



Clinic / Practice / Therapist  
Address & Contact Details

Clinic / Practice Logo

## **PREMISES SELF-INSPECTION FORM**

### **TREATMENT FACILITIES CHECK LIST AND GOOD PRACTICE GUIDE**

#### **RECEPTION FACILITIES**

Sensible arrangements should be available so that clients may wait in comfort.

Appointments should be spaced to allow reasonable time for the treatment as well as case history taking while avoiding too much overlap or lengthy waiting.

#### **CHANGING SPACE**

Suitable facilities should be made available for changing and individual clean gowns or towels must be provided for each client. Secure facilities for hanging clothes and storing clients' personal items should exist.

#### **TREATMENT ROOM**

Treatment rooms must have sufficient heating, ventilation and extraction, and must be wired, plumbed and fitted in accordance with the legislation, as well as building and health and safety standards. All surfaces within treatment rooms should be made of non-absorbent materials which are easy to clean and sanitize.

Cupboard and shelf space should be present for the storage of towels, incontinence pads, sterilizing materials, etc.

All pressurized equipment must be plumbed in accordance with the manufacturer's instructions and must meet local regulations, and maintained as recommended.

For a gravity system, open or closed, the minimum vertical distance between the top of the couch and the tank outlet spigot should be 650mm (26") and the maximum height between the top of the couch and the upper level of water in the feed tank must not exceed 1300mm (51"), unless specified otherwise in the manufacturer's instructions. If gravity fed equipment is used, all open system nozzles, or closed system outlet tubing, view tube and last stage inlet tubing should be disposable and a new pack used for each and every client.

The enema bucket, associated piping and Y-connector should be disinfected at least once daily, or after every use, as applicable. The feed tank should be emptied completely and flushed between clients and disinfected with an appropriate disinfectant at least once a week.

The treatment couch should be strong and stable, and have a smooth impervious surface in good repair. It should be of a comfortable size. The couch should have either a sheet or washable cover, pad and disposable couch roll. Any soiled waterproof sheeting must be immediately replaced.

The temperature of the water delivered through the speculum or nozzle must be between 31° and 39° C.

Suitable water filters should be fitted to all systems, and should be capable of reducing/removing particulate matter, as well as dissolved organic and inorganic matter. The filter element must be replaced in accordance with device manufacturer's instructions.

Adequate provision should be available for the storage of disposed soiled materials in covered containers. Disposable specula, obturators, nozzles and any piping should be cleaned of obvious soiling and disposed of safely in accordance with local authority regulations. This may mean timely collections of "orange bag" biohazard materials.

A sink for therapist's use with hot and cold water supply and adjacent work surfaces should be provided and cleaned regularly.

## **TOILET FACILITIES**

A toilet should be very conveniently located inside or next to the treatment room and reserved exclusively for client's use during the treatment. A waste bin, for the disposal of sanitary towels and soiled articles should be provided.

Exceptional efforts should be taken to ensure the cleanliness of the toilet facilities, and towels should be changed often. Paper towels are recommended.

It is advisable to offer wet wipes for clients' added comfort

## **GENERAL HYGIENE**

Single-use non-sterile (latex or preferably vinyl) examination gloves should be used for treatments.

A suitable lubricant should be used for lubricating/speculum insertion, and under no account should this lubricant ever be cross-contaminated.

It is imperative that the highest possible standards of hygiene are maintained and no corners cut. All cleaning materials should be to hand and any surfaces subject to soiling cleansed regularly (including door knobs and toilet handles). Toilets should be disinfected thoroughly between each client.

## **PERSONAL HYGIENE**

The therapist must at all times be clean, tidy and professional in her or his appearance. Hair should be kept tidy and away from the face. Jewellery should be removed from hands and wrists, with the exception of wedding rings. Nails must be kept at such length as to prevent cross-infection. It is against the law and the terms of therapists' insurance to deliver treatments if the therapist is physically ill or mentally unfit.

## **RECORD TAKING**

A consultation room or a discrete area should be available for the taking of every client's case history (including medical history) in privacy.

RICTAT-approved intake and aftercare forms should be used at all times.

A RICTAT- approved consent form should be signed by the client prior to commencing the treatment, and updated prior to every subsequent treatment. A minor should have a letter from his/her GP and should be accompanied by a parent or a guardian.

## **PRACTICE ETIQUETTE**

Sufficient time should be allowed for case histories to be taken personally by the therapist in a calm, relaxed manner. Better treatment results are always achieved in this way.

Clearly written instructions should be given to clients on any dietary recommendations or recommended supplements, herbs, etc.

If any doubts exist regarding a client, their treatment, etc. consult with their doctor or your colleague/mentor.

## **RECORD KEEPING**

Full records of the case history, treatments results and progress should be kept in writing and stored in a lockable secure cabinet so that no one, other than the therapist, may have access to them at any time.

If stored in the electronic format, these should be made equally secure, protected from accidental erasure, and the therapist should comply with the 1998 data protection act.

Records should be kept for at least 5 years after completion of treatment and destroyed appropriately (shredding or burning).

**Date of inspection:**

**Name of Inspector:**

