

NOVEMBER 2024

DRAFT 5

OHSC CHECKLIST

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In October 2024, the Office of Health Standards Compliance (OHSC) released the fifth draft of the General Practitioner (GP) inspection tool. To assist private GP practices in aligning with the Department of Health's requirements, eNov8 has extracted the core components necessary for OHSC readiness. This guideline is not exhaustive but serves as a foundational framework to help practices prepare for compliance.

We have broken down the document into a few categories.

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FACILITY STRUCTURE AND ENVIRONMENT

CONSULTATION AND PROCEDURE ROOMS:

- Designated consultation rooms.
- Separate procedure rooms for invasive or specialized procedures.

HAND HYGIENE FACILITIES:

- Functional handwash basins in all service areas.
- Functional taps.
- Wall-mounted soap dispensers with liquid soap.
- Paper towel dispensers with disposable towels.
- General waste containers with appropriate liners.

LINEN MANAGEMENT:

- Designated areas for clean linen storage.
- Temporary storage areas for dirty linen.
- Sufficient supply of clean linen (cloth or disposable).

WASTE MANAGEMENT:

- Segregated containers:
 - Red-labeled for infectious non-anatomical waste.
 - Yellow sharps containers (tamper-proof, impenetrable).
 - Black, beige, or white containers for general waste.
 - Red-labeled buckets with sealable lids for anatomical waste (if applicable).
- Color-coded mops:
 - Red: Toilets and bathrooms.
 - Blue: Clinical and non-clinical areas.
 - Exterior area-specific mop (if applicable).

ENVIRONMENTAL SAFETY:

- Cleanliness of all practice areas (free from dirt and dust).
- Fire safety protocols and functional emergency exits.
- Documented pest control program.

MEDICAL EQUIPMENT AND SUPPLIES

EMERGENCY EQUIPMENT:

- Automated External Defibrillator (AED) or defibrillator with:
 - Pads, paddles, and electrodes.
- Cardiac resuscitation board.
- Airway management devices:
 - Oropharyngeal airways (minimum two sizes: adult and pediatric).
- Oxygen delivery systems:
- Oxygen cylinders or concentrators.
 - Re-breather oxygen masks (adult and pediatric).
 - Manual resuscitator bags (adult and pediatric).
 - Nebulizer masks (adult and pediatric).
- Pulse oximeters with adult and pediatric probes.
- Intravenous (IV) equipment:
- Intravenous administration sets.
- IV cannulae (minimum four).
- IV fluids:
 - 0.9% NaCl 1000ml.
 - Ringer's lactate or Balsol solution 1000ml.
 - Half Darrow's solution.
- Emergency medications:
 - Adrenaline 1mg.
 - Hydrocortisone 100mg/2ml.
 - Promethazine 25mg/ml.
 - Aspirin 300mg.
 - Glyceryl trinitrate tablets 0.5mg (sublingual TNT).
 - Salbutamol.
 - Diazepam or equivalent benzodiazepines.
 - Dextrose 50%.
 - Naloxone injectable.
 - Resuscitation protocols or algorithms.

GENERAL CLINICAL EQUIPMENT:

- Examination tables with clean linen.
- Basic diagnostic tools:
 - Stethoscopes, BP monitors, thermometers, otoscopes.
 - Blood glucose meters with strips.
 - Urine dipsticks and pregnancy test kits.
- Phlebotomy equipment:
 - Vacutainer tubes, venepuncture needles, and holders.
- Disposable supplies:
 - Sterile and non-sterile gloves.
 - Disposable gowns or aprons.
 - Dressing packs and gauze swabs.
 - Syringes (various sizes) and needles.
 - Adhesive surgical tape and cotton wool balls.
- Specimen collection:
 - Urine specimen jars.
 - Pap smear collection materials (if applicable).
- Cold Chain Management:
 - Medicine refrigerator (no food or beverages).
 - Twice-daily temperature logs (records from the past month).

DOCUMENTATION

OPERATIONAL SOPS:

- Triage and prioritization of care.
- Infection control:
 - Hand hygiene, use of PPE, and waste management.
- Decontamination of medical devices (cleaning, sterilization, and packaging).
- Safe injection practices.
- Handling of complaints and adverse events.
- Waste segregation, handling, storage, and disposal.
- Maintenance of medical equipment.

CLINICAL RECORDS:

- User health records:
 - Biographical data (name, ID, contact details).
 - Clinical history, assessment, diagnosis, and treatment plans.
 - Informed consent forms (signed by patient and healthcare provider).
 - Referral documentation with:
 - Name of referring and receiving healthcare providers.
 - Clinical details, investigations, and reasons for referral.
 - Records of diagnostic investigations and follow-up actions.

STAFF TRAINING RECORDS:

- Infection prevention and control protocols.
- Emergency response procedures.
- Health record management training for new staff.

REGULATORY COMPLIANCE:

- Valid dispensing licenses (if dispensing medication).
- Professional indemnity insurance certificates.
- Service Level Agreements (SLAs) for outsourced services:
 - Waste disposal, decontamination.

PATIENT COMMUNICATION

- Displayed information on:
 - Operating hours.
 - Services provided (e.g., chronic disease management, procedures).
 - Indicative costs for services.
 - Emergency contact details.
 - Results of patient satisfaction surveys from the past 12 months.
 - Complaints management procedure.

INFECTION CONTROL AND WASTE MANAGEMENT

- Laminated posters for hand hygiene.
- Alcohol-based hand rub in all care areas.
- Clean linen requirements documented.
- Sanitary disposal bins in bathrooms.
- Adherence to infection prevention protocols (e.g., hand hygiene, PPE use).
- Proper segregation of waste with documented disposal procedures.

DISCLAIMER

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