

**Vermont Oxford Network**  
**VON Day Quality Audit / NAS Checklist**

**DIRECTIONS:** The following materials are time sensitive and **require immediate action.**

- Ensure that your paperwork is complete. New (non-data submitting) centers will complete a Participation Agreement and submit it to their group coordinator. All participating centers will complete an addendum identifying individuals for the roles of the VON Champion, VON Day Data Collector, and VON Services Administrator and submit it to their group coordinator.
- Convene your multidisciplinary improvement team to review the sample customizable IRB letter, the VON IRB determination letter, and the VON Day Quality Audit / NAS data collection forms.
- Contact your local IRB.  
Obtain appropriate forms / materials/ applications from your local Institutional Review Board or comparable relevant human subjects' research committee or other governing body. Prepare a proposal for review by your local IRB or other relevant human subjects research committee and obtain all necessary approval and submit before target deadlines.
- Ensure that the VON Day Data Collector has all of the appropriate access privileges to access policies, procedures, and charts locally.
- Ensure that you have explored local requirements for human subjects' training for the VON Day Data Collector (if required by your local IRB).
- VON Day Data Collectors will need access to the VON Member's Area Home Page and the LMS. That access is granted by the VON Champion at your center. Furthermore, anyone at your center who has a web services login (access to the VON Member's Area Home Page) will be able to view the results of the VON Day Quality Audit once the audit has been completed.