



Pre-May 19 – clinic audit

Now is the time to perform an audit and deep clean/disinfection of your clinic/treatment room(s).

Picture yourself walking through your practice setting and working with clients and peers. Consider the following:

Your personal safety

- Protecting yourself.
- Preventing yourself from spreading disease.
- What is required for PPE for myself and clients?

Prevention of spread of infection directly or indirectly between people. Ask yourself:

- Who are the people I deal with?
- Are there particular clients for whom I need to take extra precautions?
- How do I need to modify my client contact process, scheduling and billing processes, from pre-screening/booking appointments, to treatment, to post-treatment?
- What are the jobs I do that may involve increased risk of infection, from handling money to direct client contact?

Prevention of spread of infection by the tools or equipment you use. Ask yourself:

- What are the tools or equipment used in my practice? Include telephones, computers etc. in addition to treatment tools.
- Are these tools a potential source of spreading infection?
- How should these tools be cleaned, disinfected, sterilized, stored, handled, disposed of?

Prevention of spread of infection by sources in your environment. Ask yourself:

- What are the potential sources for spread of infection in my environment?
e.g. furniture, examination tables, door frames and knobs, window frames and blinds, telephones, waiting room materials, washrooms, sinks, countertops, cash registers etc.
- How should I clean, disinfect or sterilize the environment?
- What types of waste are generated and how should this be disposed of?



Clinic Audit Checklist

1. Remove all soft/porous surfaces that cannot be disinfected between clients – cloth furniture, blankets, wool heat pads, curtains etc.
2. Remove all knick-knacks, decorative items, books, magazines, toys etc. that cannot be disinfected after each client contact.
3. Buy wipeable covers for bolsters and pillows or remove them.
4. All hard surfaces – ensure they can be wiped with antibacterial disinfectant.
5. Remove credit card machine – use non-touch (online) method of payment.
6. Remove paper and pens – consider an electronic record keeping system.
7. Investigate electronic form-filling – can be done pre-arrival at clinic. Reduces time spent in waiting room.
8. Develop comprehensive checklist of items that are touched and/or can be removed from treatment rooms (decorative items, extra furniture, cushions, etc.).
9. Develop comprehensive checklist for disinfection and sanitization.
10. Develop checklist for clients – RMT's expectations of them.
11. Advisable to be able to show clients that checklists have been completed.
12. Consider what will help to make clients feel better – hand sanitizer in room etc.

Checklist of items that are touched in a clinic space

(Customize to suit your clinic)

SOFT SURFACES	ITEMS	REMOVAL	DISINFECTION SCHEDULE
	Chairs with fabric seats / backs	Y	
	Blankets, wool table pads	Y	
	Bolsters and pillows	Y	
	Drapery and carpet /rugs	Y	
	Linens		Between clients
	Treatment clothing		Between clients
HARD SURFACES	Door frames		Between clients
	Door handles		Between clients
	Tables, desks, reception counter		
	Seating – metal framed chairs		
	Light switches		Between clients
	Blinds / window frames		Between clients
	Taps and sinks		Between clients
	Toilet seats and handles		Between clients
	Towel dispenser		Between clients
	Soap / sanitizer dispenser		Between clients
	Keyboard and monitor		
	Telephone		
	Debit / credit card machine		Between clients
	Copy machine		
	Laundry equipment		
	Laundry supplies		
	Fridge / water cooler	Y	
	Beverage station and supplies	Y	
	Lotion dispensers/ bottles		Between clients
	Essential oil bottles	Y	
	PPE – eyewear		Between clients
	Garbage cans		Between clients
OTHER	Pens and paper	Y	
	Magazines and books	Y	
	Remote controls	Y	
	Decorative items and knick-knacks	Y	

Checklist of items disinfected each day/between clients

(Customize to suit your clinic)

Date: _____ **Time:** _____

SOFT SURFACES	ITEMS	DISINFECTION/REPLACEMENT SCHEDULE
	Linens	Between clients
	Treatment clothing	Between clients
HARD SURFACES	Door frames	Between clients
	Door handles	Between clients
	Light switches	Between clients
	Blinds / window frames	Between clients
	Taps and sinks	Between clients
	Toilet seats and handles	Between clients
	Towel dispenser	Between clients
	Soap / sanitizer dispenser	Between clients
	Lotion dispensers/ bottles	Between clients
	Debit / credit card machine	Between clients
	Seating – metal framed chairs	Between clients
	Garbage cans	Between clients
	PPE - eyewear	Between clients
	Keyboard and monitor	Periodically during day
	Telephone	Periodically during day
	Copy machine	Periodically during day
	Laundry equipment	Periodically during day
	Laundry supplies	Periodically during day
	Tables, desks, reception counter	Periodically during day
OTHER	Change PPE – mask and apron	Between clients