

Indiana Public Health Association
Accreditation Support Initiative Project
Orientation for Accreditation Coordinators
Tuesday, May 7, 2013

AGENDA

Objectives for today

1. Review and clarify Accreditation Coordinator (AC) tasks and responsibilities
 - a. General and specific
 - b. Appreciate scope of responsibilities; e.g. documentation
2. Become familiar with PHAB resources
3. Review timelines in respect to tasks
4. Share ideas and problem solving

Introductions, shared updates

1. Review PHAB Guidance for Accreditation Coordinators (AC)

- Required of the AC in the “Seven Steps”
<http://www.phaboard.org/accreditation-process/seven-steps-of-public-healthaccreditation/>
- Responsibilities and Considerations for selecting an AC
<http://www.phaboard.org/wp-content/uploads/Considerations-for-Assigning-an-Accreditation-Coordinator-Tip-Sheet-March-2012.pdf>

2. PHAB Resources

- List of PHAB Resources
<http://www.phaboard.org/accreditation-process/accreditation-materials/>
 - e.g. Readiness Checklists
- PHAB AC Handbook
<http://www.phaboard.org/wp-content/uploads/PHAB-Accreditation-Coordinator-Handbook-Version-1.0.pdf>
- Documentation Guidance
<http://www.phaboard.org/wp-content/uploads/National-Public-Health-Department-Accreditation-Documentation-Guidance-Version-1.0.pdf>

3. Review LHD Timelines/Gantt Charts with focus on AC tasks

4. Discussion, problem solving & idea sharing

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