| Physician Office Name: [Title]  Date: |
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| **GROUNDS AND PARKING AREA** | | **MET/UNMET** | **COMMENTS** |
| Walkways clear without obstacles (holes, gravel, liquid, other debris) | | Choose an item. |  |
| Adequate lighting | | Choose an item. |  |
| Signage present: parking area, entrance/exits, handicap area | | Choose an item. |  |
| Changes in levels are painted bright colors | | Choose an item. |  |
| Hand railing is secure | | Choose an item. |  |
| Landscaping is well groomed to ensure visualization of campus | | Choose an item. |  |
| Security camera are working and pointed appropriately | | Choose an item. |  |
| **OFFICE AREAS AND WAITING AREAS** | | **MET/UNMET** | **COMMENTS** |
| Waiting area and hallways are free of obstacles | | Choose an item. |  |
| If equipment is in the hallway, it is all on one side | | Choose an item. |  |
| Chairs in waiting area are intact and not torn | | Choose an item. |  |
| Egresses are not blocked | | Choose an item. |  |
| Exits are clearly marked | | Choose an item. |  |
| Floors are clean; if wet, area is marked | | Choose an item. |  |
| Stairwells are well lit | | Choose an item. |  |
| Handrails are secure | | Choose an item. |  |
| Pediatric offices has safe electrical outlet covers | | Choose an item. |  |
| Signage present if an unaffiliated provider shares space | | Choose an item. |  |
| Signage present related to cough and hand hygiene | | Choose an item. |  |
| Signage present if care is provided by a mid level provider | | Choose an item. |  |
| No PHI is visible and accessible to public | | Choose an item. |  |
| Screen savers are on for computers not in use | | Choose an item. |  |
| No toys in waiting area | | Choose an item. |  |
| **TREATMENT AREAS** | | **MET/UNMET** | **COMMENTS** |
| Clean appearance | | Choose an item. |  |
| Chairs and exam tables intact without tears | | Choose an item. |  |
| Chairs do not have wheels | | Choose an item. |  |
| Furniture is not broken | | Choose an item. |  |
| Exam table wheels are locked | | Choose an item. |  |
| Equipment in room is functional | | Choose an item. |  |
| Hallways are free of obstacles | | Choose an item. |  |
| If equipment is in the hallway, it is all on one side | | Choose an item. |  |
| Needle boxes are secure and not overfull | | Choose an item. |  |
| Needles and syringes are secured | | Choose an item. |  |
| No medications are secured and not accessible to public | | Choose an item. |  |
| Narcotics are double locked | | Choose an item. |  |
| Sample medications are secured | | Choose an item. |  |
| No expired medications | | Choose an item. |  |
| Medication refrigerator log is kept with no issues with temperatures | | Choose an item. |  |
| No food is stored in medication refrigerator | | Choose an item. |  |
| Multidose vials are labeled with expiration date (28 days after opening) | | Choose an item. |  |
| Medication preparation area is clean and no food is present | | Choose an item. |  |
| PPE is available | | Choose an item. |  |
| Prescription pads are secured | | Choose an item. |  |
| No under sink storage | | Choose an item. |  |
| PM tags are current on equipment | | Choose an item. |  |
| Broken equipment is tagged out, stored correctly and work order submitted | | Choose an item. |  |
| Oxygen cylinders are secured and stored appropriately | | Choose an item. |  |
| All secure areas are locked | | Choose an item. |  |
| No PHI is visible or accessible to public | | Choose an item. |  |
| Handrails are secure | | Choose an item. |  |
| No expired medications | | Choose an item. |  |
| **INFECTION PREVENTION/CONTROL & HAZARDOUS MATERIALS** | | **MET/UNMET** | **COMMENTS** |
| No chemicals (including housekeeping cleaners) are accessible to public | | Choose an item. |  |
| Spill kit is in place | | Choose an item. |  |
| GHS sheets are available | | Choose an item. |  |
| Handwashing stations/handrub is available | | Choose an item. |  |
| Waste is disposed of appropriately | | Choose an item. |  |
| Soiled linens are disposed of appropriately | | Choose an item. |  |
| Clean linens are stored appropriately and protected from becoming soiled | | Choose an item. |  |
| No storage in cardboard boxes | | Choose an item. |  |
| **FIRE SAFETY** | | **MET/UNMET** | **COMMENTS** |
| Exits clearly marked | | Choose an item. |  |
| Elevators indicate not to be used during fire | | Choose an item. |  |
| Fire alarms/extinguishers accessible | | Choose an item. |  |
| Medical gas shut offs are not blocked | | Choose an item. |  |
| No smoking signage is in place | | Choose an item. |  |
| Items are not stacked < 18” from ceiling | | Choose an item. |  |
| Fire drill has been conducted in past 12 months | | Choose an item. |  |
| **MEDICAL EMERGENCY** | | **MET/UNMET** | **COMMENTS** |
| Emergency box is checked daily | | Choose an item. |  |
| Emergency box lock is intact | | Choose an item. |  |
| Staff able to verbalize plan for medical emergencies | | Choose an item. |  |
| AED is accessible | | Choose an item. |  |
| **VIOLENCE** | | **MET/UNMET** | **COMMENTS** |
| Staff can verbalize plan for disruptive patient/visitors | | Choose an item. |  |
| Staff have been trained in de-escalation/violence training | | Choose an item. |  |