

Surveyor Confidentiality Documents and Tools

TETAF and Texas Perinatal Services (TPS) has a streamlined process to make surveying efficient. Each step in the process is essential to ensuring all of the necessary documentation and procedures are complete.

Prior to each survey, the Conflict of Interest and Confidentiality Agreement must be completed and emailed to the TETAF/TPS survey team member who scheduled your survey. Once this is complete, be prepared to use the latest survey record review and report tools **that are linked on the meeting request**. Have the tool downloaded to your computer and ready to fill in before you leave home in case of spotty internet connections at the hospital. This will help you be prepared for an immediate start on the record reviews.

Recently, there have been some technical problems saving the tools. We recommend a practice run prior to the survey. This can be performed by downloading a record review form, making a few edits, and then saving those changes. Then close and re-open the document to verify it worked correctly

Additionally, please note the following items to have ready before you go to the site visit:

- Computer with Adobe Acrobat Reader loaded
- Downloaded record review tool, survey report, and consult supplement
- Downloaded hospital PSQ files
- Downloaded survey agenda
- Downloaded disclaimer
- Printed sign-in sheets

If you have any questions, please contact a member of our survey team:

Ramon Napoles, Survey Scheduling Manager, rnapoles@tetaf.org

Aaron Rogers, Survey Coordinator, arogers@tetaf.org

Surveyor Portal and the Guide to Downloading Tools

The Surveyor Portal features a brief video that can guide you through downloading the tools. All surveyors have access to this Portal. If you have any questions regarding access to the Surveyor Portal, please contact Erin Moore, communications director, at emoore@tetaf.org.

Thank you for all that you do as a surveyor for TETAF and Texas Perinatal Services.

Best regards,

Brenda Putz, BSN, RN

Vice President of Operations

Texas EMS, Trauma & Acute Care Foundation (TETAF)

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