

Office of Medical Facilities
Licensing Survey Tool

Facility Name: _____ License # _____

Facility Address: _____

City: _____ Zip: _____ Survey Date: __/__/__

STATUTE	Y	N	N/A	FINDINGS
1502. Application Requirements A.R.S. § 36-422				
RULES				
1503. Administration A. Responsible for the organization and management of an abortion clinic.				
B. Comply with federal and state laws, rules, and local ordinances				
Adopt policies and procedures for the administration and operation.				
Designate a licensed medical director (A.R.S. Title 32, Chapter 13, 17, or 29)				
Allow access to Department for complaint, licensing, or compliance inspection.				
Conspicuously post current abortion clinic license, Office of Medical Facilities telephone number and address and evacuation map.				
C. Medical director shall ensure the policies and procedures:				
Personnel qualifications, duties, and responsibilities				
Individuals qualified to provide counseling, the amount and type of training required to provide counseling				
Verify physician competency in performing an abortion (R9-10-1505)				
Medication and a controlled substance-storage, administration, accessibility, disposal, and documentation.				
Medical records -Accessibility and security of patient medical records.				
Abortion procedures including recovery and follow-up care				
Determination of minimum length of time a patient remains in the recovery room or area based on type of abortion, estimated fetal gestational age, medications administered, physiologic signs.				
Infection control. (e.g., sterilizing equipment and supplies).				
Medical emergencies				
Patient discharge and transfer				
1504. Incident Reporting A. Department notified of the following: patient death- verbal notification the				

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next working day; serious injury - written notification within 10 calendar days from the date of the injury.				
B. Medical director shall conduct an investigation, and written report will include: date and time, patient name, incident description, witnesses, actions taken during the incident, actions taken to prevent future incidents.				
C. Incident report is submitted to Department and a licensing board within 10 calendar days of the date of the notification and maintained for 2 years.				
1505 Personnel Physician performing the abortion is competent by documentation of education and experience and observation or interaction with the medical director				
Surgical assistants/volunteers who provide counseling, patient advocacy, and other responsibilities are trained and documented in their personnel file.				
Documentation of the qualifications of the individual performing ultrasounds.				
A personnel file is maintained for all patient care staff/volunteer and kept onsite for at least two years from ending date of service.				
1506. Staffing Requirements				
A CPR certified patient care staff member, except for a surgical assistant, remains onsite until all patients are discharged				
A physician with admitting privileges remains onsite are stable and ready to leave the recovery room				
The patient is monitored by a physician, a nurse, a nurse practitioner, a physician assistant or a medical assistant (who is under the direct supervision of the physician) and remains in the facility until discharged by a physician.				
1507. Patient Rights				
The patient is informed of and given a copy of their rights.				
1508. Abortion Procedures The medical director shall ensure:				
An H&P is performed prior to an abortion, bimanual examination, lab tests according to rule and recommendation				
Documentation of estimated gestational age of fetus				
If gestational age is greater than 12 weeks, documentation of an ultrasound.				
Informed consent is obtained and present, signed and dated.				
The abortion is performed according to the clinic's policies and procedures.				
Vital signs are monitored during the abortion,				

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intravenous access is maintained and documented if appropriate				
If a viable fetus shows signs of life, resuscitation is performed and the fetus is transferred as required				
The patient is monitored following the abortion until determined to be stable				
Follow up care includes a telephone call within 24 hours, follow up visit offered				
1509. Patient Transfer and Discharge The medical director shall ensure:				
A patient or viable fetus are transferred to a hospital for emergency care as necessary and documented				
Discharge contains physician order and discharge instructions				
1510. Medications and Controlled Substances The medical director shall ensure:				
The clinic complies with medications and controlled substances requirements that includes administration, storage, labeling, documentation found in A.R.S. Title 32, Chapter 18, and A.R.S. Title 36, Chapter 27				
1511. Medical Records The licensee shall ensure:				
A medical record is established and maintained, protected, accessible to the Department or personnel authorized by the clinic policies.				
The medical record is maintained at the facility for at least six months from the date of the patient's discharge				
Vital records and vital statistics are retained according to A.R.S. § 36-343				
If the clinic closes, the Department is notified in writing of the location of the clinic's medical records				
Medical records are provided to the Department as outlined in the rules.				
Entries in the medical records may only be performed according to the clinic's policies and procedures and state rules which includes verbal orders, signatures, dating, and electronic records standards.				
1512. Environmental and Safety Standards The licensee shall ensure:				
Maintain all parts of the facility which include policies and procedures for emergency plan, and documentation of evacuation drills.				
1513. Equipment Standards The licensee shall ensure:				
All equipment and supplies are maintained and inspected and supporting documentation is available				
The following equipment shall be available (blood pressure, scale, stethoscope, lab supplies, ultrasound). Drugs/equipment to maintain cardiopulmonary				

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function (ventilatory assistance, oxygen, suction, intravenous supplies, drugs, equipment to monitor cardiopulmonary status).				
1514. Physical Facilities The licensee shall ensure:				
All applicable codes and standards are in compliance				
Areas or rooms are provided for privacy, dressing, procedures, medical record storage, equipment storage, recovery, hand washing, toileting				
An emergency exit must be available for stretcher or gurney use				