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Endoscopy Services Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

| Ref. | Description | Yes | No | N/A | Remarks |
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| 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 | | | | |
| 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. | | | | |

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| 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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