



Idaho Time Sensitive Emergency

Nurse or Program Manager Surveyor

Job Description and Expectations

Requirements

- Must be a currently licensed registered nurse or currently working as a trauma/stroke/STEMI program manager
- Must have at least three years of experience in the care of trauma/stroke/STEMI patients
- Must be currently active in trauma/stroke/STEMI care at a center that is at or above the level being reviewed
- Must complete the online Time Sensitive Emergency (TSE) Surveyor training course

Expectations

Pre-Survey Process

- Surveyors will be notified by Time Sensitive Emergency Staff (TSE) of the need for an on-site survey.
- TSE staff will work with the facility and the surveyor to coordinate a date for the survey. A confirmation letter and commitment agreement will be sent to the surveyor. The surveyor will sign and return the commitment agreement to the TSE staff.
- TSE staff will send the surveyor the facility's Pre-Survey Questionnaire (PSQ) and a level-specific evaluation guide no less than 14 days prior to the on-site survey.
- By signing the commitment agreement, the surveyor agrees to fully review the PSQ and the level-specific evaluation guide prior to the date of the survey.
- The surveyor will make their own travel and hotel arrangements.

Conduct of the On-Site Survey

- Surveyors must dress appropriately in business attire and must wear identification at all times. Name tags will be provided by the TSE staff.
- Refrain from comparing the facility or its program to other facilities, including your own facility.
- Be complimentary of the work that is and has been done to improve care for injured patients.
- On-site surveys are expected to last from 4 to 8 hours depending on the level being

surveyed.

Chart Review Process

- The facility will provide surveyors with a list of trauma/stroke/STEMI charts from a designated time period.
- The survey team will choose 10 charts from that list to review. The facility will provide those charts as well as any corresponding PIPS documents, if applicable.

Survey Process

- The surveyor should expect to spend approximately 1 hour on the hospital tour.
- The chart review will consume the largest part of the on-site survey; 2-4 hours depending on the level being surveyed.
- From the PSQ, the surveyor will randomly select 5-10 cited documents to review for accuracy.

Wrap Up and Exit Interview

- The survey team will meet for approximately 1/2 an hour to prepare the verbal report for the exit interview.
- The survey team will use the exit interview to give the program staff a verbal summary of their on-site survey.

Post-Survey Process

- The surveyor will submit their full report within 7 days of the completion of the on-site survey.
- The surveyor can expect payment within 14 days of receipt of their full report.