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LOMC Site visit checklist



**Date of Site Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFERENCE ROOM SCHEDULED AND AV SET:** A/V team ready to support visit; remote participants invited to appropriate sessions and link sent (if applicable)

**ORIENTATION SLIDES:** Slides for opening session completed, approved, and forwarded to A/V (if appropriate)

**AGENDA REVIEWED:** Final agenda reviewed, approved and circulated as appropriate

**INVITATIONS SENT:** Invitations sent to appropriate participants along with description of the session and their role

**LUNCH PLANS FINALIZED/REFRESHMENTS ORDERED:** At facility’s discretion

**NURSING LEADER PREPARATION:** L&D, Antepartum & Postpartum/Mother Baby Unit leaders and staff aware of purpose and schedule of visit

**MULTIDISCIPLINARY TEAM PREPARATION:** ED, ICU, OR, Lab, Pharmacy, HR, Blood Bank, Nursing Supervisors, etc. aware of purpose and schedule of visit

**DOCUMENTS READY:** See “Verification Document List” in Stage 3 of the Florida LOMC Playbook to make sure you have everything you need