



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.

Table of Contents

Review Process Introduction	4
Certification Review Notification and Postponement Policies	5
Opening Conference.....	6
Reviewer Planning Session	7
Orientation to the Organization’s Environmental Sustainability Program.....	8
Measurement of Greenhouse Gases.....	9
Performance Improvement	10
Summary Discussion	11

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

Sustainable Healthcare Certification Exit Conference

The Exit Conference is the final activity when the organization receives a preliminary report of findings from the reviewer. In addition, the reviewer will:

- x Present the Summary of Certification Review Findings report, including the SAFER™ matrix feature if desired, as determined during the Summary

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.



