



# Sustainable Health care Certification

## Review Process Guide

2025

Issue Date: December 20, 2024

## What's New in 2025

New or revised content for 2025 is identified by underlined text in the activities noted below.

### Changes effective January 1, 2025

No changes for January 2025.

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# Sustainable Healthcare Certification Certification Review Notification and Postponement Policies

Notice of Initial Certification Review

If this is your program'

## Sustainable Healthcare Certification Opening Conference

### Duration

Approximately 30 minutes

### Overview of Activities

The Opening Conference will include the following:

- x Introduction of reviewer.
- x Introductions of organization review coordinator and leaders.
- x Reviewers will provide:
  - o A brief overview of The Joint Commission and Certification if this is an initial review; if this is a re-certification review, the discussion will focus on any changes or updates to the Certification process since the last review.
  - o Agenda review with discussion of any needed changes.
  - o Brief overview or refresher on the SAFER™ portion of the Summary of Certification Review Findings Report.
  - o Answer any questions about the review process.
- x Confirm that requested documentation will be available for the Reviewer Planning Session.
- x Learn about the organization's structure, operations, and scope of the environmental sustainability program.
- x Review and discuss information provided by the organization in their certification application and any changes since the application was submitted.

## Sustainable Healthcare Certification Reviewer Planning Session

### Duration

Approximately 60 minutes

### Organization Participants

Review coordinator and/or individual(s) familiar with the organization's environmental sustainability program

### Reviewer Planning

The organization must have the following information available on the first day of the review. The reviewer will examine the following:

- x Organization chart
- x Written strategic plan and/or meeting minutes









## Sustainable Healthcare Certification Summary Discussion

This time will be utilized for a final discussion prior to the reviewer's report preparation and the exit conference. The reviewer will work with the organization's certification contact/review coordinator to organize and conduct the summary discussion.

### Duration

Approximately 30-minutes

### Organization Participants

Review coordinator and/or individual(s) familiar with the organization's environmental sustainability program

Other participants will vary depending upon the identified follow-up required.

### Materials Needed for this Activity

Will vary depending upon the follow-up required.

### Summary Discussion Description

Topics that may be addressed include:

- x Any issues not yet resolved
- x The identified Requirements for Improvement (RFIs)
- x Sharing best practices to inspire quality improvement and outcomes
- x Determination if RFIs will be discussed in detail at Exit Conference





## Sample Review A genda

### Sustainable Healthcare Certification

#### One Reviewer for One Day

Note: For organizations that elect the corporate centralized system review, the number of review days and activity times will be expanded based on the number of healthcare organizations to be sampled.



