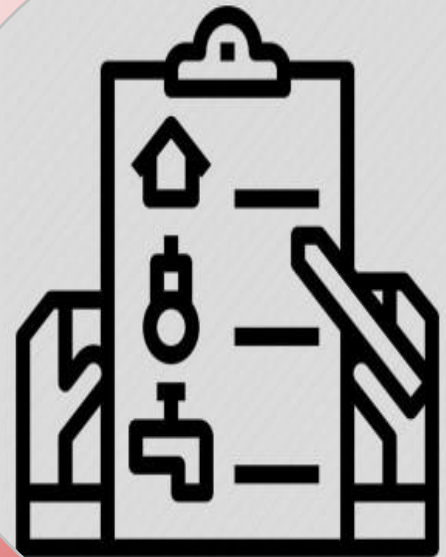




Office of Health Standards Compliance  
Ensuring quality and safety in health care

# Regulatory District Hospital Inspection Tool v1.3



## Occupational Therapy Services



Facility:
Date:

- **Tool Name:** Regulatory District Hospital Inspection tool v1.3 - Final
- **HEs Type:** Hospitals
- **Sector:** Public
- **Specialization:** District
- **Created By:** Health Standards Development and Training

## 25 Occupational Therapy Services

### Domain 25.1 USER RIGHTS

#### Sub Domain 25.1.1 4 User information

**Standard 25.1.1.1 4(1)** The health establishment must ensure that users are provided with adequate information about the health care services available at the health establishment and information about accessing those services.

**Criterion 25.1.1.1.1 4(2)(a)(ii)** The health establishment must provide users with information relating to service opening and closing times.

**25.1.1.1.1.1** Legible signage at the entrance to the unit indicates the days and times when services are offered.

**Assessment type:** Observation - **Risk rating:** Essential measure

The service opening and closing times must be displayed at the entrance of the occupational therapy unit. The information must be legible. Not applicable: Where there is no Occupational Therapy unit in the health establishment.

Score	Comment

**Criterion 25.1.1.1.2 4(2)(a)(iv)** The health establishment must provide users with information relating to the complaints, compliments and suggestions management system.

**25.1.1.1.2.1** A complaints toolkit is available.

**Assessment type:** Observation - **Risk rating:** Essential measure

Verify whether the complaint forms, box and poster are available in the occupational therapy unit. Score 1 if compliant and 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Lockable complaints box is visibly placed in the unit.		
2. Complaints box is fixed to wall or a flat surface.		

3. Official complaint forms in at least two commonly spoken official languages are available next to box or there is an indication on the poster where to obtain the forms.		
4. Standardised poster describing process to follow to lodge a complaint is visibly displayed.		
5. Poster on complaints is available in at least two of the official languages commonly spoken in the area.		

**Domain 25.2 CLINICAL GOVERNANCE AND CLINICAL CARE**

**Sub Domain 25.2.1 6** User health records and management

**Standard 25.2.1.1 6(1)** The health establishment must ensure that health records of health care users are protected, managed and kept confidential in line with section 14, 15 and 17 of the Act.

**Criterion 25.2.1.1.1 6(2)(b)** The health establishment must ensure confidentiality of health records.

**25.2.1.1.1.1** Confidentiality of health records is maintained.

**Assessment type:** Observation - **Risk rating:** Essential measure

Observe how user health records are managed in the unit and determine whether unauthorised individuals would be able to access the information in the health records. This includes but not limited to the health records of users seen in the unit, health records being used for clinical audits or other administrative purposes or health records outside the records storage area or room of the unit for any other reason. Such records should be kept in a manner that safeguards against unauthorised access to the content of the health record. User records may be placed at the foot end of the bed but must not be left open for people to be able to read them when a health care provider is not present.

Not applicable: Never

Score	Comment

**Standard 25.2.1.2 6(3)** The health establishment must create and maintain a system of health records of users in accordance with the requirements of section 13 of the Act.

**Criterion 25.2.1.2.1 6(4)(b)** The health establishment must record information relating to the examination and health care interventions of users.

**25.2.1.2.1.1** Users requiring occupational therapy services have been assessed and treated.

**Assessment type:** Patient record audit - **Risk rating:** Vital measure

Select the user health records of three users in the occupational therapy unit from the previous three months and verify whether the records include the aspects listed below. Score 1 if the aspect is included and 0 if not included.

Score	Comment

Unit 1 Health record 1

Aspects	Score	Comment
1. Past medical history		
2. Assessment		

3. Provisional diagnosis		
4. Treatment plan		

Unit 2 Health record 2

Aspects	Score	Comment
1. Past medical history		
2. Assessment		
3. Provisional diagnosis		
4. Treatment plan		

Unit 3 Health record 3

Aspects	Score	Comment
1. Past medical history		
2. Assessment		
3. Provisional diagnosis		
4. Treatment plan		

**25.2.1.2.1.2** Health care personnel educate users and their caregivers regarding how to continue occupational therapy at home to ensure continuity of care.

**Assessment type:** Patient record audit - **Risk rating:** Essential measure

This relates to treatment that will need to be repeated at home, including, but not limited to application of medicine, the use of devices, the correct performance of exercises and/or activities, and the sequential adjustment of activities or exercise to improve strength or capability. Documented evidence of user education must be available. Not applicable: Never

Score	Comment

**Sub Domain 25.2.2 7** Clinical management

**Standard 25.2.2.1 7(1)** The health establishment must establish and maintain clinical management systems, structures and procedures that give effect to national policies and guidelines.

**Criterion 25.2.2.1.1 7 Healthcare providers are informed on the health establishment and their specific responsibilities.**

**25.2.2.1.1.1** Health care personnel have been informed about the Standard Operating Procedures of the unit and health establishment.

**Assessment type:** Document - **Risk rating:** Essential measure

Documented evidence that personnel have been informed about the Standard Operating Procedures of the unit and health establishment must be available. This could include but is not limited to distribution lists which include personnel signatures to indicate they have read and understood the document (which must be dated and signed), proof of attendance at meetings where policies, guidelines, standard operating procedures are discussed, or similar evidence for electronic distribution. Score 1 if such evidence is available and score 0 if it is not available.

Score	Comment	
Aspects	Score	Comment
1. Confidentiality of user health records		
2. Standard precautions		
3. Management of medical supplies		

**Standard 25.2.2.2 7(2)** (b) A health establishment must establish and maintain systems, structures and programmes to manage clinical risk.

**Criterion 25.2.2.2.1 7 The health establishment implements process to ensure environmental cleanliness.**

**25.2.2.2.1.1** All work completed is verified by the cleaning supervisor or delegated health care personnel.

**Assessment type:** Document - **Risk rating:** Essential measure

Daily inspections will ensure the cleanliness of the unit. The person responsible for overseeing the cleaning service must inspect the unit daily to confirm that cleaning has been carried out according to the schedule and that all areas attended to have been effectively cleaned. Monitoring tools (e.g. checklists/tick sheets) listing all cleaning tasks must be completed for each room or area. Not applicable: Never

Score	Comment	

**25.2.2.2.1.2** The unit is observed to be clean.

**Assessment type:** Observation - **Risk rating:** Vital measure

Inspector to observe general cleanliness of the unit including but not limited to whether the unit is free of dirt, dust and stains. Not applicable: Never

Score	Comment	

**Criterion 25.2.2.2.2 7 The management of emergency resuscitations must be guided and monitored to improve user outcomes.**

**25.2.2.2.2.1** The unit has access to an emergency trolley within three minutes of a user requiring emergency resuscitation.

**Assessment type:** Observation - **Risk rating:** Non-negotiable measure

The unit must have access to an emergency trolley within three minutes when required in an emergency. Where the layout of the hospital and the location of the Occupational therapy unit makes this unfeasible, the unit must have an emergency trolley on site. Not applicable: Where there is an emergency trolley in the unit.

Score	Comment

**25.2.2.2.2.2** The emergency trolley in the unit is checked.

**Assessment type:** Document - **Risk rating:** Vital measure

This must be done at the change of each shift and after each use. Check records from the previous 30 days.

Score	Comment

**25.2.2.2.2.3** Emergency trolley is stocked with medicines and equipment.

**Assessment type:** Observation - **Risk rating:** Non-negotiable measure

Inspect the contents of the emergency trolley against the aspects listed below. The emergency trolley can be shared by different units in rehabilitation services if they are located in the same area. For items of equipment, score 1 if the equipment is available and functional and 0 if not available or not functional. For non-equipment items, score 1 if the aspect is compliant and 0 if not compliant. Score NA if an emergency trolley is available in a nearby unit, in which case it can be accessed within three minutes of a user requiring emergency resuscitation.

Score	Comment

Aspects	Score	Comment
<b>Devices to open and protect airway</b>		
1. Laryngoscope handle		
2. Curved blade for laryngoscope size 2 (adult)		
3. Curved blade for laryngoscope size 3 (adult)		
4. Curved blade for laryngoscope size 4 (adult)		
5. Straight blade for laryngoscope size 1 (paediatric)		
6. Endotracheal tubes - uncuffed size 2.5mm (paediatric)		
7. Endotracheal tubes - uncuffed sizes 3mm (paediatric)		
8. Endotracheal tubes - uncuffed size 3.5mm (paediatric)		
9. Endotracheal tubes - uncuffed sizes 4.0mm (paediatric)		

10. Endotracheal tubes - uncuffed size 4.5mm (paediatric)		
11. Endotracheal tubes - uncuffed sizes 5.0mm (paediatric)		
12. Endotracheal tubes - uncuffed sizes 5.5mm (paediatric)		
13. Endotracheal tubes - cuffed sizes 3.0mm (paediatric)		
14. Endotracheal tubes - cuffed sizes 3.5mm (paediatric)		
15. Endotracheal tubes - cuffed sizes 4.0mm (paediatric)		
16. Endotracheal tubes - cuffed sizes 4.5mm (paediatric)		
17. Endotracheal tubes - cuffed sizes 5.0mm (paediatric)		
18. Endotracheal tubes - cuffed sizes 5.5mm (paediatric)		
19. Endotracheal tubes - cuffed sizes 6.0mm (paediatric)		
20. Endotracheal tubes - cuffed sizes 6.5mm (paediatric)		
21. Endotracheal tubes - cuffed sizes 7.0mm (adult)		
22. Endotracheal tubes - cuffed sizes 7.5mm (adult)		
23. Endotracheal tubes - cuffed sizes 8.0mm (adult)		
24. Endotracheal tubes - cuffed sizes 8.5mm (adult)		
25. Oropharyngeal airway size 1 (small child)		
26. Oropharyngeal airway size 2 (child)		
27. Oropharyngeal airway size 3 (small adult)		
28. Oropharyngeal airway size 4 (medium adult)		
29. Oropharyngeal airway size 5 (large adult)		
30. Nasopharyngeal airway size 3		
31. Nasopharyngeal airway size 4		
32. Nasopharyngeal airway size 5		
33. Plaster or ties for endotracheal tubes		

34. Xylocaine spray or Lubricating gel		
<b>Equipment for difficult Intubation</b>		
35. Introducer		
36. Laryngeal mask airway size 2		
37. Laryngeal mask airway size 3		
38. Laryngeal mask airway size 4		
39. Laryngeal mask airway size 5		
40. Magill forceps (adult)		
41. Magill forceps (paediatric)		
<b>Devices to deliver oxygen/ventilate users</b>		
42. Manual resuscitator device or bag and valve mask (adult)		
43. Manual resuscitator device or bag and valve mask (paediatric)		
44. Oxygen masks		
45. Oxygen supply – ready for use (portable). Explanatory note: An oxygen cylinder fitted with regulator indicating cylinder pressure and adjustable flowrate must be available. Oxygen levels must not be below the minimum level indicated in the oxygen cylinder gauge		
<b>Equipment to diagnose and treat cardiac dysrhythmias</b>		
46. Automated external defibrillator (AED) or defibrillator with pads, paddles and electrodes		
47. Cardiac arrest board		
<b>Devices to gain intravascular access</b>		
48. Intravenous administration sets		



49. IV Cannulae		
<b>Medicine</b>		
50. Emergency medicines according to local protocol are available and have not expired.		

**25.2.2.2.4** Medical supplies and equipment for resuscitation are available.

**Assessment type:** Observation - **Risk rating:** Non-negotiable measure

Inspect the contents of the emergency trolley against the aspects listed below. The emergency trolley can be shared by different units in rehabilitation services if they are located in the same area. The items may be available in the trolley or vicinity of the trolley. For items of equipment, score 1 if the equipment is available and functional and 0 if not available or not functional. For non-equipment items, score 1 if the aspect is compliant and 0 if not compliant. Score NA if an emergency trolley is available in a nearby unit, in which case it can be accessed within three minutes of a user requiring emergency resuscitation.

Score	Comment	
Aspects	Score	Comment
1. Chlorhexidine solution or Alcohol swabs		
2. Eye protection		
3. Facemask		
4. Gloves		
5. Spare batteries for laryngoscope		
6. Spare bulb(where applicable)		
7. Syringe 2ml		
8. Syringe 5ml		
9. Syringe 20ml		
10. Catheter tip syringe 50ml		
11. Needles size 16 G		
12. Needles pink 18 G		
13. Needles green 21G		
14. Scissors		
15. Tourniquet		

16. Stethoscope		
17. Nasogastric tubes size 5 (paediatric)		
18. Nasogastric tubes size 6 (paediatric)		
19. Nasogastric tubes size 8 (paediatric)		
20. Nasogastric tubes size 10 (paediatric)		
21. Nasogastric tubes size 12 (adult / paediatric)		
22. Nasogastric tubes size 14 (adult)		
23. Nasogastric tubes size 16 (adult)		
24. Nasogastric tubes size 18 (adult)		
25. Suction catheter 8F (paediatric)		
26. Suction catheter 10F (paediatric)		
27. Suction catheter 12F (adult)		
28. Suction catheter 14F (adult)		
29. Suction devices (portable)		
30. Yankhauer suction		
31. Resuscitation algorithm		

**Criterion 25.2.2.3 7 Medical equipment management systems must be in place to minimise the risk of patient safety incidents related to medical equipment.**

**25.2.2.3.1** Occupational therapy equipment in the unit is maintained according to a planned schedule, in line with the manufacturer’s instructions.

**Assessment type:** Document - **Risk rating:** Vital measure

For the equipment listed below, inspect the planned preventive maintenance schedule for the previous 12 months in the occupational therapy unit as well as the manufacturer’s instructions and the maintenance records. Determine whether the service intervals in the maintenance schedule correspond with the manufacturer’s instructions. In the event that the manufacturer’s instructions are not available, they may be replaced by documented guidance from the local health technology team. Score 1 if this requirement is met and 0 if not met.

Score	Comment

Unit 1 Maintenance schedule available

Aspects	Score	Comment
1. Sewing machine		
2. Dynamometer		
3. Pinch gauge		
4. Treatment plinths		
5. Standing frame		
6. Splinting suspan		
7. Heat gun		

Unit 2 Schedule aligned to manufacturer's instructions

Aspects	Score	Comment
1. Sewing machine		
2. Dynamometer		
3. Pinch gauge		
4. Treatment plinths		
5. Standing frame		
6. Splinting suspan		
7. Heat gun		

Unit 3 Maintained according to schedule

Aspects	Score	Comment
1. Sewing machine		
2. Dynamometer		
3. Pinch gauge		
4. Treatment plinths		
5. Standing frame		
6. Splinting suspan		

7. Heat gun		
-------------	--	--

**25.2.2.3.2** Health care personnel receive training in the use of occupational therapy equipment.

**Assessment type:** Document - **Risk rating:** Essential measure

Documented evidence of training provided includes, but is not limited to, orientation records, in-service training, or training by a supplier of new equipment. Training must be provided for equipment that each health care personnel member will be required to use in the course of performing their duties. Not applicable: Where there was no new equipment introduced in the past 12 months.

Score	Comment

**Sub Domain 25.2.3 8** Infection prevention and control programmes

**Standard 25.2.3.1 8(1)** The health establishment must maintain an environment, which minimises the risk of disease outbreaks, the transmission of infection to users, health care personnel and visitors.

**Criterion 25.2.3.1.1 8(2)(a)** The health establishment must ensure that there are hand washing facilities in every service area.

**25.2.3.1.1.1** Hand washing facilities are available in the occupational therapy unit.

**Assessment type:** Observation - **Risk rating:** Vital measure

Inspect the handwashing facilities for the items listed below. Score 1 If the item is available and 0 if not available.

Score	Comment

Unit 1 User care area

Aspects	Score	Comment
1. Hand washing basin. Explanatory note: The basin must not be blocked, broken, have deep cracks causing leaking of water, or have hairline cracks.		
2. Poster on correct hand washing technique		
3. Poster on correct use of alcohol- based hand rub. Explanatory note: Posters must be placed at strategic places and above alcohol dispensers in the health establishment as stipulated in page 33 of Practical Manual for Implementation of IPC Strategic framework March 2020		
4. Taps. Explanatory note: Taps must be elbow-operated in user care areas, but not in toilets		
5. Running water		

6. Plain liquid soap		
7. Wall mounted soap dispenser		
8. Paper towels		
9. Paper towel dispenser		
10. Bin		
11. Alcohol based hand rub. Explanatory note: Item does not necessarily have to be in the hand washing basin/facility area.		

Unit 2 Personnel toilet

Aspects	Score	Comment
1. Hand washing basin. Explanatory note: The basin must not be blocked, broken, have deep cracks causing leaking of water, or have hairline cracks.		
2. Poster on correct hand washing technique		
3. Poster on correct use of alcohol- based hand rub. Explanatory note: Posters must be placed at strategic places and above alcohol dispensers in the health establishment as stipulated in page 33 of Practical Manual for Implementation of IPC Strategic framework March 2020		
4. Taps. Explanatory note: Taps must be elbow-operated in user care areas, but not in toilets		
5. Running water		
6. Plain liquid soap		
7. Wall mounted soap dispenser		
8. Paper towels		
9. Paper towel dispenser		
10. Bin		

11. Alcohol based hand rub. Explanatory note: Item does not necessarily have to be in the hand washing basin/facility area.		
---	--	--

Unit 3 User toilet

Aspects	Score	Comment
1. Hand washing basin. Explanatory note: The basin must not be blocked, broken, have deep cracks causing leaking of water, or have hairline cracks.		
2. Poster on correct hand washing technique		
3. Poster on correct use of alcohol- based hand rub. Explanatory note: Posters must be placed at strategic places and above alcohol dispensers in the health establishment as stipulated in page 33 of Practical Manual for Implementation of IPC Strategic framework March 2020		
4. Taps. Explanatory note: Taps must be elbow-operated in user care areas, but not in toilets		
5. Running water		
6. Plain liquid soap		
7. Wall mounted soap dispenser		
8. Paper towels		
9. Paper towel dispenser		
10. Bin		
11. Alcohol based hand rub. Explanatory note: Item does not necessarily have to be in the hand washing basin/facility area.		

**Criterion 25.2.3.1.2 8(2)(d) The health establishment must ensure that health care personnel are protected from acquiring infections through the use of personal protective equipment and prophylactic immunisations.**

**25.2.3.1.2.1** Personal protective equipment is available and worn.

**Assessment type:** Observation - **Risk rating:** Vital measure

Using the checklist below, verify whether protective clothing and equipment are available and worn. Score 1 if the items are available and worn and 0 if not available or not worn. Score Not applicable where, at the time of the inspection, health care personnel are not in a situation in which they are required to wear protective clothing.

Score	Comment

Unit 1 User care area: Worn

Aspects	Score	Comment
1. Latex or nitrile gloves – non-sterile		
2. Coverall or Gown		
3. Disposable aprons		
4. Protective face shields or goggles		
5. Face masks		
6. N95 or KN95 or FFP2 respirators		

Unit 2 Cleaner: Worn

Aspects	Score	Comment
1. Latex or nitrile gloves – non-sterile		
2. Domestic gloves		
3. Disposable gowns or aprons		
4. Protective face shields or goggles		
5. Face masks		
6. N95 or KN95 or FFP2 respirators		

**Sub Domain 25.2.4 9** Waste management

**Standard 25.2.4.1 9(1)** The health establishment must ensure that waste is handled, stored, and disposed of safely in accordance with the law.

**Criterion 25.2.4.1.1 9(2)(a)** The health establishment must have appropriate waste containers at the point of waste generation.

**25.2.4.1.1.1** The occupational therapy unit has appropriate containers for disposal of all types of waste.

**Assessment type:** Observation - **Risk rating:** Vital measure

Verify whether the waste containers listed below are available. Health care risk waste containers must have the appropriate international hazard symbol and be marked as prescribed in SANS 10248-1: Management of Health Care Waste, Part 1: Management of healthcare risk waste from a health facility. Score 1 if the waste container is available and 0 if not available. Where a particular type of waste is not generated in the unit, score Not applicable.

Score	Comment

Aspects	Score	Comment
1. Infectious non-anatomical waste (red)		
2. General waste (black, beige, white or transparent packaging can be used)		

**Sub Domain 25.2.5 21** Adverse events

**Standard 25.2.5.1 21(1)** The health establishment must have a system to monitor and report all adverse events.

**Criterion 25.2.5.1.1 21(2)(b)** The health establishment must have systems in place to report adverse incidents to a structure in the health establishment or responsible authority that monitors these events.

**25.2.5.1.1.1** Health care personnel are aware of the procedure to report adverse events.

**Assessment type:** Staff interview - **Risk rating:** Essential measure

Interview three health care personnel to establish their awareness on reporting of adverse events Score 1 if they are able to explain the aspects listed below and 0 if not.

Score	Comment

**Unit 1** Health care personnel 1

Aspects	Score	Comment
1. Types of adverse events that might happen in the unit (give three examples)		
2. How to report adverse events in the unit?		
3. Feedback processes on reported adverse events. Explanatory notes: This could include but not limited to formal feedback on the progress, outcome and quality improvement plans)		

**Unit 2** Health care personnel 2

Aspects	Score	Comment
1. Types of adverse events that might happen in the unit (give three examples)		
2. How to report adverse events in the unit?		
3. Feedback processes on reported adverse events. Explanatory notes: This could include but not limited to formal feedback on the progress, outcome and quality improvement plans)		



Unit 3 Health care personnel 3

Aspects	Score	Comment
1. Types of adverse events that might happen in the unit (give three examples)		
2. How to report adverse events in the unit?		
3. Feedback processes on reported adverse events. Explanatory notes: This could include but not limited to formal feedback on the progress, outcome and quality improvement plans)		

**Domain 25.3 CLINICAL SUPPORT SERVICES**

**Sub Domain 25.3.1 10 Medicines and medical supplies**

**Standard 25.3.1.1 10(1)** The health establishment must comply with the provisions of the Pharmacy Act, 1974 and the Medicines and Related Substances Act, 1965.

**Criterion 25.3.1.1.1 10(2)(a)** The health establishment must implement and maintain a stock control system for medicine and medical supplies.

**25.3.1.1.1.1** The stock control system shows minimum and maximum levels and/or re-order levels for medical supplies.

**Assessment type:** Observation - **Risk rating:** Essential measure

Each item held as stock must have documented minimum, maximum and/or re-order levels. These levels must be recorded on the bin cards or equivalent. The system may be manual or electronic. Not applicable: Never

Score	Comment

**25.3.1.1.1.2** Physical stock of medical supplies corresponds with stock control system.

**Assessment type:** Observation - **Risk rating:** Essential measure

Randomly select five items held as stock and verify whether their availability corresponds with the balance indicated on the bin cards or equivalent. The system may be manual or electronic.

Score	Comment

Aspects	Score	Comment
1. Item 1		
2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		

**Criterion 25.3.1.1.2 10(2)(b) The health establishment must ensure the availability of medicines and medical supplies for the delivery of services.**

**25.3.1.1.2.1** Medical supplies (consumables) are available.

**Assessment type:** Observation - **Risk rating:** Vital measure

Verify whether the medical supplies listed below are available in the storeroom Score 1 if the item is available and 0 if the item is not available. NB: Availability of medical supplies listed below is dependent on occupational therapy services being provided; score not applicable if the medical supply is not available because the occupational therapy service that is offered does not require that item.

Score	Comment	
Aspects	Score	Comment
<b>Casting consumables</b>		
1. Thermoplastic splinting material		
2. Orthopaedic casting (POP)		
3. Pre-fabricated commercial splints/braces		
4. Silicone gel sheets		
5. Velcro Hook & loop (various)		
6. Dynamic splinting items		
7. D-Rings		
8. Nylon Gut		
9. Wire (outriggers)		
10. Leather		
11. Stockinette		
12. Elasticated tubular bandage		
13. Tensopress bandages		
14. Master/Universal slings		
15. Splinting toolkit		
<b>Compression Garment Therapy (consumables)</b>		
16. Short stretch bandages		

17. Ready-made compression garments/wraps		
18. Pressure garment material		
19. Sewing machine thread (reels/cones)		
20. Material various (towelling/waterproof)		
21. Haberdashery: Needles, pins, quick unpick, thimbles		
22. High Density Foam/Chip Sheets		
<b>Basic stationery supplies (consumables for therapy)</b>		
23. Markers (various e.g. permanent/white board)		
24. Stapler		
25. Chalk (various)		
26. Crayons/coloured pencils/pens/kokie		
27. Board with duster (whiteboard/blackboard)		
28. Flip chart with paper		
<b>Basic Arts &amp; Craft supplies (Paediatric, Mental health and Physical Group Therapy)</b>		
29. Paints various (powder/acrylic/fabric)		
30. Paint brushes various		
31. Knitting/crochet needles		
32. Wool various		
33. Craft glue		
34. Craft kits (e.g. beading/ decoupage/ clay/soap making/candle making/basket weaving).		

<b>Games, Toys, Activity Sets</b>		
35. Board games various (age appropriate)		
36. Playing cards various (adult/paeds)		
37. Puzzles various (adult/paeds)		
38. Sport items (e.g. soccer ball/cricket/swing ball/table tennis/Carrom board/tennis balls)		
39. Themed toy sets(e.g. tea/food/farm animals/cars/construction/body parts/dressing/picture cards, colouring books)		

**Sub Domain 25.3.2 13** Medical equipment

**Standard 25.3.2.1 13(1)** Health establishments must ensure that the medical equipment is available and functional in compliance with the law.

**Criterion 25.3.2.1.1 13(2)(b)** The health establishment must ensure that equipment is in accordance with the essential equipment list in all clinical service areas.

**25.3.2.1.1.1** Medical equipment and materials are available.

**Assessment type:** Observation - **Risk rating:** Essential measure

Verify whether the unit has the equipment listed below. Score 1 if the item is available and 0 if not available. NB: Availability of medical equipment/material listed below is dependent on occupational therapy services being provided; score not applicable if the medical equipment/material is not available because the occupational therapy service that is offered does not require that item.

Score	Comment	
Aspects	Score	Comment
<b>Therapeutic Furniture/Equipment</b>		
1. Therapy mat		
2. Treatment plinth		
3. Mounted or mobile posture mirror		
4. Folding mobile screen		
5. Examination couch		
6. Therapy balls		
7. Bobath roll (various)		
8. Wedges (various)		

9. Splinting pan		
10. Mobile splinting pan (electric)		
11. Heat gun		
12. Utility (Stanley) knife		
13. Electric Foam rubber cutter		
14. Revolving punch		
15. Portable music player		
16. Hand exercisers (various)		
17. Portable workbench		
18. Upper extremity workstation		
19. Sewing machine		
20. Overlocker machine		
<b>Assessment Tools</b>		
21. Goniometer various (finger, wrist, large)		
22. Hand assessment kit: Smith hand function, Jamar, Pinch gauge, Monofilaments		
23. Cognitive assessment		
24. Perceptual assessment		
25. Mental health assessment		
<b>Vocational assessment</b>		
26. Stopwatch		
27. Measuring tape		
<b>Functional Assistive Devices for activities of daily living (ADL's): Mobility/Transfer Devices</b>		
28. Transfer board (various)		
29. Bed lope Ladder		
30. Sliding/transfer sheets		
31. Bed back rest		
32. Long handled (easy) reacher		

33. Leg lifter		
<b>Toileting Items</b>		
34. Long handled bath sponge		
35. Wash mitten (various)		
36. Bath board		
37. Shower seat		
38. Tap turners		
<b>Kitchen/Feeding Items</b>		
39. Plate guard		
40. Built up grips (various sizes)		
41. Bendable cutlery		
42. Feeding Cups (various)		
43. Jar openers (one handed use/ coned & rubber)		
44. Kettle Tipper		
45. Cutting board		
<b>Wheelchair, Posture and Transport Devices (For Assessment &amp; Issuing)</b>		
46. Basic folding wheelchairs (various sizes)		
47. Basic motorised wheelchairs		
48. Standing frames		
49. Posture support chairs		
50. Side lyres		
51. Basic foam cushions		
52. Fluid filled cushions		
53. Air filled cushions		
54. Pelvic straps & harnesses		

**Domain 25.4 GOVERNANCE AND HUMAN RESOURCES**

**Sub Domain 25.4.1 20 Occupational health and safety**

**Standard 25.4.1.1 20(1)** The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

**Criterion 25.4.1.1.1 20(2)(b) Awareness of safety and security issues must be promoted**

**25.4.1.1.1.1** The emergency evacuation plan is prominently displayed.

**Assessment type:** Observation - **Risk rating:** Essential measure

The evacuation plan must include but is not limited to route/directions to be followed during evacuation, emergency exits and assembly point(s). This must be visibly displayed. Not applicable:

Never

Score	Comment

**25.4.1.1.1.2** The healthcare personnel are familiar with the emergency evacuation procedure

**Assessment type:** Staff interview - **Risk rating:** Essential measure

Interview three health care personnel to establish whether they are able to explain the evacuation procedure as illustrated in the evacuation plan. Score 1 if they explain the procedure as illustrated in the evacuation plan and 0 if not. Where no evacuation plan is available, this measure must be scored 0.

Score	Comment	
Aspects	Score	Comment
1. Healthcare personnel 1		
2. Healthcare personnel 2		
3. Healthcare personnel 3		

**Domain 25.5 FACILITIES AND INFRASTRUCTURE**

**Sub Domain 25.5.1 14** Management of buildings and grounds

**Standard 25.5.1.1 14(1)** The health establishment and their grounds must meet the requirements of the building regulations.

**Criterion 25.5.1.1.1 14(2)(b)** The health establishment must as appropriate for the type of buildings and grounds of the establishment have a maintenance plan for buildings and the grounds.

**25.5.1.1.1.1** No obvious safety hazards are observed during the visit.

**Assessment type:** Observation - **Risk rating:** Vital measure

Inspect the surroundings for maintenance-related safety hazards in the unit., This will include but is not limited to loose electrical wiring, collapsing ceiling collapsing ceiling or roof, collapsing doors. or any other type of safety hazards that represent a risk to the health and safety of personnel, users and visitors. Not applicable: Never

Score	Comment

**Criterion 25.5.1.1.2 14(2)(d)** The health establishment must as appropriate for the type of buildings and grounds of the establishment have ventilation systems that maintain the inflow of fresh air, temperature, humidity and purity of the air within specified limits set for different service areas such as theatres, kitchen and isolation units.

**25.5.1.1.2.1** Occupational therapy unit has natural ventilation or functional mechanical ventilation.

**Assessment type:** Observation - **Risk rating:** Essential measure

The national building regulations stipulate that satisfactory ventilation is only provided by forcing outdoor air into a space mechanically or passively through either ducting or apertures open to the outside, including, but not limited to, windows or ventilation grilles. Verify whether the unit has passive ventilation (windows, doors that can be opened and ventilation grilles) or functional mechanical ventilation (i.e. a ducting system). Score 1 if the aspect is compliant and 0 if not compliant. Not applicable: Never

Score	Comment



### Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for District Hospitals.

### Acknowledgements

There are many people who have contributed to the development of the Regulatory District Hospital Inspection Tools Version 1.3. The Office of Health Standards Compliance wishes to extend most heartfelt acknowledgement and gratitude to the following:

- The WHO technical team for providing guidance on the very first draft inspection tools database
- Health Standards Development and Training unit team (Dr Grace Labadarios, Mr Jabu Nkambule, Ms Florina Mokoena, Ms Mosehle Matlala, Ms Busisiwe Mashinini} for the development of the District Hospital Inspection tools.
- The internal OHSC teams (Compliance Inspectorate, Certification and Enforcement, Complaints and Assessment, Complaints and Investigation, Systems, Data Analysis and Research}, for their contribution during the development of the District Hospital Inspection tools and (Information Technology and Communication and Stakeholder Relations} for providing support.
- National Department of Health, Mr Bennet Asia, Dr Shaidah Asmall for reviewing and commenting on the inspection tools.
- Provincial Department of Health personnel, Quality Assurance Managers, District Managers, Programme Managers, Operational Managers for their valuable feedback
- The Certification and Enforcement Committee of the OHSC Board for reviewing the tools and for recommending to the Board for approval.

**It is hereby certified that the Regulatory District Hospital Inspection tools version 1.3 was developed by the Office of Health Standards Compliance.**

**Ms W Moleko**

**Signature:**



**Executive Manager: Health Standards  
Development Analysis and Support**

**Date:**

10/08/2022

**Dr Sipiwe Mndaweni**

**Signature:**



**Chief Executive Officer: OHSC**

**Date:**

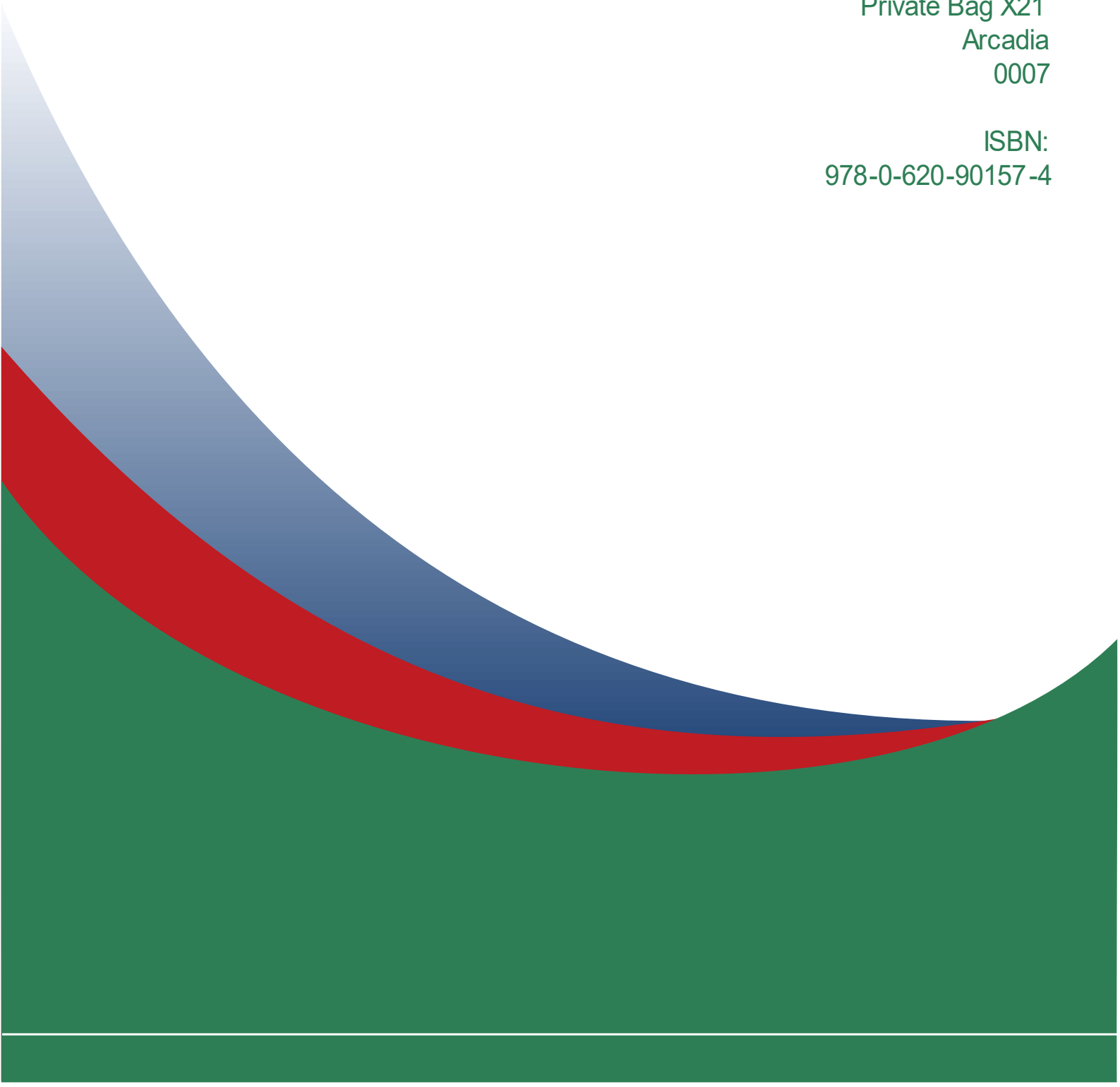
10/08/2022

Telephone: 012 942 7700  
Email: [admin@ohsc.org.za](mailto:admin@ohsc.org.za)  
Website: [www.ohsc.org.za](http://www.ohsc.org.za)

Physical address:  
The Office of Health Standards  
Compliance,  
79 Steve Biko Road,  
Prinshof,  
Pretoria  
0084

Postal Address:  
Private Bag X21  
Arcadia  
0007

ISBN:  
978-0-620-90157-4

A decorative graphic on the left side of the page, consisting of three curved, overlapping bands. The top band is light blue, the middle band is red, and the bottom band is dark green. The bands curve from the top left towards the bottom right, creating a sense of movement and depth.