

Home Healthcare Facility Inspection Checklist- Random

Name of the Home Healthcare Facility: _____ Date of Inspection: ___/___/___

Ref.	Description	Yes	No	N/A	Remarks
13	Patient Assessment and Care Planning				
13.1	Before accepting a patient for home healthcare an effective and comprehensive multidisciplinary patient assessment shall be conducted				
13.6	Care shall be delivered by licensed individuals and competent multidisciplinary teams				
21.5	All healthcare professionals must provide care to patients of Home Healthcare facility within their scope of practice (Job Description for all professionals)				
14.3	To provide Peritoneal Dialysis at home, the Home Healthcare must submit a special request seeking authorization to provide the dialysis services. The request shall satisfy the following requirements:				
14.3.1	All patients shall receive Nephrologists consultations and approval to start home dialysis program				
14.3.2	Provide evidence that the licensed Registered Nurse providing the dialysis service has successfully completed training in dialysis and received a Certification/ accreditation. This must be practiced in a line with the scope of practice.				
14.3.3	He/she shall be responsible for monitoring patients' Receiving				
14.3.4	He/she shall be competent and hold training in the following:				
14.3.4.1	Basic Life Support and Advanced Cardiac Life Support (ACLS)				
14.3.4.2	Insertion of Intravenous (IV) lines				
14.3.4.3	Medicine preparation and administration which includes understanding of pharmacology of the agents administered.				
15	Patient Selection Criteria				
15.2	The patient shall be in a physical status permits him/her for home dialysis. The service should not be provided to the following:				
15.2.1	Children under 15 years old				

15.2.2	Pregnant patients				
15.2.3	Patients with history of drug or alcohol abuse				
15.2.4	Patients with Metabolic disorders, age extremes or morbid obesity				
3	Final Inspection and Issuing the License				
3.2.3	Home healthcare services shall provide a documented policy and procedures for the following:				
3.2.3.1	Patient/Relatives' acceptance criteria and referral to home health services from a health facility.				
3.2.3.2	Patient's medication management				
3.2.3.3	Incident reporting				
3.2.3.4	Discharge/transfer policy (if any).				
3.2.3.5	Dealing with terminally ill and deceased patient.				
3.2.3.6	Patient record management and retention				
3.2.3.7	Patient's rights policy				
3.2.3.8	Policy on hazardous waste management (if any).				
3.2.3.9	Infection control measures				
3.2.3.10	Emergency action plan in the office				
3.2.3.11	Medical equipments and devices related to the services provided shall be maintained according to the manufacturer requirements				
3.2.6	Display the hours of operation of the facility as well as contact numbers after working hours				
3.5	The Home Healthcare facility's license shall be conspicuously posted on the facility premises				
16	Health Record				
16.2	Health records is maintained with patient, after end of care the records should be kept in the facility office				

16.3	List of all patient under the facility home care (active and non-active) shall be maintained in the facility office				
16.4	The facility shall provide a dedicated area for maintaining patients' health records				
16.6	Patients' records must contain the following				
16.6.1	Identification data relevant to the patient				
16.6.2	A copy of recent consultation report, discharge paper, or a written summary				
16.6.3	Past & current findings is maintained for every patient receiving home health services				
16.6.4	All prescribed orders from the primary treating physician is signed & incorporated in the patient's health record at all times & maintained by the home healthcare service provider				
16.6.5	A copy of signed general consent				
16.6.6	Entries of care provided are dated & legible. The author of each entry must be identified & authenticated.				
16.6.7	If any changes, corrections, or modifications are made to any portion of the patient's record, the person must note in the record the date, time, nature & reason for correction or modification, his/her name & the name of a witness, to the change, correction or modification				
16.6.8	Electronic form of patient record (if available) should have the ability to trace any change, or modifications in the record with identification of the modifier				
16.6.9	Discharge summary upon termination of home health services				
18	Data Collection				
18.1	Each licensed Home Healthcare facility shall submit to the Health Data and Information Analysis Department in DHA the following data on a monthly basis				
20	Human Resources Practices				
20.2	Learning & development of healthcare professionals & other staff shall ensure advancement of skills & competence & is relevant to their allocation & responsibilities				
20.3	Continuing Professional Development (CPD) activities is documented				
21	Healthcare Professionals Minimum Requirements				
21.1	Home Healthcare services must have a Medical Director (A physician or a Registered nurse) who shall act as a supervisor over the professional staff.				

3.2.2.1	Minimum of 8 licensed healthcare professionals including registered nurses. Registered Nurse (RN) to Assistant Nurses (AN) ratio shall be 1:3.				
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Inspectors: (Name & Signature)

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