that any deficiencies and/or corrected on-site from remote review are included in discussion Team Leader notifies inspection site medical director and/or counterpart of any deficiencies cited Inspector notifies their laboratory counterpart during the inspection when a deficiency is cited
		Summation	Ensure that all parties are practicing social distancing during summation (whichever option is chosen)	Consider large room for on-site summation that will allow for social distancing Consider limiting number of attendees to team leader, inspection site medical director, and key personnel if room size does not allow for social distancing of full team and inspection site staff. All others may join via video conference or phone Consider conducting summation conference via video conference or by phone day of inspection Consider next day, off-site summation if mutually agreed upon by inspection site medical director and team leader
Reduce direct contact as much as possible			Minimize number of people touching Inspection Summation Report (ISR). Inspection site keeps a copy and the original is placed directly into the envelope for return to the CAP Do not bring any documentation from the laboratory except for Inspection Summation Report which includes pages from remote review Wash hands or sanitize prior to leaving inspection site and/or facility Don't share pens	
Provide Post-Inspections Instructions envelope to laboratory director			Remind inspection site they have 30 days to respond from date of on-site inspection	
Follow-up		Provide team with reimbursement forms for submission to the CAP Exchange contact information between designated contacts for the inspection site and team in order to communicate any SARS-CoV-2 illness following inspection	Designated contacts are responsible for notifying members of their group as needed	

