

PHYSICIAN OFFICE INSPECTION CHECKLIST

MANQAP establishes standards for and conducts inspections of diagnostic facilities and non-hospital medical/surgical facilities for accreditation. MANQAP may also visit physician offices that offer laboratory testing for inspections.

Use this checklist to help you assess if your office meets the requirements of an inspection.

LABORATORY TESTING AREAS



- Is there a dedicated, clean area for performing Physician Office Laboratory testing?
- Are all physician office laboratory supplies and equipment in good working order, clean and not expired?
- Is there an emergency call button in each patient washroom?
- Are all chairs, exam beds, surfaces, walls, and floors in good condition and easily cleaned and disinfected? (No rips, cracks or chips on surfaces and walls).
- Are there documented procedures and policies for reporting Physician Office Laboratory testing results?
- Are all medical records kept in a secure location when not in use by staff?

SAFE STORAGE & DISPOSALS



- Are there fridges and freezers used to store vaccines and other medical supplies only?
- Are all supplies, medications, and vaccines stored safely at the correct temperature and are expiry dates recorded and checked regularly?
- Are the fridge and freezer temperature ranges monitored and documented?
- If there is an autoclave on site, is it regularly serviced and maintained and located in an area dedicated for its use?
- Is there an eyewash station located next to the autoclave? Is there MSDS sheets, stain remover, and PPE nearby?
- Are Sharps containers properly mounted on a wall and emptied regularly?

OTHER SAFETY PRECAUTIONS



- Are all areas (patient waiting room(s), reception, washrooms, exam rooms, offices, staff lunch rooms, testing and equipment processing areas, storage rooms, corridors) clean and well-maintained?
- Is your staff lunchroom fridge or freezer used **only** for food? Vaccines and other medical or pharmacological supplies **must not** be stored in staff lunch areas.
- Are emergency lights and fire extinguishers in good working order and checked annually?
- Are evacuation routes posted and exits clearly marked?