

Massachusetts General Hospital
 Patient Care Services Office of Quality and Safety
 Joint Commission Readiness Checklist
Environment of Care (EOC)

Criteria	Met	Not Met	Comments
Fire safety: <ul style="list-style-type: none"> ▪ Hallways, stairwells and exits are clear of obstruction. All items are located on one side of hallway ▪ Locate medical gas shutoff valves, fire extinguishers and alarm pull stations; ensure they are not blocked 			
Equipment: <ul style="list-style-type: none"> ▪ No unauthorized Kits ▪ O2 tanks secured in holders and in designated locations (limit: 12 full canisters) ▪ Small clean equipment stored in hallway are covered with a clear bag ▪ Code cart locked, clean, accessible and log checked daily (only current month's on cart) ▪ Defibrillator plugged in to red power outlet ▪ Unopened electrode package available on defibrillator ▪ Clinical alarms audible ▪ Glucometer clean, no visible soil ▪ Glucometer control solutions dated upon opening, and are within 90 days of opening 			
Staff Food and Drink: <ul style="list-style-type: none"> ▪ Food limited to staff lounges, conference rooms, private offices ▪ Covered drinks in nursing station limited to low surfaces; no drinks on high surfaces or where drinks can be contaminated e.g. near specimen pick-up areas ▪ No drinks near patients rooms e.g. chart racks, WOW's, shelves between patient rooms 			
Nourishment Refrigerator: <ul style="list-style-type: none"> ▪ No staff food in patient food refrigerators ▪ Patient food labeled with name and date and not older than 3 days ▪ Refrigerator temp checked every day and logged ▪ Remedial actions documented for all out of range refrigerator temps 			
Medications and tube stations: <ul style="list-style-type: none"> ▪ No medications, IV Solutions, or syringes left unsecured and unattended (under direct RN supervision) ▪ Pill cutters are individual, labeled and stored in patient specific bin ▪ Dedicated area identified for medication preparation 			
Med room/Omniceil Area : <ul style="list-style-type: none"> ▪ All medications are put away ▪ No expired vials in use. ▪ Tuberculin and Insulin are the only multidose vials. ▪ Pharmacy places expiration date label on Tuberculin and Insulin vials when issued. Expiration is 28 days after issue by Pharmacy. ▪ Different types of insulin are stored separately in Omnicell 			
Patient Information: <ul style="list-style-type: none"> ▪ Documents/records with patient information stored/disposed of correctly to protect privacy 			
Patients Rooms: <ul style="list-style-type: none"> ▪ No overfilled sharps containers (replace when ¾ full) ▪ Nothing on window sills ▪ No syringes/meds left unattended ▪ No open sterile saline or sterile water in room; These are single use items 			

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Linen and supplies: <ul style="list-style-type: none"> ▪ Clean linen on linen carts covered at all times if not stored in clean linen/utility room ▪ No items (e.g., pillows) stored on top of linen cart ▪ No bags of clean linen/precaution gowns on floor ▪ Soiled linen containers are not overfilled ▪ No supplies stored on floor or under sink 			
Dirty utility room: <ul style="list-style-type: none"> ▪ Doors closed ▪ No clean items stored in dirty utility room ▪ No storage of patient personal belongings ▪ Counters are soil/clutter free ▪ Floors are clutter free, allowing access to sink, hopper, and door ▪ No IV fluids hanging ▪ Red biohazard containers are covered ▪ Dedicated area identified for POC testing ▪ Hemocult logs complete; lot numbers on developer and card match lot numbers on log ▪ Urine dipsticks QC'd and dated when opened; logs complete ▪ No storage of cleaning equipment and supplies ▪ No storage of vases 			
Clean utility room: <ul style="list-style-type: none"> ▪ Doors are locked at all times (authorized personnel only) ▪ Free of dirty items ▪ No storage of patient personal belongings ▪ All bags and boxes are off of the floor/ no outside shipping boxes ▪ No loose items under supply carts ▪ No supplies on the floor ▪ All storage 18 inches from sprinkler heads (storage against wall is exempt) 			