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Site Inspection Check List for:

Hospital Licensed Urgent Care Facilities - OAR 333-535-0085

PR# \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Provider: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Present at Site Inspection: \_\_\_\_\_

Intended Occupancy Date: \_\_\_\_\_

Required PRIOR to Approved Inspection:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

SITE INSPECTION:

EXTERIOR = Verify that the facility has installed:

YES NO NA

Entrance to be located at grade level or accessible by ramp, sheltered from weather and disabled accessible. 333-535-0085 (1)(a)

INTERIOR = Verify that the facility has installed:

LOBBY & WAITING:

YES NO NA

Lobby and Waiting Areas shall include access to:

Wheelchair storage space 333-535-0085 (1)(b)(A)

Reception and information counter or desk 333-535-0085 (1)(b)(B)

Waiting Space 333-535-0085 (1)(b)(C)

- Public toilet facilities 333-535-0085 (1)(b)(D)
- Access to a telephone shall be provided to public, patients, and patients family regardless of the installation of a public pay telephone installed by the telephone company 333-535-0085 (1)(b)(E)
- Conveniently accessible provisions for drinking water shall be provided. This may be outside the patient area, in shared facilities 333-535-0085 (1)(b)(F)
- Interview space(s) for private interviews relating to social service, credit, and admissions. Multipurpose rooms for conferences, meeting, and health education shall be provided. In small facilities, the room may also serve for consultation and other purposes. 333-535-0085 (1)(c)
- An office area for business transactions, records, and other administrative functions, separate from public and patient areas for confidentiality, shall be provided. 333-535-0085 (1)(d)
- Secure storage for employees' personal property. Locked storage (cabinets or secure drawers) convenient to workstations shall be provided for staff valuables. 333-535-0085 (1)(e)
- General storage facilities for office supplies, equipment, sterile supplies, and pharmaceutical supplies shall be provided within or convenient to administrative areas. 333-535-0085 (1)(f)
- At least one housekeeping room per floor shall be provided. Each housekeeping room shall contain a floor sink or service sink and storage for housekeeping supplies and equipment. 333-535-0085 (1)(g)

## EXAM/TREATMENT AREAS:

YES NO NA

Examination rooms(s) for medical, obstetrical, and similar examinations shall have:  
333-535-0085 (2)(a)

- A net minimum floor area of 80 SF, excluding such spaces as vestibule, toilet, closet, and work counter (whether fixed or movable.)
- Arrangement shall permit at least 2 feet 8 inches clearance at each side and at the foot of the examination table.
- A hand-washing station
- Counter or shelf space for writing shall be provided.

Treatment Room(s) for minor surgical procedures and cast procedures shall have:  
333-535-0085 (2)(b)

- A minimum floor area of 120 SF, excluding such spaces as vestibule, toilet, closet, and work counter (whether fixed or moveable.)
- The minimum room dimension shall be 10 feet.
- A minimum clearance of 3 feet around the perimeter of the treatment table shall be provided.
- Work counters, storage cabinets, and a hand-washing station shall be provided.

- Provide patient toilet(s) readily available or within the clinic space  
333-535-0085 (2)(k)

- A toilet room containing a hand-washing station shall be accessible from all examination and treatment rooms. 333-535-0085 (2)(n)

Handwash Station to Include:

- Handwash Sink
- Soap Dispenser
- Single Use towel dispenser
- Hands Free Faucet

- Where a facility contains no more than (3) examination or treatment rooms, the patient toilet shall be permitted to serve waiting area. 333-535-0085 (2)(n)

Documentation space for charting and writing clinical records shall be provided.  
333-535-0085 (2)(c)

- Work counter
- Communication systems
- Space for supplies
- A separate space may be omitted if these functions are accommodated in each examination room and each treatment room.

## CLINIC SUPPORT SPACE:

YES NO NA

- A Cardiac Pulmonary Resuscitation emergency cart shall have a dedicated storage space away from traffic but immediately available to all areas including entrance and receiving areas. 333-535-0085 (2)(d)
  
- CPR cart shall have a dedicated emergency outlet. 333-535-0085 (2)(d)

- Medication storage meeting Board of Pharmacy administrative rules, OAR chapter 855, division 41. 333-535-0085 (2)(e)
  
- A separate room or enclosed closet(s) for storing clean and sterile supplies shall be provided. This storage shall be in addition to cabinets and shelves in treatment rooms. Sterile items shall be protected from dust. 333-535-0085 (2)(f)
  
- Provisions shall be made for separate collection and disposal of soiled materials. A hand-washing station shall be provided. 333-535-0085 (2)(g)
  
- A system for sterilizing equipment and supplies shall be provided. Sterilizing procedures may be done on or off-site. Disposable items may also be used to satisfy functional needs. 333-535-0085 (2)(h)
  
- Laboratory facilities, meeting laboratory licensing rules under OAR 333-024 and OAR 333-535-0090 shall be readily available either within the department or through an effective contract with nearby hospitals or laboratory services. 333-535-0085 (2)(i)
  
- Staff lounge and toilet facilities shall be readily available to the unit. 333-535-0085 (2)(j)
  
- Filing cabinets and storage shall be provided for the safe and secure storage of patients records with provisions for ready retrieval. 333-535-0085 (2)(m)

## IMAGING FACILITIES:

YES NO NA

- Basic diagnostic procedures shall be provided and shall include the following for imaging facilities. (these may be part of the outpatient service, off-site, shared, by contract, or by referral) 333-535-0085 (2)(o)
  
- If radiographic equipment is provided, the installation shall meet rules of the Department of Human Service, Public Health Division, Radiation Protection Services under OAR chapter 333, divisions 100 through 120. 333-535-0085 (2)(l)

Support areas for imaging facilities:

- Viewing and administrative areas 333-535-0085 (o)(A)(i)
- Film and media processing facilities in accordance with the Functional Program.  
333-535-0085 (o)(A)(ii)
- Storage facilities for exposed film as required by the Functional Program.  
333-535-0085 (o)(A) (iii)
- Support areas for patients that include dressing rooms or booths with convenient toilet access. Toilet rooms with hand-washing stations shall be accessible to procedure room(s) where the procedure may result in the immediate need for toilet facilities.  
333-535-0085 (2)(o)(B)