

# SOP: Consultation and Examination Room Preparation Guidelines

This SOP details the **consultation and examination room preparation guidelines**, covering the steps for ensuring a clean, organized, and properly equipped environment to facilitate effective patient consultations and examinations. It includes protocols for disinfecting surfaces, arranging necessary medical instruments, verifying equipment functionality, maintaining patient privacy, and preparing the room according to specific examination requirements. The goal is to promote a safe, efficient, and professional setting that enhances patient comfort and supports clinical accuracy.

## 1. Purpose

To outline standardized procedures for preparing consultation and examination rooms to ensure safety, cleanliness, and readiness for patient care.

## 2. Scope

This SOP applies to all clinical and support staff responsible for preparing consultation and examination rooms in the healthcare facility.

## 3. Responsibilities

- Clinical staff: Room preparation, equipment checks, and documentation.
- Support staff: Cleaning, waste management, and supply replenishment.
- Supervisors: Ensuring adherence to guidelines and reporting deviation.

## 4. Procedures

### 1. Hand Hygiene

- Perform hand hygiene using soap and water or alcohol-based hand rub before entering and after leaving the room.

### 2. Environmental Cleaning and Disinfection

- Disinfect all contact surfaces including examination tables, counter tops, chairs, door handles, and light switches using approved cleaning agents.
- Properly dispose of any used or soiled linen and replace with clean linen, if applicable.

### 3. Arrangement of Medical Instruments and Supplies

- Ensure all necessary medical instruments for the scheduled procedures are present (e.g., otoscope, sphygmomanometer, stethoscope, thermometers).
- Confirm availability of single-use items (gloves, tongue depressors, alcohol wipes, etc.).
- Restock consumables as needed.

### 4. Equipment Functionality Checks

- Test all equipment to ensure functionality (calibrate if necessary).
- Report any malfunction or missing equipment immediately to the supervisor.

### 5. Room Organization

- Arrange furniture and equipment to allow clear access and unhindered movement.
- Ensure examination lights and curtains/blinds are working properly.

### 6. Patient Privacy

- Check privacy screens or curtains for proper function and cleanliness.
- Ensure confidential patient information is not visible or accessible to unauthorized persons.

### 7. Waste Management

- Empty waste bins (general and biohazard) and replace liners as necessary.
- Follow facility protocols for segregation and disposal of medical waste.

### 8. Special Preparation (If Required)

- Set up room according to specific examination or procedure requirements (e.g., gynecological exams, minor surgeries, pediatric visits, etc.).

## 5. Documentation

- Complete and sign the room preparation checklist prior to patient arrival.
- Report and document any irregularities or incidents in accordance with facility policy.

## 6. References

- Facility infection control manual
- Manufacturer instructions for use of medical equipment
- Local public health guidelines

## 7. Room Preparation Checklist (Sample)

Task	Completed (Y/N)	Initials	Comments
All surfaces disinfected			
Instruments arranged			
Equipment functionality verified			
Supplies replenished			
Privacy ensured			
Waste bins emptied			
Special prep completed			