



Facility Inspection List – Medical Specialists

The specialist’s practice visited is located in:

- Hospital office
- Outpatient clinic
- Community office

1. Record-keeping

- a. a log (day sheet) is kept recording visits made by all patients each clinic session Yes No
 typical number of patients seen per hour _____ / hour
 (calculate from three typical ½-days¹)
 - b. patient records contain identification of the patient, date of birth, sex, address, telephone number and ULI number Yes No
 - c. patient records contain the date of each visit Yes No
 - d. List examples of exemplary practice (e.g. system for recalling patients with a particular diagnosis; system for recalling patients for timed interventions; problem lists; medication lists):
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- 2. The office/clinic is easily accessed by patients with disabilities Yes No
- 3. Patient educational material is available on-site. Yes No
- 4. The waiting area is sufficient (one chair per patient) Yes No
- 5. The office/clinic is clean and in good condition Yes No
- 6. The office layout protects privacy of conversations with patients Yes No
- 7. Patients’ records are protected from unauthorized viewing Yes No
- 8. Examination rooms have:
 - a. adequate lighting Yes No N/A
 - b. an examination table Yes No N/A

¹ Ask a member of the physician’s office staff if the three half-days you have chosen for this exercise are typical ones. Ask if the physician actually saw all of the patients listed. Ask how many hours would have been worked on each of these half-days. Divide the total number of patients seen by the total number of hours worked for the three half-days, and round to the nearest whole number

- c. a sink available in or adjacent to each examining room Yes No N/A
- d. privacy protected (sound and sight) Yes No N/A
9. Examination rooms can seat persons (including the physician)
10. The clinic has the following equipment readily available:
- a. stethoscope Yes No N/A
- b. sphygmomanometer Yes No N/A
- c. otoscope with clean tips Yes No N/A
- d. ophthalmoscope Yes No N/A
- e. reflex hammer Yes No N/A
- f. measuring tape Yes No N/A
- g. disposable gloves Yes No N/A
- h. lubricant Yes No N/A
11. Sharps and toxic products are properly stored and discarded Yes No N/A
12. Washrooms are easily accessible to patients Yes No
13. Emergency equipment is appropriate to the location Yes No
14. Adrenaline is available for anaphylactic reactions Yes No N/A
15. Drugs are stored appropriately and securely Yes No N/A
16. Drugs are dated and within expiry dates Yes No N/A
17. Prescription pads are stored securely Yes No N/A
18. An autoclave is available Yes No N/A

Please comment on significant features (including “great ideas”).

Practice Visit Number:
Practice Visitor: