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Sleep Laboratory – Final Checklist

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	Remarks
5.	Standard One: Registration and Licensure Procedures			
5.4.	The health facility should develop the following policies and procedure; but not limited to:			
5.4.1.	Patient acceptance criteria			
5.4.2.	Patient assessment and admission			
5.4.3.	Patient education and Informed consent			
5.4.4.	Patient health record			
5.4.5.	Infection control measures and hazardous waste management			
5.4.6.	Incident reporting			
5.4.7.	Patient privacy			
5.4.8.	Medication management			
5.4.9.	Emergency action plan			
5.4.10.	Patient discharge/transfer.			
5.4.11.	Lost and found Policy.			
5.5.	The health facility shall provide documented evidence of the following:			
5.8.	The health facility shall maintain charter of patients' rights and responsibilities posted at the entrance of the premise in two languages (Arabic and English).			
5.9.	The health facility shall have in place a written plan for monitoring equipment for electrical and mechanical safety, with monthly visual inspections for apparent defects.			
5.10.	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications.			
5.12.	Install and operate equipment required for provision of the proposed services in accordance with manufacturer specifications.			
6.	Standard Two: Health Facility Requirements			
6.3.	The health facility shall ensure easy access to the health facility and treatment areas for all patient groups.			

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6.4.	The health facility design shall provide assurance of patients and staff safety.			
6.6.	The sleep laboratory shall have a patient preparation room, sleep therapy room(s) and control room(s).			
6.6.1.	Patient preparation area shall be defined by the facility and can be in the same area as the patient testing room.			
6.7.1.	Provide a sink to clean and disinfect electrodes and other monitors, if applicable.			
6.7.2.	The sink area can be in the dirty utility room and the facility shall clearly specify the cleaning processes if disposable equipment is not used.			
6.8.	The size of the sleep therapy room shall be not less than nine (9) square meters to accommodate emergency personnel access with a minimum of 0.60 meters of available clear space on three (3) sides of the bed.			
6.9.	All sleep therapy rooms shall be single occupancy, private and comfortable. However, for paediatric patients, space should be made available for a parent or caregiver to stay as well.			
6.9.1.	The floor to ceiling walls shall be made of hard material.			
6.9.2.	Provide a privacy door for every sleep therapy room that opens inwards and directly to a corridor or common use area such that the patient can access the sleep therapy room without passing through other sleep therapy rooms.			
6.9.3.	The sleep therapy rooms shall be in a quiet area and low traffic section of the health facility.			
6.9.5.	The sleep therapy rooms shall not have any obstructions in delivering emergency care.			
6.9.6.	The sleep therapy room shall have a bed with a mattress not smaller than a standard hospital bed.			
6.9.7.	The sleep therapy rooms shall have easy access to toilets. The ratio of sleep therapy rooms to toilets shall be 1:1.			
6.9.8.	In case the health facility provides treatment for handicapped patients, it shall have a sleep therapy room and toilet to accommodate these patients.			
6.9.9.	Live audio-video monitoring and recording with a two-way communication system.			
6.9.10.	The health facility shall maintain equipment for delivery of positive airway pressure (PAP) therapy for sleep apnea, which is remotely controlled through the sleep monitoring system.			
6.9.11.	The dimension of the control room shall not be less than 3.7 square meters.			
6.9.13.	The control room shall be located close to the testing rooms for technologists to be able to come in for equipment adjustments and/or emergencies.			
6.9.14.	Additional escort bed shall be available for paediatric patients and other patients who might need the presence of a caregiver.			

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6.10.	There shall be a two-way communication system between the sleep therapy room and the control room.			
6.12.	Phone numbers of important contacts should be visibly posted near the workstation, which shall include the number of the sleep laboratory service in-charge.			
9.	STANDARD FIVE: PATIENT SAFETY			
9.3.	The majority of patients seen in the sleep laboratory take medications for various medical reasons. The facility should maintain patient own medication policy to reinforce this.			
9.4.5.	The sleep laboratory should be equipped with emergency equipment like:			
a.	Emergency cart with defibrillator or Automated Electronic Defibrillator (AED).			
b.	Oral airways with different sizes based on specialties.			
c.	Oxygen cylinder.			
d.	Nebulizer.			
e.	Suction machine with suction tubes.			
f.	Oxygen masks.			
9.7.	Provide hand rub stations at convenient locations throughout the sleep laboratory.			
9.9.	The facility should maintain fire extinguishers. There should be trained staff to respond to fire events. Orientation on the fire safety measures should be included in new staff induction program.			
9.10.	There should be evacuation maps posted to indicate current locations marked with "You are here" to provide information regarding escape routes and fire exits.			

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