

**YNHHS Ambulatory Transformation: Ambulatory Audit Tool**

<b>Post-Covid-19 Recovery Audit Tool</b>	
<b>Activity</b>	<b>Compliant Y/N/NA</b>
<i>Note: Local delivery network adjustments may be considered as necessary</i>	
<b>PREVISIT</b>	
Ensure a process in place to ensure patients are screened for COVID-19 within 2 days of visit	
<b>ENTRANCE</b>	
Appropriate signage is in place for masking and social distancing	
Screening takes place at entrance; patients are redirected if appropriate	
Patient temperature is monitored at entrance	
Patients are unaccompanied (unless exempt from restrictions)	
Patients with exempted guest are screened; guests are also screened	
Masks are available for patients without them	
Floor is marked to keep patients 6 feet apart	
<b>REGISTRATION/WAITING AREA</b>	
Chairs are 6 feet apart	
Social distancing signage is available and posted	
Floor is marked to demarcate a six foot distance	
Waiting area is not crowded	
Plexiglass shield is in place at the reception/checkout areas	
Provide mask if patient doesn't arrive with one	
Hand hygiene products, tissues and trash can are available for staff and patients	
No shared water or food is available; water cooler/coffee maker are not present	
No reading materials or toys are present	
Shared pens, pencils or clip boards are disinfected in between use	
Coat closets are closed for patient belongings	
High touch surfaces are frequently disinfected	
One way traffic flow is considered in corridors/aisles (using marked arrows on floor)	
<b>EPIC WORKFLOWS</b>	
Transition to Epic light contact workflow is encouraged, including:	
No paperwork at registration	
AVS printed only on request	
Previsit screening column present on DAR	
MyChart enrollment is encouraged	
<b>EXAM/VISIT/PROCEDURE</b>	
Hand hygiene is performed before and after each patient encounter	
Staff and patient are wearing appropriate PPE, per the PPE policy	
Separate entrances and exits are used, if possible	
<b>POST-VISIT</b>	
Room is cleaned between patients following room cleaning protocols	
Exam table paper is replaced between patients	
Disinfectant wipes are available	
If patient is Covid-19 positive, appropriate time is allotted before re-use of room	
All shared equipment is disinfected between each patient use	
<b>INFECTION PREVENTION: STAFF RESPONSIBILITIES</b>	
Employees are responsible for self-monitoring for Covid 19 symptoms; employees check temperature twice daily.	
Employees leave work immediately, notify supervisor and consult medical provider if worrisome symptoms or fever (>100F) present. Call the COVID call center	
Staff stay home and call manager if feeling sick, call the COVID call center	
Staff practice good respiratory etiquette, including covering coughs and sneezes, and practice hand hygiene before and after patient contact	
Staff wear a mask to come into and leave work and wear a mask in any shared space.	
Staff are wearing appropriate PPE while at work as specified in PPE policy	
Staff are recycling PPE when appropriate	
Managers are enforcing wearing of masks among staff and patients	
Hand hygiene is performed before and after touching communal equipment	
Stairs are used, if possible. No more than 4 masked individuals per elevator at one time. Staff is washing hands immediately after using elevator buttons.	
<b>STAFF LOUNGE/WORK STATIONS/CONFERENCE ROOMS</b>	
Chairs are 6 feet apart (social distancing)	
Social distancing is enforced including when masks are removed for video visits	
Communal eating is not allowed	
Staff lunches/breaks are staggered if possible	
Staff wipe down and wash hands before and after touching shared equipment and/or appliances	
Zoom or conference calls are continued for meetings when possible	
For any required in-person meetings, no more than 25 individuals are in a room, masked and 6 feet apart	
Computers are dedicated to individual staff or disinfected in between use when possible	
Work stations/computers are 6 feet apart or with tall barriers in between; alternative areas for charting are found such as in exam rooms or private offices	
Social distancing signage is visible	
Disinfectant wipes are available	