

## Ambulatory Housekeeping Surveillance Form

Site: _____
Address: _____
Phone: _____
Nursing Manager: _____
Reviewer: _____
Date of Visit: _____

	Yes	No	N/A	Recommendation, References, or Comments
<b>Manager Interview</b>				
Do you notify the health department of reportable diseases?				
Have all eligible staff received TB skin test with the past year?				
Do you have competencies in place for staff who reprocess endoscopes or other instruments, or use the autoclave?				
Do you have a triage process in place to identify an separate patients with airborne infections, including TB?				
<b>Bloodborne Pathogen Standards</b>				
Have all staff received IC training with the past year?				
Is approved disinfectant available for blood spill clean-up?				
Are eating and drinking observed where specimens and blood are handled?				
Is the process for reporting body substance exposures known to staff?				
Can staff locate the Exposure Control Plan?				
<b>Employee Interview (sample# _____ )</b>				
Do you know what to do if you have a body substance exposure (e.g., needlestick)?				
Can assigned staff verbalize the toy cleaning procedure or policy?				
<b>Waiting Room</b>				
Is the area clean?				
Are the toys clean?				
Can clerical staff verbalize triaging of possibly infectious (airborne) cases?				

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<b>Exam/treatment room assessment</b>				
Are exam gloves available?				
Are face protection (goggles, masks or faceshields) and gowns available?				
Are sharps containers <3/4 full?				
Are soap dispensers disposable, or if not, are they cleaned when empty (not topped off)?				
Is antimicrobial soap or alcohol-based hand rub available?				
Is antiseptic agent available for patient skin prep prior to minor surgery, peripheral IV placement, and blood draw?				
Are any patient-care items under sink?				
Are any multidose vials (MDVs) outdated?				
Is room clean, including exam table?				
Is disinfectant cleaner available?				
Are soiled and clean linen separated?				
Are clean, sterile supplies away from splash zone of sink?				
Are sterile supplies set up immediately before use on individual patients?				
Are irrigation solutions (500, liter bottles) labeled, discarded w/in 24 hours of opening?				
Is soiled equipment transported safely to utility room?				
<b>Clean storage room or area</b>				
Are patient care items off the floor?				
Are sterile packs rotated "first in first out"?				
Is "event-related" sterility used?				
Is linen stored covered (if on shelving in hall) and off the floor?				
<b>Refrigerators</b>				
Are separate refrigerators available for specimens, medications, and patient food?				
Are temperature logs in use and up-to-date (temps logged daily)?				
Does the specimen refrigerator have a biohazard label?				
Are medication past expiration date, including multi-dose vials (MDVs)?				

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<b>Utility Room</b>				
Are sharps containers, red bags, and biohazard buckets located where needed?				
Do red bags or biohazard buckets contain only/mostly regulated medical waste?				
Are clean storage and soiled utility rooms separated?				
If in the same room, are areas labeled or well marked/delineated?				
If utility room is used for storage, are cabinets and shelves closed so as prevent contamination of patient ready items?				
If glutaraldehyde is used, is ventilation adequate?				
<b>Process Observation</b>				
Equipment Reprocessing Are single use devices used once, then discarded?				
Are gloves, gowns, and face protection available?				
Are written procedures available for each device reprocessed?				
Are that contact mucous membrane, non-intact skin high level disinfected?				
Are devices that contact sterile or vascular tissue sterilized?				
Does workflow proceed from soiled to decontaminated to disinfected/sterilized to storage?				
Are devices cleaned with enzymatic instrument detergent and rinsed with running or in basin of fresh water?				
Are devices soaked immediately after use?				
Are devices dried after cleaning?				
Disinfectant safely, effectively used:				
Are container: completely covered				
<ul style="list-style-type: none"> <li>• Labeled with chemical name?</li> </ul>				
<ul style="list-style-type: none"> <li>• Labeled with expiration date?</li> </ul>				
<ul style="list-style-type: none"> <li>• Checked each day of use for effectiveness?</li> </ul>				
Are devices completely immersed in disinfectant?				
Is soak time according to product label?				

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Is timer used to measure soak time?				
Are devices rinsed thoroughly after use?				
If used, are endoscopes reprocessed according to policy and strict procedures?				