



ABA Burn Center Verification Virtual Review Requirements and FAQs

New Benefit for Verified Burn Centers

The American Burn Association (ABA) Verification Committee highly values in-person conversation to assess the workings of multidisciplinary burn care teams. However, a new option is needed to facilitate verification reviews during the current COVID-19 pandemic.

Virtual reviews provide **increased flexibility** for scheduling and adhering to travel/visitor restrictions. They also offer the opportunity to include additional, **expert reviewers from the disciplines of therapy and nursing**, at **no extra cost** to the burn center.

Contact us to discuss the specifics of your visit: verification@ameriburn.org.

Eligibility

All requests for virtual review must be approved by the ABA Central Office. Approval will be based upon the criteria below.

1. Current, good standing in the verification program

Burn centers must be currently verified, with no criteria deficiencies identified in their prior review.

2. Demonstrated ability to manage the technical component

To ensure that the review process meets local privacy and security compliance requirements, ABA requires that the technical component of the site review be managed by the local hospital.

The burn center must provide:

- Access to a virtual meeting platform licensed by the hospital,
- Ability to host multiple, concurrent virtual meetings (i.e., breakout rooms),
- Availability of local technical support staff throughout the meeting, and
- Availability of a burn center staff to manage the online meeting schedule.

Sharing of sensitive and protected information (i.e. patient information, peer review documents) will be managed by the burn center. *If a burn center cannot provide a sharing mechanism, to enable on-screen review, the burn center is not eligible for a virtual review.*

Supplemental Documentation

Traditionally, burn centers are asked to have certain documentation available for onsite review. In the case of a virtual review, these materials will be made available either as supplemental documentation appended to the standard pre-review questionnaire (PRQ) or shared on-screen during the virtual review (protected or sensitive information such as M&M records).

Upload in advance

The below supplemental information should be uploaded for review:

- Nursing orientation manual (Criterion 6.5)
- Burn M&M attendance sheets x 1 year (Criterion 9.9)
- Quality improvement (QI) initiatives for the burn center (Criterion 9.3)
- Examples of outreach education (Criterion 17.3)
- Burn-specific continuing education (CME/CEUs) for all disciplines (Appendix: Additional Review Materials)

Display via screen share during the virtual review

The burn center should arrange for private screen sharing with reviewers, to cover:

- Minutes from M&M conference, QI letters and responses,
- Loop closure documents and educational materials (as a result of M&M),
- Protocols and policy updates (as a result of M&M), and
- Electronic health record viewing access (separate access for each reviewer, led by a burn center staff member).

Timeline

8 weeks prior to site review

The Pre-Review Questionnaire (PRQ) must be submitted 8 weeks prior to the virtual visit.

Failure to submit the PRQ by this deadline may result in a delay in site review beyond the burn center's expiration date.

1-2 weeks prior

Site reviewers will review the submitted PRQ and supplemental documentation and contact the burn center with requests for clarification.

Site review

See the sample agenda provided below for a two-day virtual review.

Post-review

ABA will follow the usual timeline for review/approval of site reports and communicating the final verification determination. See our website for a detailed [verification renewal timeline](#).

Sample Agenda – 1-Day Virtual Review

The below sample agenda is provided to guide the burn center in creating a schedule that is inclusive of key activities for the virtual review. The schedule should be finalized with input from your site review team and confirmed with the lead physician surveyor. This is a sample only and may need to be adjusted considering varying time zones of the burn center and the reviewers.

Similar to the requirement for onsite reviews, the burn center director must be available for the entire site review.

Time	Activity	Burn center (BC) personnel	ABA site surveyors
0800-1100 CT	Chart reviews	Burn director, QI personnel	Physician reviewers
1100-noon CT	Tour of facilities and patient rounds	BC clinical team	Physician reviewers
1200-1300 CT	Lunch break		
1300-1500 CT	Burn center team meeting	BC personnel and hospital leadership (all who would have been at dinner or breakfast meeting)	Physician reviewers
1500-1530 CT	Break		
Breakout sessions (NEW!)			
1530-1630 CT	Breakout with burn therapists/therapy leadership and ABA therapy representative(s).	Therapy manager, therapist(s)	Therapy reviewer
1530-1630 CT	Breakout with nurses/nursing leadership And ABA nurse representative(s).	Nurse leader, managers, bedside nurses.	Nurse reviewer
1530-1630 CT	Breakout with physicians/APPs	Burn director, physicians and APPs	Physician reviewers
1630-1700 CT	ABA surveyors private meeting		All for first 15min, then physicians only
1700-1730 CT	ABA surveyors meeting with burn director	Burn director	Physician
1730-1800 CT	Executive summary/Exit session	Anyone burn center wishes to invite	Physician
1800 CT	Adjourn		

Frequently Asked Questions

Is there an additional charge for the virtual visit option?

No, virtual visits--including the additional involvement of therapy and nursing reviewers--are offered at no additional cost to burn centers.

ABA charges an annual fee for participation in the burn center verification program. Your \$5,000 annual fee covers either an onsite or virtual review. When opting for a virtual review, burn centers save on some logistical costs associated with an onsite review, such as surveyor ground transportation and hotel charges.

Does ABA have a preferred online meeting software?

No, ABA defers to the burn center to select a secure online meeting and screen sharing service (e.g. Zoom, Microsoft Teams, or WebEx). Allowing the burn center to select the service used ensures that the review complies with hospital security and privacy policies.

How will burn center tour/patient rounds be conducted?

ABA recognizes that clinical rounds may be the most challenging portion of the virtual review, and we look forward to piloting potential formats. Please be prepared with a burn center staff member assigned to use a mobile device to capture multidisciplinary rounds, either using your online meeting software or a telemedicine platform (e.g. VSee, etc.).

The tour may be similarly conducted live or may be pre-recorded and uploaded to your PRQ. (BCQP Verification module users should upload the tour in the PRQ *Appendix*, under the heading *Additional Review Materials*.)

Can our burn center change from an in-person to virtual format after our site review is scheduled?

Some burn centers may opt to continue with a traditional site visit option. If you have scheduled an in-person review and local COVID-19 circumstances (e.g. travel or visitor restrictions) change, please contact the ABA Central Office as soon as possible to discuss rescheduling your visit as a virtual review.

Our burn center verification expiration date is in 2022. Can we request a virtual review?

If the 2021 pilot virtual reviews are successful, ABA may extend the program to offer a virtual option in future years, alternating with onsite visits for verified centers in good standing (no criteria deficiencies).