

Hospital Facilities and Safety Tour

Purpose

This tour is conducted by the Hospital Management and Safety Expert. The focus of this tour is to evaluate adequacy and safety of hospital facilities necessary to maintain the essentials of quality and patient safety.

Location

All facility areas.

Tour Participants

- One representative from administration
- One representative from safety department
- One representative from biomedical department/equipment technician

Surveyor(s)

Hospital Management & Safety Expert

Standards/Issues Addressed

Standard 11: Governance, Services and Resources (11.4)

Documents/Materials Needed

- MIS generated data of;
 - Hospital bed distribution per clinical specialty
 - Hospital bed occupancy data per clinical specialty for last 12 months (Month-wise)
 - Average Length of Stay (ALOS) per clinical specialty for last 12 months (Month-wise)
 - List of procedures (Major and Minor) performed in patient department (IPD) per clinical specialty for last 12 months (month-wise)
 - *A minor procedure may be defines as any procedure performed under local anesthesia or no anesthesia. Any procedure performed either under spinal, general, conscious sedation etc. and with more complexity than a minor procedures shall be counted in the major category.*
 - List of procedures (Major and Minor) performed in outpatient department (OPD) per clinical specialty for last 12 months (month-wise)
 - List of Top diagnosis and their frequencies (20 per major clinical specialty and 10 per sub-specialties)
 - Lab volume (major services data, month-wise)
 - Summary of Financial statement of minimum of 35% beds allocated for non profit
 - Summary of Financial statement of 65% rest of the beds
- Facility map
- Fire and safety plan
- Utility plan
- Waste management plan
- Emergency preparedness and evacuation plan
- Hazardous material program
- Infection control and prevention program
- Third party audit report

What Will Occur

The surveyor(s) will visit the hospital to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover IPD, OPD, OR and critical areas including other operational areas/units. These visits will include on-site interviews with the relevant departmental/unit heads regarding the routine functioning of their operations, any challenges faced, fire safety plans, utility plans, emergency preparedness plans, biomedical equipment plans, infection control plans and others to validate their execution through evidence as and when required.

How to Prepare

The hospital should identify the participants in this session and develop and implement various plans as mentioned above. The hospital should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

Administrative session				
Q #	Surveyor Question	Compliance		
		Yes	No	Not Applicable
	Initial Inspection			
1	Does the hospital have its account audited by a third party?			
2	Is there at least 70% biometric attendance of all faculty of the hospital?			
4	Is there evidence that the patients admitted on 35% of beds (not for profit) are not charged for accommodation and consultation?			
5	Is there evidence that the patients admitted on 35% of beds are charged for Medications, diagnostic services (Lab, radiology) and therapeutic services (procedures) etc. are at cost price (not for profit)?			
6	Does the hospital have Internal Medicine specialty with a minimum of 50 inpatient beds?			
7	Does the hospital have Psychiatry specialty with a minimum of 5 inpatient beds?			
8	Does the hospital have Dermatology specialty with a minimum of 5 inpatient beds?			
9	Does the hospital have Cardiology specialty with a minimum of 5 inpatient beds?			
10	Does the hospital have a minimum of 5 CCU beds?			
11	Does the hospital have Pulmonology specialty with a minimum of 5 inpatient beds?			
12	Does the hospital have Nephrology specialty with a minimum of			

	5 inpatient beds?			
13	Does the hospital have a minimum of 5 dialysis chairs?			
14	Does the hospital have Gastroenterology specialty with a minimum of 5 inpatient beds?			
15	Does the hospital have Medical ICU with a minimum of 10 inpatient beds?			
16	<p>Does the hospital have at least one of the following specialties with a minimum of</p> <p>5 inpatient beds</p> <p>4.15.1. Rheumatology</p> <p>4.15.2. Endocrinology</p> <p>4.15.3. Oncology</p> <p>4.15.4. Infectious Diseases</p> <p>4.15.5. Clinical Haematology,</p> <p>4.15.6. Geriatrics</p> <p>4.15.7. Neurology.</p>			
	Does the hospital have additional 80 beds distributed by the hospital(s) in any of the medicine and allied specialties above?			
17	Does the hospital have General Surgery specialty with a minimum of 75 inpatient beds, excluding post-operative recovery beds?			
18	Does the hospital have Gynecology and Obstetrics specialty with			

	a minimum of 70 inpatient beds (including labor room)?			
19	Does the hospital have Ophthalmology specialty with a minimum of 7 inpatient beds?			
20	Does the hospital have Ear, Nose and Throat (ENT) specialty with a minimum of 15 inpatient beds?			
21	Does the hospital have Orthopedics specialty with a minimum of 15 inpatient beds?			
22	Does the hospital have Anesthesia specialty with a minimum of 10 Surgical ICU beds?			
23	<p>Does the hospital have at least two of the following specialties with a minimum of 10 inpatient beds each</p> <p>4.22.1. Cardiac Surgery</p> <p>4.22.2. Neurosurgery</p> <p>4.22.3. Paediatric Surgery</p> <p>4.22.4. Thoracic Surgery</p> <p>4.22.5. Urology</p> <p>4.22.6. Plastic Surgery</p> <p>4.22.7. Maxillofacial Surgery</p>			
	Does the hospital have additional 25 beds distributed by the hospital(s) in any of the surgery and allied specialties above?			
24	Does the hospital have Pediatrics specialty with a minimum of 60 inpatient beds?			
25	Does the hospital have Accident and Emergency (A&E) specialty with a minimum of 10 beds?			
26	Does the hospital have at least 5% of all inpatient beds (not including Medical ICU and Surgical ICU) having cardiac			

	monitor with slandered pulse, BP, ECG and Oxygen Saturation?			
	Outpatient Load			
27	Does the hospital have minimum OPD of more than 1500 patients per month averaged for the past 12 months in General Medicine?			
	Outpatient Load			
28	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in Psychiatry?			
	Outpatient Load			
29	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in Dermatology?			
	Outpatient Load			
30	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in Cardiology?			
	Outpatient Load			
31	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in Nephrology and Pulmonology each?			
	Outpatient Load			
32	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in Gastroenterology?			
	Outpatient Load			
33	Does the hospital have minimum of more than 150 patients per month seen averaged for the past 12 months in Accident and Emergency?			
	Outpatient Load			
34	Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in opted elective allied medical specialty?			
	Outpatient Load			
35	Does the hospital have minimum OPD of more than 1700 patients per month averaged for the past 12 months in			

	Pediatrics?			
36	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 1500 patients per month averaged for the past 12 months in General Surgery?</p>			
37	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 250 patients per month averaged for the past 12 months in ENT?</p>			
38	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 250 patients per month averaged for the past 12 months in Ophthalmology?</p>			
39	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 1800 patients per month averaged for the past 12 months in Gynecology and Obstetrics?</p>			
40	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 250 patients per month averaged for the past 12 months in Orthopedics?</p>			
41	<p>Outpatient Load</p> <p>Does the hospital have minimum OPD of more than 150 patients per month averaged for the past 12 months in each of the two opted elective allied surgical specialties?</p>			
42	<p>Inpatient</p> <p>Is total bed occupancy of the hospital at least 70% in the past 12 months?</p>			
43	<p>Inpatient</p> <p>In each of the specialty in the hospital, has the bed occupancy been at least 50% in the past 12 months?</p>			
45	<p>Major and Minor Procedures</p> <p>Does the hospital have a minimum of 350 procedures performed in the past 12 months in General Medicine?</p>			
46	<p>Major and Minor Procedures</p> <p>Does the hospital have a minimum of 250 procedures performed</p>			

	in the past 12 months in Dermatology?			
47	Major and Minor Procedures Does the hospital have a minimum of 300 procedures performed in the past 12 months in Cardiology?			
48	Major and Minor Procedures Does the hospital have a minimum of 200 procedures performed in the past 12 months in Nephrology and Pulmonology each?			
49	Major and Minor Procedures Does the hospital have a minimum of 300 procedures performed in the past 12 months in Gastroenterology?			
50	Major and Minor Procedures Does the hospital have a minimum of 300 procedures performed in the past 12 months in Accident and Emergency?			
51	Major and Minor Procedures Does the hospital have minimum of 150 procedures performed in the past 12 months in medicine and allied opted elective medical specialty?			
52	Minor Procedures Does the hospital have a minimum of 3500 minor procedures in the past 12 months in General Surgery?			
53	Major Procedures Does the hospital have a minimum of 1000 major procedures in the past 12 months in General Surgery?			
54	Minor Procedures Does the hospital have a minimum of 1500 minor procedures in the past 12 months in Anesthesia?			
55	Major Procedures Does the hospital have a minimum of 2000 major procedures in the past 12 months in Anesthesia?			
56	Major and Minor Procedures Does the hospital have minimum of 250 procedures in the past 12 months in ENT?			
57	Major and Minor Procedures Does the hospital have a minimum of 250 procedures in the past			

	12 months in Ophthalmology?			
58	Minor Procedures Does the hospital have a minimum of 1000 minor procedures in the past 12 months in Gynecology and Obstetrics?			
59	Major Procedures Does the hospital have a minimum of 2000 major procedures in the past 12 months in Gynecology and Obstetrics?			
60	Major and Minor Procedures Does the hospital have a minimum of 250 procedures in the past 12 months in Orthopedics?			
61	Major and Minor Procedures Does the hospital have a minimum of 100 minor procedures in the past 12 months in each of the two opted elective surgical specialties?			
62	Major and Minor Procedures Minimum of 100 major procedures in the past 12 months in each of the two opted elective surgical specialties?			
63	Lab volume Does the hospital have more than an average of 300 hematology tests performed every month, in the past twelve months?			
64	Lab volume Does the hospital have more than an average of 30 units of blood provided by blood bank per month, in the past twelve months?			
65	Lab volume Does the hospital have more than an average of 1000 chemical pathology tests performed every month, in the past twelve months?			
66	Lab volume Does the hospital have more than an average of 150 microbiology tests performed every month, in the past twelve months?			
67	Lab volume Does the hospital have performed more than an average of 30 biopsies per month, in the past twelve months?			

68	Facilities Does the hospital have hospital pharmacy, both for indoor and outdoor patients?			
69	Facilities Do all the hospital pharmacies have trained and qualified pharmacists, with minimum qualification of Pharm D?			
70	Facilities Does the hospital have faculty workstations or separate offices for Associate Professor and above?			
71	Facilities Does the hospital have resuscitation area with all necessary equipment?			
72	Facilities Does the hospital have 20 separate OPD rooms for specialties?			
73	Facilities Does the hospital have a radiology department?			
74	Facilities Does the hospital have five designated areas / demonstration rooms in OPD / IPD for teaching / evaluation of medical students?			
75	Facilities Does the hospital have five fully equipped operating rooms?			
Fire Safety				
76	Does the hospital have a documented fire safety and evacuation plan?			
77	Does the fire safety plan include training schedule for staff, faculty and students?			
78	Does the fire safety plan mention oversight by a designated person?			
80	Does the fire safety plan identify high risk/fire-prone areas?			
81	Does the fire safety plan address the risks identified in high risk areas?			
82	Does the hospital have a designated and trained fire response team?			

83	Does the hospital conduct mock fire evacuation drill?			
84	Does the hospital have a designated assembly area?			
85	Are students/faculty aware of the designated assembly area and alternative fire exits?			
86	Are portable fire extinguishers available at suitable locations? (at least one in every ward)			
87	Are staff and students aware of the location and handling of fire extinguishers?			
88	Are evacuation maps displayed prominently at the department/floor?			
89	Are emergency exits unobstructed and clear at all times?			
90	Are illuminated exit signs displayed at exit doors?			
Safety and Security				
91	Does the institute have slip resistant strips on stairs?			
92	Are grip bars available with stairs to avoid falls?			
93	In case of elevators, are safety instructions (emergency alarm, maximum load, emergency number) displayed?			
94	Are all electrical wires secured (connectors used to connect wires instead of tapes)?			
95	Has the organization taken remedial steps to address fire risks for vulnerable areas? (Lab, generator room, server room, store, record room)			
96	Are access restrictions in place for identified vulnerable areas (labs, mortuary, management offices, warehouse, and data rooms)?			
97	Are security guards available at entrance and aware of their duties?			
98	Are hospital's entrances secured and walls protected from outside intruders?			
99	Are bar grips available in washrooms for disabled/old age persons?			
100	Are ramps available or other measures taken to ensure ease of transportation for disabled persons?			
101	Are the staff in radiology department using dosimeters/thermo luminescent dosimeter (TLD)?			
102	Is there a log of radiation exposure being maintained for all staff?			

Emergency Plan				
103	Are mock emergency drills conducted?			
104	Are dedicated internal telephone numbers for fire, security and other emergencies identified and displayed?			
Waste Management				
105	Does the hospital have a documented waste management program?			
106	Is infectious waste being segregated appropriately through color coded bags? (e.g. red, yellow, blue)			
107	Is temporary waste storage facility available?			
108	Is infectious waste being properly incinerated/disposed of within 24 hours of generation?			
109	Is inventory of hazardous material (chemical) maintained throughout the facility?			
110	Are all chemicals labelled based on a hazardous tag? E.g. (toxic, corrosive, irritant, flammable)			
111	Are all chemicals stored properly according to optimal temperature?			
112	Is spill kit available to manage chemical/infectious/mercury spill?			
113	Is all relevant staff aware of risks of chemicals?			
114	Does all staff wear appropriate Personnel Protective Equipment PPEs during work? (e.g. gloves, masks, gowns, eye shield as applicable)			
115	Are Material Safety Data Sheet (MSDS) maintained for all chemicals?			
116	Is the nuclear waste being handled safely using lead boxes?			
Biomedical Gases Safety				
117	Are the biomedical gases being handled safely?			
118	Are the persons responsible for handling gas control valves in the ORs and other critical areas adequately trained?			
119	Is there a mechanism in place to ensure the supply of correct biomedical gas from the designated port?			
Utilities Management				
120	Are alternate sources of energy available in case of power failure to cater to the hospital's needs?			

121	Is a facility map available?			
122	Is drinking waste water being tested quarterly?			
IT				
123	Is Wi-Fi internet available for students/faculty with adequate speed throughout the hospital?			
Infection Control				
124	Is there a documented infection control program in the institution?			
125	Is there a mechanism to ensure safety of staff and faculty while handling biological and hazardous materials?			
126	Is there a mandatory Hepatitis B vaccination policy for all health care workers and students?			
127	Are floors clean?			
128	Are horizontal surfaces clean?			
129	Is dust found in high places?			
130	Are ceiling tiles not discolored, wet, missing or damaged?			
131	Is there evidence of rodents, cockroaches, flies or mosquitoes?			
132	Is pest control done regularly and safely by a certified pest control company?			
133	Is the linen clean?			
134	Is there a needle stick injury policy?			
135	Are sharp containers adequately available?			
136	Are sharp containers not overfilled (over three fourths)?			
137	Is patient/lab equipment clean?			
138	Are hand hygiene posters and Isolation Precaution signs displayed at appropriate sites as needed for contact, droplet, and airborne precautions?			
139	Is hand soap available in all hand washing stations/bathrooms?			
140	Are alcohol rubs available at point of patient care with functioning dispensers?			

141	Are eye wash stations or appropriate alternatives available in areas where splash of bodily fluid/hazardous material is expected?			
142	Are disposable latex gloves available whenever needed for handling blood and body fluids or for contact precautions?			
143	Are gowns adequately available when splashing is anticipated or for contact precautions?			
144	Are hand washing facilities available for all staff?			
145	Are patients with pulmonary TB placed in a separate single room?			
146	Is negative pressure or correct ventilation maintained in a single room for TB patients?			
147	Are patients with MDR organisms placed on Contact Precautions?			
148	Are adequate supplies and personnel protection equipment (PPE) available in Isolation areas?			
149	Are patients' bathrooms clean?			
150	Are soap and paper towels available in each bathroom?			
151	Are patient specimens handled correctly and transported safely?			