

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Self Inspection Surveyor:** \_\_\_\_\_

\*Please send completed Self Inspection form to [MGHPOCTCoordinators@partners.org](mailto:MGHPOCTCoordinators@partners.org) or Fax to 617-726-3256

Indicator	Compliant?			Remedial Action/Recommendations
	YES	N/A	NO	
<b>EOC</b>				
- Supplies not stored on floors/ in shipping containers				
- Microscope/centrifuge maintenance up to date				
• Last date of service/Service Co: _____				
<b>Safety</b>				
- Hand hygiene before and after glove use				
- Gloves used for blood draw/point of care testing				
- POCT equipment disinfection policy followed (each use)				
- Sharps containers secure and ¾ or less full				
- No food or drink in testing area or reagent frig				
- Eye wash checks performed weekly				
- Temp Logs maintained/Remedial action if needed- Monthly Review				
- Min/max temperatures documented after weekends/holidays				
- Fire extinguishers properly inspected				
- Biohazardous waste placed in appropriate containers				
- Reagents stored with meds appropriately segregated				
<b>Specimen Collection/Identification</b>				
- Two patient identifiers on specimen/testing device				
<b>Procedures</b>				
- Log sheets in use are current and approved (Lab Handbook - POCT link)				
- Staff can find POCT procedure manual through Lab Handbook				
- Valid CLIA certificate available or posted				
<b>Training/Competencies</b>				
- New hire training documented <u>prior</u> to patient testing				
- Competencies available for all staff/each test				
• Waived Test: Two methods of competency (annually)				
• Non-Waived tests: 6 methods (6 months and annually thereafter)				
<b>Quality Controls</b>				
- Appropriate QC frequency done, documented, reviewed and remedial action for failures for each test				
- Reagents (QC and Patient) properly dated and stored				
<b>Result Documentation</b>				
- Enter/Edit used in EPIC for manual results documentation				
- Reporting lab chosen when using enter/edit function				
- Documented daily review for transcription errors				
- Documents retained/retrievable for 4 years				
<b>Exam Room Inspection</b>				
- Expired reagents, cards, swabs, tubes noted				
- No unapproved test supplies found				
- No evidence of patient information in regular trash				

**Notes:**