

# In Patient Department Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	AAC 4a,b,c	Is initial assessment of patient admitted done in defined time frame, content of initial assessment documented, plan of care and countersigned by clinician within 24 hours.		
2	AAC 4c	Reassessment of patient on daily basis and documented.		
3	AAC 7f	Is cause of death written on death summary.		
4	AAC 7a,b,c,d,e	Discharge summary, the discharge summary shall contain the reason for admission, significant findings, any diagnosis, procedures performed, significant medications administered, investigation results, condition at discharge, discharge medications and follow-up instructions in an understandable manner and when and how to obtain urgent care.		
5	PRE 1b	Is care of vulnerable patients taken care of as per policy.		
6	COP 1b	CPR, Policies and procedure, uniform use of CPR, training of staff in BLS & ACLS.		
7	COP 3a,b,c	Informed consent for blood transfusion, monitoring of transfusion reactions.		
8	COP 8a,b,c,d	Care of patients undergoing surgical procedures – Policy, preoperative assessment & provisional diagnosis documented prior to surgery, informed consent, policy to prevent adverse events and surgical safety checklist.		
9	MOM 1c	Storage of LASA drugs, beyond expiry drugs.		
10	MOM2c,d	Prescription, medication orders, safe dispensing and high risk drug management.		
11	COP 3c	Are transfusion reactions to be recorded and reported.		
12	MOM 2c	Are prescription and medication orders as per guidelines, a complete prescription and medication order must include the patients full name, the date and the time of the order, the name of the medication, the ordered dosage, and the form of the medication, the route of administration, the time or frequency of administration, and the name and signature of the ordering doctor.		
13	MOM 4e	Are narcotic drugs used, if applicable, stored in double lock and key, usage, administration and disposal documented.		
14	HIC 1e	Is linen management is as per written policies.		

Sr. No.	Objective Element	Requirements	Yes	No
15	HIC 2a,b	Are hand washing area, availability of gloves, disinfectants, etc. available.		
16	FMS 1c	Is identification of hazardous materials, labeling, spill management and staff awareness is there.		
17	FMS 1a, 4b	Are floor plans, fire escape routes, layout of beds adequate, spacing and visual privacy available.		
18	PRE 2b	Patient interview.		

