

SOP Template: Exam Room Setup and Seating Arrangement

This SOP details the **exam room setup and seating arrangement** to ensure an organized, comfortable, and efficient environment for both patients and healthcare providers. It covers the proper positioning of furniture and medical equipment, maintaining cleanliness and accessibility, optimizing space for privacy and safety, and arranging seating to facilitate effective communication and patient care during medical examinations.

1. Purpose

To outline standardized procedures for the setup of exam rooms and arrangement of seating to promote efficiency, patient comfort, privacy, and safety.

2. Scope

This SOP applies to all staff responsible for preparing and maintaining exam rooms within the facility.

3. Responsibilities

- **Clinical Staff:** Set up and maintain cleanliness of the exam room.
- **Facility Staff:** Ensure furniture and equipment are in good working condition.
- **Supervisors:** Conduct regular checks to ensure compliance with this SOP.

4. Procedure

1. **Preparation**
 - Ensure the exam room is thoroughly cleaned and disinfected before each patient's use.
 - Verify all medical supplies and equipment are present and functioning.
2. **Furniture Positioning**
 - Place the exam table centrally with adequate space on both sides for provider access.
 - Arrange a chair for the patient next to the exam table.
 - Arrange a separate chair for family members or companions, positioned to maintain privacy.
 - Position the provider's chair to allow direct eye contact with the patient during consultation.
3. **Medical Equipment Placement**
 - Place frequently-used equipment and supplies within arm's reach of the provider.
 - Ensure sharps containers and hand sanitizers are accessible, but out of reach of children.
4. **Environmental Considerations**
 - Ensure all passageways are clear of obstacles to allow free movement for staff and patients.
 - Adjust room temperature and lighting for comfort.
 - Provide visual and auditory privacy (e.g., curtains, privacy screens).
5. **Final Inspection**
 - Check that all items are in their designated places according to the setup checklist.
 - Confirm the seating arrangement is conducive to effective communication and care.

5. Exam Room Layout Example

Item	Placement	Notes
Exam Table	Center of room, accessible from both sides	Position head near wall, space at foot for provider
Provider Chair	Near head of exam table	Allows face-to-face interaction
Patient Chair	Adjacent to exam table	For patient comfort before/after exam
Family/Support Chair	Opposite side of exam table	If space allows, ensuring privacy
Medical Equipment	On mobile cart or counter near provider	Easy access, organized

6. Documentation

- Complete the room setup checklist at the start of each shift and before each patient's arrival.
- Report any deficiencies or hazards immediately to the supervisor.

7. Review & Revision

- This SOP should be reviewed annually or as needed based on feedback or regulation changes.

8. References

- Facility Infection Control Policies
- OSHA Safety Regulations
- Patient Privacy Guidelines (e.g., HIPAA)