

Medical Records Checklist

Health Services

CLEANING AND DECONTAMINATION

Is appropriate PPE used?

☐ Yes☐ No☐ Na

Are there written policies and procedures for cleaning and decontamination processes?

☐ Yes☐ No☐ Na

Are all surfaces cleaned properly?

☐ Yes☐ No☐ Na

Is saline or sodium hypochlorite (bleach) solution used for cleaning?

☐ Yes☐ No☐ Na

Which of the following are done according to the manufacturer's instructions?

☐ Yes☐ No☐ Na

Rigid container systems disassembled

☐ Yes☐ No☐ Na

Usage of cleaning agents

☐ Yes☐ No☐ Na

Manual and mechanical cleaning methods

Yes

No

Na

Chemical for disinfectants and terminal sterilization

Yes

No

Na

Are brushes and cleaning tools decontaminated at least daily?

Yes

No

Na

Is mechanical cleaning equipment monitored after installation and then weekly?

Yes

No

Na

Are manual and mechanical rinsing methods followed?

Yes

No

Na

Is the cleaning agent compatible with the medical device to be cleaned?

Yes

No

Na

Is the cleaning agent easily removed from instruments by rinsing with water?

Yes

No

Na

Are any antimicrobial solutions used?

Yes

No

Na

Is the ultrasonic cleaner solution replaced whenever required?

Yes

No

Na

Is the final rinse in washer disinfectant done with deionized/distilled/RO water?

Yes

No

Na

HANDLING AND TRANSPORTATION

Are there policies and procedures in place for the transportation of contaminated items?

Yes

No

Na

Are reusable items separated from waste at the point of use?

Yes

No

Na

Are contaminated disposable items discarded properly?

Yes

No

Na

Is gross soil removed from instruments at point of use if there is no immediate transportation?

Yes

No

Na

Are soiled items kept moist?

Yes

No

Na

Are secured, dedicated containers provided for transportation?

Yes

No

Na

Are external surfaces of bins with lids, closed carts, and other containers decontaminated after each use?

Yes

No

Na

Are containers thoroughly wiped down externally and internally before transportation?

Yes

No

Na

Are transportation devices labeled?

Yes

No

Na

Are soiled items contained during transportation?

Yes

No

Na

Are puncture-resistant, leak-proof containers used for soiled items?

Yes

No

Na

Is transportation of soiled instruments avoided in high traffic areas?

Yes

No

Na

Are transportation carts covered and prevented from falling over?

Yes

No

Na

Are there separate elevators with direct access to the decontamination area?

Yes

No

Na

Are all cleaning processes monitored and verified?

Yes

No

Na

Additional information

Inspectors Name/signature:

SIGNATURE

Inspection Date:

DATE

2017-01-01