**Rural Health Clinic Compliance Checklist for Facility Walk-through Tour**

**Facility Name: Date: Start time: End Time:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tag | **Location within Facility** | **Yes** | **No** | **Notes** |
|  | **Parking Lot** |  |  |  |
|  | Handicapped parking spaces available |  |  |  |
|  |  |  |  |  |
|  | **Entrance/Lobby** |  |  |  |
|  | Clean and orderly |  |  |  |
|  | Toys – Daily Cleaning |  |  |  |
|  | Exit signs clearly marked @ each exit |  |  |  |
|  | Business hours posted for public |  |  |  |
|  |  |  |  |  |
|  | **Patient Exam Rooms** |  |  |  |
|  | Do not contain hazardous materials (Cleaner, paint, drug samples |  |  |  |
|  | Nothing is kept under sinks |  |  |  |
|  | PPE available |  |  |  |
|  | Latex-free patient care supplies |  |  |  |
|  | Sharps containers/Not overflowing |  |  |  |
|  | Exam lights covered by screens to prevent injury form burns or shattering |  |  |  |
|  |  |  |  |  |
|  | **Patient Bathroom** |  |  |  |
|  | Handicapped accessible |  |  |  |
|  | Ways to contact for assistance |  |  |  |
|  | Clean |  |  |  |
|  |  |  |  |  |
|  | Laboratory Services |  |  |  |
|  | CLIA license posted |  |  |  |
|  | Fridge and freezer temp recorded daily |  |  |  |
|  | Food is not stored in fridge used for samples and injectables |  |  |  |
|  | Lab Equipment Calibrated Who When |  |  |  |
|  | 6 Lab tests to be performed on-site:  Urine dip  Hemoglobin/Hematocrit  Blood glucose  Occult blood  Pregnancy  Primary culturing for transmittal to certified lab |  |  |  |
|  |  |  |  |  |
|  | **X-Ray** |  |  |  |
|  | State check and current certificate available |  |  |  |
|  |  |  |  |  |
|  | **Sterilizers** |  |  |  |
|  | Plumbed with back flow prevention device (Chapter 246-290 Group A Water Systems 1999 |  |  |  |
|  | Spore Testing (ATTEST)  Controlled testing according to policy and use) |  |  |  |
|  |  |  |  |  |
|  | **Medication Areas** |  |  |  |
|  | Narcotic Management system  Controlled substances are doubled-locked, and all transactions are recorded |  |  |  |
|  | Drug deliveries |  |  |  |
|  | Expiration Dates-no expired meds present |  |  |  |
|  | Multi-dose use vials |  |  |  |
|  | Fridge and freezer temps recorded |  |  |  |
|  | No food stored in fridge or freezer used for storing medications |  |  |  |
|  | Drug samples are reviewed and documented at least monthly for expired drugs |  |  |  |
|  | Drug samples are stored in a secured area without patient access |  |  |  |
|  |  |  |  |  |
|  | Emergencies |  |  |  |
|  | Drugs are maintained to respond to emergencies |  |  |  |
|  | Emergency drugs are reviewed monthly to ensure nothing is expired and all required emergency drugs available |  |  |  |
|  | Emergency Medications: Analgesics, anesthetics, antibiotics, anticonvulsants, antidotes, emetics, serum and toxoids |  |  |  |
|  | Crash cart with oxygen/ambu bags |  |  |  |
|  | AED available and staff trained |  |  |  |
|  |  |  |  |  |
|  | **Oxygen** |  |  |  |
|  | All oxygen tanks are secured |  |  |  |
|  |  |  |  |  |
|  | **Bio-Medical Equipment** |  |  |  |
|  | Inspection Dates and logs. PM stickers attached |  |  |  |
|  | Preventative Maintenance Contracts with who and how often |  |  |  |
|  |  |  |  |  |
|  | **Building Maintenance** |  |  |  |
|  | Logs of maintenance activity are maintained for daily, weekly, monthly, quarterly and annual maintenance activities. |  |  |  |
|  |  |  |  |  |
|  | **Overall** |  |  |  |
|  | The clinic is clean and no clutter |  |  |  |
|  | Electrical sockets are covered when not used |  |  |  |
|  |  |  |  |  |
|  | **Non-Medical Emergencies** |  |  |  |
|  | Ask 2 staff how to handle a non-medical emergency |  |  |  |
|  |  |  |  |  |
|  | **Staff Schedules** |  |  |  |
|  | Mid-level Practitioner for 50% of time clinic is open (NP/PA) |  |  |  |
|  | Physician minimum of every two weeks |  |  |  |
|  | Health Care Assistants |  |  |  |
|  | MA cannot administer or count narcotics |  |  |  |
|  |  |  |  |  |
|  | **Personnel Records** |  |  |  |
|  | Professional licenses are updated and maintained in personnel file |  |  |  |
|  | CPR Training is updated and maintained for the required personnel |  |  |  |
|  | Medical Director is licensed as physician in the state and is on-site at least once every two weeks |  |  |  |
|  | Job descriptions for MD and Mid-level practitioners |  |  |  |
|  |  |  |  |  |
|  | **Medical Records** |  |  |  |
|  | Records stored in secured area where public/patient has no access |  |  |  |
|  | Paper or Electronic health records |  |  |  |
|  | Protective computer screens |  |  |  |
|  | Random 10% used check-off form |  |  |  |
|  |  |  |  |  |
|  | **Emergency Preparedness** |  |  |  |
|  | Exit signs are clearly marked at each exit |  |  |  |
|  | Exam rooms contain diagrams indicating emergency exit routes |  |  |  |
|  | Fire extinguisher checked monthly by staff and annually by a fire professional |  |  |  |
|  | Fire Department conducts an annual inspection |  |  |  |
|  | Fire drills are conducted at least annually or according to facility p/p |  |  |  |
|  |  |  |  |  |