



Patient Care Department Sweep

To Be Completed By 8:30AM Every Survey Day

Department:
Date:
Completed By:

DEPARTMENT APPEARANCE

- Hallways are free of clutter
- All items are placed on the same side of hallway
- Fire doors are clear and close/latch
- Exits are marked and not blocked
- Doors are not propped open
- Furniture (including WOW) is not “parked” in corridors
- Nothing directly in front of or under medical gas zone shut off valves, fire extinguishers, pull stations, and electrical panels
- Fire extinguishers monthly checks are current
- Patient information (locator board, charts, medication cart, computer workstations) is secured and not visible
- No unattended medications
- Personal Protective Equipment (PPE) boxes are well stocked
- PPE (including gloves) are not worn while in hallway
- Sani-Cloth/Clorox bleach wipe containers are closed
- All patient equipment is labeled with current Med Equip sticker (call X3966 if overdue)
- Equipment red tagged (call X3966)
- Hand Hygiene dispensers are not empty
- Paper on walls is laminated or in plastic sleeve
- Badges worn above waist
- Visually inspect pt. care equipment to ensure cleanability and is non-absorbent
- All supplies reviewed for expiration

CRASH CART

- Crash cart is tidy, clean, and dust free; with intact locks
- Crash cart logs and defibrillator checks are documented daily, only current month on clipboard

PATIENT ROOMS

- Rooms are clean and clutter free
- Medications are not at bedside
- Clinical alarms are audible at nurses’ station
- Solutions (sterile H2O/normal saline) have date/time opened (toss after 24hrs)
- Patient home meds in patient lock box with pharmacy label
- Sharps container is less than ¾ full

WORK/NURSES’ STATION

- Clean and clutter free, nothing on floor
- Patient supplies are not at station
- Food or drink is not consumed or stored at station/ drinks are in designated “hydration station”
- All signs are in sheet protectors or laminated
- No personal belongings
- Cords are bundled and off floor

NOURISHMENT AREA

- Patient food refrigerator – Staff can locate temperature logs and is current
- Food is labeled with expiration date, no expired items.

STORAGE UTILITY ROOM

- Clean and clutter free, nothing on floor
- Nothing is stored 18” from bottom of sprinkler head in the middle of the room
- Clearly identified clean room with only clean items
- Clearly identified dirty room with only dirty items

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To Be Completed By 8:30AM Every Survey Day

- Full and Empty O2 tanks are clearly separated and clearly labeled
- O2 tanks all stored in holders, with no more than 12 tanks in room
- Garbage receptacles labeled, no comingling of linen/trash
- Plastic liner or solid bottom shelves

LINEN CLOSET AND CARTS

- Clean and clutter free, nothing on floor
- Carts in shared storage or in hallway are covered
- Carts not used as tabletop
- Plastic liner or solid bottom shelves
- Linen Covers are intact and not torn

HOUSEKEEPING CLOSET AND CARTS

- Closets and carts are locked
- Cleaning materials must be covered
- No personal items in cart or closet
- Plastic liner or solid bottom shelves

MEDICATION CARTS

- Cart is locked and drawers are closed
- Carts are clean, clutter free
- Medications and solutions are segregated
- Sharps container is less than $\frac{3}{4}$ full
- Blood glucose QC bottles are labeled w/ date opened; and with 90-day expiration date, is legible
- POC testing machines are clean
- Medications and solutions are completely labeled and not expired.
- Plastic liner or solid bottom shelves
- Medication bins/liners are clean

Completed Sweep Forms are to be returned to be submitted to the Quality/Risk Mailbox located in the mailroom by 8:30AM every Survey morning.

MEDICATION ROOM

- Clean and clutter free, nothing on floor
- Room is locked
- Med prep areas must be clean, uncluttered, and separated from other areas
- Medication refrigerator – Staff can locate temperature logs and is current, thermometer in place, no food, defrosted
- Nothing is stored below sinks or on window ledges
- Medication Compatibility Chart, Look-Alike-Sound-Alike, and Do Not Use Abbreviation is displayed
- Patient bins- internal & external meds are separated
- “High alert” label attached to heparin solutions greater than 5 units/ml
- Individual pill crushers have patient specific labels and are in patient bins
- All insulin vials (opened & unopened) are dated with toss date (28 days after opening) and stored in Pyxis pocket
- All opened multi-dose vials are dated with toss date (28 days after opening)
- Single-dose vials good for one use only; not re-used
- Medication refrigerator is clean and tidy; no expired meds in the refrigerator

For questions and/or guidance, please seek assistance of your Manager or you may call the Quality Management Department at x442