



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 11 July		Time: 10:00	Location: Blood Bank.			
Person				Source of Observation: On site visit		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
→	2 Telephone Required	Blood Bank				
→	fan need Rod For extension	"				
→	Gate need to be change.	"				
→	Fridge needed	"				
→	eye wash-repairs	"				
→						

Name of Auditor -  
Signature

Nikita Aswari

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <u>11 July.</u>		Time:	Location: <u>ENT OPD</u>			
Person					Source of Observation: <u>On site visit</u>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	view Box (2)	ENT OPD				
2)	Ace Needs to be	ENT OPD				
	Repair	ENT OPD				
3)	Exhaust fan needed.	"				
4)	BP Instrument	"				
	Manual Needed.					

Name of Auditor -  
Signature

Nikita Aswani  
N Aswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 11 July		Time:	Location: PSY			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Telephone not working	PSY				
2)	AC is not working	"				
3)	Switch of plug is not working	"				

Name of Auditor - *Alkita Aswani*  
 Signature *Alkita Aswani*

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

11 July.

Time:

Location:

Laundry

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Spill kit was not fully stocked.	Laundry				
2)	2 Exhaust Need	"				
3)	wires need to be Pack.	"				
4)	3 fan needed in wall fan	"				
5)	Earthing Required	"				
6)	Tiles Need to be repair	"				
7)	Switch Board (switch	"				
8)	needs to be repaired	"				
9)	Dustbin needed of all type	"				
	Switch Need Cover plate	"				

Name of Auditor -

Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 7/7/23		Time:		Location: 5th Floor.			
Person				Source of Observation: On site visit			
S.No	Observations	Location	Responsible	CAPA	Remarks	Date of closure	
	Washroom flush broken, in	Psy Ward	5th floor				
5	BEW Box Not Working, Not adapted in present broken (2) Bew box	Skin Ward					
		5th Ward					
6	Hand washing Board Not available in ward	Psychiatric Ward					
7	Hand Hygiene of 7 step. Board Not available.	TB Chest					
		Male 3rd W.					

8. Scanning cover Not Available. —||—

Name of Auditor  
Signature

Date-





## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

### FACILITY INSPECTION REPORT

Audit Date/Period :- 19/5/23		Time:		Location: OT (2nd Floor)		
Person				Source of Observation: On site visit		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Ortho OT - light Surgical, damaged	Ortho OT.	Bio medical.	Informed to Chairman Set.		
2.	Hand Hygiene Board (scrub)	not in OT				
3.	C-ARM Machine Rusted	Ortho main OT (7 no.)				
4.	Cyber not working	OT.				
5.	C-ARM - Not work	OT-ortho.				

Name of Auditor -  
Signature

Date-

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Issue : 01/10/2020

IMC/FIC/83/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 20/7/23.		Time:	Location: 2 <sup>nd</sup> floor			
Person Shanti						Source of Observation: On site visit
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
01	Telephone not working	ortho (17m)	unit Incharge	Informed to Mr. Omprakash		
02	Pulsometer not working	Ortho (17m)	unit Incharge	-		
03	Thermometer not working	Ortho (17m)	unit Incharge			
04	Glucometer not working	Ortho (17m)	unit incharge			
05	Suction	ortho (17m)	unit incharge			
	Machine not available					
06	Thermometer not working,	ortho (16f)	unit incharge	Not Informed to unit		
07	B.P (instrument) not working	ortho 16f	unit incharge			

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 20/4/23		Time:		Location: Surgery Ward		
Person: Dr. Devi			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Castor + calf strap of wheel chair	Ward no. 24				
2.	Geysel-not working	Ward no. 24				
3.	BMW Poster in English	Ward no. 25				
4.	Glucometer - Not working	S. Ward - 24				
5.	Glucometer - Not available	S. Ward - 22				

Name of Auditor - Dr. Devi  
Signature *Am*

Date-

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Issue : 01/10/2020

IMC/FIC/83/REV:00





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 20/7/2023

Time:

Location: MICU - Ground Floor

Person Dr. Devi Shahi

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Broken Air Mattress / Popped	MICU				
2.	Fridge thermometer not available	MICU				
3.	Crash Cart is not found to be sealed.	MICU				
4.	Requirement of portable Suction Machine	MICU				
5.	CSSD Drum box - rusted	MICU				

Name of Auditor -  
Signature

Date-

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 20/7/2023		Time:		Location: 5th Floor		
Person: Dr. Devi			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Stethoscope - Not working	ENT Female Ward.				
2.	Hand Hygiene board not available in 5th Floor	ENT Male Ward 5th floor				
3.	Washroom flush is Broken.	Psychiatric Ward.				
4.	Hand Hygiene Board - not available	Psychiatric Ward - 5th floor				
5.		§ TB Chest Male Ward.				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 20/7/23		Time:	Location: Ground Floor			
Person: Dr. Devi Bhatti					Source of Observation: On site visit	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Blue colour bins are without lids in Casualty	Casualty				
2.	Required large size colour bins.	Casualty				
3.	Cubicle Curtains required in Emergency ward for partition.	Casualty.				
4.	Tejage form not filled on same day.	Casualty.				

Name of Auditor -  
Signature

Date-

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 21/4/23		Time:		Location: Medicine Ward		
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Sphygmomanometer	Ward no-30/M	B/o-Medical	Informed to		
2.	Nebulizer Machine	§ 32 Medicine	Engineer	B/o-Medical		
3.	Weight Machine	Medicine	"	Engineer		
4.	Pulse oximeter	Medicine	"			
	In not working condition.		"			
5.	Regulated Weight Machine	Medicine department	Abhishek Bhadaraya			

Name of Auditor - Dr. Devi  
Signature

Date-

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## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

### FACILITY INSPECTION REPORT

Audit Date/Period :- 18 May/23      Time:      Location: 5th floor

Person:      Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
9.	Bed no. 14.	ward no. 38	NR. Deepak			
	(Mattress - Required)	OP thalno. 09.	NR. Deepak			
10.	Airubak -	"	NR. Deepak			
	damaged -					
11. →	Seven Hand Hygiene	In 11,	Mr. Manoj			
	Flex	ward no 38				
12. →	Drum-box (CSSD)	"				
	Damaged, Rusted	"				
18. →	BMW poster	ward no - 38	"			
14. →	fan - with one	39 -	"			
	pane.	"	"			

Name of Auditor - 15. → Pooja  
 Signature Dr. Manoj N. W

Date-



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

### FACILITY INSPECTION REPORT

Audit Date/Period :- 18/5/23		Time:		Location: 4th Floor		
Person				Source of Observation: On site visit		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Wash base	Ward no - 30 Medicine	Mr. Kishan			
2.	Mattress - Bed no 34 1, 30.	Ward - 34 Medicine	Mr. Kishan			
3.	Ceiling - Roof	Ward no. 34 Medicine	Mr. Kishan.			

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :- 17/07/23.		Time:		Location: 15 <sup>th</sup> floor.		
Person				Source of Observation: On site visit		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1	Phenyl Quality was NOT Good For cleaning	2 <sup>th</sup> Floor. Medicine dept.				
2.	Dressing tray, table Not cleaned	MMW 30				
3.	Pu'se. Oximeter Not Working BP instead, Cuelcometa,	MMW 33. 4 <sup>th</sup> floor.				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024

Time: 9:32

Location: TB N Chest 37

Person

Male

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	6 light is not working	ward 37	Ajmer shyam	Immediate inform to electrician to do the repair		
2)	4 Fan is not working	ward 37	Ajmer shyam	Immediate inform to electrician to do the repair.		
3)	4 Meds	ward 37	Mr Mani	Immediate inform to store manager		
4)	Doctor Duty Room Tap is not working	ward 37	Mr Mani	Immediate inform to store manager.	Mani 31/8/24	

Name of Auditor - Nikita Aswani  
Signature

*(Signature)*

Date-

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Issue : 01/01/2023

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

31 Aug 2024

Time: 9:49 AM.

Location:

Skin

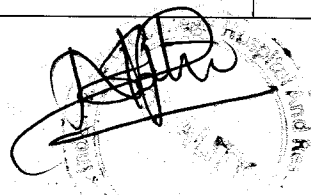
Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	3 light is Not working	ward	Ajgen shyam	Immediate		
2	6 Fan is Not "	ward	Ajgen shyam	In Form to		
3)	O <sub>2</sub> is dirty jar found in skin dept	ward		Electrician to do the Repair'	Audit 31/8/24	

Name of Auditor -  
Signature

Ajika Aswari  
A Aswari



Date-

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024		Time: 10:41 AM	Location: ENT ward 41			
Person						Source of Observation: On site visit
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	5 fan is not working	ward 41	Ajman shyam	Immediate Inform to		
2)	Humidifier undirty dryness of water	ward 41	.	Electrician to do the	<del>Done</del> 31/6/24	
3)	3 light is not working.	ward 41	Ajman shyam.	repair		

Name of Auditor -  
Signature

Nikita Aswani  
Aswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- *31 Aug 2021* Time: *10:05 Am* Location: *Cyn. Ward.*

Person \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure

Name of Auditor - *Xiketa Aswari*  
Signature *[Signature]*

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024.		Time: 10:10 AM	Location: Ophthal. ward No 38			
Person: Nikita Aswani		39			Source of Observation: On site visit	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Martens is damaged (15) need	Ward 38 and 39	Mr Mani	Inform to Mr Mani Mani to make it available	Mani	
2)	5 IV Repairs	Ward 39	Mr Mani	Inform to Mr Mani to make it repair.		
3)	Screen wheel chair is broken	Ward 39	Mr Mani	Inform to Mr Mani Mani store manager		

Name of Auditor - Nikita Aswani  
 Signature *(N Aswani)*

Date- 31 Aug 2024.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

31 Aug 2024

Time: 10:08 AM

Location: Ward 17 Ctr.

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Telephone is NOT working	Ward 17	Rajesh, Anni Bhaiya	Inform to Rajesh to correct it		
2)	2 fan is NOT working	Ward 17	Ajayan shyam	Inform to electrician to correct it		
3)	Doctor Duty Room light is NOT working	Ward 17	Mr Ajayan shyam	Inform to electrician to correct it		
4)	Staff Washroom and Basin need to be fixed	Ward 17	Mr Ajayan shyam	Inform to electrician to correct it		

Name of Auditor - Alikita Aswari

Signature

*A Aswari*

Date-

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Issue : 01/01/2023

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <b>31 Aug 2024</b>		Time: <b>10:40 AM</b>	Location: <b>Ward 36 Female TB chest</b>			
Person					Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	7 Matsess is Damaged	ward 36	Mr Mani	Immediate Inform to <sup>Store</sup> Electrician.	<del>Mani</del>	
2)	9 Tublight is Damaged	ward 36	Ayan shyam	Immediate inform to electrician manager		
3)	4 Fan is NOT Working	ward 36	Ayan shyam	Immediate inform to electrician manager		
4)	AC is NOT Working	ward 36	<del>Mani</del> <sup>through</sup>	Immediate inform to <sup>Store</sup> Manager to do the repair		
5)	View Box is NOT Working	ward 36	BME	Immediate form to BME Dept to do the repair.		

Name of Auditor -

Signature

*Fan is not working Isolation Room*

Date-

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*Nikita Aswari @Aswari*



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 29/8/2024.      Time: 9:24 AM      Location: MICU.

Person: \_\_\_\_\_      Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	6 monitor		shyam			
2)	Infusion Pump 10		shyam			
3)	Air Meters (5)		Mani			
4)	Manual Suction machine		Engineer			
5)	Temperature probe		BME			
6)	Cardiac table (10)		Mani			
7)	X Meters (4)		Mani			
8)	Calibration not Done.		BME			
9)	It is not working. one is working and water is leaking.		Mani			

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <b>2/09/2024</b>		Time: <b>9:40 AM</b>	Location: <b>peda 14</b>			
Person					Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	RTI switch boards are not working	peda 14	Mr Ghan Shyam			
2)	fan is NOT working	peda 14	Mr Ghan Shyam			
3)						

Name of Auditor - **Nikita Aswani**  
 Signature

Date- **2/9/2024**





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

2/09/2024

Time: 9:30 AM

Location:

CIU

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	1 AC is Not working	CIU		<del>Enj 2/9/24</del>		
2)						

Name of Auditor -  
Signature

Nikita Aswani

Date-

2/9/2024



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

2/09/2024

Time: 9:48 AM

Location:

Special school

Person

S. No

Observations

Location

Responsible person

CAPA

Remarks

Date of closure

Source of Observation: On site visit

1) Water is not

coming in washroom

Special  
School

Supervisor

2) Light of washroom  
is not work.

Special  
School

Mr Ghan  
shyam

3) Demonstration Room  
fan is not working.

Special  
School

Mr Ghan  
shyam

4) Switch Board  
is not working

Special  
School

Mr Ghan  
shyam.

EW 2/9/24

Name of Auditor -

Nikita Aswani

Signature

*(N Aswani)*

Date-

2/9/2024.

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		2/09/2024		Time:	9:28 Am	Location:	Neurology Ward. 5	Source of Observation: On site visit	
Person									
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure			
1)	Switch Board is not working	Neurology ward		<i>[Signature]</i>					
2)	Monitor is not working (wire Damaged)	Neurology ward							
3)	Gas pipeline need to be painted	Neurology ward							

Name of Auditor - *Nikita Aswani*  
 Signature *[Signature]*

*[Signature]*  
 Date- 2/9/2024



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 2/9/2024 Time: 10:00 AM Location: Urology ward 6

Person \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Monitor is not working	urology ward 6				
2)	(BP N Temp) Charting is not working.)	urology ward 6.				

Name of Auditor - Nikita Aswani  
 Signature (NAswani)

(Signature)  
 Date- 2/9/2024



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 2/09/2024

Time: 10:48 AM

Location: ER.

Person

Source of Observation: On site visit

BSP  
L. NAME  
ATTN.

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Bed 1 Monitor is not working	ER	BME	/		
2)	Bed 3 saturation probe is not working.	ER	BME			
3)	BP instrument is not working. Cup is damaged.	ER	BME			
4)	Minor Red Dustbin	OT	MR Mani			
5)	Red Cap. Dustbin	ER	MR Mani			

Name of Auditor -  
Signature

*Nikita Aswani*  
*(N Aswani)*

*[Signature]*

Date- 2/9/2024



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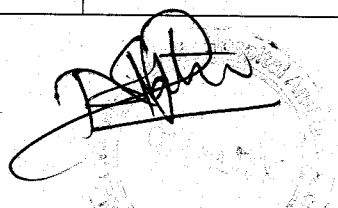
## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-	31 Aug 2024	Time: 11:05 AM	Location: Psy. Ward 24.
Person			
			Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	<sup>Tube</sup> 1 <sup>st</sup> light is not working	ward 44	Gagan shyam	Immediate Inform to Electrician to do the repair		
2)	↘					
3)						

Name of Auditor -  
Signature

Mikita Aswani  




Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024

Time: 10:30 AM

Location: Ward 27 Surgery

Person

S. No

Observations

Location

Responsible person

CAPA

Source of Observation: On site visit

Remarks

Date of closure

1) Fan is NOT working

Ward 27

Ayan shyam

Immediate Inform to electrician to do the repair

2) 4 Matres is Damaged.

ward 27

Mh Mani

Immediate Inform to electrician to do the repair

None

Name of Auditor -  
Signature

Nikita Aswari

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Issue : 01/01/2023

Date-

IMC/FIC/83/REV:00



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2021 Time: 10:50 AM Location: 40 ENT

Person \_\_\_\_\_ Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	3 Fan is not working	ward 40	Ajmer shyam	Immediate Inform to Electrician to do the repair		
2)						

Name of Auditor -  
Signature

Alikita Arora  
A Arora

Date-



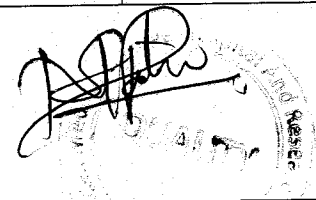


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## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2021		Time: 10:24Am.	Location: Ward 15 other			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	View Box is Not working	Ward 15	BME	InForm to BME depart to correct it		
2)	Telephone is not there.	ward 15	Rajesh Mhari Bhaiya	Informed to Rajesh to correct it		

Name of Auditor - Alikita Aswani  
Signature AAswani



Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-	31 Aug 2024	Time: 10:06 Am	Location: Ward 16 ORL.	
Person				Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Telephone is not working	Ward 16	Rajesh	Immediate inform to Mr Rajesh to do the repair.		
2)	fan is not working	ward 16	Ayan shyam	Immediate inform. to electrician to do the repair.		
3)	light is not working	ward 16.	"			

Name of Auditor -  
Signature

Date-

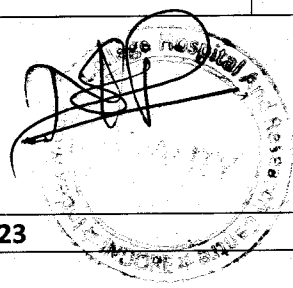


# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024		Time: 10:45 AM	Location: Surgery ward 21		Source of Observation: On site visit	
Person					Source of Observation: On site visit	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Switch Board was Damaged	Ward 21	Ajay shyam	Immediate inform. to electrician. to repair		
2)	Dustbin <sup>over</sup> cap was NOT there <del>of</del> 2 Bins. (Red and Yellow)	Ward 21	Mr Mari	Immediate Inform to Store Manager to make it available.	supervisor.	

Name of Auditor - Nikita Aswani  
Signature



Date-

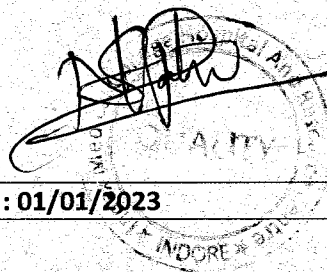


# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024		Time: 12:20 Am	Location: 33		Source of Observation: On site visit	
Person					Source of Observation: On site visit	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	2 Fan is Not working	ward 33	Gyan shyan	Immediate inform to electrician to do the repair		
2)						

Name of Auditor - Nikita Aswari  
Signature



Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024

Time: 10:50 AM

Location: Ward no 22

Person

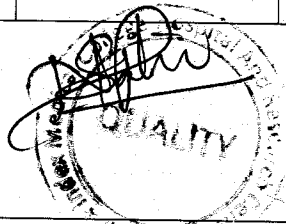
Surgery

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Telephone is not working	ward 22	Mr Rajesh	Immediate inform to Mr Rajesh to do the repair.		
2)						

Name of Auditor -  
Signature

alikota Aswani  
Aswani



Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024 Time: 11:45 AM Location: Medicine Ward 30, 32

Person: \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	<u>Stretcher Required (3)</u>	<u>ward 30</u>	<u>Mr Mani</u>	<u>Immediate Inform to</u>		
2)	<u>Corrosion.</u>	<u>ward 30</u>	<u>Mr Mani</u>	<u>Storage manager</u>	<u>to do the repair.</u>	
3)	<u>Mats (20)</u>	<u>ward (30+32)</u>	<u>Mr Mani</u>	<u>"</u>		
4)	<u>IV (20) Required.</u>	<u>(ward 30)</u>	<u>Mr Mani</u>	<u>"</u>		

Name of Auditor - Nikita Aswani  
 Signature (N Aswani)

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <b>31 Aug 2024</b>		Time: <b>9:05 AM</b>	Location: <b>Private Room. 5th Floor</b>			
Person					Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Wheelchair Required Belt	Private Room	Mr Mani	Immediate Inform to Storage Manager. to make it available	Now	
2)	Stretcher Belt	'	Mr Mani	Immediate Inform to Storage Manager		
3)	Stoper was not there Room 9	'	Mr Mani	Immediate Inform to Storage Manager.	Now	
4)	View Box is not working	"	BME	Immediate Inform to BME Head.		

Name of Auditor - **Nikita Aswani**  
 Signature **NAswani**



*[Handwritten Signature]*

Date- **31 Aug 2024.**

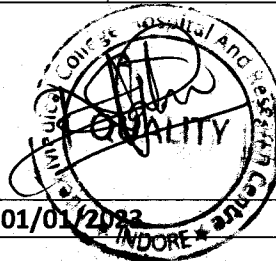


# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024.		Time: 11:22 PM	Location: Ward 18. Otho			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Fan is NOT working.	Ward 18	Ajmer shyam	Immediate inform to electrician to do the repair		
2)	1 light is NOT working	Ward 18	Ajmer shyam	"		
3)	19 in 2 fan is NOT working.	Ward 18	Ajmer shyam	"		
4)	View Box not working.	Ward 18.	BME.	Immediate inform to BME department to do the repair.		

Name of Auditor - Akita Aswani  
Signature AAswani



[Signature]  
Date-





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 4/7/2024 Time: 10:31 Location: Dialysis Unit

Person \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	CPR Board					
2)	5 moments.					
3)	3 steps of Handwashing					
4)	Blue dustbin					
5)	Free is not working.					

Name of Auditor -  
Signature

Nikita Aswani  
NAswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 4/07/2024		Time: 10:04	Location: PIU			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	2 A/c water leaking	PIU				
2)	1 A/c is not working	PIU				
3)	5 moments of Hand Hygiene					

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-	4/7/2024	Time: 10/45	Location: ER
Person			

Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	BP Instrument Mercurial and Digital is not working	BME				
2)	suction machine	BME				
3)	Telephone is working	Mani				
4)	3 Coulometer	pharmacy				
5)	8 moments. (1)	Mr Kelink				
6)	sop, Temp lead	BME	Multipara is Not working (Rms)			
7)	Temp					
8)	Pulse loss kuff					

Name of Auditor - PT. Rms  
 Signature \_\_\_\_\_

Date- \_\_\_\_\_



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 4/7/2024 Time: 10:30 Location: ETU

Person ETU Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	<del>MHW</del> BMW					
2)	XIS					
3)	Code Blue					
4)	5 Moments (1)					

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- Nephro ward. Time: 10:24 Location: Nephro.

Person \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	7 Hand washing					
2)	7 Moments of Hand Hygiene					
3)	Code Coding of gas pipeline					
4)	Telephone					
5)	Speaker need.					
6)						

Name of Auditor - Alikata Aswan  
Signature (Signature)

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-

4/07/2024

Time:

10:49

Location:

NIU.

Person

Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	2 warmer is not working	NIU	BME			
2)	gas pipeline is not colour coded.	NIU.				

Name of Auditor - Nikita Aswari

Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION REPORT

Audit Date/Period :- 13 Sep/2023		Time:	Location: 3rd floor			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Spillage kit - not maintained/incomplete	ward no. 22	Nursing Incharge 1 staff	Informed to nursing staff.		
2.	Seepage of ceiling	ward no. 23 -				
3.	flaking off of wall paint					

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION REPORT

Audit Date/Period :- 13 Sep/2023		Time:	Location: 3rd floor.			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Geyser not working	Ward no. 24	Supervisor	Informed to Supervisor		
2.	7 Steps of hand hygiene Board required	Ward no. 24	Facility Manager			
3.	Dirty Washbasin	Ward. no. 24	Supervisor	Informed to Supervisor		
4.	Liquid Soap not available	Ward no. 24.	Nursing Incharge	Informed to Nursing Staff.		
5.	damaged Mattresses	Ward no. 24.				

Name of Auditor -  
Signature

Date-





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION REPORT

Audit Date/Period :- 12/7/2029		Time:	Location:			
Person			Source of Observation: <b>On site visit</b>			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	In Ground Floor walkways are obstructed by the waste material	Ground Floor	Supervisor	Instructions given to the supervisor to clean the area.		

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 26/10/2023 Time: Location: 5th Floor.

Person Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Notice Board Required	Psychiatric ward.	Store Manager			
2.2	Torned Mattresses &	''	''			
3.	SPH1 kit not maintained	ENT ward	Nursing Discharge	Informed to nursing Discharge to index the item.		
4.	7 steps of hand hygiene Required	ENT ward	Nursing & Store Manager			
5.	Mattress Cover needs to be of one colour only.	ENT ward	Nursing & Store Manager			

Name of Auditor - Dr. Devi  
Signature *Dr. Devi*

Date- 26/10/2023



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 26/10/2023		Time:	Location: 5th Floor			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
⇒	Notice Board & BMW Board Required	OPthal ward	Store manager			
⇒	BP Apparatus Not working	Respiratory ward.	unit & charge RME			
⇒	Required Black dustbin lid.	OPthal ward	Store manager			
⇒	Oxygen cylinder Required	OPthal ward.	Facility manager			

Name of Auditor - Dr. Devi  
Signature *Dr. Devi*

Date- 26/10/2023



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

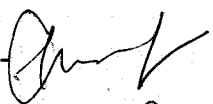


## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 27/10/2023      Time:      Location: Surgery

Person      Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
6.	Required Fridges.	Surgery	Facility Manager	Informed to Facility Manager and Instructions given to indent the item.		
7.	Oxygen Trolley Required.	ward Surgery ward.	& Unit Incharge			

Name of Auditor -   
 Signature - Dr. Devi Shahi

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 8/11/2023      Time:      Location: 2nd floor.

Person      Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	Damaged Mattress	Ward no. 19, 17	Supervisor & Facility Manager	1 → Informed to facility manager and supervisor Instruction given to staff not to use broken mattress.		
2.	Lighting not available in BMW room	Ward no. 19	"	2 → Informed to facility manager & supervisor to install the light and instructed to staff to keep BMW outside until the light install.		
3.	Seepage of ceiling in 2nd floor	2nd floor	"	3 → Informed to Facility Man. & Supervisor		
4.	Rusted - Bedside table	Ward no. 19	"	4 → Informed to Facility Man. & Supervisor. To change the table and IV stand,		
5.	Twisted IV stand	Ward no. 19	"	and switch of view box		
6.	Switch of view box Broken	Ward no. 15	"	Instruction given to staff not to use Rusted table & IV stand. and change the switch.		

Name of Auditor - Dr. Devi shahi  
Signature *[Signature]*

Date - *[Signature]*  
Abhishek Bhadaniya  
8/11/2023



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 3/11/2023 Time: \_\_\_\_\_ Location: Surgery - 27A Ward no. 27

Person \_\_\_\_\_ Source of Observation: **On site visit**

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	View box not working	Surgery				
2.						

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 3 Sept

Time: 10:10 AM

Location: Histopathology

Source of Observation: On site visit

Person

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Histopathology Exhaust fan.	Histopath	Ahyanshyam.			
2)						

Name of Auditor -  
Signature

Niketa Aswani  
*(Signature)*

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 3 sept		Time: 9:56 AM		Location: LAB.		Source of Observation: On site visit	
Person							
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
1	Micro Lab Switch <sup>Plate</sup> is not working is Damaged	Micro LAB.	Cihon Shyam.				
2)	Blood Rotator Machine (Hemat)	Hemat.	BANE				

Name of Auditor - Niketa Aswani  
Signature (NAswani)

Date- 3 sept





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <u>3 Aug 2024</u>		Time:	Location: <u>Block Bank</u>			
Person			Source of Observation: <u>On site visit</u>			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Ac is Not working	<u>Serology</u>	<u>Mr Mani</u>			
2)	Hot cooling					
3)	Ac is Not working	<u>Componed Area</u>	<u>Mr Mani</u>			
4)	Paint needed.		<u>Mr Mani</u>			
5)	Eye wash is Not working.					
6)	fan should be down.	<u>Serology</u>	<u>Mr Mani</u>			

Name of Auditor - Nikita Aswani  
Signature NAswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- <i>3 Sept 2024,</i>		Time:	Location: <i>OPD TB N Chest</i>			
Person			Source of Observation: <b>On site visit</b>			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
<i>1)</i>	<i>Term paper</i>					
<i>2)</i>	<i>gulo cometa</i>					
<i>3)</i>	<i>puela exmiter</i>					

Name of Auditor - *Nikita Aswani*  
Signature *NAswani*

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 27/6/2024 Time: 11:30 AM, Location: 2<sup>nd</sup> Floor

Person: Maintenance Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Seepage found in Demo Room	Ward 16.	Supervisor			
2)	Open wires found from hole.	ward 16	"			
3)	1 Fan not working	"	Supervisor			
4)	2 B Roller of Bed not working	"	Supervisor			
5)	tap was not there on Sink in all Wards.	"	Supervisor			

Name of Auditor -  
Signature

Nikita Aswani  
N Aswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 27/6/2024 Time: 11:35 AM Location: SICU

Person: Signages / Board. Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Mews Score Board	SICU				
2)	CPR Board	"				
3)	Code Blue Board	"				

Name of Auditor: Nikita Aswani  
 Signature: [Signature]

Date: [Signature]



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period: 27/6/2024 Time: 11:31 AM Location: 2nd floor  
Person: Requirement Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Blue Dustbin Cap Required.	ward 16.	Supervisor.			
2)	Cover needed for Stretcher Matrom.	ward 17	Supervisor			
3)	Stretcher Protective Belt Needed	ward 17	Supervisor			
4)	Red Dustbin cap Needed	ward 17	Supervisor			
5)	2 Railing Bed Required	ward 17	Supervisor			

Name of Auditor - Nikita Aswani  
Signature @Aswani

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 27/6/2024. Time: 11:33 AM Location: SICU

Person: Maintenance Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	10 Bed Railing Needed.	SICU	Supervisor			
2)	AC Not working.	"	Supervisor			
3)	3 No Bed Broken.	"	Supervisor			
4)	Seepage in wall need to be Repair.	"	Supervisor			
5)	Broken chair found	"	Supervisor			
6)	Cas pipe line need to be colour coded.	"	Supervisor			

Name of Auditor - Nikita Aswani  
 Signature Aswani

Date 27/6/2024



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:		Location:		
Person				Source of Observation: <b>On site visit</b>		
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
⇒	Bed pan - urinals - not cleaned on daily machine					
⇒	Dialysis <sup>out of</sup> 4 machine - 2 working					
⇒	AC - 1 not working					
⇒	Ecg machine - Ballroom not working - HDU					
⇒	Fridge - not available - in HDU					
✓	Spillage kit - not complete → HDU					
⇒	Nursing chart - not filled J NSCU					
⇒	Doctor initial - not filled					
⇒	Paediatric initial - PCCU					

⇒ BMW - Board - Hindi  
 Name of Auditor  
 Signature ⇒ Needle stick injury - Board } - HDU  
 ⇒ Hand washing - Board

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:		Location:	
Person				Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks
1.	Spillage kit	Paedia-12	Sangeeta (Nurse) S. Negi (Nurse)		
2.)	Pulse oximeter-	Not working.			
3.	View Box-etc				
3.	Electric board-	Not working.			
4.	Fire bucket	In first floor-			
5.	Am - Streptokinase	- open medicine from ICU - 30/4/2023 - found in fridge.			
6.	Insulin - injection	- Name of pt. not written - ICU.			
7.)	Medication-	not written in Capital letter - Kailash. 65 42979214 → details of pt not filled properly.			

Name of Auditor -  
Signature

Date-





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location: Lab			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	BMW Container required	Seology lab.				
2.	Calibration of fridge	Seology				
3.	Temperature monitor required	21 5				
4.	Temperature Monitor required	Haematology lab				
5.	Emergency Eyewash not present - foot pedal not present.	Haematology				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location:			
Person						Source of Observation: <b>On site visit</b>
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Central Monitoris Not Working	BME →				
2)	Grab Bars Whi Har	Mani →				
3)	Extention Board (4)	Chygan →				
4)	Stretcher needed 1 Protective Belt	Mani →				
5)	Wheelchair end stretcher	Mani				

Name of Auditor -  
Signature

Date-



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

### FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:		Location: <u>Pathology</u>		
Person					Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1	Cleaning not done Sample capsul not proper securi- cation	Haematology				
2	No use of BMCW	Biochemistry				
3	Control of blood not proper Securification	Biochemistry				

Name of Auditor -  
Signature

Date-

Rev-00

Issue : 01/10/2020

IMC/FIC/83/REV:00



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

### FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:		Location: <i>Radiology</i>		
Person			Source of Observation: <b>On site visit</b>			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1	Extinguishers Date expiry	Front of Radiology Centre	<del>16/12/22</del>			
2	Cleaning not available on floor, BMW not maintain	Radiology floor				
3	Patient chairs not available	Front of Radiology				

Name of Auditor -  
Signature

Date-



## INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

<b><u>FACILITY INSPECTION REPORT</u></b>						
Audit Date/Period :-		Time:		Location: <i>Radiology</i>		
Person					Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1.	<i>Fire Extinguisher expired.</i>	<i>Radiology.</i>				
2.	<i>Sitting for patient Required in front of USG Cabin</i>	<i>Radiology.</i>				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :-                      Time:                      Location: ICU

Person:                      Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Thin Mattress Broken.	MIU.	Broken			
2)	Portable suction	MIU	Need.			
3)	12 Bed electronic Beds	MIU	Required	8 Bed are there But Not properly working		
4)	Crash cart (1)	MIU	Need. ①	One crash cart is available		
5)	Temperature Meter	MIU.	* In available			
6)	Accomany For Multiparas	"	required.			
7)	Hanging Multipara with trolley	"	required.			
8)	Attendor Destrin	MIU	Not Mainted.			
9)	Dressing tray	MIU	Not Mainted.			

Patient Bed sore develop It was seen in some patient.

For accuracy

was kept as it as

Name of Auditor - After doing  
 Signature Box - Subbar

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:		Location: <i>Casualty</i>		Source of Observation: <b>On site visit</b>	
Person							
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure	
1)	Resuscitation plate was not there	<i>Casualty.</i>				<del>                    </del>	
2)	Fire Extinguisher	"	<i>Expire</i>				
3)	Medication tray	"					
4)	BMW not maintained				<i>(BMW) →</i>		
5)	Roller in ear bed.				<i>→ BMW - post</i>		
6.	Blue - Cap / Bed - Sno			<i>Colour - bin.</i>	<i>→ Hand Hygiene - post</i>		
7.	Small Jn						
8.	<u>First aid</u>	<i>- Casualty</i>		<i>(First aid) Emergency drugs. (not)</i>			

*Date of Inspection was not Done*

*box not.*

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location:			
Person						Source of Observation: <b>On site visit</b>
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	View Box is not working	BME. 22	BME			
2)	Yellow led not there	Supervisor 22	Supervisor			
3)	Prating Bed also	22				
4)	Hand of Hand Hygiene	22				
5)	Bed side					
6)	Ferride / male - Board up as room	Floor				
7)	Dustbin cap should not	ward 26	Mani			
2)	Red Dustbin cap not available	ward 25	supervisor			
3)	Board in Duty Doctor	-	-			

Name of Auditor - *And Nursing Staff was not there Treatment Demonstration Board*  
 Signature

Date-





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- Time: 11:05 Location: 3rd Floor

Person Source of Observation: On site visit

S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	One Bed railing of another side was not there in Bed no 28.	Ward 24.	Supervisor			
2)	Tap of Sink. is leaking in ward	Ward 24	Supervisor.			
3)	Board of BMW is Not above the Ductin	Ward 24	Incharge.			
4)	5 Bed For vulnerable Patient & Drop up Bed Needed in ward	"	Mr Mani (Supervisor)			
5)	Switch Board Plate should be there 287	"	Cyanthyam.			
6)	5 required IV stand.	"	Supervisor			
7)	suction Machine Pressure gauge should Be correct	"	BME			
8)	fan Condensor should Be change	"	Cyanthyam.			
9)	Stretcher should have protective Belt and	"	Supervisor.			

10) Railing Mosquito Net should be there " Mr Mani

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time: 11:10	Location:			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	Telephone should be repair	Ward 24.	Gyanshyam			
2)	Mr Matsen 2 quantity showed. Thee in	Ward 24	Mr Mani			
3)	Pediatric BP Instrument (cut)	Ward 24	Mr Mani			
4)	Refrigerator Required.	Ward 24	Mr Mani			
5)	Oxygen Humidifier and suction Jar	21				
6)	White and Black dustbin at	Ward 25				
7)	Stretcher in Ward 25 for patient Bleed and Railing					
8)						

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location:			
Person			Source of Observation: <b>On site visit</b>			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	BMW Board is NOT Attached.	Ward 23	Supervisor			
2)	Matress should be change Bed No. 18.	23	Mari			
3)	5 TV stand	"	Mari			
4)	Rolling Bed should be available	21	Mari			
5)	Roller should be there in 2 beds in	"	Mari			
6)	Suction jar and. Oxygen	"	"			
7)	Mews some Board abt from	"	"			
8)	Tiles should be repaired	"	"			
9)	Stools and Bed side Dustbin (270)	"	"			

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location:			
Person		Maintenance			Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
	<i>Broken</i>					
1)	Tiles should be repair	ward 23.				
2)	Ceiling should be repair	ward 23.				
3)	Roller of Bed should be repair	ward 23				
4)	Suction pressure gauge to be repair.	ward 24.				
5)	Telephone should be repair	ward 24				
6)	Tap of SMK is leaking in ward	ward 24.				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location:			
Person:		<i>Requirement</i>			Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	5 IV stand.	Ward 23				
2)	5 Railing Bed stand be available, "					
3)	Suction jar and oxygen jar	"				
4)	Stools and Bed Side Dustbin	"				
5)	Air Matron (2)	Ward 21				
6)	Pediatric BP Instrument (1)	Ward 24				
7)	Refrigerator. (1)	Ward 21				
8)	White and Black Dustbin	Ward 25				
9)	Mosquito Net	Ward 24				
10)	5 IV stand	Ward 24				

Name of Auditor -  
Signature

Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :-		Time:	Location: <i>3<sup>rd</sup> Floor surgery</i>			
Person		<i>Board / Sinages /</i>			Source of Observation: <b>On site visit</b>	
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
<i>1)</i>	<i>BMW Board Required (1)</i>	<i>ward 23</i>				
<i>2)</i>	<i>MEWS Score Board</i>	<i>ward 23</i>				
<i>3)</i>	<i>5 Moments of Hand Hygiene</i>	<i>ward 22</i>				
<i>4)</i>	<i>Duty Doctor, Nursing Staff, Demonstration, Treatment Room</i>	<i>ward 25</i>				
<i>5)</i>	<i>BMW Board Required (1)</i>	<i>ward 24</i>				

Name of Auditor -  
Signature

Date-

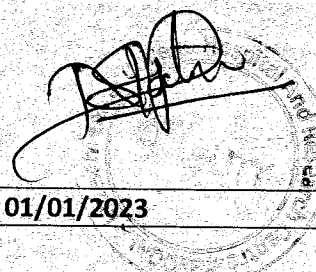


# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

## DAILY FACILITY INSPECTION REPORT

Audit Date/Period :- 31 Aug 2024		Time: 11:00 AM	Location: 36. surgery			
Person			Source of Observation: On site visit			
S. No	Observations	Location	Responsible person	CAPA	Remarks	Date of closure
1)	6 Fan is NOT working	Ward 36	Gyan shyam	Immediate Inform to electrician to do the repair		
2)	5 light is NOT working.	Ward 36	Gyan shyam	Immediate inform to electrician to do the repair		

Name of Auditor - Alkita Aswani  
Signature



Date-



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_ Date: 30/4/2024

Location / Department: ENTIRE HOSPITAL

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			
**If issues are recurring a corrective action must be opened.				

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?	✓			
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	<i>No.</i>			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?	✓			
Are all extinguishers securely mounted to the wall?	✓			Outside Medicine dept outside extinguisher was not mounted
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?	✓			
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes	✓			
Is there anything else that needs attention at this time?	No.			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?	✓			
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			Does Not operate opening and closing ladder freely
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	<input checked="" type="checkbox"/>			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	<input checked="" type="checkbox"/>			
Is the lift free of visible damage?	<input checked="" type="checkbox"/>			
Is there anything else relating to lift that needs attention at this time?	<i>No.</i>			

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?	<input checked="" type="checkbox"/>			<i>MSDS was not available</i>
Are all MSDS readily available for all employees?	<input checked="" type="checkbox"/>			
Are all liquids stored in the appropriate containers?	<input checked="" type="checkbox"/>			
Are all spill kits located in the correct area?	<input checked="" type="checkbox"/>			<i>Spill kit was not available.</i>
Are all spill kits fully stocked with the needed equipment?	<input checked="" type="checkbox"/>			
All chemicals stored only in HAZMAT cupboard	<input checked="" type="checkbox"/>			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"	<input checked="" type="checkbox"/>			
Materials are not stored in the cardboard cartons anywhere	<input checked="" type="checkbox"/>			
PPE available (Major & Minor)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours			N/A	
Is there anything else relating to hazardous materials that needs attention at this time?				
HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?				
Are all walkways are free of other items that could cause a tripping hazard?				
Are all floors free of liquids to avoid trips and falls?				
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?				
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?				
NO containers leaking?				
All containers clearly labeled?				
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?				
Tools are safely secured and stored when not in use?				



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?			N/A	

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information				
Work areas, storerooms, and corridors free from clutter or obstruction				
Adequate space & lighting to work is available?				
False ceiling is in good condition, without seepage/ fungus / broken tiles				
Shafts & Electrical panel doors are locked				
All taps & showers & toilet systems are functional				
All drains & plumbing fixtures are in good working condition				
Sinks are clean (especially around fittings)				
No storage found below the sinks				
No Safety concerns				
Nil broken , chipped or missing tiles				
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.				
Daily maintenance/checking of vital critical equipment process and document available				
Organization has provisions for safe				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems			
A separate sink dedicated for hand washing is available in the kitchen.			
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded			
Radiation safety devices are periodically tested and results are documented			
Are there any other Maintenance and BME issues that need to be addressed?			

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?				
No extension cords used for a permanent operation?				
Are all plugs and cords in good condition?				
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?				
Do all electrical panels have a surrounding space of 3 feet clear?				
Are all electrical circuit breakers identified?				
Are there any other electrical issues that need attention at this time?				

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?				



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	Yes		
Are there any other security issues to be addressed?			

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?				
Is fluid drain from the air compressor captured?				
Are all belt guards in place?				
Is the pressure gauge in working order?				
Is the operating pressure within manufacturer's specifications?				
Is the safety valve in working order?				
Are there any leaks in the lines?				

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system				
Admission & discharge criteria (scope of services)				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities					
Incident reporting					
Quality Indicators pertaining to their area					
BLS / ACLS					
Radiation safety ( TLD Badges / Lead Aprons)					
Patient Rights & Responsibilities					
Hospital Policies & Manuals					
Codes & Drills					
Regular training module for skill development of staff is available & staff are aware					
Staff are aware of data collection method for dashboard and for clinical outcomes					
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)					
Imaging personnel are provided with appropriate radiation safety devices					
Occupational hazards and safety concerns					
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented					
Induction & orientation system					
Are there any other employee safety issues that need to be addressed?					



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers ( <i>ask and observe/especially new born are identified with 2 identifiers and a band</i> )				
Staff aware of "Read Back" & "Critical Report" policies ( <i>ask any two nurses and doctors</i> )				
High Alert Medications not stored in patient care areas - <i>High alert sticker pasted, double signatures on administration, Narcotics stored under double lock &amp; register updated, heparin stored with high alert sticker) - (ask 1 nurse &amp; 1 pharmacist nurses for protocol)</i>				
PAC for a surgical case is being completed a day before the surgery				
Time Out is done and documented with site marking				
Surgical Safety checklist available				
Pre & Post OP documentation completed				
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)				
Awareness of vulnerable patients who are at a risk for fall				
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed ( <i>side rail raised/ educated</i> )				
Patient feedback, suggestion and complaint addressing system available				





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained					
Each and every medical record is identified with a patient identification number					
Patient rights & responsibilities are displayed					
Hospital scope of services and those out of scope are being displayed and visible					
Verification and/or validation of imaging methods are available					
PNDT signage, Radiation safety sign ages are available					
Is there anything else relating to patient safety that need to be addressed?					

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled				
On Flow Medications & Fluids labeled				
No refill syringes found				
Imprest stock Medications - LASA/High risk stored separately				
Refrigerator temperature monitored daily				
Pain intervention done (ask for the protocol)				
Crash cart is found to be sealed - checklist available				
Defib checked & updated & working				
Discharge medications are checked, labeled and separated				
Allergies documented				
Medications in drug chart documented by the doctor in Capitals				



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date & time , dose, route, frequency					
Medications stopped are struck by a line & STOP, date, time & sign documented					
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign					
Narcotics administered are monitored & documented according to the protocol with two witnesses					
7 steps of Hand washing & 5 moments of hand hygiene followed					
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)					
Adequate hand wash sinks, soap solution are available					
Hand Sanitizer near each bed side is found to be labeled with the open & discard date					
Clean and dirty items are separated					
No expired CSSD (Autoclaved / ETO sterilized ) packs found					
Water in humidifiers is changed daily - check					
Cleanliness of ECG machine bulbs checked					
Barrier nursing for all MRSA/infected cases is being followed					
Linen on patient bed is changed as and when found soiled					
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask-one HK staff)					



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately(ask one HK staff)				
Laryngoscope blades are cleaned and sent for sterilization after each use				
Syringes used for feeding are not being reused				
IV cannulas are found with patient details and date of insertion (ask protocol)				
Catheter & Central lines inserted are dated and found with patient details				
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles				
All patient feeds are found to be labeled with date & time of preparation & discard				
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet				
Instruments stored in codex as per protocol ( <i>OT, Endoscopy, ENT - wherever applicable</i> )				
Cleaning Protocols are available for all equipments				
Laminar flow checked & records maintained				
Microbiological check for RO water done & records available				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available					
Disinfection of equipments done after each procedure					
Periodic cleaning of AC ducting and filters is documented & available					
Periodic cleaning & change of HEPA filters is documented and available					
Schedule of cleaning is followed as per norm and documented					
Environment surveillance report of various areas are done as per the norms and documented especially OT					
Vaccination is done for all concerned staff and all records are well available					
Clean and Dirty linen segregation process is properly is maintained					
PPE is available at the point of collection of dirty linen					
Appropriate antibiotic started prior to blood culture and is recorded					
Biomedical waste is segregated according to the state Pollution Control Board					
Staff aware of the color coding of waste segregation					
All Color bins are with lids & correct bags					



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition				
Waste Collection is done by HK wearing PPE				
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.				
Staff aware of needle stick injury protocol				
Biomedical waste is segregated according to the state Pollution Control Board				
Staff aware of the color coding of waste segregation				
All Color bins are with lids & correct bags				
Is there anything else relating to infection control that need to be addressed?				

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.			N/A	
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign ( <i>within 24 hours</i> )				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature				
Nurse progress notes with care plan & care given documented time wise with relevant information				
Pain scores filled by the doctor as well as the nurse				
Consents taken ( <i>intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV</i> )				
Patient family education completed - at least one note per day by all disciplines				
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment				
Non drug orders documented with clear instructions dated timed & signed				
Doctors and Nursing handover after each shift -check				
Transfer out forms with all the columns documented by the doctor and nurse				
All Blood transfusions are monitored as per the protocol and documented				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person				
Documentation of care provided to the OPD patient is available in the standard format.				
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff				
Is there anything else relating to doctors and nursing staff that need to be addressed?				

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

26/2/2024

Location / Department : \_\_\_\_\_ ENTIRE HOSPITAL \_\_\_\_\_

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			
**If issues are recurring a corrective action must be opened.				

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?	✓			
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	No.			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?	✓			
Are all extinguishers securely mounted to the wall?	✓			
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?		✓		All seals are Not tampered. in Place.
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?	✓			
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			Emergency fire floor plan Not locked.
Floor plans are up to date and are available with all the escape routes	✓			
Is there anything else that needs attention at this time?	No.			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?	✓			
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	<input checked="" type="checkbox"/>			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	<input checked="" type="checkbox"/>			
Is the lift free of visible damage?	<input checked="" type="checkbox"/>			
Is there anything else relating to lift that needs attention at this time?		<i>No</i>		

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?	<input checked="" type="checkbox"/>			
Are all MSDS readily available for all employees?	<input checked="" type="checkbox"/>			
Are all liquids stored in the appropriate containers?	<input checked="" type="checkbox"/>			
Are all spill kits located in the correct area?	<input checked="" type="checkbox"/>			
Are all spill kits fully stocked with the needed equipment?	<input checked="" type="checkbox"/>			<i>Five spill kits fully stocked with equipments.</i>
All chemicals stored only in HAZMAT cupboard	<input checked="" type="checkbox"/>			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"	<input checked="" type="checkbox"/>			
Materials are not stored in the cardboard cartons anywhere	<input checked="" type="checkbox"/>			
PPE available (Major & Minor)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours	✓			
Is there anything else relating to hazardous materials that needs attention at this time?		No.		

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?	✓			
Are all walkways are free of other items that could cause a tripping hazard?	✓			
Are all floors free of liquids to avoid trips and falls?	✓			
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	✓			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	✓			
NO containers leaking?	✓			
All containers clearly labeled?	✓			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?	✓			
Tools are safely secured and stored when not in use?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST I

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?				<i>no.</i>

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information	✓			
Work areas, storerooms, and corridors free from clutter or obstruction	✓			
Adequate space & lighting to work is available?	✓			
False ceiling is in good condition, without seepage/ fungus / broken tiles	✓			
Shafts & Electrical panel doors are locked	✓			
All taps & showers & toilet systems are functional	✓			
All drains & plumbing fixtures are in good working condition	✓			
Sinks are clean (especially around fittings)	✓			<i>Sinks - One<sup>mt</sup> cleaned.</i>
No storage found below the sinks	✓			
No Safety concerns	✓			<i>Safety device should be there</i>
Nil broken, chipped or missing tiles	✓			
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	✓			
Daily maintenance/checking of vital critical equipment process and document available	✓			
Organization has provisions for safe	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓	✓			Organization should have safe provision for electricity, Medical room
A separate sink dedicated for hand washing is available in the kitchen.	✓	✓			A separate sink is not available in kitchen
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓				
Radiation safety devices are periodically tested and results are documented	✓				
Are there any other Maintenance and BME issues that need to be addressed?	No.				

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?		✓		No extension cords used for permanent operation.
Are all plugs and cords in good condition?	✓			
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?	No.			

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	<input checked="" type="checkbox"/>		
Are there any other security issues to be addressed?	No!		

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	<input checked="" type="checkbox"/>			
Is fluid drain from the air compressor captured?	<input checked="" type="checkbox"/>			
Are all belt guards in place?	<input checked="" type="checkbox"/>			
Is the pressure gauge in working order?	<input checked="" type="checkbox"/>			
Is the operating pressure within manufacturer's specifications?	<input checked="" type="checkbox"/>			
Is the safety valve in working order?		<input checked="" type="checkbox"/>		Safety valve is Broken and not in working condition
Are there any leaks in the lines?	<input checked="" type="checkbox"/>			

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	<input checked="" type="checkbox"/>			
Admission & discharge criteria (scope of services)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓			
Incident reporting	✓			
Quality Indicators pertaining to their area	✓			
BLS / ACLS		✓		Staff were Not trained of BLS / ACLS training
Radiation safety ( TLD Badges / Lead Aprons)	✓			
Patient Rights & Responsibilities	✓			
Hospital Policies & Manuals	✓			
Codes & Drills	✓			Training Need to given
Regular training module for skill development of staff is available & staff are aware	✓			
Staff are aware of data collection method for dashboard and for clinical outcomes	✓			
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)		✓		Staff are Not aware of Grievance Committee & Sexual Redressal system.
Imaging personnel are provided with appropriate radiation safety devices	✓			
Occupational hazards and safety concerns	✓			
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented	✓			
Induction & orientation system	✓			
Are there any other employee safety issues that need to be addressed?			No.	

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers (ask and observe) especially new born are identified with 2 identifiers and a band	✓			
Staff aware of "Read Back" & "Critical Report" policies (ask any two nurses and doctors)	✓			Staff were Not aware OF Read Back and Critical Report
High Alert Medications not stored in patient care areas - High alert sticker pasted, double signatures on administration, Narcotics stored under double lock & register updated, heparin stored with high alert sticker) - (ask 1 nurse & 1 pharmacist nurses for protocol)	✓			
PAC for a surgical case is being completed a day before the surgery	✓			
Time Out is done and documented with site marking	✓			Time out is Not Mentioned.
Surgical Safety checklist available	✓			
Pre & Post OP documentation completed	✓			
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			Staff were instructed to follow 5 moments of 7 Steps of Hand washing.
Awareness of vulnerable patients who are at a risk for fall	✓			
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed (side rail raised/ educated)	✓			
Patient feedback, suggestion and complaint addressing system available	✓			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓			
Each and every medical record is identified with a patient identification number	✓			
Patient rights & responsibilities are displayed	✓			
Hospital scope of services and those out of scope are being displayed and visible	✓			
Verification and/or validation of imaging methods are available	✓			
PNDT signage, Radiation safety sign ages are available	✓			PNDT signage was not in Good condition.
Is there anything else relating to patient safety that need to be addressed?		No.		

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓			
On Flow Medications & Fluids labeled		✓		Medication fluids were not labeled
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily		✓		Refrigerator temp checklist was not available
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed - checklist available	✓			
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated		✓		Discharge medication are not labeled.
Allergies documented	✓			
Medications in drug chart documented by the doctor in Capitals	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date & time , dose, route, frequency	✓			
Medications stopped are struck by a line & STOP, date, time & sign documented	✓			
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓			
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓			Narcotics administered are Not labeled. And documented.
7 steps of Hand washing & 5 moments of hand hygiene followed	✓			
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓			
Adequate hand wash sinks, soap solution are available	✓			
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓			
Clean and dirty items are separated	✓			
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓			
Water in humidifiers is changed daily - check	✓			
Cleanliness of ECG machine bulbs checked	✓			
Barrier nursing for all MRSA/infected cases is being followed	✓			
Linen on patient bed is changed as and when found soiled	✓			Linen on Patient Bed is change when very dirty.
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately( ask one HK staff)	✓			
Laryngoscope blades are cleaned and sent for sterilization after each use	✓			
Syringes used for feeding are not being reused	✓			
IV cannulas are found with patient details and date of insertion (ask protocol)	✓			
Catheter & Central lines inserted are dated and found with patient details	✓			
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓			Staff was not aware of VAP, CLBSI.
All patient feeds are found to be labeled with date & time of preparation & discard	✓			
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓			
Instruments stored in codex as per protocol ( OT, Endoscopy, ENT - wherever applicable)	✓			Instrument Stored in Codex as per protocol
Cleaning Protocols are available for all equipments	✓			
Laminar flow checked & records maintained	✓			
Microbiological check for RO water done & records available	✓			Microbiological Check for RO Water Done and records Not Document.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓		
Disinfection of equipments done after each procedure	✓		
Periodic cleaning of AC ducting and filters is documented & available	✓		
Periodic cleaning & change of HEPA filters is documented and available	✓		
Schedule of cleaning is followed as per norm and documented	✓		
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓		Environment Surveillance report of various areas are done as per the norms and documented especially OT
Vaccination is done for all concerned staff and all records are well available	✓		
Clean and Dirty linen segregation process is properly maintained	✓		
PPE is available at the point of collection of dirty linen	✓		
Appropriate antibiotic started prior to blood culture and is recorded	✓		
Biomedical waste is segregated according to the state Pollution Control Board	✓		Biomedical waste is segregated as per the norms and documented.
Staff aware of the color coding of waste segregation	✓		
All Color bins are with lids & correct bags	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓			
Waste Collection is done by HK wearing PPE	✓			
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	✓			
Staff aware of needle stick injury protocol	✓			
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			
All Color bins are with lids & correct bags	✓			
Is there anything else relating to infection control that need to be addressed?			no.	

DOCTOR's & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign (within 24 hours)		✓		History and Physicals were not mentioned and completed within 24 hrs.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓			
Nurse progress notes with care plan & care given documented time wise with relevant information	✓			Nurse progress notes with <sup>NA</sup> Care plan & Care given documented
Pain scores filled by the doctor as well as the nurse	✓			
Consents taken (intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV)	✓			
Patient family education completed - at least one note per day by all disciplines	✓			
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓			
Non drug orders documented with clear instructions dated timed & signed	✓			Non drug orders documented with clear instructions dated time But not signed.
Doctors and Nursing handover after each shift -check	✓			
Transfer out forms with all the columns documented by the doctor and nurse	✓			
All Blood transfusions are monitored as per the protocol and documented	✓			All Blood transfusions are monitored <del>not</del> as per protocol.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓			the Diagnosis of a Patient is specified in each file/ But Notifiable is Not informed.
Documentation of care provided to the OPD patient is available in the standard format.	✓			
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓			
Is there anything else relating to doctors and nursing staff that need to be addressed?	No.			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Date: 28/11/2024

Location / Department : ENTIRE HOSPITAL

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			

\*\*If issues are recurring a corrective action must be opened.

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?	✓	✓		First Aid Box was Not fully stocked in N/A
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓	✓		Sign was damaged outside of O/Bs ward
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	No.			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?		✓		In Radiology dept Extinguisher was not wall mounted.
Are all extinguishers securely mounted to the wall?	✓			
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?		✓		Extinguishers free of damage corrosion, was present outside ER.
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes	✓			
Is there anything else that needs attention at this time?	No.			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?		✓		was not Eyewash free of dust, and debris in pathology
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	<input checked="" type="checkbox"/>			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	<input checked="" type="checkbox"/>			
Is the lift free of visible damage?	<input checked="" type="checkbox"/>			
Is there anything else relating to lift that needs attention at this time?	<i>No</i>			

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?		<input checked="" type="checkbox"/>		<i>MSDS was not available LABOR ROOM</i>
Are all MSDS readily available for all employees?	<input checked="" type="checkbox"/>			
Are all liquids stored in the appropriate containers?	<input checked="" type="checkbox"/>			
Are all spill kits located in the correct area?		<input checked="" type="checkbox"/>		<i>Spill kit was Not located in OPDs.</i>
Are all spill kits fully stocked with the needed equipment?	<input checked="" type="checkbox"/>			
All chemicals stored only in HAZMAT cupboard	<input checked="" type="checkbox"/>			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"		<input checked="" type="checkbox"/>		<i>Date of opening and Date of Discard was not there in OBSWARD</i>
Materials are not stored in the cardboard cartons anywhere	<input checked="" type="checkbox"/>			
PPE available (Major & Minor)	<input checked="" type="checkbox"/>			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK- Diluted products are discarded after 24 hours	✓			
Is there anything else relating to hazardous materials that needs attention at this time?	✓			

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?	✓			
Are all walkways are free of other items that could cause a tripping hazard?	✓			
Are all floors free of liquids to avoid trips and falls?	✓			
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	✓			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	✓			
NO containers leaking?	✓			
All containers clearly labeled?	✓			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?	✓			
Tools are safely secured and stored when not in use?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?				No.

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information		✓		PM check of Radiology Dept was not Done
Work areas, storerooms, and corridors free from clutter or obstruction	✓			
Adequate space & lighting to work is available?		✓		Adequate light was not There in Blood Bank
False ceiling is in good condition, without seepage/ fungus / broken tiles	✓			
Shafts & Electrical panel doors are locked	✓			
All taps & showers & toilet systems are functional	✓			
All drains & plumbing fixtures are in good working condition	✓			
Sinks are clean (especially around fittings)	✓			
No storage found below the sinks				
No Safety concerns				
Nil broken, chipped or missing tiles		✓		Missing tiles found in ER
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	✓			
Daily maintenance/checking of vital critical equipment process and document available	✓			
Organization has provisions for safe	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓			
A separate sink dedicated for hand washing is available in the kitchen.	✓			
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓			<i>Calibration of Weighing Machine, BP Apparatus. Temp Record was not available.</i>
Radiation safety devices are periodically tested and results are documented	✓			
Are there any other Maintenance and BME issues that need to be addressed?			<i>No.</i>	

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?	✓			
Are all plugs and cords in good condition?	✓			
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?				<i>No</i>

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	Yes <input checked="" type="checkbox"/>		
Are there any other security issues to be addressed?	No <input type="checkbox"/>	No.	

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	<input checked="" type="checkbox"/>			
Is fluid drain from the air compressor captured?	<input checked="" type="checkbox"/>			
Are all belt guards in place?	<input checked="" type="checkbox"/>			
Is the pressure gauge in working order?	<input checked="" type="checkbox"/>			
Is the operating pressure within manufacturer's specifications?	<input checked="" type="checkbox"/>			
Is the safety valve in working order?	<input checked="" type="checkbox"/>			
Are there any leaks in the lines?	<input checked="" type="checkbox"/>			

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	<input checked="" type="checkbox"/>			
Admission & discharge criteria (scope of services)	<input checked="" type="checkbox"/>			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓	
Incident reporting	✓	
Quality Indicators pertaining to their area	✓	
BLS / ACLS	✓	
Radiation safety ( TLD Badges / Lead Aprons)	✓	
Patient Rights & Responsibilities	✓	
Hospital Policies & Manuals	✓	
Codes & Drills	✓	Code was Not Accounced Properly
Regular training module for skill development of staff is available & staff are aware	✓	
Staff are aware of data collection method for dashboard and for clinical outcomes	✓	
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)	✓	Staff are Not aware OF ICC Committee
Imaging personnel are provided with appropriate radiation safety devices	✓	
Occupational hazards and safety concerns	✓	
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented	✓	
Induction & orientation system	✓	
Are there any other employee safety issues that need to be addressed?	No	



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers (ask and observe) especially new born are identified with 2 identifiers and a band	✓			
Staff aware of "Read Back" & "Critical Report" policies (ask any two nurses and doctors)	✓			
High Alert Medications not stored in patient care areas - High alert sticker pasted, double signatures on administration, Narcotics stored under double lock & register updated, heparin stored with high alert sticker) - (ask 1 nurse & 1 pharmacist nurses for protocol)	✓			
PAC for a surgical case is being completed a day before the surgery		✓		PAC was not complete a day before
Time Out is done and documented with site marking	✓			
Surgical Safety checklist available	✓			
Pre & Post OP documentation completed	✓			
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			
Awareness of vulnerable patients who are at a risk for fall	✓			
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed (side rail raised/ educated)	✓			
Patient feedback, suggestion and complaint addressing system available	✓			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓	
Each and every medical record is identified with a patient identification number	✓	
Patient rights & responsibilities are displayed	✓	
Hospital scope of services and those out of scope are being displayed and visible	✓	
Verification and/or validation of imaging methods are available	✓	
PNDT signage, Radiation safety sign ages are available	✓	PNDT Signage, where not available in Radiology.
Is there anything else relating to patient safety that need to be addressed?	No.	

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓			
On Flow Medications & Fluids labeled		✓		fluids where not labelled.
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily		✓		Refrigerator temp monitored not available
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed - checklist available		✓		Crash Cart was not available in obs ward
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated	✓			
Allergies documented	✓			
Medications in drug chart documented by the doctor in Capitals		✓		Capitals mentioned not in P&S files.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date & time , dose, route, frequency	✓	
Medications stopped are struck by a line & STOP, date, time & sign documented	✓	
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓	
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓	
7 steps of Hand washing & 5 moments of hand hygiene followed	✓	7 steps of Hand washing & 5 moments was not known to NIU.
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓	
Adequate hand wash sinks, soap solution are available	✓	Soap was not available in OPDs.
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓	
Clean and dirty items are separated	✓	
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓	
Water in humidifiers is changed daily - check	✓	
Cleanliness of ECG machine bulbs checked	✓	
Barrier nursing for all MRSA/infected cases is being followed	✓	
Linen on patient bed is changed as and when found soiled	✓	
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓	



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately( ask one HK staff)	✓			
Laryngoscope blades are cleaned and sent for sterilization after each use	✓			
Syringes used for feeding are not being reused	✓			
IV cannulas are found with patient details and date of insertion (ask protocol)	✓			IV Cannulas are not found with date of insertions
Catheter & Central lines inserted are dated and found with patient details	✓			
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓			
All patient feeds are found to be labeled with date & time of preparation & discard	✓			
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓			Bed pan end urinal was not cleaned acc to protocol
Instruments stored in codex as per protocol ( OT, Endoscopy, ENT - wherever applicable)	✓			
Cleaning Protocols are available for all equipments	✓			
Laminar flow checked & records maintained	✓			
Microbiological check for RO water done & records available	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓		
Disinfection of equipments done after each procedure	✓		
Periodic cleaning of AC ducting and filters is documented & available	✓		Periodic cleaning of AC ducting filters is not documented
Periodic cleaning & change of HEPA filters is documented and available	✓		
Schedule of cleaning is followed as per norm and documented	✓		
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓		
Vaccination is done for all concerned staff and all records are well available	✓		Vaccination is not done for all staff and not available for all staff and not available for all staff
Clean and Dirty linen segregation process is properly is maintained	✓		
PPE is available at the point of collection of dirty linen	✓		
Appropriate antibiotic started prior to blood culture and is recorded	✓		
Biomedical waste is segregated according to the state Pollution Control Board	✓		BMW as Not Cleaned according to protocol.
Staff aware of the color coding of waste segregation	✓		
All Color bins are with lids & correct bags	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓			
Waste Collection is done by HK wearing PPE	✓			
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	✓			
Staff aware of needle stick injury protocol	✓			Staff Not aware of NSI of Labour Room
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			
All Color bins are with lids & correct bags	✓			
Is there anything else relating to infection control that need to be addressed?	No			

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			Initial Assessment not filled in ER Dept
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign (within 24 hours)		✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓	Daily progress was not off each shift with date and time in NICU
Nurse progress notes with care plan & care given documented time wise with relevant information	✓	
Pain scores filled by the doctor as well as the nurse	✓	Pain Score was not mentioned by nurse
Consents taken (intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV)	✓	
Patient family education completed - at least one note per day by all disciplines	✓	
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓	Nutritional Plan was not completed in OBs ward
Non drug orders documented with clear instructions dated timed & signed	✓	
Doctors and Nursing handover after each shift -check	✓	Nursing handover not documented. by Nurses
Transfer out forms with all the columns documented by the doctor and nurse	✓	
All Blood transfusions are monitored as per the protocol and documented	✓	



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓	Diagnosis not mentioned in patient files
Documentation of care provided to the OPD patient is available in the standard format.	✓	
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓	
Is there anything else relating to doctors and nursing staff that need to be addressed?	No	



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

09/7/2024

Location / Department : \_\_\_\_\_ ENTIRE HOSPITAL \_\_\_\_\_

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			
**If issues are recurring a corrective action must be opened.				

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?		✓		No in Obs would it was Not Stocked
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas				
Is there anything else relating to emergency preparedness that needs attention at this time?	No.			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?	✓			
Are all extinguishers securely mounted to the wall?	✓			
Are all extinguishers easily accessible and free of obstructions?		✓		<i>In some area Extinguishers are Not Placed like Normo.</i>
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?	✓			
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes	✓			
Is there anything else that needs attention at this time?	<i>No.</i>			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?	✓			
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	✓			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	✓			
Is the lift free of visible damage?	✓			
Is there anything else relating to lift that needs attention at this time?	No.			

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?		✓		No MSDS are not available in the facility
Are all MSDS readily available for all employees?		✓		No all MSDS ready Not available for employees.
Are all liquids stored in the appropriate containers?	✓			
Are all spill kits located in the correct area?		✓		No In some area Spillage kit is not available
Are all spill kits fully stocked with the needed equipment?		✓		
All chemicals stored only in HAZMAT cupboard	✓			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"		✓		Date of opening and Date of Discard is Not mentioned on all chemicals.
Materials are not stored in the cardboard cartons anywhere	✓			
PPE available (Major & Minor)	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours	✓			Some HK. Diluted Products are not discarded after 24 Hours.
Is there anything else relating to hazardous materials that needs attention at this time?	No.			

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?	✓			
Are all walkways are free of other items that could cause a tripping hazard?	✓			are Not
Are all floors free of liquids to avoid trips and falls?		✓		All Floors, free of liquids near Nephro ward OPD.
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	✓			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	✓			
NO containers leaking?	✓			
All containers clearly labeled?	✓			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?	✓			
Tools are safely secured and stored when not in use?		✓		Tools are Safety

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?		<input checked="" type="checkbox"/>		

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information	<input checked="" type="checkbox"/>			
Work areas, storerooms, and corridors free from clutter or obstruction		<input checked="" type="checkbox"/>		Work queues and storerooms and corridors are with obstruction.
Adequate space & lighting to work is available?	<input checked="" type="checkbox"/>			
False ceiling is in good condition, without seepage/ fungus / broken tiles	<input checked="" type="checkbox"/>			
Shafts & Electrical panel doors are locked	<input checked="" type="checkbox"/>			
All taps & showers & toilet systems are functional	<input checked="" type="checkbox"/>			
All drains & plumbing fixtures are in good working condition	<input checked="" type="checkbox"/>			
Sinks are clean (especially around fittings)	<input checked="" type="checkbox"/>			
No storage found below the sinks	<input checked="" type="checkbox"/>			
No Safety concerns	<input checked="" type="checkbox"/>			
Nil broken, chipped or missing tiles		<input checked="" type="checkbox"/>		
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	<input checked="" type="checkbox"/>			
Daily maintenance/checking of vital critical equipment process and document available	<input checked="" type="checkbox"/>			
Organization has provisions for safe	<input checked="" type="checkbox"/>			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓			
A separate sink dedicated for hand washing is available in the kitchen.	✓			
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓			
Radiation safety devices are periodically tested and results are documented	✓			
Are there any other Maintenance and BME issues that need to be addressed?		No.		

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?	✓			
Are all plugs and cords in good condition?		✓		
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?			No.	

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	Yes <input checked="" type="checkbox"/>		
Are there any other security issues to be addressed?	No <input checked="" type="checkbox"/>		

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	<input checked="" type="checkbox"/>			
Is fluid drain from the air compressor captured?	<input checked="" type="checkbox"/>			
Are all belt guards in place?		<input checked="" type="checkbox"/>		
Is the pressure gauge in working order?	<input checked="" type="checkbox"/>			
Is the operating pressure within manufacturer's specifications?	<input checked="" type="checkbox"/>			
Is the safety valve in working order?	<input checked="" type="checkbox"/>			
Are there any leaks in the lines?		<input checked="" type="checkbox"/>		

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	<input checked="" type="checkbox"/>			
Admission & discharge criteria (scope of services)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓			
Incident reporting	✓			
Quality Indicators pertaining to their area	✓			
BLS / ACLS		✓		
Radiation safety ( TLD Badges / Lead Aprons)	✓			
Patient Rights & Responsibilities	✓			
Hospital Policies & Manuals	✓			
Codes & Drills	✓			
Regular training module for skill development of staff is available & staff are aware	✓			
Staff are aware of data collection method for dashboard and for clinical outcomes	✓			
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)		✓		
Imaging personnel are provided with appropriate radiation safety devices	✓			
Occupational hazards and safety concerns	✓			
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented		✓		
Induction & orientation system	✓			
Are there any other employee safety issues that need to be addressed?	No			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers ( <i>ask and observe</i> ) especially new born are identified with 2 identifiers and a band		✓		
Staff aware of "Read Back" & "Critical Report" policies ( <i>ask any two nurses and doctors</i> )			✓	
High Alert Medications not stored in patient care areas - <i>High alert sticker pasted, double signatures on administration, Narcotics stored under double lock &amp; register updated, heparin stored with high alert sticker</i> - ( <i>ask 1 nurse &amp; 1 pharmacist nurses for protocol</i> )	✓			
PAC for a surgical case is being completed a day before the surgery	✓			
Time Out is done and documented with site marking	✓			
Surgical Safety checklist available	✓			
Pre & Post OP documentation completed	✓			
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			
Awareness of vulnerable patients who are at a risk for fall	✓			
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed ( <i>side rail raised/ educated</i> )	✓			
Patient feedback, suggestion and complaint addressing system available	✓			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓			
Each and every medical record is identified with a patient identification number	✓			
Patient rights & responsibilities are displayed	✓			
Hospital scope of services and those out of scope are being displayed and visible	✓			
Verification and/or validation of imaging methods are available	✓			
PNDT signage, Radiation safety sign ages are available			✓	
Is there anything else relating to patient safety that need to be addressed?	No			

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓			
On Flow Medications & Fluids labeled	✓			
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily	✓			
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed - checklist available	✓			
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated	✓			
Allergies documented	✓			
Medications in drug chart documented by the doctor in Capitals	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date & time , dose, route, frequency	✓			
Medications stopped are struck by a line & STOP, date, time & sign documented	✓			
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓			
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓			
7 steps of Hand washing & 5 moments of hand hygiene followed	✓			
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓			
Adequate hand wash sinks, soap solution are available	✓			
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓			
Clean and dirty items are separated	✓			
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓			
Water in humidifiers is changed daily - check	✓			
Cleanliness of ECG machine bulbs checked	✓			
Barrier nursing for all MRSA/infected cases is being followed	✓			
Linen on patient bed is changed as and when found soiled	✓			
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately( ask one HK staff)	✓			
Laryngoscope blades are cleaned and sent for sterilization after each use	✓			
Syringes used for feeding are not being reused	✓			
IV cannulas are found with patient details and date of insertion (ask protocol)	✓			
Catheter & Central lines inserted are dated and found with patient details	✓			
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓			
All patient feeds are found to be labeled with date & time of preparation & discard	✓			
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓			
Instruments stored in codex as per protocol ( OT, Endoscopy, ENT - wherever applicable)	✓			
Cleaning Protocols are available for all equipments	✓			
Laminar flow checked & records maintained	✓			
Microbiological check for RO water done & records available	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓		
Disinfection of equipments done after each procedure	✓		
Periodic cleaning of AC ducting and filters is documented & available	✓		
Periodic cleaning & change of HEPA filters is documented and available	✓		
Schedule of cleaning is followed as per norm and documented	✓		
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓		
Vaccination is done for all concerned staff and all records are well available	✓		
Clean and Dirty linen segregation process is properly is maintained	✓		
PPE is available at the point of collection of dirty linen	✓		
Appropriate antibiotic started prior to blood culture and is recorded	✓		
Biomedical waste is segregated according to the state Pollution Control Board	✓		
Staff aware of the color coding of waste segregation	✓		
All Color bins are with lids & correct bags	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓			
Waste Collection is done by HK wearing PPE	✓			
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	✓			
Staff aware of needle stick injury protocol	✓			
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			
All Color bins are with lids & correct bags	✓			
Is there anything else relating to infection control that need to be addressed?	No			

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign <i>(within 24 hours)</i>	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓			
Nurse progress notes with care plan & care given documented time wise with relevant information	✓			
Pain scores filled by the doctor as well as the nurse	✓			
Consents taken ( <i>intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV</i> )	✓			
Patient family education completed - at least one note per day by all disciplines		✓		
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓			
Non drug orders documented with clear instructions dated timed & signed	✓			
Doctors and Nursing handover after each shift --check	✓			
Transfer out forms with all the columns documented by the doctor and nurse	✓			
All Blood transfusions are monitored as per the protocol and documented	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓				
Documentation of care provided to the OPD patient is available in the standard format.	✓				
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓				
Is there anything else relating to doctors and nursing staff that need to be addressed?	<b>No</b>				



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_ Date: 27/6/2024

Location / Department: \_\_\_\_\_ ENTIRE HOSPITAL

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			
**If issues are recurring a corrective action must be opened.				

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?	✓			
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	No.			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?	✓			
Are all extinguishers securely mounted to the wall?	✓			
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?	✓			
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes				
Is there anything else that needs attention at this time?	No			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?	✓			
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	✓			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	✓			
Is the lift free of visible damage?	✓			
Is there anything else relating to lift that needs attention at this time?				<i>No.</i>

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?	✓			
Are all MSDS readily available for all employees?	✓			
Are all liquids stored in the appropriate containers?	✓			
Are all spill kits located in the correct area?	✓			
Are all spill kits fully stocked with the needed equipment?	✓			
All chemicals stored only in HAZMAT cupboard	✓			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"	✓			<i>No. all chemicals was not of labeled with Date of opening.</i>
Materials are not stored in the cardboard cartons anywhere	✓			
PPE available (Major & Minor)	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours	<input checked="" type="checkbox"/>			No. all HK. Diluted products are not discarded.
Is there anything else relating to hazardous materials that needs attention at this time?	No.			

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?	<input checked="" type="checkbox"/>			
Are all walkways are free of other items that could cause a tripping hazard?	<input checked="" type="checkbox"/>			
Are all floors free of liquids to avoid trips and falls?	<input checked="" type="checkbox"/>			
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	<input checked="" type="checkbox"/>			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	<input checked="" type="checkbox"/>			
NO containers leaking?	<input checked="" type="checkbox"/>			
All containers clearly labeled?	<input checked="" type="checkbox"/>			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?	<input checked="" type="checkbox"/>			
Tools are safely secured and stored when not in use?	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?				No.

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information	✓			
Work areas, storerooms, and corridors free from clutter or obstruction	✓			
Adequate space & lighting to work is available?		✓		Adequate light was not there in Obs ward.
False ceiling is in good condition, without seepage/ fungus / broken tiles	✓			
Shafts & Electrical panel doors are locked	✓			
All taps & showers & toilet systems are functional		✓		No in NDU tap was not working.
All drains & plumbing fixtures are in good working condition	✓			
Sinks are clean (especially around fittings)	✓			
No storage found below the sinks	✓			
No Safety concerns	✓			
Nil broken, chipped or missing tiles		✓		Missing tiles found in laundry.
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	✓			
Daily maintenance/ checking of vital critical equipment process and document available	✓			
Organization has provisions for safe	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓			
A separate sink dedicated for hand washing is available in the kitchen.	✓			
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓	✓	<i>Calibration of Weighing Machines is Not Done in wards.</i>	
Radiation safety devices are periodically tested and results are documented	✓			
Are there any other Maintenance and BME issues that need to be addressed?	<i>No.</i>			

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?	✓			
Are all plugs and cords in good condition?	✓			<i>No in Medicine Ward. The Plug was not fixed. in good condition</i>
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?	<i>No.</i>			

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	<input checked="" type="checkbox"/>		
Are there any other security issues to be addressed?		No.	

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	<input checked="" type="checkbox"/>			
Is fluid drain from the air compressor captured?	<input checked="" type="checkbox"/>			
Are all belt guards in place?	<input checked="" type="checkbox"/>			
Is the pressure gauge in working order?	<input checked="" type="checkbox"/>			No it was working Not in speed.
Is the operating pressure within manufacturer's specifications?	<input checked="" type="checkbox"/>			
Is the safety valve in working order?	<input checked="" type="checkbox"/>			
Are there any leaks in the lines?	<input checked="" type="checkbox"/>			

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	<input checked="" type="checkbox"/>			
Admission & discharge criteria (scope of services)	<input checked="" type="checkbox"/>			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓			
Incident reporting	✓			
Quality Indicators pertaining to their area	✓			
BLS / ACLS	✓			
Radiation safety ( TLD Badges / Lead Aprons)	✓			
Patient Rights & Responsibilities	✓			
Hospital Policies & Manuals	✓			
Codes & Drills	✓			
Regular training module for skill development of staff is available & staff are aware	✓			
Staff are aware of data collection method for dashboard and for clinical outcomes	✓			
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)	✓			
Imaging personnel are provided with appropriate radiation safety devices	✓			
Occupational hazards and safety concerns	✓			
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented	✓			
Induction & orientation system	✓			
Are there any other employee safety issues that need to be addressed?		No.		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers (ask and observe) especially new/born are identified with 2 identifiers and a band	✓			
Staff aware of "Read Back" & "Critical Report" policies (ask any two nurses and doctors)	✓			
High Alert Medications not stored in patient care areas - High alert sticker pasted, double signatures on administration, Narcotics stored under double lock & register updated, heparin stored with high alert sticker) - (ask 1 nurse & 1 pharmacist nurses for protocol)	✓			
PAC for a surgical case is being completed a day before the surgery		✓		PAC For a surgical case was not completed a day before.
Time Out is done and documented with site marking		✓		Time Out is done not complete of Surgery and not documented with site marking
Surgical Safety checklist available	✓			
Pre & Post OP documentation completed		✓		Post OP documentation in file of
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			
Awareness of vulnerable patients who are at a risk for fall	✓			
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed (side rail raised/ educated)		✓		House Fall Risk Assessment is Not Documented properly.
Patient feedback, suggestion and complaint addressing system available		✓		Suggestion Complaint was not filled By Patient attendors.





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓			
Each and every medical record is identified with a patient identification number	✓			
Patient rights & responsibilities are displayed	✓			Patient right should be displayed in OPD Area.
Hospital scope of services and those out of scope are being displayed and visible	✓			
Verification and/or validation of imaging methods are available	✓			Verification and validation imaging method are available. But not documented.
PNDT signage, Radiation safety sign ages are available	✓			
Is there anything else relating to patient safety that need to be addressed?	No.			

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓			
On Flow Medications & Fluids labeled		✓		IV fluid was not labelled in Jar
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily		✓		Checklist of temp was not monitored.
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed - checklist available		✓		Checklist available in Nephro ward.
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated		✓		Discharge medications are not labeled.
Allergies documented	✓			
Medications in drug chart documented by the doctor in Capitals	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date & time , dose, route, frequency	✓			
Medications stopped are struck by a line & STOP, date, time & sign documented	✓			
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓			
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓			
7 steps of Hand washing & 5 moments of hand hygiene followed	✓			
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓			Doctor was not wearing gloves and Mask in C.I.R.U.
Adequate hand wash sinks, soap solution are available	✓			
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓			
Clean and dirty items are separated	✓			clean and dirty item was not separate
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓			
Water in humidifiers is changed daily - check	✓			
Cleanliness of ECG machine bulbs checked	✓			
Barrier nursing for all MRSA/infected cases is being followed	✓			
Linen on patient bed is changed as and when found soiled	✓			
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓			No sometimes the bin is 4/4 the Linen clothes are not disposed.

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately( ask one HK staff)	✓			
Laryngoscope blades are cleaned and sent for sterilization after each use	✓			
Syringes used for feeding are not being reused	✓			
IV cannulas are found with patient details and date of insertion (ask protocol)	✓			
Catheter & Central lines inserted are dated and found with patient details	✓			
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓			
All patient feeds are found to be labeled with date & time of preparation & discard	✓			
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓			
Instruments stored in codex as per protocol ( OT, Endoscopy, ENT - wherever applicable)	✓			
Cleaning Protocols are available for all equipments	✓			
Laminar flow checked & records maintained	✓			
Microbiological check for RO water done & records available	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓			
Disinfection of equipments done after each procedure	✓			
Periodic cleaning of AC ducting and filters is documented & available	✓			
Periodic cleaning & change of HEPA filters is documented and available	✓			
Schedule of cleaning is followed as per norm and documented	✓			
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓			Environment Surveillance Report of various areas are done
Vaccination is done for all concerned staff and all records are well available	✓			
Clean and Dirty linen segregation process is properly is maintained	✓			
PPE is available at the point of collection of dirty linen	✓			
Appropriate antibiotic started prior to blood culture and is recorded	✓			
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			
All Color bins are with lids & correct bags	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓			
Waste Collection is done by HK wearing PPE	✓			
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.		✓		
Staff aware of needle stick injury protocol	✓			
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			
All Color bins are with lids & correct bags		✓		
Is there anything else relating to infection control that need to be addressed?			<i>No.</i>	

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			
History and Physicals - each & every column filled and completed with date , time, doctor's name & sign (within 24 hours)	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST I

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓			
Nurse progress notes with care plan & care given documented time wise with relevant information	✓			
Pain scores filled by the doctor as well as the nurse	✓			
Consents taken ( <i>intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV</i> )	✓			
Patient family education completed - at least one note per day by all disciplines	✓			
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓			
Non drug orders documented with clear instructions dated timed & signed	✓			
Doctors and Nursing handover after each shift -check	✓			
Transfer out forms with all the columns documented by the doctor and nurse	✓			
All Blood transfusions are monitored as per the protocol and documented	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓			
Documentation of care provided to the OPD patient is available in the standard format.		✓		
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓			
Is there anything else relating to doctors and nursing staff that need to be addressed?				No.

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_ Date: 28/3/2024

Location / Department: ENTIRE HOSPITAL

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			

\*\*If issues are recurring a corrective action must be opened.

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?	✓			
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?	✓			
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	No.			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?	✓			No: The lab and Radio mounted.
Are all extinguishers securely mounted to the wall?	✓			
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?				
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes				
Is there anything else that needs attention at this time?				No.

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?	✓			
Does the emergency eyewash function properly when turned on?	✓			

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	<input checked="" type="checkbox"/>			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?	<input checked="" type="checkbox"/>			
Is the lift free of visible damage?	<input checked="" type="checkbox"/>			
Is there anything else relating to lift that needs attention at this time?		<i>No.</i>		

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?	<input checked="" type="checkbox"/>			
Are all MSDS readily available for all employees?	<input checked="" type="checkbox"/>			
Are all liquids stored in the appropriate containers?	<input checked="" type="checkbox"/>			
Are all spill kits located in the correct area?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<i>In laundry spill kit is available and No + July stocked.</i>
Are all spill kits fully stocked with the needed equipment?	<input checked="" type="checkbox"/>			
All chemicals stored only in HAZMAT cupboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<i>No all chemicals are not stored in Hazmat cupboard.</i>
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"	<input checked="" type="checkbox"/>			
Materials are not stored in the cardboard cartons anywhere	<input checked="" type="checkbox"/>			
PPE available (Major & Minor)	<input checked="" type="checkbox"/>			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours	✓			
Is there anything else relating to hazardous materials that needs attention at this time?		No.		

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?		✓		It was Not Cleared on Regular Basis
Are all walkways are free of other items that could cause a tripping hazard?	✓			
Are all floors free of liquids to avoid trips and falls?		✓		There is water being in a Super specially cleaner
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	✓			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	✓			
NO containers leaking?	✓			
All containers clearly labeled?	✓			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?		✓		Paper are stored should Be away from Fire Hazard in MED dept.
Tools are safely secured and stored when not in use?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?	✓	No		

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information	✓			
Work areas, storerooms, and corridors free from clutter or obstruction	✓			
Adequate space & lighting to work is available?		✓		light was not Adequate in store Room Area,
False ceiling is in good condition, without seepage/ fungus / broken tiles		✓		seepage in Room was found in Ward 32 Medicine
Shafts & Electrical panel doors are locked	✓			
All taps & showers & toilet systems are functional		✓		taps are not functional in toilets in ward No 28.
All drains & plumbing fixtures are in good working condition	✓			
Sinks are clean (especially around fittings)	✓			
No storage found below the sinks	✓			
No Safety concerns	✓			
Nil broken , chipped or missing tiles	✓			
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	✓			
Daily maintenance/checking of vital critical equipment process and document available		✓		Daily Maintenance / checking of vital Critical equipment
Organization has provisions for safe	✓			proced are not documented



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓			
A separate sink dedicated for hand washing is available in the kitchen.	✓			
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓			Calibration of Pressure Gauge is not Done according to protocol.
Radiation safety devices are periodically tested and results are documented	✓			
Are there any other Maintenance and BME issues that need to be addressed?				No.

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?	✓			
Are all plugs and cords in good condition?		✓		
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?				No.

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	Yes			
Are there any other security issues to be addressed?	No			

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	✓			
Is fluid drain from the air compressor captured?	✓			
Are all belt guards in place?	✓			
Is the pressure gauge in working order?	✓			
Is the operating pressure within manufacturer's specifications?	✓			
Is the safety valve in working order?	✓			
Are there any leaks in the lines?	✓			

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	✓			
Admission & discharge criteria (scope of services)	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓			
Incident reporting	✓			
Quality Indicators pertaining to their area	✓			
BLS / ACLS	✓			
Radiation safety ( TLD Badges / Lead Aprons)	✓			
Patient Rights & Responsibilities	✓			
Hospital Policies & Manuals	✓			
Codes & Drills	✓			<i>Codes and Drills was Not documented in Regor</i>
Regular training module for skill development of staff is available & staff are aware	✓			
Staff are aware of data collection method for dashboard and for clinical outcomes	✓			
Staff are aware of Grievance committee & sexual redressal system (ICC- Internal compliant committee, details displayed in all areas)	✓			
Imaging personnel are provided with appropriate radiation safety devices	✓			
Occupational hazards and safety concerns	✓			<i>Occupational Hazard and safety concern is Not There. in (CSSI)</i>
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented	✓			
Induction & orientation system	✓			
Are there any other employee safety issues that need to be addressed?				<i>No.</i>



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers (ask and observe) especially new born are identified with 2 identifiers and a band	✓			
Staff aware of "Read Back" & "Critical Report" policies (ask any two nurses and doctors)	✓			
High Alert Medications not stored in patient care areas - High alert sticker pasted, double signatures on administration, Narcotics stored under double lock & register updated, heparin stored with high alert sticker) - (ask 1 nurse & 1 pharmacist nurses for protocol)	✓			
PAC for a surgical case is being completed a day before the surgery		✓		PAC for a surgical case is being being no. completed. Before surgery from time
Time Out is done and documented with site marking		✓		
Surgical Safety checklist available	✓			Surgical safety checklist is not sig
Pre & Post OP documentation completed		✓		Pre Op and Post op documentation is not completed. Sometimes
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			
Awareness of vulnerable patients who are at a risk for fall		✓		Awareness of vulnerable patients
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed (side rail raised/ educated)	✓			
Patient feedback, suggestion and complaint addressing system available	✓			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓		
Each and every medical record is identified with a patient identification number	✓		
Patient rights & responsibilities are displayed	✓		
Hospital scope of services and those out of scope are being displayed and visible	✓		
Verification and/or validation of imaging methods are available	✓		
PNDT signage, Radiation safety sign ages are available	✓		
Is there anything else relating to patient safety that need to be addressed?	✓	No	

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓	✓		Medicine were not labelled in Ortho ward is
On Flow Medications & Fluids labeled	✓			
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily	✓	✓		Refrigerator temp monitored daily were not filled in site
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed checklist available	✓			
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated	✓			
Allergies documented	✓	✓		Allergies not Documented in
Medications in drug chart documented by the doctor in Capitals	✓			OT files.

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date , time , dose, route, frequency	✓		
Medications stopped are struck by a line & STOP, date, time & sign documented	✓		Medicine stopped are struck by date and sign was not documented
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓		
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓		
7 steps of Hand washing & 5 moments of hand hygiene followed	✓		
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓		Doctors and nurses are not wearing gloves and mask.
Adequate hand wash sinks, soap solution are available	✓		
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓		
Clean and dirty items are separated	✓		
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓		No expired CSSD was with expiry date in stat
Water in humidifiers is changed daily - check	✓		
Cleanliness of ECG machine bulbs checked	✓		
Barrier nursing for all MRSA/infected cases is being followed	✓		
Linen on patient bed is changed as and when found soiled	✓		
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately (ask one HK staff)	✓			
Laryngoscope blades are cleaned and sent for sterilization after each use	✓			
Syringes used for feeding are not being reused	✓			
IV cannulas are found with patient details and date of insertion (ask protocol)	✓			Not found with patient details and date of insertion in the ward
Catheter & Central lines inserted are dated and found with patient details	✓			
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓			
All patient feeds are found to be labeled with date & time of preparation & discard	✓			
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓			
Instruments stored in codex as per protocol (OT, Endoscopy, ENT - wherever applicable)	✓			
Cleaning Protocols are available for all equipments	✓			Cleaning protocols are not available for
Laminar flow checked & records maintained	✓			
Microbiological check for RO water done & records available	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓			
Disinfection of equipments done after each procedure	✓			
Periodic cleaning of AC ducting and filters is documented & available	✓			Periodic cleaning of AC ducting and filters is not documented. No surgery.
Periodic cleaning & change of HEPA filters is documented and available	✓			
Schedule of cleaning is followed as per norm and documented	✓			
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓			
Vaccination is done for all concerned staff and all records are well available	✓			
Clean and Dirty linen segregation process is properly is maintained	✓			
PPE is available at the point of collection of dirty linen	✓			
Appropriate antibiotic started prior to blood culture and is recorded	✓			
Biomedical waste is segregated according to the state Pollution Control Board	✓			
Staff aware of the color coding of waste segregation	✓			was not aware of color coding in ortho ward 17
All Color bins are with lids & correct bags	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓	✓	BMW Posters were not in good condition
Waste Collection is done by HK wearing PPE	✓		
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	✓		
Staff aware of needle stick injury protocol	✓	✓	Staff not aware of N/SI in 'Ortho Ward 19.
Biomedical waste is segregated according to the state Pollution Control Board	✓		
Staff aware of the color coding of waste segregation	✓		
All Color bins are with lids & correct bags	✓		
Is there anything else relating to infection control that need to be addressed?	No		

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign (within 24 hours)		✓		History was not mentioned in file



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓		Daily Progress notes by doctors of one shift was not with date and time.
Nurse progress notes with care plan & care given documented time wise with relevant information	✓		
Pain scores filled by the doctor as well as the nurse	✓		Pain score from all over side was not filled
Consents taken (intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV)	✓		
Patient family education completed - at least one note per day by all disciplines	✓		
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓		
Non drug orders documented with clear instructions dated timed & signed	✓		
Doctors and Nursing handover after each shift -check	✓		Doctor Handover was not there present in afternoon is
Transfer out forms with all the columns documented by the doctor and nurse	✓		
All Blood transfusions are monitored as per the protocol and documented	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓	Diagnosis of the patient was not there.
Documentation of care provided to the OPD patient is available in the standard format.	✓	
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓	
Is there anything else relating to doctors and nursing staff that need to be addressed?	No.	



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Date: 31/5/2024

Location / Department: \_\_\_\_\_ ENTIRE HOSPITAL

REVIEW OF PRIOR CORRECTIONS	Yes	No	N/A	Comments
Have all identified issues been corrected and noted on the previous facility inspection summary?	✓			
Are all corrections of previously identified issues still effective and not recurring?	✓			
**If issues are recurring a corrective action must be opened.				

EMERGENCY PREPAREDNESS	Yes	No	N/A	Comments
Are all walkways and aisle ways free of obstructions?	✓			
Are all exits free of storage and clutter?	✓			
Are stairwells and corridors free of storage and clutter?		✓		<i>Stair wells and Corridors</i>
Are all materials stored in racks wrapped and stable to prevent falling?	✓			
Is the First Aid cabinet fully stocked?		✓		<i>First Aid Cabinet was not fully stocked in Skop extend</i>
Is the fire alarm panel indicating an alarm condition?	✓			
Are all manual pull stations unobstructed and accessible?	✓			
All exit signs free of damage?	✓			
Staff aware of RACE & PASS (ask 2 staff)	✓			
Fire orders (RACE) located in all staff areas	✓			
Is there anything else relating to emergency preparedness that needs attention at this time?	<i>No.</i>			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

FIRE EXTINGUISHERS	Yes	No	N/A	Comments
Are all extinguishers in their designated location?	✓			
Are all extinguishers clearly identified with a wall mounted sign?		✓		
Are all extinguishers securely mounted to the wall?		✓		No: In Radiology it was not wall mounted.
Are all extinguishers easily accessible and free of obstructions?	✓			
Are all seals and tamper pins in place?	✓			
Are all extinguishers free of damage, corrosion, leakage or clogged nozzles?	✓			
Do all pressure gauges indicate the extinguishers are ready for use?	✓			
Emergency fire floor plans located	✓			
Floor plans are up to date and are available with all the escape routes	✓			
Is there anything else that needs attention at this time?	No.			

BLOOD BANK & PATHOLOGY LAB EYEWASH	Yes	No	N/A	Comments
Is the emergency eyewash free of dust, dirt, and other debris?		✓		It is very dusted.
Does the emergency eyewash function properly when turned on?		✓		No It is not functioning properly.

LADDERS	Yes	No	N/A	Comments
Are any steps damaged?	✓			
Does the ladder operate freely upon opening/closing or extending?	✓			
Is there any visible corrosion on the	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

LADDERS	Yes	No	N/A	Comments
Ladder?	<input checked="" type="checkbox"/>			

LIFTS	Yes	No	N/A	Comments
Are pre-use inspections completed on lift prior to each shift?				
Is the lift free of visible damage?				
Is there anything else relating to lift that needs attention at this time?	<i>No.</i>			

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
Are MSDS available on all hazardous materials in the facility?		<input checked="" type="checkbox"/>		<i>MSDS was not available in Ophthalmic ward.</i>
Are all MSDS readily available for all employees?	<input checked="" type="checkbox"/>			
Are all liquids stored in the appropriate containers?	<input checked="" type="checkbox"/>			
Are all spill kits located in the correct area?	<input checked="" type="checkbox"/>			
Are all spill kits fully stocked with the needed equipment?	<input checked="" type="checkbox"/>			
All chemicals stored only in HAZMAT cupboard	<input checked="" type="checkbox"/>			
All chemicals are properly labeled with "Date of Opening" and "Date of Discard"		<input checked="" type="checkbox"/>		<i>The label was not there on Chemicals Containers in laundry.</i>
Materials are not stored in the cardboard cartons anywhere	<input checked="" type="checkbox"/>			
PPE available (Major & Minor)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HAZARDOUS MATERIALS STORAGE	Yes	No	N/A	Comments
HK -Diluted products are discarded after 24 hours	✓			
Is there anything else relating to hazardous materials that needs attention at this time?		No.		

HOUSEKEEPING	Yes	No	N/A	Comments
Are all areas cleaned on a regular basis?	✓			
Are all walkways are free of other items that could cause a tripping hazard?	✓			
Are all floors free of liquids to avoid trips and falls?		✓		There is a chance of fall and trips.
Is equipment returned to their proper storage location when not in use to avoid a tripping hazard?	✓			
Check Office area. Is there NO sign of spills; Is there NO debris or garbage; Are areas neat & organized?	✓			
NO containers leaking?	✓			
All containers clearly labeled?	✓			
Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse?		✓		Flammable materials such as cardboard and paper are stored away from fire hazards and not accumulated throughout the warehouse.
Tools are safely secured and stored when not in use?	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

HOUSEKEEPING	Yes	No	N/A	Comments
Are there any other housekeeping issues that need to be addressed?	✓			No.

MAINTENANCE & BME	Yes	No	N/A	Comments
PM check for all equipments is done by the concerned department (Biomedical, Maintenance, IT) immediately after information	✓			
Work areas, storerooms, and corridors free from clutter or obstruction		✓		Corridors are not free of obstruction
Adequate space & lighting to work is available?	✓			
False ceiling is in good condition, without seepage/ fungus / broken tiles		✓		False ceiling was found in ward ENT. 41.
Shafts & Electrical panel doors are locked	✓			
All taps & showers & toilet systems are functional	✓			
All drains & plumbing fixtures are in good working condition	✓			
Sinks are clean (especially around fittings)	✓			
No storage found below the sinks		✓		No Storage Found Below sink.
No Safety concerns	✓			
Nil broken, chipped or missing tiles	✓			
Sufficient space is available for each Bed for free movement and keeping ventilator, monitoring system and other equipment.	✓			
Daily maintenance/checking of vital critical equipment process and document available	✓			
Organization has provisions for safe	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

water, electricity, medical gases and vacuum systems	✓				
A separate sink dedicated for hand washing is available in the kitchen.	✓				
Calibration of Pressure Gauge, Weighing Machine, B.P. Apparatus, Temp. Meter, Pipettes etc. is available and recorded	✓				Calibration of weighing Machine is Not Done, and Not Recorded
Radiation safety devices are periodically tested and results are documented	✓				Test are Periodically tested But Not Documented.
Are there any other Maintenance and BME issues that need to be addressed?	No				

ELECTRICAL	Yes	No	N/A	Comments
No circuit breakers regularly tripping?	✓			
No extension cords used for a permanent operation?	✓			
Are all plugs and cords in good condition?	✓			Plugs and cords are not in good condition.
No electrical switches, switch plates or receptacles, cracked, broken or have exposed contacts?	✓			
Do all electrical panels have a surrounding space of 3 feet clear?	✓			No all electrical Panels Not have 3 feet clear surrounding
Are all electrical circuit breakers identified?	✓			
Are there any other electrical issues that need attention at this time?	No.			

SECURITY	Yes	No	N/A	Comments
Are all entry ways secured from unauthorized access?	✓			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Are surveillance video cameras in working order?	<input checked="" type="checkbox"/>		
Are there any other security issues to be addressed?	No.		

Air Compressor	Yes	No	N/A	Comments
Was the air compressor drained of fluid?	<input checked="" type="checkbox"/>			
Is fluid drain from the air compressor captured?	<input checked="" type="checkbox"/>			
Are all belt guards in place?	<input checked="" type="checkbox"/>			
Is the pressure gauge in working order?	<input checked="" type="checkbox"/>			
Is the operating pressure within manufacturer's specifications?	<input checked="" type="checkbox"/>			
Is the safety valve in working order?	<input checked="" type="checkbox"/>			
Are there any leaks in the lines?	<input checked="" type="checkbox"/>			

EMPLOYEE SAFETY	Yes	No	N/A	Comments
Induction & orientation system	<input checked="" type="checkbox"/>			
Admission & discharge criteria (scope of services)	<input checked="" type="checkbox"/>			

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Job responsibilities	✓			
Incident reporting		✓		<i>All Incident are Not Reported.</i>
Quality Indicators pertaining to their area	✓			
BLS / ACLS	✓			
Radiation safety ( TLD Badges / Lead Aprons)	✓			
Patient Rights & Responsibilities	✓			
Hospital Policies & Manuals	✓			
Codes & Drills	✓			
Regular training module for skill development of staff is available & staff are aware	✓			
Staff are aware of data collection method for dashboard and for clinical outcomes	✓			
Staff are aware of Grievance committee & sexual redressal system (IC- Internal compliant committee, details displayed in all areas)	✓			
Imaging personnel are provided with appropriate radiation safety devices	✓			
Occupational hazards and safety concerns		✓		<i>Proper Safety devices are Not present</i>
Regular health checks of staff dealing with direct patient care are done at least once a year and the findings/ results are documented	✓			
Induction & orientation system	✓			
Are there any other employee safety issues that need to be addressed?			<i>No.</i>	

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# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

PATIENT SAFETY	Yes	No	N/A	Comments
Staff identifying patients/ samples with 2 identifiers ( <i>ask and observe</i> ) especially new born are identified with 2 identifiers and a band	✓			
Staff aware of "Read Back" & "Critical Report" policies ( <i>ask any two nurses and doctors</i> )	✓			
High Alert Medications not stored in patient care areas - <i>High alert sticker pasted, double signatures on administration, Narcotics stored under double lock &amp; register updated, heparin stored with high alert sticker</i> - ( <i>ask 1 nurse &amp; 1 pharmacist nurses for protocol</i> )	✓			
PAC for a surgical case is being completed a day before the surgery		✓		PAC form was not there
Time Out is done and documented with site marking	✓			Completed in private ward
Surgical Safety checklist available	✓			
Pre & Post OP documentation completed	✓			
Watch two employees (Nurse/ Doctor/HK) washing hands followed by 5 moments & 7 steps ( WHO 2009 guidelines)	✓			
Awareness of vulnerable patients who are at a risk for fall	✓			
Check any two patients records for Fall Risk assessment and if fall risk protocol is followed ( <i>side rail raised/ educated</i> )	✓			
Patient feedback, suggestion and complaint addressing system available	✓			





# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Privacy and confidentiality of medical records are maintained	✓			
Each and every medical record is identified with a patient identification number	✓			
Patient rights & responsibilities are displayed	✓			
Hospital scope of services and those out of scope are being displayed and visible	✓			
Verification and/or validation of imaging methods are available	✓			Validation of imaging method are Not available.
PNDT signage, Radiation safety sign ages are available	✓			
Is there anything else relating to patient safety that need to be addressed?			No.	

INFECTION CONTROL	Yes	No	N/A	Comments
Medications opened are labeled	✓			
On Flow Medications & Fluids labeled		✓		on Flow medicine and Fluids Not labeled Acc. to protocol
No refill syringes found	✓			
Imprest stock Medications - LASA/High risk stored separately	✓			
Refrigerator temperature monitored daily	✓			
Pain intervention done (ask for the protocol)	✓			
Crash cart is found to be sealed - checklist available		✓		Crash Cart Checklist Not available in private ward,
Defib checked & updated & working	✓			
Discharge medications are checked, labeled and separated		✓		
Allergies documented	✓			
Medications in drug chart documented by the doctor in Capitals	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

with date , time , dose, route, frequency	✓			
Medications stopped are struck by a line & STOP, date, time & sign documented	✓			
STAT & SOS medications are documented in the STAT sheet only with date, time & indications, doctors sign & nurse sign	✓			
Narcotics administered are monitored & documented according to the protocol with two witnesses	✓			
7 steps of Hand washing & 5 moments of hand hygiene followed	✓	✓		<i>7 Step of Hand washing was not followed</i>
Doctors and nurses are wearing gloves & masks (observe 1 doctor & 1 nurse)	✓			
Adequate hand wash sinks, soap solution are available	✓			
Hand Sanitizer near each bed side is found to be labeled with the open & discard date	✓			
Clean and dirty items are separated	✓			
No expired CSSD (Autoclaved / ETO sterilized ) packs found	✓			
Water in humidifiers is changed daily - check	✓			
Cleanliness of ECG machine bulbs checked	✓			
Barrier nursing for all MRSA/infected cases is being followed	✓			
Linen on patient bed is changed as and when found soiled	✓			
Linen clothes are disposed off appropriately after the bin is 3/4th full ( ask one HK staff)	✓			



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Contaminated linen is labeled and disposed off appropriately( ask one HK staff)	✓				
Laryngoscope blades are cleaned and sent for sterilization after each use	✓				
Syringes used for feeding are not being reused	✓				
IV cannulas are found with patient details and date of insertion (ask protocol)	✓				
Catheter & Central lines inserted are dated and found with patient details	✓				
Staff aware of VAP, CAUTI, CLBSI & Pressure Ulcer bundles	✓				
All patient feeds are found to be labeled with date & time of preparation & discard	✓				
Bed pans and urinals are cleaned according to the protocol and stored dry in an inverted position after spraying 1% Sodium Hypochlorite in the toilet	✓				
Instruments stored in codex as per protocol ( OT, Endoscopy, ENT - wherever applicable)	✓				
Cleaning Protocols are available for all equipments	✓				
Laminar flow checked & records maintained	✓				
Microbiological check for RO water done & records available	✓				



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

RO water checked & reports available	✓		
Disinfection of equipments done after each procedure	✓		Disinfection of equipment was not done when come from Isolation Room.
Periodic cleaning of AC ducting and filters is documented & available	✓		Periodic cleaning & change of HEPA filters was not done in OT
Periodic cleaning & change of HEPA filters is documented and available	✓		
Schedule of cleaning is followed as per norm and documented	✓		
Environment surveillance report of various areas are done as per the norms and documented especially OT	✓		
Vaccination is done for all concerned staff and all records are well available	✓		Vaccination is not done of all concerned staff
Clean and Dirty linen segregation process is properly is maintained	✓		
PPE is available at the point of collection of dirty linen	✓		
Appropriate antibiotic started prior to blood culture and is recorded	✓		
Biomedical waste is segregated according to the state Pollution Control Board	✓		
Staff aware of the color coding of waste segregation	✓		Staff not aware of color coding of waste segregation in TBA chest ward.
All Color bins are with lids & correct bags	✓		



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

BMW Posters are available & in good condition	✓		/
Waste Collection is done by HK wearing PPE	✓		
Every authorized person shall maintain records related to the generation, collection, reception, storage, transportation, treatment, disposal and/or any form of handling of bio-medical waste in accordance with these rules and any guidelines issued.	✓	✓	The process of handling OF generation, collection, reception, storage and transportation of BMW was not acc to guidelines
Staff aware of needle stick injury protocol	✓		
Biomedical waste is segregated according to the state Pollution Control Board	✓	✓	Bio Medical waste is Not Segregated according to S.R.B.M.O.P.I
Staff aware of the color coding of waste segregation	✓		
All Color bins are with lids & correct bags	✓		
Is there anything else relating to infection control that need to be addressed?	No.		

DOCTOR'S & NURSING STAFF	Yes	No	N/A	Comments
Initial assessment and re-assessments documented in the patient record.	✓			
History and Physicals - each & every column filled and completed with date, time, doctor's name & sign (within 24 hours)		✓		History and physical where not according to standard time (24hrs)



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Daily progress notes by the doctors - a minimum of one note in each shift is documented with date, time & signature	✓			
Nurse progress notes with care plan & care given documented time wise with relevant information	✓			
Pain scores filled by the doctor as well as the nurse	✓			
Consents taken (intubation/ procedure/ blood transfusion/ physiotherapy/ restraint/HIV)	✓			Consents taken of Blood transfusion was not done and completed in Private Room
Patient family education completed - at least one note per day by all disciplines	✓			
Nutrition plan - completed and matches the doctor's orders including initial nutritional assessment	✓			
Non drug orders documented with clear instructions dated timed & signed	✓			Non drug documented with clear instructions not dated and hand with sign
Doctors and Nursing handover after each shift -check	✓			
Transfer out forms with all the columns documented by the doctor and nurse	✓			
All Blood transfusions are monitored as per the protocol and documented	✓			Blood transfusions are monitored But Not Documented as per protocol.



# INDEX MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER



## FACILITY INSPECTION CHECKLIST

Diagnosis of the patient is specified in each file/Notifiable diseases informed to concerned person	✓			
Documentation of care provided to the OPD patient is available in the standard format.	✓			
In case of discharge, discharge note is written by the doctor and the timeline is followed by the nursing staff	✓			Discharge note is not written acc to time line by staff. from ENT ward
Is there anything else relating to doctors and nursing staff that need to be addressed?	No.			