## **Rehab Facility Checklist**

**Health Services** 

## DIAGNOSTICS

Storage of medicines and administration



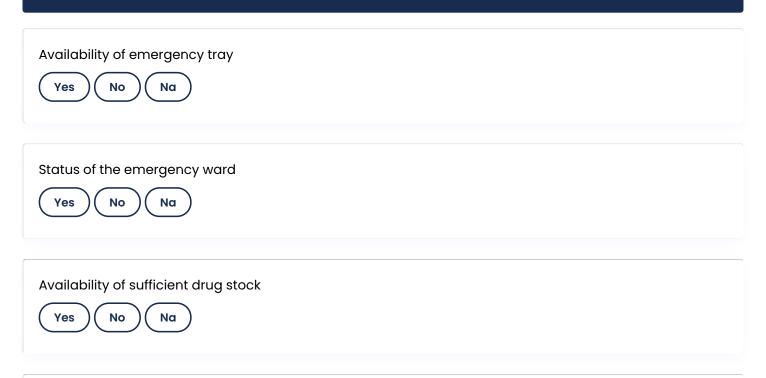
Equipment and their functioning status



Provision of reports



## DISPENSARY



Stock book entry, daily expenditure, and entry verification



Drug dispensing procedure
Ambulance availability and functioning
Daily log book verification
HOUSEKEEPING
Cleanliness of interior, exterior, and restrooms
Waste collection and management
Water supply and drainage clearance
Pests/rodents control
Electrical maintenance and backup
Restroom maintenance and fittings

Yes No Na	
Functioning of HVAC	
Cleanliness of utensils Yes No Na	
Timings of food supply Yes No Na	
Sanitization of kitchen and meal consumption areas	
Additional information	
Images	UPLOAD
Images	UPLOAD
Inspectors Name/signature:	SIGNATURE
Inspection Date:	DATE
2017-01-01	

## MEDICATION

Pharmacy check
Availability of supportive staff
OPD
Reception and help desk Yes No Na
Patient guidance, information regarding services, and doctor
Stationary, prescription slips, registration forms
Counters and display Yes No Na
Complaint box and grievance redressal Yes No Na
Chambers of doctors, specialists, patient's sitting arrangement, patient disposal

Are all patient records properly maintained? Yes No Na **OPERATING ROOMS** Sterilization of linens, instruments and equipment No Yes Na Availability of staff, drugs, trays Yes No Να Cleanliness, dustbins, water supply, etc Yes No Να Status of mattress, sheets, linens Yes No Na Ensuring regular rounds by a medical specialist Yes No Na WARDS Maintenance of records Yes No Na Adequate supportive staff No Yes Na

Feedback from patients	
Yes No Na	