

Auditor Name: _____ Location: _____ Date of Round: _____

Holy Cross Health Fort Lauderdale: Inpatient Unit Clinical Lead Daily Rounds

This audit should be completed by the Clinical Lead prior to the end of his/her shift. Any areas of non-compliance that have not been resolved prior to the end of shift should be reported during Clinical Lead hand off, and the receiving Clinical Lead should follow up during his/her daily rounds.

Ongoing unresolved non-compliant issues should continue to be reported through this audit tool so that the turnaround time for resolution may be tracked.

Unit Directors/Managers/Clinical Leads Using Tool: We are in the 2021 Triennial Survey Window. As such:

1. Remind staff where they can find:
2. Hospital-specific performance improvement and National Patient Safety Goal information
3. Hospital policies and procedures
4. Unit-specific policies and procedures
5. Role in emergency/disaster (codes)
6. Physician credentialing information if needed
7. Request staff members review care plans.
8. Check to ensure all staff members are wearing name badges.
9. Check for hallway and area clutter.
10. Check nurse's station for clutter, patient identifiable information, employee food/drink.
11. Ensure computers are not left unattended with patient information exposed.

Clean Supply Room	Compliant	Not Compliant	N/A
<p>1. Door latch is unobstructed and room remains locked necessitating code/badge access</p> <p>This supports the room's ability to maintain positive pressure.</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Corrugated Shipping Boxes not present</p> <p>If non compliant, please be sure to select "Non compliant" and have the shipping boxes removed</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Seldom utilized procedure trays/supplies not expired</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clean Supply Room	Compliant	Not Compliant	N/A
<p>4. Items are not stored on the floor. Room appears neat and orderly.</p> <p>Notes / Findings:</p> <div data-bbox="116 405 1198 506" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. All DME, Machines, and Equipment maintained in the clean supply area are wiped down and staff are able to speak to process</p> <p>Notes / Findings:</p> <div data-bbox="116 680 1198 781" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Items not stored within 18" of ceiling</p> <p>Notes / Findings:</p> <div data-bbox="116 913 1198 1014" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Solid bottom shelf on supply carts</p> <p>Notes / Findings:</p> <div data-bbox="116 1144 1198 1245" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Linen Carts covered (inclusive of carts utilized in hallways)</p> <p>Notes / Findings:</p> <div data-bbox="116 1375 1198 1476" style="border: 1px solid black; height: 48px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Soiled Utility Room	Compliant	Not Compliant	N/A
<p>9. Door latch is unobstructed and room remains locked necessitating code/badge access</p> <p>This supports the ability to maintain negative pressure</p> <p>Notes / Findings:</p> <div data-bbox="116 485 1198 583" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Nutrition Tray Carts are covered</p> <p>If cover not present, please mark as "Non compliant" and contact the nutrition services department to request a cover at extension 5711.</p> <p>Notes / Findings:</p> <div data-bbox="116 783 1198 882" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Soiled waste/supplies are bagged and labeled appropriately</p> <p>Notes / Findings:</p> <div data-bbox="116 1014 1198 1113" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Items are not stored on the floor. Room appears neat and orderly.</p> <p>Notes / Findings:</p> <div data-bbox="116 1245 1198 1344" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Corrugated Shipping Boxes are in appropriate receptacle for disposal</p> <p>Notes / Findings:</p> <div data-bbox="116 1476 1198 1575" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Items not stored within 18" of ceiling</p> <p>Notes / Findings:</p> <div data-bbox="116 1707 1198 1806" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medication Room	Compliant	Not Compliant	N/A
<p>15. Door latch is unobstructed and room remains locked necessitating code/badge access</p> <p>This supports the room's ability to maintain positive pressure.</p> <p>Notes / Findings:</p> <div data-bbox="116 485 1198 583" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Medication refrigerator/freezer is clean and free from excessive clutter. Alarm is not displayed and temperature is in appropriate range.</p> <p>If medication refrigerator/freezer temperature is alarming, please select "Non compliant" and clear the error. If alarm persists, please notify Pharmacy extension 5783.</p> <p>Notes / Findings:</p> <div data-bbox="116 827 1198 926" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. Medication storage areas are clean and free of visible dust, dirt and excessive clutter. Room is clean and orderly.</p> <p>Notes / Findings:</p> <div data-bbox="116 1104 1198 1203" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Multi-dose vials are labeled with a revised expiration date and not expired.</p> <p>Multi-dose vials should be labeled with a beyond use date of 28 days after opening unless stability of the drug is less.</p> <p>Notes / Findings:</p> <div data-bbox="116 1419 1198 1518" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Single-use vials are discarded immediately after use.</p> <p>Notes / Findings:</p> <div data-bbox="116 1650 1198 1749" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medication Room	Compliant	Not Compliant	N/A
<p>20. Corrugated Shipping Boxes not present</p> <p>If non compliant, please be sure to select "Non compliant" and have the shipping boxes removed</p> <p>Notes / Findings:</p> <div data-bbox="116 443 1198 541" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Items not stored within 18" of ceiling</p> <p>Notes / Findings:</p> <div data-bbox="116 674 1198 772" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nutrition Room	Compliant	Not Compliant	N/A
<p>22. Door latch is unobstructed and room remains locked necessitating code/badge access</p> <p>Nutrition products required to be secured</p> <p>Notes / Findings:</p> <div data-bbox="116 1129 1198 1228" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. All food items in patient nutrition room contain patient label and initial date received.</p> <p>If items are unlabeled, in the room greater than 24 hours or past expiration, please mark as "Non compliant" and discard.</p> <p>Notes / Findings:</p> <div data-bbox="116 1472 1198 1570" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>24. Ice Machines - Ice machine drain basins, back splashes are free of dust, dirt, slime</p> <p>Notes / Findings:</p> <div data-bbox="116 1745 1198 1843" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nutrition Room	Compliant	Not Compliant	N/A
<p>25. Refrigerator and Microwave are clean without food/beverage residue</p> <p>If appliances cannot be easily wiped down, please contact Environmental Services at extension 5785.</p> <p>Notes / Findings:</p> <div data-bbox="116 443 1198 541" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>26. Corrugated Shipping Boxes not present</p> <p>If non compliant, please be sure to select "Non compliant" and have the shipping boxes removed</p> <p>Notes / Findings:</p> <div data-bbox="116 716 1198 814" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>27. Items are not stored on the floor. Room appears neat and orderly.</p> <p>Notes / Findings:</p> <div data-bbox="116 947 1198 1045" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>28. Items not stored within 18" of ceiling</p> <p>Notes / Findings:</p> <div data-bbox="116 1178 1198 1276" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Unit Observations	Compliant	Not Compliant	N/A
<p>29. A minimum of two hand hygiene observations have been performed during your shift and submitted via the Hand Hygiene Observation Tool.</p> <p>Best practice is to observe different roles in the unit such as:</p> <ul style="list-style-type: none"> • RN • PCT • MD • Resident • PT/OT/SLP • Environmental Services • Radiology • Lab • Nutrition/Dietary • Mid Level Provider • Respiratory • Clinical Support Coordinator • Transporter • Pharmacy <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>30. Disinfectant wipes are closed and staff aware of contact times for products in unit.</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>31. Glucometer QC Solution and Test Strip are labeled with revised expiration dates</p> <p>Test Strips: 6 months revised expiration Glucometer QC Solution: 90 days revised expiration</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Unit Observations	Compliant	Not Compliant	N/A
<p>32. Crash carts and defibrillators are checked daily and documented.</p> <ul style="list-style-type: none"> • Checklist complete • Defibrillator on battery backup • Locked/secure • No expired supplies <p>If any areas above are identified as missing, please mark as "Non Compliant". Observation should be reported at hand off and responsible staff should be coached.</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>33. ECG pads are stored in sealed packaging and are not expired</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>34. Corrugated Shipping Boxes not present</p> <p>If non compliant, please be sure to select "Non compliant" and have the shipping boxes removed</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>35. Means of Egress are maintained and exit corridors are not obstructed</p> <p>Items placed in exit corridor must be cleared within 30 minutes of placement and must remain on the same side of corridor, eliminating obstructions.</p> <p>Hand rails must be clear of items resting on them to allow for use</p> <p>Stretchers should be stored in designated stretcher storage areas</p> <p>Items not blocking access to fire extinguishers, oxygen shutoff valves, electrical panels</p> <p>Notes / Findings:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Unit Observations	Compliant	Not Compliant	N/A
<p>36. Overall appearance of unit is clean and orderly.</p> <p>Staff Common Areas Patient/Visitor Waiting Areas Patient Rooms (i.e.: window sills clear, floors free of trash, trash not overflowing) Personal Items are appropriately stored Staff beverages are maintained in area(s) away from treatment areas</p> <p>Notes / Findings:</p> <div data-bbox="120 596 1198 695" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>37. Items not stored within 18" of ceiling</p> <p>Notes / Findings:</p> <div data-bbox="120 827 1198 926" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>38. Furnishings and equipment maintained as safe and in good condition</p> <p>Fabric should not have rips or tears Metal should not have rust Equipment should be functional without faulty make-shift repair</p> <p>Notes / Findings:</p> <div data-bbox="120 1171 1198 1270" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>39. Mechanical/Electrical rooms are locked.</p> <p>These rooms should be locked, free of clutter and/or storage, and inaccessible to unit staff. If found unlocked, please select "Non compliant" and contact Facilities to assess the room integrity prior to locking.</p> <p>Notes / Findings:</p> <div data-bbox="120 1472 1198 1570" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Unit Observations	Compliant	Not Compliant	N/A
<p>40. Oxygen tanks are secured in holder in designated area.</p> <p>Tanks should be maintained with signage indicating if they are "Partial" full or "Empty".</p> <p>No more than 12 partial and/or full oxygen tanks maintained in the unit.</p> <p>If tanks are identified unsecured and/or in undesignated location, please select "Non compliant" and move tank to appropriate location.</p> <p>Notes / Findings:</p> <div data-bbox="118 548 1198 646" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>41. Blanket Warmer \leq 130°F</p> <p>Notes / Findings:</p> <div data-bbox="118 779 1198 877" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>42. Sharps containers are not $<$ 2/3 full</p> <p>Notes / Findings:</p> <div data-bbox="118 1010 1198 1108" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>43. Ceiling Tiles are in good condition</p> <p>No holes</p> <p>No stains</p> <p>No cracks</p> <p>None missing</p> <p>Notes / Findings:</p> <div data-bbox="118 1398 1198 1497" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>44. Eyewash Station Checked Weekly</p> <p>Notes / Findings:</p> <div data-bbox="118 1629 1198 1728" style="border: 1px solid black; height: 47px;"></div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Unit Observations	Compliant	Not Compliant	N/A
<p>45. Floors are clean and in good condition.</p> <p>Notes / Findings:</p> <div data-bbox="116 407 1200 506" style="border: 1px solid black; height: 47px; width: 100%;"></div>	<input data-bbox="1230 306 1310 386" type="checkbox"/>	<input data-bbox="1333 306 1412 386" type="checkbox"/>	<input data-bbox="1435 306 1515 386" type="checkbox"/>