

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA

2018 SELF-ASSESSMENT QUESTIONNAIRE A CPODSBC QUALITY ASSURANCE TOOL

Examination and Treatment Areas

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|---|---|---|
| 1. Does your exam and treatment area have auditory and visual barriers to allow for a quiet, private, and confidential exam ? | Y | N |
| 2. Are the surfaces in your exam area constructed of material that is amenable to disinfection ? | Y | N |
| 3. Does your facility have a drained sink with hot and cold running water ? | Y | N |
| 4. Does your facility have the necessary supplies to provide for examination and treatment ? | Y | N |
| 5. Do you use a steam autoclave ? | Y | N |
| a. If yes, does the autoclave have a cycle readout of time, temperature and pressure ? | Y | N |
| b. Is the autoclave subject to spore testing, at least weekly ? | Y | N |
| c. Is a chemical indicator used in every cycle ? | Y | N |
| d. Are the monitoring results recorded and retained (i.e. cycle readout, spore testing and chemical indicator) ? | Y | N |

Surgery Area

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| 1. Are you performing any nail procedures ? | Y | N |
| 2. Do you have a dedicated surgical area in your clinic (ie. no other use) ? | Y | N |
| a. Are you performing deep soft tissue or bone surgery in your clinic ? | Y | N |
| b. If 'yes' to 2a, are you performing that surgery in the dedicated area? | Y | N |

Comments: _____

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| 3. Do you re-use disposable instruments in surgery (k-wires, screws, burrs and saw blades) on a different patient ? | Y | N |
| 4. Do you use a surgical assist for your surgeries ? | Y | N |
| 5. Is your staff trained in surgical sterile techniques ? | Y | N |
| 6. Do you have back-up of instruments, power and medications to complete an operation in case of failure of primary equipment ? | Y | N |

Diagnostic Imaging Area

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| 1. Do you offer x-rays in your office ? | Y | N |
| a. If so, do you have appropriate protective devices for your staff and patients (ie. lead shield) ? | Y | N |
| b. If so, do you have radiation monitoring devices? | Y | N |
| c. Does the equipment have an updated certificate of safety ? | Y | N |
| 2. Do you have an ultrasound machine in your office ? | Y | N |
| 3. Do you have a C-arm or fluoroscopy in your office ? | Y | N |

Medication Storage Area

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| 1. Does your facility have a refrigerator unit or other container capable of maintaining temperature sensitive drugs ? | Y | N |
| 2. Are all prescription pads kept in a secure area away from public access ? | Y | N |
| 3. In the event that narcotics are kept in your facility, are they stored in a secure and locked container ? | Y | N |
| 4. Are expired medications stored separately from other medications and/or supplies prior to being properly discarded ? | Y | N |
| 5. Do your office policies restrict access to medications to only those staff who need the access in order to carry out their job functions ? | Y | N |

Facilities General

1. Do you have necessary library items printed out and/or readily accessible for staff : *(see Appendix A for helpful links or sources)*
 - a. Provincial Legislation ? Y N
 - b. College Bylaws ? Y N
 - c. Federal Legislation ? Y N
 - d. Federal Safety Codes ? Y N
 - e. Provincial Safety Codes ? Y N
2. Does your office have College practice policies (standards, guidelines, etc.) printed out and readily accessible for all staff and even if the registrant is the only staff member ? Y N
 - a. Including the Practice Facility Standards ? Y N
 - b. Including the Instrument Sterility Standards ? Y N
3. Does your office have a written office protocol which requires that all staff, even if the registrant is the only staff member, be familiar with the policies? Y N
4. Does your office have a system of monitoring that is used to ensure that staff are familiar with and using all practice policies ? Y N
5. Do you have access to a copy of the BC Drug Schedules in the office ? Y N
6. Have you reviewed the drug schedules within the past year ? Y N
7. Are copies of the worker safety policies as well as the forms for documenting and reporting of injury incidents, as required by WorkSafe BC, available in the office ? Y N
8. Do you keep refrigerated medications in the clinic ? Y N
 - a. If 'yes', do you keep the refrigerated medications separate from food storage ? Y N
9. Do you have puncture resistant sharps containers ? Y N
10. Do you have protocols posted for dealing with risky spilled materials such as chemical, anaesthetics, preservatives and solvents ? Y N

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| 11. | Do you have emergency lighting (i.e., a battery-backed lighting device) for use in the event of a power failure ? | Y | N |
| 12. | Do you have compressed gas on site ? | Y | N |
| | a. If so, are the tanks physically secured upright and away from excessive heat and any potential open flames ? | Y | N |
| 13. | Do you have a telephone answering message that directs patients to an alternative service provider in the event of your absence from the practice ? | Y | N |
| 14. | Do you have facility policies and practices in place to prevent inappropriate access to patient files and other confidential information of either patients or staff ? | Y | N |
| 15. | Do you refrain from guarantees of safety and efficacy of treatment in all of the marketing activity for your practice ? | Y | N |

Lasers

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|----|--|---|---|
| 1. | Does your practice utilize a laser for patient treatment? | Y | N |
| 2. | If so, | | |
| | a. Do you have a copy of the CPS-BC Laser Instrument and Safety Rules (LISR) in the facility ? | Y | N |
| | b. Do you follow the requirements of the LISR for the training of staff in of laser usage ? | Y | N |
| | c. Are the staff required to be familiar with the LISR ? | Y | N |
| | d. Do you follow the requirements of the LISR with respect to delegation of application of the laser ? | Y | N |

Complementary and Integrative Medicine

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| 1. | Do you offer appropriate allopathic options to the patient and document those recommendations ? | Y | N |
| 2. | Do you educate your patients that usage of complementary medications is an adjunctive treatment that typically lacks evidence-based research ? | Y | N |

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| 3. Do you prescribe or recommend alternative or complementary medications in your office ? | Y | N |
| a. If 'yes', do you have familiarity with the evidence supporting your prescribed or recommended alternative medication ? | Y | N |
| b. If 'yes', do you know the pharmacology of the alternative medication and its potential side effects or drug interactions medication ? | Y | N |
| 4. Do you prescribe or recommend a specific alternative medication based only on anecdotal evidence ? | Y | N |

Medical Records

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| 1. Do you consistently follow the SOAP format with your patient/medical records ? | Y | N |
| 2. Are you aware of the College rules and advice regarding the period of time for which patient records must be kept ? | Y | N |
| 3. Do you consistently document your diagnostic and treatment pathways, as well as follow-up assessment and issues ? | Y | N |
| 4. Would another practitioner be able to follow the diagnostic and treatment for each case based on the content of your medical records ? | Y | N |
| 5. Do you store patient records in a manner that protects their confidentiality and integrity ? | Y | N |
| 6. Do you update medical records promptly after you see the patient ? | Y | N |
| 7. Do you have processes in place to have medical records readily available to patients to send to other practitioners if required ? | Y | N |

Name of registrant completing this form:

Signature:

APPENDIX A

CPodSBC SELF ASSESSMENT QUESTIONNAIRE - PRACTICE FACILITY STANDARDS

RESOURCES FOR OTHER AGENCIES' REQUIREMENTS

In addition to the practice standards that are created and enforced by the CPodSBC under the BC Health Professions Act, there exist other requirements, imposed under various provincial and federal legislation and administered or enforced by the relevant provincial and federal government agencies, that affect the operation of podiatric medical practices.

The College does not directly administer or enforce the legislation of other provincial and federal agencies, but as it is axiomatic that practitioners are expected to abide by all applicable laws, failure to abide by other requirements might constitute evidence of misconduct.

The following is a list of some available resources dealing with other provincial and federal government requirements. This is not a full list of potential resources. It is provided to assist practitioners. Every practitioner has a professional responsibility to educate themselves on the various statutory obligations with which they must comply and to satisfy the relevant agencies of their compliance.

RE RADIATION:

BC Centre for Disease Control. RIN #10: Proper selection, care, quality control and disposal of lead aprons [Internet]. Vancouver: BC Centre for Disease Control; 2014. [cited 2015 Feb 19]. [Radiation issue notes #10]. 2 p. Available from: www.bccdc.ca/NR/rdonlyres/F30179B4-4719-4344-B49BD32FF1C86A59/0/RIN10Aprons.pdf

BC Centre for Disease Control. RIN #14: Radiation protection during orthopedic procedures with mini C-arm units [Internet]. Vancouver: BC Centre for Disease Control; 2003. [cited 2015 Feb 19]. [Radiation issue notes #14]. 2 p. Available from: www.bccdc.ca/NR/rdonlyres/36ECA5CA-FC71-4D62-AA79-2C06E0E2D93A/0/RIN14MiniCArms.pdf

BC Centre for Disease Control. RIN #21: guideline for wearing radiation monitoring devices (personal dosimeters) [Internet]. Vancouver: BC Centre for Disease Control; 2014 [cited 2015 Feb 19]. [Radiation issue notes #21]. 1 p. Available from: <http://www.bccdc.ca/NR/rdonlyres/7E98E3A3-2E2A-4868-886A42D8CFC82726/0/RIN21TLDs.pdf>

Government of Canada, Justice Law Website. Radiation emitting devices regulations [Internet]. Ottawa: Ministry of Justice, 2014 Oct 15 [modified 2014 May 7; cited 2015 Feb 19]; 84 p. Available from: http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1370/

Health Canada, Environmental and Workplace Health. Safety Code 35: safety procedures for the installation, use and control of X-ray equipment in large medical radiological facilities [Internet]. Ottawa: Health Canada, 2008 [cited 2015 Feb 19]; [about 106 screens]. Available from: http://www.hcsc.gc.ca/ewh-semt/pubs/radiation/safety-code_35-securite/index-eng.php

Health Canada, Environmental and Workplace Health. X-ray equipment in medical diagnosis part A: recommended safety procedures for installation and use - Safety Code 20A [Internet]. Ottawa: Health Canada, 1999 [cited 2015 Feb 19]; 51 p. Available from: http://www.hc-sc.gc.ca/ewhsemt/pubs/radiation/safety-code_20-securite/index-eng.php

Operating Room Nurses Association of Canada (ORNAC). Recommended standards, guidelines, and position statements for perioperative registered nursing practice. 10th ed. [place unknown]: ORNAC; 2011. Section 4, Environmental Hazards and Responsibilities – Physical Hazards: 1.3 Radiation Safety; p. 256-60.

Phillip B, Duran EB. Rejection criteria for defects in lead apparel used for radiation protection of X-ray workers [Internet]. Vancouver: BC Centre for Disease Control; 2003 Mar. 1 [updated 2014 Jan.; cited 2015 Feb 19]; 8 p. [Available from: www.bccdc.ca/NR/rdonlyres/A5EB891B-7BC4-442D-A6ED864438FAF9EF/0/RejectionCriteriaforLeadApparel.pdf]

OTHER:

WorkSafe BC, OHS Regulation & Related Materials. Part 7: Noise, Vibration, Radiation and Temperature [Internet]. Richmond, BC: WorkSafe BC; 2014 [enacted 2005 Jan 1; cited 2015 Feb 19]; [about 9 screens]. Available from: <http://www2.worksafebc.com/Publications/OHSRegulation/Part7.asp>

Canadian Standards Association site (subscription-based):

<https://www.csagroup.org/codes-standards/health-safety/>

American National Standards Institute site (subscription-based):

https://webstore.ansi.org/RecordDetail.aspx?sku=ANSI%20Z136.3-2011&gclid=EAlaIqobChMl6ju1_rq3AIVGNRkCh1Yew7JEAAYAiAAEgJQkPD_BwE

Canadian Federal Occupational H&S Regulations:

Federal occupational health & safety - <http://laws.justice.gc.ca/eng/regulations/SOR-86-304/index.html>

Health Canada Safety Code 35:

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-35-safety-procedures-installation-use-control-equipment-large-medical-radiological-facilities-safety-code.html>

BC Center for Disease Control site for Health Professionals:

<http://www.bccdc.ca/health-professionals>

Provincial Legislation Site:

<http://www.bclaws.ca/civix/content/complete/statreg/?xsl=/templates/browse.xsl>

Workers Compensation Act BC:

<http://www.bclaws.ca/civix/content/complete/statreg/901199259/96492/?xsl=/templates/browse.xsl>

Federal Legislation Site:

<http://laws.justice.gc.ca/eng/acts/>

ALSO SEE:

Diagnostic Accreditation Program; College of Physicians and Surgeons of British Columbia. Accreditation Standards 2010: Diagnostic Imaging [Internet]. Vancouver: Diagnostic Accreditation Program; 2010. [cited 2015 Feb 19]; 297 p. Available from: <http://www.dap.org/CmsFiles/file/Standards/2010%20Standards%20Updated%20to%20College%20F> or [http://www.dap.org/CmsFiles/file/Standards/mat%20October%2029%202012/Diagnostic%20Imaging%20Standards%202010%20\(2\)\(1\).pdf](http://www.dap.org/CmsFiles/file/Standards/mat%20October%2029%202012/Diagnostic%20Imaging%20Standards%202010%20(2)(1).pdf)