

INFECTION CONTROL CHECKLIST ON SITE

Office: _____

SUBJECT	YES	NO	COMMENTS
<u>TRAINING</u> 1. Infection control policy manual readily accessible. 2. Documentation of OSHA training (i.e., initial and annual review). 3. Annual training in use of emergency kit procedures-where indicated (i.e., Anaphylaxis).			
<u>PERSONAL PROTECTIVE EQUIPMENT (PPE)</u> 1. Supplies/equipment accessible for emergencies or regular use. 2. Staff demonstrates knowledge of availability and access to PPE. 3. Nursing bags available for use in home or community settings.			
<u>ENGINEERING AND WORK PRACTICE CONTROLS</u> 1. Hand washing facilities are equipped with soap, disposable towels, and hand washing signs. 2. Where hand washing facilities are not available, antiseptic towelettes are accessible. 3. Sharps disposal containers available in all clinic rooms or laboratory areas. 4. Sharps containers not filled above fill line. 5. Gloves are worn consistently when there is anticipated contact with body fluids. 6. Receptacles with impermeable liners available and in use. 7. Biohazard bags available.			

SUBJECT	YES	NO	COMMENTS
<u>ENGINEERING AND WORK PRACTICE CONTROLS</u> <u>(Continued)</u> 8. Food or beverages observed in biohazard areas. 9. Refrigerators appropriately labeled with biohazard sticker. 10. Blood or other potentially infectious materials are properly labeled and containerized. 11. Laboratory personnel utilizing barrier protection where applicable. 12. Mechanical devices available for use in picking up contaminated broken glassware in laboratory setting. 13. Protective eyewear and mask or face shield worn when spatter is anticipated. 14. Lab coats/gowns worn as barrier when blood borne pathogens may exist during treatment.			
<u>HOUSEKEEPING</u> 1. Disposable covers for treatment tables available and in use. 2. Disinfectants readily available for spills and cleaning of patient care equipment (exam tables, etc.). 3. Appropriate cleaning and sterilization methods used for reusable instruments/equipment. 4. Autoclave monthly spore testing demonstrated.			
<u>Laundry</u> 1. Area designated for contaminated reusable PPE such as lab coats. 2. Germicide available for retreating reusable PPE.			

SUBJECT	YES	NO	COMENTS
<u>MEDICAL WASTE</u> 1. Boxes available for transport of sharps containers. 2. Any packaged waste observed at office has been properly sealed and “infectious waste” card is filled out properly and attached. 3. “Infectious waste” card file maintained in laboratory. 4. Record maintained by laboratory of amount of infectious waste sterilized in gallons. 5. Spill kits accessible and available.			

Reviewer(s) _____ & _____

RECOMMENDATIONS:

INSTRUCTIONS: Site coordinator or designee is to complete checklist bi-annually (November and May). Completed reports are sent to Risk Management Chair.