



EED Regulatory Readiness Checklist (Inpatient Units)
Day of Survey

Criteria	Met	Not Met	Comments
<p>Meeting Room</p> <ul style="list-style-type: none"> <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. 			
<p>Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review your Dashboard for areas of risk <input type="checkbox"/> Medication reconciliation is complete <input type="checkbox"/> Physiologic monitoring orders match monitor settings <input type="checkbox"/> Restraint orders and documentation consistent with type and number of restraints observed on the patient <input type="checkbox"/> HCP (Health Care Proxy) or documentation regarding HCP discussion, present in record <input type="checkbox"/> Progress notes reflect the Plan of Care <input type="checkbox"/> Synopsis in progress note describes updated status of patient <input type="checkbox"/> Risk assessment scales (e.g., Braden, Morse) completed per standards 			
<p>General</p> <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 nurse's 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 and no linen or pillows on top <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 log is present on cart) <input type="checkbox"/> Defibrillators plugged into red power outlets, electrodes and defibrillator pads intact and up to date <input type="checkbox"/> Glucometer clean, no visible soil <input type="checkbox"/> Glucometer control solutions dated upon opening with last date they can be used (90 Days) <input type="checkbox"/> Refrigerator temp logs are up to date <input type="checkbox"/> No staff food in patient food refrigerators <input type="checkbox"/> Nothing under sinks except cleaning chemicals. <u>NO supplies or equipment</u> <input type="checkbox"/> 			



EED Regulatory Readiness Checklist (Inpatient Units)
Day of Survey

<p>Med room / Omnicell Area</p> <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"/> No IV bags out of packaging <input type="checkbox"/> Pill cutters are individual, labeled and stored in patient specific bin <input type="checkbox"/> Multi-dose Insulin and Tuberculin vials dated when opened with last date they can be used (28 days) <input type="checkbox"/> No expired vials in use <input type="checkbox"/> No vials stored on counter <input type="checkbox"/> Different types of insulin are stored separately in Omnicell 			
<p>Tubed Meds</p> <ul style="list-style-type: none"> <input type="checkbox"/> All tubed meds put away in a secured place not accessible to unauthorized persons 			
<p>Patient rooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> No overfilled sharps containers (replace when ¾ full) <input type="checkbox"/> General cleanliness; no extra linen / supplies <input type="checkbox"/> No syringes/meds left unattended in-patient rooms 			
<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 IV fluids hanging in dirty utility room <input type="checkbox"/> No storage of cleaning equipment and supplies <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"/> 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"/> Red biohazard containers are covered <input type="checkbox"/> Discard used vases (infection control) <input type="checkbox"/> Dirty utensils cleaner <input type="checkbox"/> Test strips are dated and initialed upon opening <input type="checkbox"/> Test strips shall have QC performed and documented in the QC log every 30 days <input type="checkbox"/> Test strips shall have QC performed and documented in the QC log whenever integrity is in question (e.g., found with lid off) 			



EED Regulatory Readiness Checklist (Inpatient Units)
Day of Survey

<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"/> No dirty items<input type="checkbox"/> No storage of patient personal belongings<input type="checkbox"/> No bags or boxes bags stored on the floor<input type="checkbox"/> No storage of outside cardboard 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)			
<p>POC Testing</p> <ul style="list-style-type: none"><input type="checkbox"/> Glucometers and cases are cleaned and disinfected after each use (Sani-wipe or Dispatch bleach wipes for contact plus patients)<input type="checkbox"/> Test strip vials are dated and initialed upon opening with expiration date 180 days.<input type="checkbox"/> Control vials are dated and initialed upon opening initialed upon opening with expiration date and expire at 90 days<input type="checkbox"/> Urine Dipsticks (only EI 17,18, L 6, 7, 8, 9, 10)			