

A general practice audit

General practice audit

Does your practice possess the following:

Fire certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Records of inspection of electrical equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Certificate of public liability insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Certificate of Professional Indemnity Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Current First Aid Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Certificate of local authority registration (for acupuncture or dry needling practitioners)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Contracts for disposal of clinical waste/ sharps boxes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
First aid kit (complying with current Health and Safety regulations)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Your practice environment

- | | | |
|---|------------------------------|-----------------------------|
| Is the environment clean and in a state of good repair? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the treatment room used solely for treatment purposes? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the treatment room have hand washing facilities within the room or nearby (this should not include the kitchen) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the treatment room contain a pedal bin for sole use of clinical waste? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the treatment room contain a treatment couch, chairs and other furniture with smooth surfaces for easy cleaning? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the treatment room have smooth flooring or short-pile carpeting for easy cleaning | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your treatment couch covered with fresh couch cover paper for each patient? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you wash any towels, gowns or other items used by each patient after use? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your couch cover surface cleaned each day with an anti-bacterial product? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Does your practice use single use:			
couch roll	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
paper hand towels	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
paper tissues	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
drinking cups?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your practice display a no-smoking sign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your practice display fire exit signs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Specific guidance for acupuncture practitioners can be found in the Code of Safe Practice Clinical Safe Audit Tool (CoSPCAT) devised by the British Acupuncture Council¹. Additional information can be found from the Scottish Hygiene Nurses guide to Hygiene Audit².

1. British Acupuncture Council: www.acupuncture.org.uk
2. Infection Control Nurses Association. (2005) *Audit tools for monitoring infection control guidelines within the community setting*. ICNA: London.