



**Genesis Medical Center – Patient Care Services Area
Accreditation Readiness Checklist**

Unit/Department: Pharmacy **Campus:** _____ **Leader:** _____ **Date:** _____

	Inspection Item	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
A	Physical Facility			
1	Doorways/Hallways clear, areas near fire extinguishers, smoke doors, electrical panels, and fire hose cabinets kept clear and doors close properly	<input type="checkbox"/>		
2	Eight-foot clearance width in the hall. (Patient care equipment may be placed temporarily along one wall.)	<input type="checkbox"/>		
3	Ceiling tiles are intact, without holes or gaps between the tile and metal frame. Tiles are free from water stains.	<input type="checkbox"/>		
4	Floor tiles are intact/clean.	<input type="checkbox"/>		
5	Carpeting and office chairs are intact/clean and free from rips and snags	<input type="checkbox"/>		
6	Exit lights are illuminated.	<input type="checkbox"/>		
7	Walls are without large dents and holes, exposing drywall, chipped paint. Windows are in good condition (windows closed).	<input type="checkbox"/>		
8	Fire doors open, close easily and latch properly. (cross corridor and stairwell doors)	<input type="checkbox"/>		
9	All storage is at least 20 inches from ceiling (18 inches from sprinkler, allowing 2 inches for sprinkler head).	<input type="checkbox"/>		
10	Items stacked on shelves and cabinets do not present a falling or lifting hazard.	<input type="checkbox"/>		
11	Doors leading to the main hallway (exit corridor) and laundry chutes are latching and self-closing (no door wedges, doors propped open, or latches disabled).	<input type="checkbox"/>		
12	Plumbing: toilet, shower, drain, eyewash station-operate properly. Eyewash station checked weekly.	<input type="checkbox"/>		
13	Grab bars in bathrooms are installed properly (not loose).	<input type="checkbox"/>		
14	Patient call light is operational and within reach for patient.	<input type="checkbox"/>		

	Inspection Item	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
B	Cleanliness/Infection Control			
1	Ceiling vents are clean including heat and air conditioning grills.	<input type="checkbox"/>		



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2	All soap dispensers must be wall-mounted.	<input type="checkbox"/>		
3	Only properly labeled, cleaning solutions stored under sink.	<input type="checkbox"/>		
4	Unit, nursing station, waiting areas, staff lounges are clean.	<input type="checkbox"/>		
5	Patient and exam rooms are clean (no visible dust on surfaces) i.e high areas, such as monitors, and low areas such as bases on equipment	<input type="checkbox"/>		
6	Sharps containers are securely installed, locked, tops fit appropriately, and not overfilled.	<input type="checkbox"/>		
7	Sharps (needles, syringes) are inaccessible to patients and visitors and are kept locked and secured.	<input type="checkbox"/>		
8	Waste bags are available for all patient rooms, soiled and clean utility rooms.	<input type="checkbox"/>		
9	Red hazardous waste bags/bins are available in every patient care area room.	<input type="checkbox"/>		
10	Red hazardous waste barrels are located in soiled utility room in patient care areas with covers. They are covered upon transport.	<input type="checkbox"/>		
11	Instrument pre-cleaning solution is available for use and is not past manufacturer outdate.	<input type="checkbox"/>		
12	Containers used to transport used/dirty instruments has a biohazard label.	<input type="checkbox"/>		
13	Soiled linen is contained, covered, and disposed of properly.	<input type="checkbox"/>		
14	Adequate amount of soap and paper towels at each sink in patient rooms, clean and soiled utility rooms.	<input type="checkbox"/>		
15	No mold visible in shower area.	<input type="checkbox"/>		
16	Environmental services' closets are clean and organized.	<input type="checkbox"/>		
17	Curtains/blinds on windows are clean.	<input type="checkbox"/>		
18	Ice machines are clean and free of deposits, including the drip trays, and areas behind and around the machines.	<input type="checkbox"/>		
19	Cleaning of all patient equipment between patients. Laptops are cleaned after each shift, unless in isolation room, then clean promptly.	<input type="checkbox"/>		

C	Sterile Areas ONLY – Cleanliness/Infection Control	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
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1	Nothing stored on floors – including soap and computer equipment.	<input type="checkbox"/>		
2	Room doors close securely/tightly.	<input type="checkbox"/>		
3	Vents are clean with no visible dust.	<input type="checkbox"/>		
4	<u>All cleanable surfaces are free of damage.</u>	<input type="checkbox"/>		
5	<u>Staff dressed in appropriate attire.</u>	<input type="checkbox"/>		
6	Scrub sinks work.	<input type="checkbox"/>		
D	Hazardous Materials	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Hazardous waste (chemical waste) properly segregated from general waste (Environmental Services notified.)	<input type="checkbox"/>		
2	Chemotherapy waste and equipment properly disposed.	<input type="checkbox"/>		

E	Equipment Management	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Operator manuals are in department for each piece of equipment and their locations are known by each staff member.	<input type="checkbox"/>		
2	Equipment Inspection Sticker is up-to-date.	<input type="checkbox"/>		
3	Equipment alarms are heard in staffed areas with appropriate response.	<input type="checkbox"/>		
F	Personnel/Policy Issues	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Uncovered food and drinks in designated areas only.	<input type="checkbox"/>		
2	Only critical equipment is plugged into red outlets.	<input type="checkbox"/>		
3	Food refrigerators are clean, including the doors, crispers, and under the crispers. Food is labeled/dated appropriately. Staff & patient items are separated. Alarms are on and set at appropriate settings such as temperate range. (Staff only refrigerators no longer have to have the temperature log.)	<input type="checkbox"/>		
4	Equipment is clean and functioning appropriately.	<input type="checkbox"/>		
5	Gurneys, including the bases, are clean, in good condition, no evidence of dirt and grime.	<input type="checkbox"/>		
6	Employees perform hand hygiene, in accordance with 5 moments.	<input type="checkbox"/>		
7	No expired supplies present. (Randomly check ten dissimilar items throughout the unit.)	<input type="checkbox"/>		



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8	Smoke-free policy being followed; no evidence of smoking.	<input type="checkbox"/>		
9	Personal Protective Equipment (PPE) is available and utilized appropriately.	<input type="checkbox"/>		
10	Hill Rom® locator in place on designated staff.	<input type="checkbox"/>		
11	Linen cart in proper place and covered appropriately with the flaps down.	<input type="checkbox"/>		
12	Medication drawers and doors are locked, including med carts.	<input type="checkbox"/>		
13	PAR list of stocked medications is current and present in patient care areas	<input type="checkbox"/>		
14	Specimen refrigerators are clean. Specimens are labeled/dated	<input type="checkbox"/>		
15	Medication refrigerators are clean: medication is labeled/dated appropriately.	<input type="checkbox"/>		
16	No expired medications on unit (excluding crash cart review).	<input type="checkbox"/>		
17	Supply cart is clean.	<input type="checkbox"/>		
18	Isolation caddies are clean and stocked. Isolation sign is on patient door.	<input type="checkbox"/>		
19	Waived testing documentation is present in logs that are completed daily, where applicable.	<input type="checkbox"/>		
20	Crash carts are locked and clean with completed log of current month.	<input type="checkbox"/>		
21	Oxygen tanks are secured in holders and/or chains and full tanks are separated from empty tanks	<input type="checkbox"/>		

G	Safety Hazard Surveillance	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	All fire extinguishers tagged/checked; evacuation tags, if applicable	<input type="checkbox"/>		
2	Stairwells are accessible/free of obstruction.	<input type="checkbox"/>		
3	Corridor handrails are intact.	<input type="checkbox"/>		
4	MSDS and chemical inventory current and accessible.	<input type="checkbox"/>		
5	Electrical, phone and computer cords are arranged so as not to present a tripping hazard. (Cords are in good physical condition.)	<input type="checkbox"/>		
6	Where unsupervised children may be present, child-protective outlets are in place.	<input type="checkbox"/>		
7	Workstation Assessment			



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	<input checked="" type="checkbox"/> Adequate space is available under the workstation for legs and feet. (Feet flat on floor.)	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Monitor is positioned directly in front of worker.	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Mouse is located at the same height as the keyboard.	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Chair height is adjustable.	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Keyboard height is adjustable, if multiple users.	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Monitor is free of glare.	<input type="checkbox"/>		
8	Outlet strips are only used for computer equipment, and supplied by the hospital.	<input type="checkbox"/>		

H	Security	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Staff knows how to report a security incident.	<input type="checkbox"/>		
2	Personal belongings are secure.	<input type="checkbox"/>		
3	Staff and patient's bathroom have lock; staff in serviced on locks; staff aware of bathroom key location (as applicable).	<input type="checkbox"/>		
4	Security sensitive areas – is department secure and is staff trained for <u>these specific areas (Pharmacy, Birth Center, Information Technology)</u>	<input type="checkbox"/>		
5	Name badge prominently displayed by staff business partners locations, Behavioral Health, Cashier areas and Pediatrics)?	<input type="checkbox"/>		
I	Staff Knowledge	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Patient Rights and Responsibilities displayed.	<input type="checkbox"/>		
2	Safety is discussed at each huddle.	<input type="checkbox"/>		
3	Staff knowledgeable on these codes/alerts (Please interview 3 staff members from your department.)	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Infant Abduction	/3		
	<input checked="" type="checkbox"/> Code Blue	/3		
	<input checked="" type="checkbox"/> Code Green	/3		
	<input checked="" type="checkbox"/> Code Pink	/3		
	<input checked="" type="checkbox"/> Fire Alarm (location)	/3		
	<input checked="" type="checkbox"/> Code Search	/3		



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	<input checked="" type="checkbox"/> Active Shooter	/3		
	<input checked="" type="checkbox"/> Missing Patient	/3		
	<input checked="" type="checkbox"/> Disaster Alert – Mass Casualty	/3		
	<input checked="" type="checkbox"/> Disaster Alert Gamma	/3		
	<input checked="" type="checkbox"/> Tornado Watch	/3		
	<input checked="" type="checkbox"/> Tornado Warning	/3		
4	Staff knows when and how to fill out unusual occurrence (variance) and employee injury reports.	<input type="checkbox"/>		
5	Staff can explain procedure for utilities system failures.	<input type="checkbox"/>		
6	Staff is aware of medical gas shut off valves; responsibility to turn them off.	<input type="checkbox"/>		
7	Staff can explain what bariatric equipment is and how to identify it.	<input type="checkbox"/>		
J	Patient Care and Documentation	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Appropriate patient care items are in place where necessary. (e.g. blood pressure cuffs, suction canisters & tubing, CPR mask, etc.)	<input type="checkbox"/>		
2	Blood pressure equipment is in place: Appropriate sized cuffs available, tubing is free of cracks and device inspected.	<input type="checkbox"/>		
3	Only patients' first name used in waiting areas (verbally and sign in sheets).	<input type="checkbox"/>		
4	Patients' full name and birth date confirmed prior to any tests, treatments, medications, etc. (RED Rule)	<input type="checkbox"/>		
K	Health Insurance Portability and Accountability Act	<input type="checkbox"/> if OK	If not OK, Problems Noted	Action Taken
1	Staff exhibits good security practices as it relates to their HIPAA password. (Unique password, not shared or written down.)	<input type="checkbox"/>		
2	Work area/monitor positioned so that only authorized users can read the monitor screen or medical records.	<input type="checkbox"/>		
3	Methods are available for destruction of Personal Health Information (PHI).	<input type="checkbox"/>		
4	Staff is aware of the proper way to shred PHI. (Cuts are made across the information. PHI not shredded by user, must be secured.)	<input type="checkbox"/>		




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5	Printers and faxes used for PHI must be located in a secure area where only authorized users have access.	<input type="checkbox"/>		
6	Precautions are taken as they relate to voice and email. (Use only minimum necessary PHI – never include patient identifier in subject line – ensure addresses are correct.)	<input type="checkbox"/>		
7	Any documents and binders with patient name and identifiers are secured in locked cabinets/drawers.	<input checked="" type="checkbox"/>		

	Department-Specific Expectations			