

Sample Site Visit Schedule

<Alongside Midwifery Unit Name>

Day 1

- Accreditation Specialist arrives approximately 8:30 AM
- Request for birth log** (past 3 years to present) to pick out charts for review; charts can be pulled while Accreditation Specialist is touring the AMU
- AMU tour
- Begin Chart review [*Please have a clinical staff member familiar with the charts/EHR available to assist the Accreditation Specialist during chart review*]

Day 2

- Interviews
 - AMU Administrative Director
 - AMU Midwifery Director
 - AMU Staff Midwife
 - Staff RN
 - Collaborative Hospital Staff Member
 - Collaborative Obstetrician or Pediatrician
- Finish chart review
- Review of documents, clinical records and supplementary materials
- Personnel file review [*Please assure files are in order and contain all documents on the Personnel File Checklist*]

Day 3

- Physical check of AMU for deficiencies
- Exit conference