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

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 2-day site review.

Virtual Review Day 1		
Time	Activity	Burn center (BC) personnel present
0930-1000	Technical set-up	BC technical support
1000-1200	Chart reviews	Burn director, QI personnel
1200-1300	Lunch break	
1300-1500	Chart reviews	Burn director, QI personnel
1500-1530	Break	
Breakout sessions (NEW!)		
1530-1630	Breakout with burn **therapists/therapy** leadership and ABA therapy representative(s).	Therapy manager, therapist(s)
1630-1730	Breakout with **nurses/nursing** leadership And ABA nurse representative(s).	Nurse leader, managers, bedside nurses.
1730-1830	Breakout with **physicians/APPs**	Burn director, physicians and APPs
1830	Adjourn	

Virtual Review Day 2		
Time	Activity	Burn center (BC) personnel present
0700-0730	Technical set-up	BC technical support
0730-0800	Hospital leadership meeting	Burn director, hospital leadership
0800-0900	Collaborating hospital services	Hospital service leaders
0900-0930	Break	
0930-1030	Tour of facilities and patient rounds	BC clinical team
1030-1100	ABA surveyors private meeting	
1100-1130	ABA surveyors meeting with burn director	Burn director
1130-1200	Executive summary/Exit session	BC leadership, hospital leadership, guests
1200	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).