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### Home Healthcare Inspection Checklist- Random

Name of the Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

| Ref.      | Description   | Yes | No | N/A | Remarks |
|-----------|---|-----|----|-----|---------|
| <b>3</b>  | <b>Final Inspection and Issuing the License</b>   |     |    |     |         |
| 3.2.2     | Employ a sufficient number of qualified and licensed healthcare professionals to satisfy the service requirements and to meet patient's needs for proper services provision, this shall include at least the following: |     |    |     |         |
| 3.2.2.1   | Minimum of 8 licensed healthcare professionals including registered nurses. Registered Nurse (RN) to Assistant Nurses (AN) ratio shall be 1:3.  |     |    |     |         |
| 3.2.3.11  | Medical equipments and devices related to the services provided shall be maintained according to the manufacturer requirements.   |     |    |     |         |
| 3.2.6     | Clearly display the hours of operation of the facility as well as contact numbers after working hours.  |     |    |     |         |
| 3.5       | The Home Healthcare facility's license shall be conspicuously posted on the facility premises.  |     |    |     |         |
| <b>13</b> | <b>Patient Assessment and Care Planning</b>   |     |    |     |         |
| 13.2      | Patient assessment must be conducted by a qualified physician.  |     |    |     |         |
| 13.6      | Care shall be delivered by licensed individuals and competent multidisciplinary teams. Also, it should be based on the best available evidence and within the scope of practice.  |     |    |     |         |
| <b>14</b> | <b>Clinical Services</b>  |     |    |     |         |
| 14.3.1    | All patients shall receive Nephrologists consultations and approval to start home dialysis program.   |     |    |     |         |

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| 14.3.2    | Provide evidence that the licensed <u>Registered Nurse</u> providing the dialysis service has successfully completed training in dialysis and received a certification/accreditation. This must be practiced in a line with the scope of practice and the scope of service. |  |  |  |  |
| 14.3.3    | He/she shall be responsible for monitoring patients' receiving.   |  |  |  |  |
| 14.3.4    | He/she shall be competent and hold training in the following:   |  |  |  |  |
| 14.3.4.1  | Basic Life Support and Advanced Cardiac Life Support (ACLS)   |  |  |  |  |
| 14.3.4.2  | Insertion of Intravenous (IV) lines.  |  |  |  |  |
| 14.3.4.3  | Medicine preparation and administration which includes understanding of pharmacology of the agents administered.  |  |  |  |  |
| <b>15</b> | <b>Patient Selection Criteria</b>   |  |  |  |  |
| 15.2      | The patient shall be in a physical status permits him/her for home dialysis. The service should not be provided to the following:   |  |  |  |  |
| 15.2.1    | Children under 15 years old.  |  |  |  |  |
| 15.2.2    | Pregnant patients.  |  |  |  |  |
| 15.2.3    | Patients with history of drug or alcohol abuse.   |  |  |  |  |
| 15.2.4    | Patients with Metabolic disorders, age extremes or morbid obesity   |  |  |  |  |
| <b>16</b> | <b>Health Record</b>  |  |  |  |  |
| 16.2      | Health records shall be maintained with patient, after end of care the records should be kept in the facility office.   |  |  |  |  |
| 16.3      | List of all patient under the facility home care (active and non active) shall be maintained in the facility office.  |  |  |  |  |
| 16.4      | The facility shall provide a dedicated area for maintaining patients' health records.   |  |  |  |  |
| 16.5      | Patients' records should be stored safely, protected from loss, damage, and unauthorized use.   |  |  |  |  |
| 16.6      | Patients' records must contain the following:   |  |  |  |  |
| 16.6.1    | Identification data relevant to the patient.  |  |  |  |  |

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| 16.6.2    | A copy of recent consultation report, discharge paper, or a written summary that including the patient condition, physical examination, system review, past medical history, medication prescribed, and plan of care.  |  |  |  |  |
| 16.6.6    | Entries of care provided shall be dated and legible. The author of each entry must be identified and authenticated. Authentication must include official stamp, signature, written initials, or computer entry.  |  |  |  |  |
| 16.6.7    | If any changes, corrections, or modifications are made to any portion of the patient's record, the person must note in the record the date, time, nature and reason for correction or modification, his/her name and the name of a witness, to the change, correction or modification.             |  |  |  |  |
| <b>17</b> | <b>General Consent</b>   |  |  |  |  |
| 17.2      | The general consent shall be signed by the patient or patient's first degree relatives upon receiving the home health services. If the patient lacks the full capacity (e.g. less than 18 years of age or is not oriented), consent shall be taken from his/her relatives up to the fourth degree. |  |  |  |  |
| 17.3      | Home healthcare management must design a consent form to include the following:  |  |  |  |  |
| 17.3.1    | Patient read and understood the rights and responsibilities  |  |  |  |  |
| 17.5      | A copy of the consent shall be maintained in the patient's health record and available for review by DHA inspectors at all times.  |  |  |  |  |
| <b>21</b> | <b>Healthcare Professionals Minimum Requirements</b>   |  |  |  |  |
| 21.1      | Home Healthcare services must have a Medical Director (A physician or a registered nurse) who shall act as a supervisor over the professional staff, be responsible for the services provided in the home healthcare facility and establish the services policies and procedures.                  |  |  |  |  |
| 21.3      | Healthcare professionals who may work and provide home health services are:  |  |  |  |  |

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|--------|--|--|--|--|--|
| 21.3.1 | Physician of specific specialty such as Family medicine and Geriatric medicine.  |  |  |  |  |
| 21.3.2 | Nursing (only Registered Nurses and Assistant Nurses)  |  |  |  |  |
| 21.3.3 | Physiotherapist and physiotherapist assistant  |  |  |  |  |
| 21.3.4 | Nutritionist and dietitian   |  |  |  |  |
| 21.3.5 | Psychologist and Social worker   |  |  |  |  |
| 21.5   | All healthcare professionals must provide care to patients of Home Healthcare facility within their scope of practice. |  |  |  |  |

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