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Endoscopy Services Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
5	STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES				
5.4.	The health facility should develop the following policies and procedure; but not limited to:				
5.4.1.	Patient acceptance criteria.				
5.4.2.	Patient assessment and admission.				
5.4.3.	Patient education and Informed consent.				
5.4.4.	Patient health record.				
5.4.5.	Infection control measures and hazardous waste management.				
5.4.6.	Incident reporting.				
5.4.7.	Patient privacy.				
5.4.8.	Medication management.				
5.4.9.	Emergency action plan.				
5.4.10.	Patient discharge/transfer.				
5.5.	The health facility shall maintain treatment protocols related to safe use of endoscopes which may include, but not be limited to the following:				
5.5.1.	Reprocessing of reusable equipment.				
5.5.2.	Establish protocol for safe use of chemicals used for cleaning and disinfecting.				
5.7.	The health facility shall maintain charter of patients' rights and responsibilities posted at the entrance of the premise in two languages (Arabic and English).				

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5.8.	The health facility shall have in place a written plan for monitoring equipment for electrical and mechanical safety, with monthly visual inspections for apparent defects.				
5.9.	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications.				
6	STANDARD TWO: HEALTH FACILITY REQUIREMENTS				
6.3.	The health facility should install and operate equipment required for provision of the proposed services in accordance to the manufacturer's specifications.				
6.4.	The health facility shall ensure easy access to the health facility and treatment areas for all patient groups.				
6.5.	The health facility design shall provide assurance of patients and staff safety.				
7	STANDARD THREE: HEALTHCARE PROFESSIONALS REQUIREMENTS				
7.7.	A written policy on staff training along with the type and frequency of core competency assessment should be documented and monitored on an annual basis.				
7.9.	The health facility shall employ a biomedical engineer or maintain a contract with a certified maintenance company to ensure safety and efficiency of equipment.				
8	STANDARD FOUR: PATIENT CARE				
8.4.	A comfortable treatment environment should be provided in the endoscopy facility and assure patient privacy.				
a.	The health facility shall have a written and signed transfer agreement with a hospital capable of managing endoscopy related complications. This transfer agreement shall detail the transfer plan of the patients.				
9	STANDARD FIVE: EQUIPMENT USE AND MAINTENANCE				

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9.1.	Endoscopes should be stored safely, hanging vertically in cupboards through which air can be circulated and should be based on the manufacturer's recommended shelf life for storage and reprocessing.				
11	STANDARD SEVEN: ENDOSCOPIC SEDATION				
11.2.2.	The procedure room shall maintain electronic equipment to monitor and display pulse, blood pressure, oxygen saturation, electrocardiogram, source of oxygen and suction for the mouth.				
11.2.3.	A written policy for equipment checks and maintenance shall be in place and a log to monitor compliance should be maintained.				
12	STANDARD EIGHT: PATIENT MONITORING				
12.2.	The health facility shall have procedures in place to rescue patients who are sedated deeper than intended.				
13	STANDARD NINE: EMERGENCY MANAGEMENT				
13.1	Appropriate pharmaceutical agents, oxygen, oral suction, laryngoscope, ambu bag and defibrillator should be readily available in the health facility.				
14	STANDARD TEN: INFECTION CONTROL				
14.3	Written policies and procedures regarding infection control for a endoscopic facility should be documented.				
16	STANDARD TWELVE: MEDICATION & MEDICATION ADMINISTRATION PRACTICES				
16.10.11.	A clearly defined policy for the management of sharps and sharps-related injuries, including the reporting of blood and body fluid exposures should be developed.				
18	STANDARD FOURTEEN: TERMINAL CLEANSING				
18.1	The endoscopy facility should have a terminal cleansing plan that includes methods and chemical agents for cleansing and disinfecting the procedural space at the end of the day.				

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