

# The Ultimate Layout 3

## The Treatment Room

### In Brief...

The Ultimate layout is pulling into the treatment room this edition.

Well, we are quickly making our way around the practice in our Ultimate Layout instalments. This edition we will examine the Treatment Room including best positioning and practises.

The layout for this room has been suggested as the 'ULTIMATE', so don't worry if your practice looks different. We recommend striving for the best-case scenario as every practice has different requirements. Perhaps you could incorporate ideas from our Ultimate Layout that suits your unique situation?

### Need more information?

For further information regarding the Treatment room, please visit QbAY on our new and improved website, [www.qip.com.au](http://www.qip.com.au).

### TREATMENT ROOM CHECKLISTS

Treatment rooms should have checks in place to ensure the duty of care to all patients is never compromised. These include: Stock checklist, Drug check (stock), Drug check (dates), Emergency trolley check, Vaccine check, Doctors bag, Medical equipment check, Treatment Room Manual, Registration checks.

### STORAGE

Clean and sterilised instruments should be kept in a dust and vermin free environment (e.g. sealed plastic containers, wall cupboards etc).

### VACCINE REFRIGERATOR

Should only be used for vaccines. A daily check for minimum and maximum temperature range of the vaccine fridge must be completed and recorded on a temperature log. Vaccines inside the refrigerator must also be checked regularly e.g. monthly for expiry dates and stock.

### CLINICAL PROCEDURES

Procedures will vary from practice to practice. The practice must have the necessary equipment to enable the clinical procedures performed in the practice to be undertaken safely and competently.

### MEDICAL EQUIPMENT

The Practice must have medical equipment necessary to ensure comprehensive primary care resuscitation. Additional equipment can also be kept depending on the type of practice and the interests and requirements of the doctors. Medical equipment could also be checked regularly to ensure all medical equipment is on hand and working. A yearly maintenance check by a qualified technician is recommended to ensure all equipment is in good working order.

### LINEN

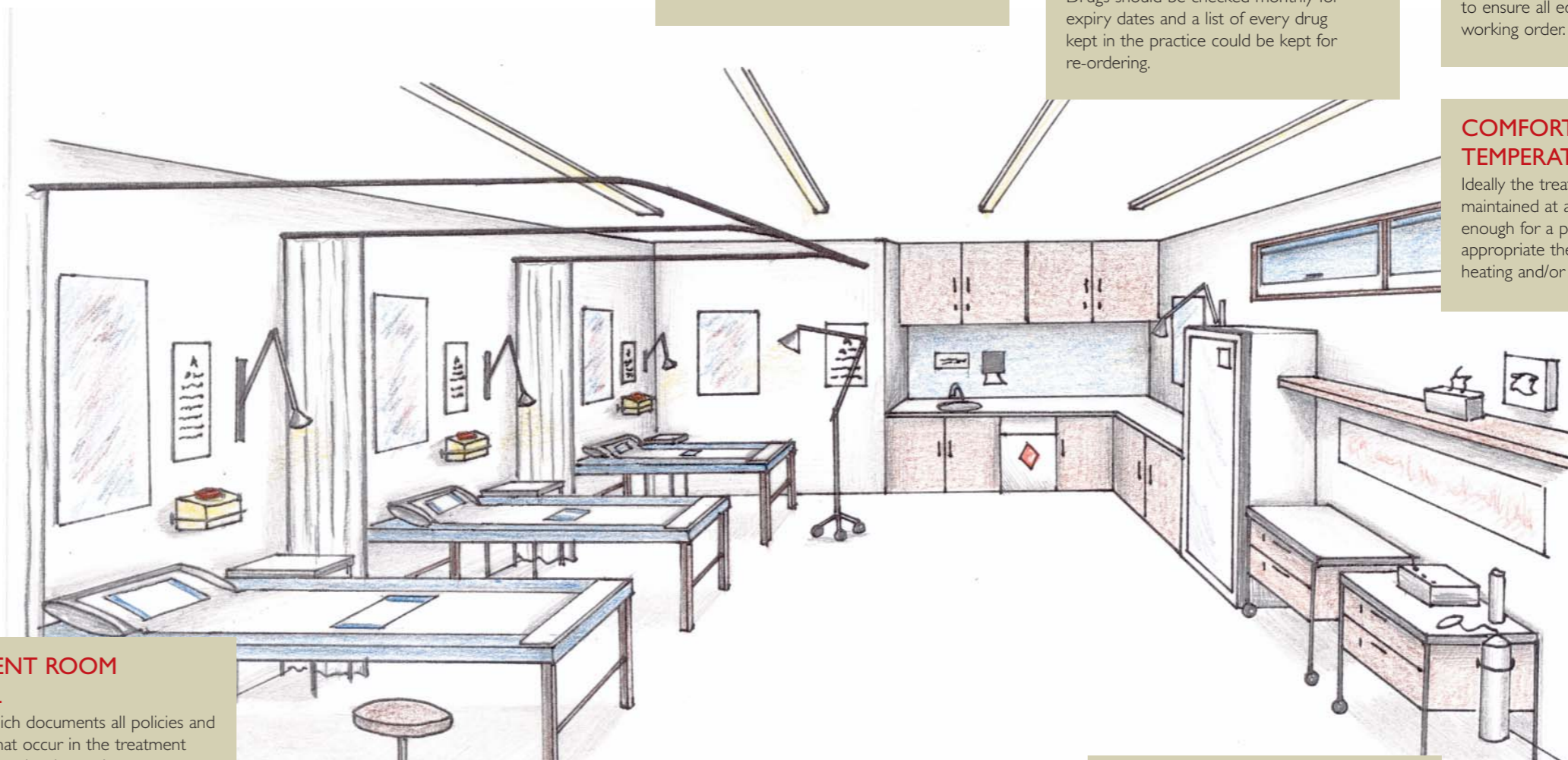
Linen must be cleaned regularly. Linen that is wet with blood or body substance should be placed in a clear plastic leak-proof bag before being placed in a linen bag. Clean linen should be separate from used linen both when transported and when stored.

### DRUG CHECK

Drugs should be checked monthly for expiry dates and a list of every drug kept in the practice could be kept for re-ordering.

### COMFORTABLE TEMPERATURE

Ideally the treatment room should be maintained at a temperature comfortable enough for a patient to undress. Where appropriate the practice should have heating and/or air-conditioning.



### TREATMENT ROOM MANUAL

A manual, which documents all policies and procedures that occur in the treatment room, including cleaning and decontamination, occupational health and safety, protocols for staff injuries could be kept.

### WALLS AND FLOORING

Walls and flooring must be easily cleaned and durable.

### HAND WASHING FACILITIES

Hand washing facilities (including liquid soap) that are properly signed are required. Disposable paper towel for hand drying is preferred.

### GARBAGE DISPOSAL

It is important that there is a facility for the safe disposal of contaminated waste. This facility must have a leak proof container with a lid, must be kept in a safe place and display a biohazard symbol.

### EMERGENCY TROLLEY

It is important that a weekly check of the drugs, equipment, batteries, oxygen and defibrillator on the emergency trolley is completed.

### ADEQUATE LIGHTING

Light needs to be adequate in order to see skin colour. Natural lighting also adds to the overall ambience of the room however cannot always be achieved. It is important that the room can also be made dark.

### SHARPS DISPOSAL

It is important that there is a separate facility for the disposal of sharps.

### DOCTORS BAG

The doctors' bag must be checked regularly e.g. weekly/monthly for the drugs (expiry) and the stock of the Doctors bag.

Next edition...

## The Ultimate Layout 4

The Reception and Waiting room