



Evaluator Name:	_____	Evaluation Date:	____ / ____ / 2026
Designation:	Administrative Officer / Quality Auditor	Time & Shift:	____ : ____ [] M [] E [] N
ER In-Charge (Doctor/ MO):	_____	Audit Category:	[] Routine [] Surprise [] Follow-up

Evaluation Key: **C** = Compliant (Meets standards), **NC** = Non-Compliant (Deficiency noted), **PC** = Partially Compliant (Needs improvement), **N/A** = Not Applicable. Items marked **CRITICAL** are mandatory patient-safety zero-tolerance checkpoints. Abbreviations used are defined in the footnotes.

1. Triage, Reception & Rapid Patient Access

#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
1.1	Designated Triage Counter operational 24/7 with a qualified Triage Nurse on duty CRITICAL	☐	☐	☐	☐	
1.2	Standardized Triage Protocol (Color-Coded: Red, Yellow, Green, Black) prominently displayed & followed	☐	☐	☐	☐	
1.3	Direct, barrier-free access from ambulance bay to ER resuscitation area (ramps/doors clear)	☐	☐	☐	☐	
1.4	Functioning wheelchairs and stretchers stationed at entrance in ready-to-use condition	☐	☐	☐	☐	
1.5	Primary assessment & baseline vitals recorded within 5-10 minutes of patient arrival	☐	☐	☐	☐	

2. Resuscitation Bay, Crash Cart & Airway Equipment

#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
2.1	Emergency Crash Cart fully stocked, numbered plastic-sealed, and verified daily CRITICAL	☐	☐	☐	☐	
2.2	Biphasic Defibrillator / AED functional with self-test log, charged battery & ECG pads	☐	☐	☐	☐	
2.3	Central oxygen pipeline and backup O ₂ cylinders with flowmeters verified pressurized	☐	☐	☐	☐	
2.4	Suction apparatus (Central & Electric Portable) with Yankauer tips functional at each bed	☐	☐	☐	☐	
2.5	Difficult Airway Box available (Laryngoscope sets, blades, ET tubes, stylets, Ambu bags)	☐	☐	☐	☐	
2.6	Multi-parameter cardiac monitors (NIBP, SpO ₂ , ECG, Temp) operational per acute bed	☐	☐	☐	☐	

3. Emergency Staffing, Rostering & Clinical Competency

#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
3.1	Registered Medical Officer (RMO) on physical active duty round-the-clock CRITICAL	☐	☐	☐	☐	
3.2	Emergency Nursing staff-to-patient ratio maintained (1:1 for critical, 1:3 for acute)	☐	☐	☐	☐	
3.3	Monthly On-Call Consultant Roster (Surgery, Orthopedics, Gynae, Peds, Anesthesia) active	☐	☐	☐	☐	
3.4	ER medical and nursing personnel certified in BLS / ACLS / ATLS life-support protocols	☐	☐	☐	☐	
3.5	Clinical shift handover protocol strictly documented with SBAR format logbook	☐	☐	☐	☐	

4. Emergency Pharmacy, Narcotics & High-Alert Medications

#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
4.1	Emergency / Life-saving drug cupboard stocked without any stock-out or expired items CRITICAL	☐	☐	☐	☐	
4.2	Narcotics / Sedatives stored under double-lock with signed administration register STATUTORY	☐	☐	☐	☐	
4.3	High-Alert & LASA drugs physically segregated with red caution labels	☐	☐	☐	☐	
4.4	Anti-snake venom (ASV), Anti-rabies vaccine (ARV), and Tetanus toxoid stored at 2°C to 8°C	☐	☐	☐	☐	
4.5	IV fluids (Normal Saline, Ringer's Lactate, 25% Dextrose) pre-warmed & stock maintained	☐	☐	☐	☐	

ABBREVIATIONS & CLINICAL TERMINOLOGY (PAGE 1):

ED / ER: Emergency Department / Emergency Room • AED: Automated External Defibrillator • ECG: Electrocardiogram • ET Tube: Endotracheal Tube • NIBP: Non-Invasive Blood Pressure • SpO₂: Peripheral Capillary Oxygen Saturation • RMO / MO: Registered Medical Officer / Medical Officer • BLS / ACLS / ATLS: Basic / Advanced Cardiovascular / Advanced Trauma Life Support • SBAR: Situation, Background, Assessment, Recommendation • LASA: Look-Alike Sound-Alike • ASV / ARV: Anti-Snake Venom / Anti-Rabies Vaccine • IV: Intravenous.

5. Infection Prevention, Sterilization & Waste Management						
#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
5.1	Hand hygiene facilities (Alcohol Rub / Soap & Water) accessible at every patient bay	☐	☐	☐	☐	
5.2	Color-coded hospital waste bins (Yellow: Infectious, Red: Sharp/Plastic, Black: General)	☐	☐	☐	☐	
5.3	Puncture-proof Sharp Containers present, non-overfilled (< 3/4 full), properly wall-mounted	☐	☐	☐	☐	
5.4	Minor OT / Procedure room instruments autoclaved with sterile indicator strip verification	☐	☐	☐	☐	
5.5	Adequate PPE (Gloves, surgical masks, aprons, eye protection) supplied and used	☐	☐	☐	☐	

6. Diagnostic Support, STAT Turnaround & Blood Transfusion						
#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
6.1	Point-of-Care Testing (POCT) (Glucometer, Blood Gas/ABG, Trop-I) calibrated & functional	☐	☐	☐	☐	
6.2	12-lead ECG machine available; STAT ECG performed within 10 minutes of chest pain presentation CRITICAL	☐	☐	☐	☐	
6.3	24/7 STAT Radiology linkage (Digital X-Ray & Emergency Ultrasonography / FAST scan)	☐	☐	☐	☐	
6.4	Emergency Blood Bank protocol active; O-negative / cross-matched blood access within target time	☐	☐	☐	☐	

7. Medico-Legal Records, Disaster Preparedness & Ambulance						
#	EVALUATION CRITERIA / CHECKLIST ITEM	C	NC	PC	N/A	OBSERVATIONS / SPECIFIC REMARKS
7.1	Medico-Legal Register (MLC / Police case register) maintained under safe custody STATUTORY	☐	☐	☐	☐	
7.2	Hospital Disaster Management / Mass Casualty Incident (MCI) Plan displayed with call tree	☐	☐	☐	☐	
7.3	Fully-equipped Advanced Life Support (ALS) Ambulance on standby with trained driver/EMT	☐	☐	☐	☐	
7.4	Uninterrupted Emergency Power Generator connection functional across all ER sockets	☐	☐	☐	☐	

Audit Scoring Summary & Emergency Compliance Rating							
Total Items	Compliant (C) [2 pts]	Partially (PC) [1 pt]	Non-Comp (NC) [0 pt]	N/A Items	Total Score	Compliance %	Audit Rating
32 Items					/ 64	%	[] A (≥90% Compliant) [] B (75-89% Needs Imp.) [] C (<75% Critical Action)

Immediate Corrective & Preventive Action (CAPA) Plan				
#	Identified Clinical / Operational Non-Compliance	Required Corrective Intervention	Responsible Officer	Target Date
1				
2				
3				

Administrative Evaluator Overall Remarks & Clinical Quality Directives

ABBREVIATIONS & CLINICAL TERMINOLOGY (PAGE 2):
OT: Operation Theater • PPE: Personal Protective Equipment • POCT: Point-of-Care Testing • ABG: Arterial Blood Gas • Trop-I: Troponin-I • STAT: *Statim* (Immediately / Urgent) • FAST: Focused Assessment with Sonography in Trauma • MLC: Medico-Legal Case • MCI: Mass Casualty Incident • ALS: Advanced Life Support • EMT: Emergency Medical Technician • CAPA: Corrective and Preventive Action • CMO: Chief Medical Officer.

Administrative Evaluator / Auditor Farooq General Hospital, Chota Lahor Signature & Stamp: _____	Emergency In-Charge / CMO Emergency Department, FGH Signature & Stamp: _____	Medical Superintendent / Director Farooq General Hospital, Chota Lahor Signature & Stamp: _____
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