

STANDARDS OF PRACTICE

FACILITY REQUIREMENTS

Name: Facility Requirements

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Type: Practice Management Standards (PM)

Reference: Professional Bylaws

(6.5) A member shall have in their office at minimum, the usual and necessary instruments, equipment and physical facilities for the provision of the diagnostic and treatment services required under Sections (6.1) and (6.2) .

(6.7) A member shall ensure that the member's practice location is accessible at all times to the member, or the member's staff, to ensure availability of patient records and to ensure that a patient can be examined by the member in the event of an emergency.

(6.8) A member shall ensure that the member's practice location has a secure facility for the private and confidential storage of patient records and medical information, including all financial dealing with the optometrist's patients connected with the practice. These records will be maintained as confidential and accessible only to the optometrist and the optometrist's staff. The optometrist's staff ensure that no person other than the optometrist and members of the optometrist's staff has access to such records. (6.9) A member shall ensure that the member's practice location has a secure facility for storage of diagnostic and therapeutic pharmaceutical agents. These drugs will be accessible only to the optometrist and the optometrist's staff. The optometrist shall ensure that no person, other than the optometrist and members of the optometrist's staff, has access to such drugs.

- The optometric entity address
- An individual telephone service
- Secure storage of patient files, therapeutic drugs that have the potential to harm a patient unless appropriately used by a licensed eye health care provider, and prescription pads
- Secure storage for timely and accurate retrieval of health information about patients
- Office facilities that are orderly, clean and comfortable
- Separate examination areas so that the privacy of the patient and the patient's confidence in the optometrist are protected
- In-office sinks and/or antisepsis stations and disposal facilities sufficient to maintain infection control standards