

ACCREDITATION PROCESS CHECKLIST

STAGE 2 ON-SITE ASSESSMENT

The on-site assessment will last approximately 1 hour

The purpose of the on-site assessment is to:

- Verify the clinical environment meets the save face standards for accreditation
- Assess the patient experience which will include a brief interview with the practitioner(s), which will be focused on the consultation and consent process

For consistency the assessment will be undertaken systematically and will be conducted in accordance with the Save Face standards for accreditation and will be grouped in to the following categories:

Documentation

- ✓ Hard copies of all the required policies, procedures & protocols.
- ✓ Evidence of delivery notes or invoices to evidence appropriate supply
- ✓ Samples of patient record forms
- ✓ Samples of patient information
- ✓ Fridge temperature log
- ✓ Procedure log
- ✓ Adverse event log
- ✓ Complaints log
- ✓ Equipment maintenance record

Infection Control

- ✓ The assessor will seek to ensure that all items are compliant with the policy(s) supplied during the PQQ assessment
- ✓ Areas that will be assessed & verified:
 - ✓ Appropriate and hygienic work surface and environment
 - ✓ Waste bins appropriately placed
 - ✓ Sharps bins present and appropriately maintained
 - ✓ Adequate personal and patient
 - ✓ Protective equipment e.g.:
 - ✓ Sterile gloves
 - ✓ Sterile dressing packs
 - ✓ Protective clothing

Medicines Management

- ✓ The assessor will seek to ensure that all items are compliant with the policy(s) supplied during the PQQ assessment
- ✓ Areas that will be assessed & verified:
 - ✓ Storage compliant with policy
 - ✓ Lockable fridge/room
 - ✓ Fridge temperature monitoring
 - ✓ Procedure log
 - ✓ Prescriptions record
 - ✓ Supply record Invoices or delivery notes
 - ✓ Opened multi dose vials dated
 - ✓ Non prescribers are compliant with policy
 - ✓ Injectables disposed of after single use
 - ✓ Drugs within expiry date

Complaints

- ✓ The assessor will seek to ensure that all items are compliant with the policy(s) supplied during the PQQ assessment
- ✓ Areas that will be assessed and verified:
 - ✓ Compliant log
 - ✓ Staff knowledge of policy (where applicable)
 - ✓ Feedback forms/comments box

Consent

- ✓ The assessor will conduct a short Interview to discuss processes and procedures, any written or documented literature should be made readily available for review/ discussion.

Medical Emergencies

- ✓ The assessor will seek to ensure that all items are compliant with the policy(s) supplied during the PQQ assessment
- ✓ Areas that will be assessed and verified:
 - ✓ Medicines and medical devices used must be available for inspection
 - ✓ Adrenaline/Epipen present and within its expiration date
 - ✓ Emergency kit & Resuscitation Algorithm
 - ✓ Staff Knowledge of procedure (where applicable)
 - ✓ Resuscitation council algorithm
 - ✓ Adverse event reporting

Record Keeping & Confidentiality

- ✓ The assessor will seek to ensure that all items are compliant with the policy(s) supplied during the PQQ assessment
- ✓ Areas that will be assessed and verified:
 - ✓ Consultations are undertaken in privacy
 - ✓ Computer screens not visible to clients
 - ✓ Computers are password protected
 - ✓ Photographs stored as per policy
 - ✓ Data protection compliance is included in consent
 - ✓ Staff awareness (where applicable)

Facilities and Equipment

- ✓ Areas that will be assessed and verified:
 - ✓ Treatment couch
 - ✓ Adequate lighting
 - ✓ Evidence of maintenance records for any applicable equipment