

## Office Facility Inspection List – Surgical Specialists

1. Record-keeping

a. a log (day sheet) is kept recording visits made by all patients each day Yes  No

b. typical number of patients seen per hour (calculate from three typical ½-days) \_\_\_\_\_ / hour

*(Ask a member of the physician’s office staff if the three half-days you have chosen for this exercise are typical ones. Ask if the physician actually saw all of the patients listed. Ask how many hours would have been worked on each of these half-days. Divide the total number of patients seen by the total number of hours worked for the three half-days, and round to the nearest whole number.)*

c. patient records contain identification of the patient, date of birth, sex, address, telephone number and ULI number Yes  No

d. patient records contain the date of each visit Yes  No

e. List examples of exemplary practice (e.g. system for recalling patients with a particular diagnosis; system for recalling patients for timed interventions; problem lists; medication lists):

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2. The office is easily accessed by patients with disabilities Yes  No

3. The waiting area is sufficient (one chair per patient) Yes  No

4. The office is clean and in good repair Yes  No

5. The office layout protects privacy of conversations with patients Yes  No

6. Patients’ records are protected from unauthorized viewing Yes  No

7. Examination rooms have:

a. adequate lighting Yes  No  N/A

b. an examination table Yes  No  N/A

- c. lighting and space to perform gynecological examinations Yes  No  N/A
  - d. a sink available in each examining room Yes  No  N/A
  - e. privacy protected (sound and sight) Yes  No  N/A
8. Examination rooms can seat \_\_\_\_\_ persons (including the physician)
9. The clinic has the following equipment readily available:
- a. stethoscope Yes  No  N/A
  - b. sphygmomanometer Yes  No  N/A
  - c. otoscope with clean tips Yes  No  N/A
  - d. ophthalmoscope Yes  No  N/A
  - e. reflex hammer Yes  No  N/A
  - f. measuring tape Yes  No  N/A
  - g. vaginal specula Yes  No  N/A
  - h. disposable gloves Yes  No  N/A
  - i. lubricant Yes  No  N/A
10. Sharps and toxic products are properly stored and discarded Yes  No  N/A
11. Washrooms are easily accessible to patients Yes  No
12. Emergency equipment is appropriate to the location Yes  No
13. Adrenaline is available for anaphylactic reactions Yes  No  N/A
14. Drugs are stored appropriately and securely Yes  No  N/A
15. Drugs are dated and within expiry dates Yes  No  N/A
16. Prescription pads are stored securely Yes  No  N/A
17. An autoclave is available Yes  No  N/A

**Please comment on significant features (including “great” ideas).**

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Practice Visit Number:  
Practice Visitor: