| **FACT CT Inspection Agenda Example** |
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| FACT Initial/Renewal InspectionHospital and Medical CenterCity, State |
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| **DAY/TIME** | **Meeting Topic**  | **Attendees (name and role)** |
| **DAY 0** Month Day, Year |
| TBD | Inspection Team Pre-Inspection Meeting | All inspectors |
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| **DAY 1** Month Day, Year |
| 08:00 | Introductory Meeting* Introductions
* Presentation (10- 15-minute Organization Overview)
 | All inspectors, Program Director, Director/Med Director – Clinical, Apheresis, ProcessingQuality Managers, Managers, SupervisorsOther leadership |
| 08:25 | Clinical Inspection Tour with Interviews:Inpatient/Outpatient clinics, Pharmacy, Radiology, ICU, ER, OR (if collecting marrow) | Clinical inspectorClinical coordinator for inspection |
| Apheresis Inspection Tour with Interviews | Apheresis inspectorApheresis coordinator for inspection |
| Cell Processing Inspection Tour with Interviews | Processing inspectorProcessing coordinator for inspection |
| 09:30 | Individual Sections: Quality Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorApheresis coordinator for inspection |
| Processing inspectorProcessing coordinator for inspection |
| 10:30 | **Break** (as needed) |
| 10:45 | Resume individual inspections: Quality Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorApheresis coordinator for inspection |
| Processing inspectorProcessing coordinator for inspection |
| 12:00 | **Lunch break**:Inspectors’ closed meeting | All inspectors |
| 12:45 | Resume individual inspections:Patient or Product Record Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorApheresis coordinator for inspection |
| Processing inspectorProcessing coordinator for inspection |
| 14:15 | **BREAK** (as needed) |
| 14:30 | Resume individual inspections (Data Management, Clinical Outcomes, Marrow, Off-site storage as needed) | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorApheresis coordinator for inspection |
| Processing inspectorProcessing coordinator for inspection |
| 16:00 | Inspectors’ CLOSED meeting  | All Inspectors |
| 16:30 | **EXIT INTERVIEW** | All inspectorsProgram Director, Director/Med Director – Clinical, Apheresis, ProcessingQuality Managers, Managers, SupervisorsOther leadership |

| Contact Information |
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| **ROLE** | **NAME** | **CELL PHONE NUMBER** |
| Team Leader |  |  |
| Clinical Inspector – Adult  |  |  |
| Clinical Inspector – Pediatric |  |  |
| Apheresis Inspector |  |  |
| Processing Inspector |  |  |
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| Program Director |  |  |
| Clinical Program Quality Manager |  |  |
| Marrow Collection Facility Medical Director |  |  |
| Apheresis Medical Director |  |  |
| Apheresis Quality Manager |  |  |
| Processing Director |  |  |
| Processing Medical Director |  |  |
| Processing Quality Manager |  |  |
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| FACT Coordinator |  |  |