

Massachusetts General Hospital
 Patient Care Services Office of Quality and Safety
 Joint Commission Readiness Checklist
Day of Survey

	DAY OF SURVEY
<input type="checkbox"/>	Determine a location on your unit where the surveyors can have discussions with staff that allow confidentiality and privacy. Check condition of room.
	Do a safety survey of your unit
<input type="checkbox"/>	General <ul style="list-style-type: none"> <input type="checkbox"/> Patient's health information is protected from view <input type="checkbox"/> No clutter, food or uncovered drinks in nurses station and common areas <input type="checkbox"/> Hallways, stairwells and exits are clear of obstructions. All items are located on one side of hallway <input type="checkbox"/> Medical gas shutoff valves, fire extinguishers, and alarm pull stations are not blocked <input type="checkbox"/> Clean linen cart is covered at all times <input type="checkbox"/> O2 tanks secured in holders and in designated locations (no more than 12 full canisters per location) <input type="checkbox"/> Nothing within 18" of fire sprinkler head (storage against wall is exempt) <input type="checkbox"/> Code cart locked, clean, accessible and log checked daily (only current month's on cart) <input type="checkbox"/> Defibrillators plugged into red power outlets, electrodes and defibrillator pads intact and up to date <input type="checkbox"/> Glucometer control solutions dated upon opening and within expiration date. <input type="checkbox"/> Refrigerator temp logs are up to date <input type="checkbox"/> No staff food in patient food refrigerators <input type="checkbox"/> No supplies or equipment under sinks except cleaning chemicals <input type="checkbox"/>
<input type="checkbox"/>	Med room / Omnicell Area : <ul style="list-style-type: none"> <input type="checkbox"/> Doors are secured, access limited to authorized personnel only <input type="checkbox"/> All meds are secured and stored in appropriate location <input type="checkbox"/> Multi-dose Insulin and Tuberculin vials <ul style="list-style-type: none"> <input type="checkbox"/> Dated when opened with last date they can be used (28 days) <input type="checkbox"/> No expired vials in use <input type="checkbox"/> Different types of Insulin are stored separately in Omnicell
<input type="checkbox"/>	Tubed Meds: All tubed meds put away in a secured place not accessible to unauthorized persons
<input type="checkbox"/>	Patient rooms: <ul style="list-style-type: none"> <input type="checkbox"/> No overfilled sharps containers (replace when $\frac{3}{4}$ full) <input type="checkbox"/> General cleanliness; no extra linen / supplies <input type="checkbox"/> No syringes/meds left unattended in patient rooms

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<input type="checkbox"/>	<p>Dirty utility room :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Doors closed <input type="checkbox"/> No clean items stored in dirty utility room <input type="checkbox"/> No storage of patient personal belongings <input type="checkbox"/> Counters are soil/clutter free <input type="checkbox"/> Dedicated area identified for POC testing <input type="checkbox"/> POCT: Hemocult logs complete; lot numbers on developer and card match lot numbers in log <input type="checkbox"/> Floors are clutter free, allowing access to sink, hopper, and door <input type="checkbox"/> No IV fluids <input type="checkbox"/> Red biohazard containers are covered <input type="checkbox"/> No storage of cleaning equipment and supplies <input type="checkbox"/> Discard used vases (infection control)
<input type="checkbox"/>	<p>Clean utility room:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Doors are locked at all times (authorized personnel only) <input type="checkbox"/> Free of dirty items <input type="checkbox"/> No storage of patient personal belongings <input type="checkbox"/> All bags and boxes are off of the floor/ no outside shipping boxes <input type="checkbox"/> No loose items under supply carts <input type="checkbox"/> No supplies on the floor <input type="checkbox"/> All storage 18 inches from sprinkler heads (storage against wall is exempt)
Review	
<input type="checkbox"/>	<p>Review for completeness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medication reconciliation – PAML signed <input type="checkbox"/> Physiologic monitoring orders match monitor settings <input type="checkbox"/> Restraint order consistent with restraint note <input type="checkbox"/> HCP present, or documentation regarding discussion, in Health Record <input type="checkbox"/> Progress notes reflect the Plan of Care <input type="checkbox"/> Evaluation / Impression in progress note describes updated status of patient <input type="checkbox"/> Risk assessment scales completed per standards