

British Acupuncture Accreditation Board

CODE OF SAFE PRACTICE

***CLINICAL AUDIT TOOL
(CoSPCAT)***

FOR TEACHING INSTITUTIONS

CODE OF SAFE PRACTICE CLINICAL AUDIT TOOL (CoSPCAT) FOR TEACHING INSTITUTIONS

The clinical self-audit for each teaching institution consists of three sections:

- Section A:** *General Institutional Requirements relating to the teaching institution's Teaching Clinic and including details of any premises used as external teaching clinics (to be completed by Head of Acupuncture Course or Institutional Co-ordinator)*

- Section B:** *Premises and each individual treatment room relating to teaching institution's Teaching Clinic and including any treatment rooms which are used in external teaching clinics (to be completed by Head of Acupuncture Course or Institutional Co-ordinator)*

- Section C:** *Individual Supervisors/Teachers (to be completed with respect to both the teaching institution's Teaching Clinic and any external teaching clinics by each individual supervisor/teacher who works there)*

Name and Location of Teaching Institution:

Name and Location of External Teaching Clinic:

Audit co-ordinated by:
(normally the Institutional Co-ordinator)

.....

Date of Audit:

.....

Date of previous audit if undertaken:

.....

Brief Summary of Issues (if any) from previous audit and action taken:

Brief Summary of Outcome of this Audit (include any areas of concern, an overall statement, and any queries:

Checklist of Documentation:

- Certificate of Local Authority Registration, if applicable
- Evidence of Compliance with Health and Safety legislation:
 - a) Fire blanket and fire extinguisher certificate and/or Certificate of Maintenance of Fire Equipment
 - b) Fire Marshal/Fire Warden Certificate
 - c) Fire Precaution Logbook/Fire Risk Assessment
 - d) Fire Evacuation Procedures
 - e) PAT – Portable Appliance Testing Certificate
 - f) Accident Book
 - g) Health and Safety Risk Assessment
 - h) Health and Safety Law/Poster
 - i) Gas safety inspection certificate (if relevant)
 - j) Electricity safety inspection certificate
- Copies of contracts/receipts for disposal of sharps boxes/clinical waste
- Certificate of Public Liability, Product and Professional Indemnity Insurance Policies
- First Aid at Work Certificates for at least two Supervisors/Teachers or staff

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SECTION A

INSTITUTIONAL REQUIREMENTS

To be completed by:

**Head of the Acupuncture Course
or
Institutional Co-ordinator**

Name.....

Position.....

Please tick the box opposite each question to indicate whether or not your institution complies with the Code. If it does not, or if you are not sure, or if practice varies, or your answer needs further explanation, please use the 'comments' boxes at the end of each section to add more detail.

Practice complies
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Practice does
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HEALTH AND SAFETY AT WORK

1. You must be familiar and comply with the requirements and provisions of current Health and Safety at Work legislation. Were you aware that:

- | | | |
|--|--------------------------|--------------------------|
| a) this places a duty on you to conduct your work in such a way as to ensure, so far as is reasonably practicable, that not only patients and employees but also the public and other visitors are not exposed to risks to their health or safety? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

2. Are your premises safe work places? In particular:

- | | | |
|---|--------------------------|--------------------------|
| a) are all floors, passages and stairs of sound construction, properly maintained, and kept free from obstruction and from any substance likely to cause people to lose their footing? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) is there a substantial handrail and two-way lighting system provided for every staircase? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) is every dangerous part of equipment, appliance or machinery effectively guarded? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) is equipment and machinery regularly inspected and maintained, where necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) are all the electrical installations in accordance with the Institute of Electrical Engineers Regulations for the Electrical Equipment of Buildings? Are the installation and portable appliances subject to regular examination? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) are all gas appliances and installations in accordance with the Council for Registered Gas Installers, and subject to regular examination? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) are all cables kept as short as possible and routed in such a way as to prevent the risk of tripping? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) are accidents dealt with in accordance with the provisions of the Reporting Of Injuries, Diseases, and Dangerous Occurrences Regulations 1995? Did you know that this involves the reporting of all major accidents to employees and members of the public to the Office of the enforcing authority without delay, by telephone if possible, with written confirmation being made within seven days? | <input type="checkbox"/> | <input type="checkbox"/> |

**Practice complies
with CoSP**

**Practice does
not comply
with CoSP**

- i) if you employ five or more people, do you keep an up-to-date written statement of your health and safety policy for employees, including your arrangements for carrying out the policy, and ensure that all your employees are made aware of it and abide by it?

3. YOUR TEACHING INSTITUTION PREMISES

Is acupuncture treatment only carried out:

- a) in premises suitable for professional medical work of this kind?
- b) in premises which are clean and capable of being kept clean?
- c) in treatment rooms used solely for acupuncture practice or other similar work requiring a comparable level of hygiene and cleanliness?
- d) in premises where there are suitable and sufficient sanitary facilities for all users of the clinic/practice?
- e) in premises with sufficient and satisfactory fire precautions?

Comments:

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SECTION B

INDIVIDUAL TREATMENT ROOMS

ROOM NAME/NUMBER:

To be completed by:

**Head of the Acupuncture Course
or
Institutional Co-ordinator**

Name:.....

Position:.....

Practice complies
with CoSP

Practice does
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1. Do the hand washing facilities available include:

- | | | |
|--|--------------------------|--------------------------|
| a) a wash basin with a hot and cold water supply, preferably wrist, arm or foot operated for the practitioners' sole use and preferably connected to the mains drainage system, located in or in the vicinity of the treatment room? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) dispenser liquid soap and disposable paper towels? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) an adequately sized bin, pedal operated if lidded, situated close to the basin with disposable sealable polythene liner for used tissues and other similar waste matter? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Does the treatment room have:

- | | | |
|--|--------------------------|--------------------------|
| a) sufficient space to allow free movement, safe handling of equipment and performance of procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) sufficient space for a clean field for acupuncture equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) sufficient clean and suitable storage for all items, so as to avoid, as far as possible, the risk of contamination? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) furniture which is clean and maintained in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) smooth, easily cleanable surfaces on table tops, shelves and all working surfaces? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) smooth impervious surfaces on treatment couches, chairs and other furniture which are used for treatment? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) smooth, impervious flooring or short-pile (not looped) commercial carpeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) adequate artificial lighting, heating and ventilation? | | |

3. Are the treatment surfaces:

- | | | |
|--|--------------------------|--------------------------|
| a) covered with fresh paper couch roll which is disposed of after treating each patient? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) if covered by towels or sheets alone, only covered by those which are fresh for each patient and boiled or machine-washed on the 40-60 degrees setting before being reused? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) if covered by towels, sheets or pillow cases underneath a paper couch roll, only covered by those which are fresh each day, boiled or machine-washed on a 40-60 degrees setting before being reused, and removed after treatment and placed in yellow clinical waste disposal bags if any spillage of blood or body fluid takes place during a treatment? | <input type="checkbox"/> | <input type="checkbox"/> |

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d) regularly cleaned with an appropriate anti-bacterial agent, at least at the beginning or end of every working day?	<input type="checkbox"/>	<input type="checkbox"/>

4. Is the cleanliness of the treatment room maintained by:

a) cleaning and dusting at least weekly all table tops, shelves and impervious surfaces with a damp cloth and occasionally with hot water and detergent?	<input type="checkbox"/>	<input type="checkbox"/>
b) washing daily all impervious floor surfaces with appropriate disinfectant cleansers?	<input type="checkbox"/>	<input type="checkbox"/>
c) vacuum-cleaning daily and professionally steam cleaning at least once every year all carpets in the areas adjacent to treatment surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
d) frequently laundering all blankets used in treatment by boiling or machine washing on the 40-60 degrees setting?	<input type="checkbox"/>	<input type="checkbox"/>

5. EQUIPMENT

The following equipment, all of which must be CE-marked and conform with current Medical Devices Agency legislation and EEC Directive 93/42/EC, must be used for safe and hygienic practice. If equipment is provided in a room by the teaching institution does this include:

a) single-use pre-sterilised disposable solid needles?	<input type="checkbox"/>	<input type="checkbox"/>
b) guide-tubes which, if used, must be pre-sterilised, come packaged with each individual needle or set of needles, and must not be used or stored or used beyond the treatment session in which the seal on the package has been broken?	<input type="checkbox"/>	<input type="checkbox"/>
c) plum blossom needles ('Seven Star Hammers') which, whether plastic or stainless steel, must be pre-sterilised and single-use only?	<input type="checkbox"/>	<input type="checkbox"/>
d) glass cups, derma rollers and other reuseable clinical equipment which have been properly washed and/or sterilized and stored (see Guide to Safe Practice)?	<input type="checkbox"/>	<input type="checkbox"/>
e) single-use paper tissues, paper towels, and couch roll?	<input type="checkbox"/>	<input type="checkbox"/>
f) disinfectants, including pre-packed 70% isopropyl alcohol swabs, or products which contain 0.5% chlorhexidine as recommended in Guide to Safe Practice?	<input type="checkbox"/>	<input type="checkbox"/>
g) sterile cotton wool and non-sterile cotton wool/buds?	<input type="checkbox"/>	<input type="checkbox"/>
h) sharps box conforming to BS 7320:1990 and clearly marked 'Danger - Contaminated Needles – To Be Incinerated' adjacent to the treatment surface and placed at a convenient height on a stable surface?	<input type="checkbox"/>	<input type="checkbox"/>

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- i) a First Aid kit complying with current Health and Safety (First Aid) Regulations containing a sufficient supply of suitable bandages, dressings, antiseptic creams and plasters?
- j) disposable surgical gloves?

6. DISPOSAL OF EQUIPMENT AND CLINICAL WASTE

In disposing of equipment does the Institutional Co-ordinator ensure that:

- a) all sharps containers conform to British Standard 7320: 1990 and are clearly marked 'Danger Contaminated Needles - To Be Incinerated' or similar?
- b) all sharps containers, when three quarters full, are disposed of in accordance with local Environmental Health Department guidelines?
- c) all clinical waste, which includes any paper waste, swabs, cotton wool/buds etc., which has been contaminated with spillage of body fluids such as blood, open wound abrasions or mucous membranes is segregated in sealed clinical waste bags before being collected for disposal?
- d) all other waste, which includes any paper waste and swabs, cotton wool/buds, etc., which has not come into contact with body fluids or spillages, as well as needle wrappings and single-use guide-tubes, is carefully and separately bagged?
- e) that all waste, both clinical and other, is stored in a secure collection area until it is collected by the appropriate agent?

Comments:

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SECTION C

**INDIVIDUAL CLINIC
SUPERVISORS/TEACHERS
SELF-AUDIT**

To be completed by:

Named Supervisor

Supervisor's Name.....

Practice complies
with CoSP

Practice does
not comply
with CoSP

1. EQUIPMENT

The following equipment, all of which must be CE-marked and conform with current Medical Devices Agency legislation and EEC Directive 93/42/EC, must be used for safe and hygienic practice. It is the responsibility of the clinic supervisor in the Teaching Clinic to ensure compliance with this section for each student practitioner treatment they supervise. Do you and your students only use:

- | | | |
|---|--------------------------|--------------------------|
| a) single-use pre-sterilised disposable solid needles? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) guide-tubes which, if used, must be pre-sterilised, come packaged with each individual needle or set of needles, and must not be used or stored for use beyond the treatment session in which the seal on the package has been broken? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) plum blossom needles ('Seven Star Hammers') which, whether plastic or stainless steel, must be pre-sterilised and single-use only? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) glass cups, derma rollers and other reuseable clinical equipment which have been properly washed and/or sterilized and stored (see Guide to Safe Practice)? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) single-use paper tissues, paper towels, and couch roll | <input type="checkbox"/> | <input type="checkbox"/> |
| f) disinfectants, including pre-packed 70% isopropyl alcohol swabs, , or products which contain 0.5% chlorhexidine as recommended in Guide to Safe Practice? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) sterile cotton wool and non-sterile cotton wool/buds? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) sharps box conforming to BS 7320:1990 and clearly marked 'Danger - Contaminated Needles – To Be Incinerated' adjacent to the treatment surface and placed at a convenient height on a stable surface? | <input type="checkbox"/> | <input type="checkbox"/> |
| i) a First Aid kit complying with current Health and Safety (First Aid) Regulations containing a sufficient supply of suitable bandages, dressings, antiseptic creams and plasters? | <input type="checkbox"/> | <input type="checkbox"/> |
| j) disposable surgical gloves? | <input type="checkbox"/> | <input type="checkbox"/> |

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2. YOUR OWN AND YOUR STUDENTS' HEALTH

You must ensure that your own health or that of the student practitioner under your supervision, including personal hygiene, does not endanger the health of a patient in any way. Do you ensure that you and the student practitioner:

- a) cover all cuts and wounds with a waterproof dressing and wear disposable surgical gloves if necessary?
- b) keep nails keep short and clean?
- c) wear suitable clean clothing and, optionally, a clean white coat or overall?
- d) refrain from smoking, eating or drinking whilst engaged in treatment?
- e) wear no loose, dangling or large jewellery or rings, nor wear loose clothing or hair that might contaminate the treatment area or the patient's skin?
- f) inform your general practitioner(s) early if you suspect that you or the student practitioner are suffering from or have been in contact with an Infectious Notifiable Disease and ensure that your general practitioner(s) know that you are engaged in the practice of acupuncture?
- g) avoid giving treatment when you or the student practitioner are suffering from an infectious or contagious condition?

Comments:

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3. You have a duty of care to protect the health and safety of the patient

As a Clinic Supervisor you have a duty of care to protect the health and safety of the patient of whom you are in overall charge. Do you:

- | | | |
|---|--------------------------|--------------------------|
| a) ensure that any planned treatment takes full account of the patient's known medical history and potential allergic reactions? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) ensure that you or the student practitioner have obtained informed consent in accordance with the requirements of the Code of Professional Conduct? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) ensure that the part of the body to be treated is clean and free of any cuts or wounds and that patients are asked to cover cuts or wounds before coming for treatment? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) ensure that you do not under any circumstances needle through clothing, even if requested or given approval to do so by the patient? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) ensure that immediately before use, any paper or other material used as a covering on a chair, seat or couch, and any towel, cloth or other article which is applied to the patient's skin should be clean, and should not have been used in connection with any other patient without having been cleaned or, where appropriate, disinfected? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) caution patients left unattended with needles in place during a treatment about any movement which might cause them injury by bending or damaging a needle? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) ensure that a patient must be able to call for attention immediately at any time they are left unattended with needles in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) ensure that you or the student practitioner remain with the patient at all times when moxibustion is being carried out in order to avoid any risk of burn injury? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

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4. Treatment preparation and Safe Treatment

In preparing to treat do you ensure that you and student practitioners always:

- a) wash your hands thoroughly with liquid soap and warm water immediately before the acupuncture procedure?
- b) ensure that a clean field is established?

5. In order to needle hygienically and safely do you always:

- a) ensure that the skin at the needle site is clean?
- b) ensure that you swab any areas of the body where moisture or exudates may collect, such as the groin and genital area, ears, feet, under arms and the area below the breasts, near the mouth, nose, scalp and other hair-covered areas with 70% isopropyl alcohol or products which contain 0.5% chlorhexidine before needling?
- c) if points are marked prior to needling ensure that needles are never inserted through ink marks unless gentian violet pens are used and the patient is alerted to the risks of permanent staining? Alternatively, points may be marked by using a cotton bud dipped into iodine in an alcohol solution. In this case the point can be needled through the iodine mark .
- d) ensure that all single-use pre-sterilised needles and instruments are opened in the patient's presence and immediately before use?
- e) ensure that a fresh needle is used for every point needed during a treatment, or if the same needle is reused, ensure that this is only done where all of the sites to be needled have been swabbed with alcohol before needling and where the needle (and guide-tube, if used) is not placed on any other surface in between separate insertions?
- f) ensure that the sterile needles and instruments do not come into contact with anything that is not sterile before use on the patient?
- g) ensure that any sterile needles or instruments which are accidentally contaminated are discarded in the sharps container?

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h) ensure that any sterile needles or instruments with their packaging seals broken are discarded in the sharps container ?	<input type="checkbox"/>	<input type="checkbox"/>
i) ensure that during insertion the shaft of the needle is never touched with bare fingers or with non-sterile materials?	<input type="checkbox"/>	<input type="checkbox"/>
j) ensure that only sterile cotton wool is used to support the shaft of the needle once it has been inserted or if it is inserted without a guide-tube? Do you ensure that at no stage the needle is inserted through the cotton wool with either method of insertion?	<input type="checkbox"/>	<input type="checkbox"/>
k) ensure that your and the student practitioner's hands are cleaned again, either by hand-washing or by the use of alcohol gel or products which contain 0.5% chlorhexidine, at any time during treatment if they are contaminated by contact with blood, clothing, pens, clinic furniture, etc. between separate needle insertions?	<input type="checkbox"/>	<input type="checkbox"/>
l) ensure that any major blood or body fluid spills are cleaned up promptly with disinfectant solution?	<input type="checkbox"/>	<input type="checkbox"/>
m) ensure that well-fitting disposable surgical gloves are worn	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • if the patient is bleeding profusely? • if the patient has open lesions or is known to have a contagious disease? • if you or the student practitioner have cuts or wounds on your hands or have a skin infection or lesion? • if you or the student practitioner are handling blood-soiled items, body fluids, excretions, and secretions, or surfaces, materials, and objects exposed to them? 		

6. When needles are removed from the patient, do you:

a) ensure that your and the student practitioner's hands are washed again immediately prior to the removal of needles?	<input type="checkbox"/>	<input type="checkbox"/>
b) ensure that needles are placed immediately into the sharps container without being allowed to touch any other surface in the treatment room?	<input type="checkbox"/>	<input type="checkbox"/>
c) ensure that if blood is drawn light to moderate pressure with sufficient clean cotton wool/cotton buds or a clean swab is applied to prevent contact with the patient's body fluids?	<input type="checkbox"/>	<input type="checkbox"/>
d) do you ensure that the cotton wool/bud/swab is disposed of immediately in a suitable sharps container or clinical waste bag?	<input type="checkbox"/>	<input type="checkbox"/>

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**Practice does
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- e) if 'sealing' the point afterwards, do you ensure that a clean swab or cotton wool/cotton bud is used?
- f) once a point has been pierced, do you ensure that the point is not re-palpated with bare fingers during that treatment session unless the finger tips have been cleansed by hand-washing or by the use of alcohol gel?
- g) ensure that hands are washed thoroughly at the end of the treatment to reduce the risk of cross-infection?

7. MOXIBUSTION

If moxa is used do you ensure that:

- a) moxibustion is carried out in a safe manner?
- b) moxibustion is never used on broken skin, directly on the face or on sensitive areas?
- c) the patient is not left unattended at any stage during the procedure?
- d) if moxa is applied directly to the skin, only a swab or cotton wool bud is used, moistened with clean water to moisten the skin beforehand?
- e) the skin is swabbed after moxa has been applied and before needling?
- f) if moxa is given to the patient for self-treatment at home, the procedure for using moxa is explained and demonstrated to the patient? The patient must then demonstrate their competence in the use of moxa and should sign a copy of the form provided in the Guide to Safe Practice. Both patient and practitioner should retain a copy of this signed form.

8. CUPPING

If cupping is used, do you ensure that:

- a) it is carried out in a safe manner?

9. TUI NA/MASSAGE

If tui na/massage is used, do you ensure that:

- a) it is carried out in a safe manner?

Practice complies with CoSP

Practice does not comply with CoSP

10. PRICKING/BLEEDING THERAPY

If pricking/bleeding therapy is used, do you ensure that:

- a) pricking/bleeding therapy is carried out in a safe manner?
- b) disposable surgical gloves are worn at all times during the procedure?

11. EAR NEEDLES/RETAINED NEEDLES

If ear needles/retained needles are used, have you

- a) read and considered the Use of Ear/Retained Needles section in the Guide to Safe Practice?

12. EMBEDDED NEEDLES

Are you aware that the use of embedded needles is strictly prohibited

13. AFTER TREATMENT

After the treatment has finished and needles have been disposed of safely do you ensure that:

- a) any blankets or pillow cases which have come into contact with body fluids are replaced?
- b) cups, derma rollers and any other acupuncture equipment that have been used on **unbroken skin** are washed after each use in warm water and detergent first, then rinsed in very hot water to facilitate quick drying, dried with a disposable paper towel, the rim of the cups wiped with an alcohol swab and the alcohol allowed to evaporate thoroughly before reuse?
- c) cups, derma rollers and any other acupuncture equipment that have been used on **unbroken skin** are regularly soaked in a weak bleach solution overnight, the bleach is washed off with hot water and detergent and this equipment left to dry on a paper towel?
- d) cups, derma rollers and any other acupuncture equipment that have been used on **broken skin** are washed after each use in warm water and detergent first, (also see Appendix F Sterilizing Non-Disposable Acupuncture Equipment in the Guide to Safe Practice) then rinsed with very hot water to facilitate quick drying, dried with a disposable paper towel and autoclaved according to manufacturers' guidelines or sterilized by sending to external sterilization services? Alternatively, disposed of in yellow clinic waste bags after having washed them first?

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e) any dishes used in moxibustion during the treatment are washed?	<input type="checkbox"/>	<input type="checkbox"/>
f) all instruments and equipment are stored in a clean and secure place?	<input type="checkbox"/>	<input type="checkbox"/>
g) store any cups, derma rollers, and any other acupuncture equipment that may be used on broken skin under sterile conditions, in a clean and secure place	<input type="checkbox"/>	<input type="checkbox"/>

N.B. Since needle-stick injuries will have happened to very few practitioners this self-audit question asks about your awareness of correct procedure.

13. NEEDLE-STICK INJURIES

In the event of suffering a needle-stick injury did you know that you must:

a) encourage free bleeding from the site if possible, but not suck the wound?	<input type="checkbox"/>	<input type="checkbox"/>
b) wash thoroughly with soap and water but without scrubbing?	<input type="checkbox"/>	<input type="checkbox"/>
c) ensure that the needle is immediately discarded and that a needle does not continue to be used on a patient that may have penetrated your own skin?	<input type="checkbox"/>	<input type="checkbox"/>
d) record the injury in a permanent form which can be accessed at a later date, i.e. accident book or similar?	<input type="checkbox"/>	<input type="checkbox"/>
e) seek medical advice immediately (preferably within one hour)?	<input type="checkbox"/>	<input type="checkbox"/>

14. YOUR AND YOUR STUDENTS' DISPOSAL OF EQUIPMENT AND CLINICAL WASTE

In disposing of equipment do you ensure that:

a) all needles, plum blossom needles ('Seven Star Hammers') and dermal needles ('press-studs') are immediately placed after use in appropriate sharps disposal containers?	<input type="checkbox"/>	<input type="checkbox"/>
b) all clinical waste, which includes any paper waste, swabs, cotton wool/buds etc., which has been contaminated with spillage of body fluids such as blood, open wound abrasions or mucous membranes are placed into appropriate sharps disposal containers or segregated in sealable clinical waste bags?	<input type="checkbox"/>	<input type="checkbox"/>
c) all other waste, which includes any paper waste and swabs, cotton wool/buds, etc., which has not come into contact with body fluids or spillages, as well as needle	<input type="checkbox"/>	<input type="checkbox"/>

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wrappings and single-use guide-tubes, is carefully and separately bagged?

15. REGISTER OF PATIENTS AND PATIENT RECORDS

Do you ensure that the following is recorded in permanent ink:

- a) the names and addresses of all patients?
- b) the dates of attendance in a suitable register as well as in the individual patient records?
- c) the full information required in patients' notes as detailed in the British Acupuncture Council's Code of Professional Conduct?

Comments:

Practice complies
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**NB. Notifiable Diseases are relatively uncommon in clinical practice.
This section asks you to check your awareness of correct procedure.**

16. NOTIFIABLE DISEASES

In the event of your patient or your student practitioners' patient having a diagnosis of a Notifiable Infectious Disease did you know that you and your student practitioners must ensure that:

- | | | |
|--|--------------------------|--------------------------|
| a) it is safe to treat that patient and that you have (or your student has) advised the patient not to view acupuncture as a substitute for any treatment that a doctor has prescribed? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) in the event of you or your student being suspected of having caused an outbreak, all your/your students' records are readily accessible and allow prompt and efficient investigation into the source of the infection? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) the register described in 15 (b) above (section 24(b) of the Code of Safe Practice) is available to trace patients and to track the infection? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) you seek permission from the appropriate authority to carry on normal business once your/your students records have been made available to that authority? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) you only allow access to an individual's personal record on the authority of the relevant Medical Officer (currently known as the Consultant in Communicable Disease Control (CCDC)) and subject to the usual safeguards of professional confidentiality? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: