## **Last Minute Survey Checklist**



Open medications labeled with Beyond Use Date ( 28 day Rule) No medications left unsecured. No medication in patient rooms/ top of medication cart Medication Cart is locked when not in line of sight  Food Storage No food or drink present in Patient Care Areas unless in designated Hydration Station. Patient Food Refrigerator/Freezer Is clean and free of ice build-up All food is labeled with expiration date Personal food is labeled with Patient Name and Expiration Date. No Staff food in Patient Food Storage locations.  PHI All personal health information is secured within the Nurses station.  Glucometers Cleaning directions of readily available for staff  On locked Units-Staff ALWAYS carry their keys to the fire alarm and exit doors on their body. Staff apply de-escalation techniques PRIOR to physical interactions with patients.  Infection Prevention Linen Cart Covered and has impervious barrier on bottom shelf Precaution/Isolation signage in place and Required PPE is readily available. Used instruments stored in Biohazard container and drenched with enzymatic spray  Staff Easily identifiable by presence of ID Badge Treat patients respectfully Maintain situational awareness for patient/staff safety		
o Electrical Panels, Fire Pull Stations, Medical Gas/02 Shut offs o Fire Exits, Pathways to Fire Exits  Emergency Equipment O2 Tanks O3 All Medical Gas and O2 Tanks are separated Full from Used and SECURED in holder  Medications O4 Open, unused, undated medications discarded O5 Open, unused, undated medications discarded O6 Open medications labeled with Beyond Use Date (28 day Rule) No medications left unsecured. No medication in patient rooms/ top of medication cart Medication Cart is locked when not in line of sight  Food Storage No food or drink present in Patient Care Areas unless in designated Hydration Station. Patient Food Refrigerator/Freezer ○ Is clean and free of ice build-up ○ All food is labeled with expiration date ○ Personal food is labeled with Patient Name and Expiration Date. ○ No Staff food in Patient Food Storage locations.  PHI All personal health information is secured within the Nurses station.  Cleaning directions of readily available for staff  Safety- Scurity Staff apply de-escalation techniques PRIOR to physical interactions with patients.  Infection Prevention Linen Cart Covered and has impervious barrier on bottom shelf Prevention Staff Easily identifiable by presence of ID Badge Treat patients respectfully Maintain situational awareness for patient/staff safety	Hallways &	Any equipment in hallways is on wheels and moves at least every 20 minutes.
Emergency Equipment  Crash Cart/ Emergency Bags and EKG/Defibrillator checked Equipment  Crash Cart is clean, free of dust and organized  All Medical Gas and O2 Tanks are separated Full from Used and SECURED in holder  Medications  Open, unused, undated medications discarded  Open medications labeled with Beyond Use Date (28 day Rule)  No medications left unsecured. No medication in patient rooms/ top of medication cart  Medication Cart is locked when not in line of sight  Food Storage  No food or drink present in Patient Care Areas unless in designated Hydration Station.  Patient Food Refrigerator/Freezer  Is clean and free of ice build-up  All food is labeled with expiration date  Personal food is labeled with Patient Name and Expiration Date.  No Staff food in Patient Food Storage locations.  PHI  All personal health information is secured within the Nurses station.  Cleaning directions of readily available for staff  Safety- Scurity  On locked Units-Staff ALWAYS carry their keys to the fire alarm and exit doors on their body.  Staff apply de-escalation techniques PRIOR to physical interactions with patients.  Infection  Prevention  Linen Cart Covered and has impervious barrier on bottom shelf  Prevention  Linen Cart Covered and has impervious barrier on bottom shelf  Prevention  Easily identifiable by presence of ID Badge  Treat patients respectfully  Maintain situational awareness for patient/staff safety	Exits	Nothing blocking access to:
Emergency Equipment  Crash Cart/ Emergency Bags and EKG/Defibrillator checked  Crash Cart is clean, free of dust and organized  All Medical Gas and O2 Tanks are separated Full from Used and SECURED in holder  Open, unused, undated medications discarded Open medications left unsecured. No medication in patient rooms/ top of medication cart Medication Cart is locked when not in line of sight  Food Storage  No food or drink present in Patient Care Areas unless in designated Hydration Station. Patient Food Refrigerator/Freezer Is clean and free of ice build-up All food is labeled with expiration date Personal food is labeled with Patient Name and Expiration Date. No Staff food in Patient Food Storage locations.  PHI All personal health information is secured within the Nurses station.  Glucometers Are clean, free of blood residue inside and out Cleaning directions of readily available for staff On locked Units-Staff ALWAYS carry their keys to the fire alarm and exit doors on their body. Staff apply de-escalation techniques PRIOR to physical interactions with patients.  Infection Prevention Prevention Precaution/Isolation signage in place and Required PPE is readily available. Used instruments stored in Biohazard container and drenched with enzymatic spray  Staff Easily identifiable by presence of ID Badge Treat patients respectfully Maintain situational awareness for patient/staff safety		<ul> <li>Electrical Panels, Fire Pull Stations, Medical Gas/02 Shut offs</li> </ul>
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Security  Staff apply de-escalation techniques PRIOR to physical interactions with patients.  Infection  Prevention  Precaution/Isolation signage in place and Required PPE is readily available.  Used instruments stored in Biohazard container and drenched with enzymatic spray  Staff  Easily identifiable by presence of ID Badge  Treat patients respectfully  Maintain situational awareness for patient/staff safety		Cleaning directions of readily available for staff
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UNIT SPECIFIC		Maintain situational awareness for patient/staff safety
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