

**Department of Health Care Services (DHCS)
Medi-Cal Managed Care Division (MMCD) Policy Letter 14-004 - Site Review Survey**

“Critical Element” Checklist

There have been nine (9) critical elements identified in the Site Review Survey portion of the Facility Site Review Process. Each critical element is worth “2” points. A corrective action plan is required to be submitted to the Health Plan within 10 business days from the survey date to verify correction of the critical element identified as a deficiency during the site survey.

	Section of Site Review Survey Tool	Critical Element Description	Things To Do
1	Access/Safety	Exit doors and aisles are unobstructed and egress (escape) accessible	<input type="checkbox"/> Accessible pedestrian paths of travel provide a clear circulation path. <input type="checkbox"/> Escape routes are maintained free of obstructions or impediments to full instant use of the path of travel in case of fire or other emergency. <input type="checkbox"/> Building escape routes provide an accessible, unobstructed path of travel for pedestrians and/or wheelchair users at all times when the site is occupied. <input type="checkbox"/> Cords or other items are not placed on or across walkway areas.
2	Access/Safety	Airway management: oxygen delivery system, oral airways, nasal cannula or mask, Ambu bag	<input type="checkbox"/> Must have a wall oxygen delivery system or portable oxygen tank that is maintained at least ¾ full. Portable oxygen tank must have a flow meter attached. <input type="checkbox"/> There is a method/system in place for oxygen tank replacement. <input type="checkbox"/> There are various sizes of oral airways (oropharyngeal airways) devices appropriate to patient population available on site. <input type="checkbox"/> There is a nasal cannula or mask available on site appropriate to patient population. <input type="checkbox"/> There are various sizes of ambu bags appropriate to patient population available on site.
3	Personnel	Only qualified/trained personnel retrieve, prepare, or administer medications	<input type="checkbox"/> There must be a licensed physician physically present in the treatment facility during the performance of authorized procedures by the Medical Assistant (MA). <input type="checkbox"/> There must be a process in place and verbalized by the MA(s), at the time of survey, that the pre-labeled medication container and prepared dose are shown to the licensed person prior to administration. The supervising physician must specifically authorize all medications administered by an MA.
4	Office Management	Physician review and follow-up of referral/consultation reports and diagnostic test results	<input type="checkbox"/> Site staff can demonstrate the office referral process from beginning to end. <input type="checkbox"/> Referral process must include physician review. <input type="checkbox"/> A process for follow-up of referral/consultation reports and diagnostic test results is in place.
5	Pharmaceutical Services	Only lawfully authorized persons dispense drugs to patients	<input type="checkbox"/> Drug dispensing is in compliance with all applicable State and Federal laws and regulations. <input type="checkbox"/> Drugs are dispensed only by a physician, pharmacist or other persons lawfully authorized to dispense medications upon the order of a licensed physician or surgeon.
6	Infection Control	Personal Protective Equipment (PPE) is readily available for staff use	<input type="checkbox"/> PPE is available for staff use on site, and includes water repelling gloves, water-resistant gowns, face/eye protection (e.g. goggles, face shield), and respiratory infection protection (e.g. mask).
7	Infection Control	Needlestick safety precautions are practiced on site	<input type="checkbox"/> Contaminated sharps are discarded immediately. <input type="checkbox"/> Sharps containers are located close to the immediate area where sharps are used and are inaccessible to unauthorized persons. <input type="checkbox"/> Sharps containers are secured (locked) in patient care areas at all times. <input type="checkbox"/> Sharps containers are not overfilled past manufacturer’s designated fill line, or more than ¾ full.
8	Infection Control	Blood, other potentially infectious materials and Regulated Wastes are placed in appropriate lead proof, labeled containers for collection, handling, processing, storage, transport or shipping	<input type="checkbox"/> Containers for blood and other potentially infectious materials (OPIM) are closable, leak proof, and labeled and/or color-coded. <input type="checkbox"/> Double bagging is required only if leakage is possible.
9	Infection Control	Spore testing of autoclave/steam sterilizer with documented results (at least monthly)	<input type="checkbox"/> Autoclave spore testing is performed at least monthly. <input type="checkbox"/> Written procedures for performing routine spore testing and for handling positive spore test results are available on site to staff. <input type="checkbox"/> For positive spore tests, the autoclave is removed from service immediately until inspection is completed and a negative retest occurs. <input type="checkbox"/> Procedures include: report problem, repair autoclave, retrieve all instruments sterilized since last negative spore test, re-test autoclave and re-sterilize retrieved instruments.