

Office Facility Inspection Checklist For Physicians Providing Anatomical Pathology Services

A. Does the Facility Have Access To:

Historical patient specific information:

1. Tissue samples and pathology reports
 - (a) Previous slides, reports and historical information? Yes No
2. Electronic:
 - (a) Netcare Yes No
 - (b) Internet Yes No
3. Paper:
 - (a) Hospital and surgical records Yes No
 - (b) Cancer record Yes No

Practice Resources and References:

4. Electronic
 - (a) University library Yes No
 - (b) Searchable reference databases and journals Yes No
 - (c) STAT Dx, Immunohistochemistry Yes No
 - (d) Guidelines (e.g. College of American Pathologists Cancer Checklists) Yes No
5. Paper:
 - (a) Current textbooks Yes No
 - (b) Journal and periodicals Yes No

B. Laboratory:

1. Distance to Frozen Section Laboratory:
2. Convenient access for referring physicians to visit or call the lab/pathologist's office? Yes No
3. The Gross Room:
 - (a) Does the gross room have adequate ventilation? Yes No
 - (b) Does the gross room have adequate safety standards? Yes No
 - (c) Is there adequate storage for specimens? Yes No
 - (d) Is there adequate equipment for contaminated cases? Yes No
4. Does the lab have adequate lighting? Yes No
5. Does the lab have suitable layout and physical structure? Yes No
6. Does the workspace have the following equipment readily available?

- | | | | |
|-----|--|------------------------------|-----------------------------|
| (a) | High quality and well maintained microscope | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) | Ocular micrometer | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) | Polarizer | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) | Teaching head and video | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) | Digital camera | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (f) | Internet access | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (g) | Access to provincial EHR (Netcare) and/or electronic access to hospital medical records | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (h) | Fax and photocopier | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (i) | Adequate transcription service or voice recognition software | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | Are there adequate safety precautions and personal protective apparel for handling tissues and sharps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. | Are Xylene and formalin levels monitored? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. | Is there suitable safety equipment for managing spills? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | Does the pathologist have N95 fit testing/masks? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. | Are reagents properly labeled? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. | Is there a back-up cryostat? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. | Are there adequate procedures for CJD? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

C. Safeguards and Tracking:

1. What safeguards are in place to prevent specimen identification errors?

2. What tracking processes are in place for incomplete, lost or overdue cases?

3. What is the procedure to ensure review of the results of consultant reports/special studies/external reviews?

4. What process is in place for notification of critical results?

5. Is there appropriate access to the Standard Operating Procedure Manual
(a) Can you access this information in a timely fashion during your work? Yes No

D. General Comments:

E. Great Ideas:

Practice Visit Number: _____

Practice Visitor: _____

Date: _____