SUMMATION CONFERENCE OUTLINE

1. The Site Inspection Summation Conference should take place at the conclusion of the inspection.

2. Inform the Executive Director and Medical Director of conference and its approximate time; let them know that they have the option of inviting other staff members.

3. Allow time for questions and feedback from eye bank staff.

4. Provide a photocopy of the handwritten summation report to the eye bank (minus the last page). Begin with introduction; thank staff for assistance; provide positive statements about what you observed throughout.

5. State the purpose of the Exit Summation Conference, which is to give candid feedback on what you saw during the site inspection based on observed facts. State your role as a site inspector representing the EBAA Accreditation Board, emphasizing that you are providing documentation of observations and not recommendations based on personal preferences. Your role is to provide informal feedback based on your comparison of observations to EBAA Medical Standards.

6. Emphasize that the site inspectors do not make the decision regarding accreditation. The Accreditation Board will make the decision after hearing the final report when they meet. Site inspection results are scored on a point system; this score is compared to the written report.

7. Feedback should be given for any potential threats and/or non-compliant items. Quote the applicable standard and what you observed that was not in compliance. Allow eye bank staff time to reply and if appropriate, to produce additional documentation and information. You may make suggestions regarding corrective actions, but should emphasize that the Accreditation Board will have the final say on whether they will be considered acceptable. Corrective actions must be received by the lead inspector and the non-MD Accreditation Board co-chair within ten (10) working days of the inspection to be considered during the Accreditation Board meeting.

8. List the potential threats and other items not in compliance on the Summation Report. The co-inspectors should jointly complete the report and confer on the summation content. The lead inspector is responsible for conducting the summation conference, with the co-inspector present.

9. Conclude the summation conference by summarizing the accreditation categories and where these are found in the EBAA Standards binder.

10. Thank all eye bank staff present. Inform the eye bank that a written report will be presented at the Accreditation Board’s upcoming meeting; the accreditation/reaccreditation status of the eye bank will be determined by the entire Accreditation Board through secret ballot. The identity of each bank will be masked for all Accreditation Board members except the inspectors and Accreditation Board co-chairs. The eye bank will be notified immediately of the accreditation status, and a full written report with detailed recommendations will follow approximately thirty (30) working days later.

11. Reiterate that any recommendations made during the inspection are options of the inspector(s) and not of the Accreditation Board.

12. For each eye bank inspected, submit only one summation form to the non-MD Accreditation Board Co-Chair, signed by both inspectors.