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### Home Healthcare Inspection Checklist- Final

Name of the Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ref.	Description	Yes	No	N/A	Remarks
<b>3</b>	<b>Final Inspection and Issuing the License</b>				
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				
3.2.4	Provide sufficient office space for the service (at least 12 square meters) with secure and limited access area for storage of patient's health records.				
3.2.5	Provide suitable transportation for the licensed healthcare professionals and other personnel accompanying them for service provision at residence				
3.2.6	Clearly display the hours of operation of the facility as well as contact numbers after working hours.				

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<b>13</b>	<b>Patient Assessment and Care Planning</b>				
13.3	The Home Healthcare provider shall have policies and procedure on patient assessment that includes but not limited to medical history, physical, social and psychological assessment of patient's needs.				
<b>14</b>	<b>Clinical Services</b>				
14.3.2	Provide evidence that the licensed <u>Registered Nurse</u> 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 and the scope of service.				
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.				
<b>16</b>	<b>Health Record</b>				
16.4	The facility shall provide a dedicated area for maintaining patients' health records.				
<b>17</b>	<b>General Consent</b>				
17.3	Home healthcare management must design a consent form to include the following:				
17.3.1	Patient read and understood the rights and responsibilities				
<b>19</b>	<b>Patient Rights and Responsibilities</b>				
19.2	All health facilities shall ensure the Charter of Patients' Rights and Responsibilities communicated and displayed in at least two languages – Arabic and English – in the facility and posted on the facility website (if any). Additional languages may be used if so required based on the patients' cultural and linguistic diversity and backgrounds.				

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