



CHARTIS

**CLINICAL QUALITY
SOLUTIONS**

FORMERLY KNOWN AS THE GREELEY COMPANY

Find It, Fix It List

**MAKE SURE THESE THINGS ARE PERFECT *NOW*
TO ENSURE SURVEY READINESS**

Work together with your clerical units and members of your regulatory readiness team to standardize scans of the environment, identify frequently cited environmental concerns, and address the problem in real time or create a plan to remedy it soon.

Unit/Area: _____

MEDICATIONS

- Medication room locked if in unsupervised area
- Medication refrigerator thermometer setting correct
- Medication refrigerator log complete with actions for any out-of-range temperatures documented
- Medications secure (no medications unattended)
- Multi-dose vials dated with 28-day expiration date
- No **open** single-dose vials available for reuse
- Pill cutters and mortar/pestles CLEAN
- No **unwrapped** IV fluids (unless dated with a 24-hour use date)

MEDICAL GASES

- Oxygen tanks secure
- Oxygen tanks with "full" in marked "full" space and "empty" in marked "empty" space
- Nothing blocking medical gas shutoff

NUTRITION AREA

- Patient food refrigerator thermometer setting correct
- Food refrigerator log complete with actions for any out-of-range temperatures documented
- No **expired** food, **no staff food**, all food dated, all patient-specific food labeled with patient name and date of refrigeration
- Refrigerator, microwave, ice machine clean (check water collection tray and ice delivery funnel in ice machine)
- No **expired** patient nutritional supplements (Ensure, Pulmocare, Jevity, etc.)

PATIENT ROOMS

- Room clean (no linens left on chair, trash is in trash can)
- No medications/syringes/needles left unattended in room
- All lines/tubing off floor
- All IV/feeding tubing dated
- All dressings dated
- Sharps containers not overfilled
- Linen hamper lids closed

GENERAL

- No** food/drink at station
- No** empty or expired hand gel
- Correct isolation signs posted if patient in isolation
- Glucometer QC testing vials dated, strips dated, glucometer clean
- Clean linen covered at all times
- No** patient health information visible to public
- Defibrillators plugged into red power outlet
- Crash cart clean, tamper evident seal (plastic lock) intact
- No** expired electrodes/pads
- Hallways clear, all items to one side
- Exits unobstructed
- Stairwells completely clear
- Fire extinguishers not blocked
- Equipment stored properly
- If fluid warmers used, all fluids properly dated and warmer within range
- If blanket warmers used, warmer within range
- Housekeeping carts locked or in attendance by EVS
- Janitor closets with hazardous materials locked
- No bagged linen in hallways

CLEAN UTILITY ROOM

- If patient safety hazards present, room locked
- No** dirty items in clean room
- No** patient belongings in clean room
- Items off floor, placed on shelving with solid bottom shelf
- 18-inch room of free space from sprinkler head
- If IV fluids stored, no unwrapped fluids without 24-hour date

DIRTY UTILITY ROOM

- If biohazardous materials stored, room is locked
- No** clean items/equipment in dirty room
- Dedicated area for point-of-care (POC) testing
- POC testing logs present and complete
- Red biohazard containers covered
- No** patient belongings in dirty room
- Shelving has solid bottom and room to clean underneath

MEDICAL RECORD

- History and Physical available and within 24 hours after admission or current update in H&P performed within 30 days of admission
- Medication orders complete (dose, frequency, route, parameters for titration, etc.)
- Any protocols, including medications, are included in the medical record
- Restraint/seclusion orders complete and present for each episode of restraint (e.g., daily orders or a new order if restraint discontinued and reapplied)
- Face-to-Face is VSD restraint/seclusion
- Observations for BH patients documented per policy, observations occurring per policy
- Telephone orders/verbal orders countersigned
- Medication reconciliation completed
- Consents present and complete (including condition of admission)—if patient unable to consent—reason listed (e.g., patient unable to sign) or relationship of individual signing for patient (e.g., wife, son)
- Important Message for Medicare present on record within 48 hours for Medicare patients
- Advance directive listed in record; if patient has AD, the AD is present in the record or discussion of status of the document
- Physiologic monitoring orders match current monitor settings



Clean, Clean, Clean the Environment

High-Level Dusting and Keyboard/Countertop Dusting

