



Facility:

Date:

- **Tool Name:** Regulatory Regional Hospital Inspection tool v1.3 - Final
- **HEs Type:** Hospitals
- **Sector:** Public
- **Specialization:** Regional
- **Created By:** Jabu Nkambule

# 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 admitted to 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        |       |         |

| 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** 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. |  |  |

**25.2.2.2.2.3** 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                        |  |  |

**25.2.2.2.2.4** 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 |
|-------|---------|
|       |         |

**Criterion 25.2.2.2.3 7 Medical equipment management systems must be in place to minimise the risk of patient safety incidents related to medical equipment.**

**25.2.2.2.3.2** 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.<br>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.<br>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

| <b>Aspects</b>  | <b>Score</b> | <b>Comment</b> |
|---|--------------|----------------|
| 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.<br>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.<br>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.<br>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):<br/>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 |
|-------|---------|
|       |         |