

CLINIC LICENSURE PRESURVEY DOCUMENT CHECKLIST

on hand	Item
Required Documents – Parent and <u>each</u> satellite	
<input type="checkbox"/>	1. Policies and procedures (for <u>all</u> applicable regulatory requirements) [140.301(B)(5)]
<input type="checkbox"/>	2. Nurse practitioner/physician assistant protocols, with Board approvals [140.313(B)]
<input type="checkbox"/>	3. Organizational Chart [140.301(B)(4)]
<input type="checkbox"/>	4. Contracts, agreements (e.g., emergency transfer, outreach sites, infectious waste mgmt)
<input type="checkbox"/>	5. Committee minutes (UR, QA, Pharmacy, Governing Body, etc.)
<input type="checkbox"/>	6. Fire safety plan (floor plan/map with evacuation routes) [140.220]
<input type="checkbox"/>	7. List of Personnel – on Personnel Information Form [140.310(B)(6)]
<input type="checkbox"/>	8. Staff schedules and on-call/off-hour staff coverage [140.304]
<input type="checkbox"/>	9. Personnel policies/job descriptions [140.310(B)(5)(a)]
<input type="checkbox"/>	10. Personnel files (resume, license, health exams, orientation, evaluations) [140.301(B)(6)]
<input type="checkbox"/>	11. Infectious waste handling protocols and manifests [140.122(F), 140.301(B)(5)(g)]
<input type="checkbox"/>	12. Serious Complaint Procedure and files [140.306]
<input type="checkbox"/>	13. Serious Incident Reporting protocols – may we review incidents if any? [140.307, 140.611]
<input type="checkbox"/>	14. Quality Assurance Plan and committee minutes [140.370, 140.613]
<input type="checkbox"/>	15. Clinical record-keeping policies and procedures [140.302]
<input type="checkbox"/>	16. List of surgical procedures (<i>if applicable</i>) [140.604]
<input type="checkbox"/>	17. List of staff granted surgical/anesthesia staff privileges (<i>if applicable</i>) [140.602(D)]
<input type="checkbox"/>	18. Policy for staff education and evidence of staff inservices [140.318]
<input type="checkbox"/>	19. Clinic brochure
Required Records – Parent and <u>each</u> satellite	
<input type="checkbox"/>	1. Documentation of medical equipment preventative maintenance [140.122(E)]
<input type="checkbox"/>	2. Autoclave/sterilization equipment performance monitoring records [140.211(D)]
<input type="checkbox"/>	3. Fire drill documentation [140.221]
<input type="checkbox"/>	4. Staff education/inservice records [140.318]
<input type="checkbox"/>	5. Evidence of CPR training for surgical staff (<i>if applicable</i>) [140.601, 416.44(d)]
<input type="checkbox"/>	6. Controlled substances inventory record (<i>if applicable</i>) [140.347(B)]
<input type="checkbox"/>	7. Records of mental health staff supervision [140.530(E)]
<input type="checkbox"/>	8. For clinical record sample: lists of prescribers, names of patients recently hospitalized, names of patients receiving multiple services, psychiatrist's schedule (ID child vs. adult)