

## **Laser Program Audit Plan**

This is a flexible plan, individually designed for your facility, and based on compliance with applicable national and international standards, regulations, and local professional practices. It is focused on the type of equipment in use, clinical applications, practice setting, and the input from clinicians and staff. The plan may change as needed either before, or during the site visit, as a response to issues, concerns, or areas of deficiencies, identified by either the client, or the auditor.

We begin the audit with a meeting of all key stakeholders, to discuss the objectives and plans for the on-site program review. An exit meeting is also of value, in order to address any remaining concerns and to discuss preliminary findings. It is expected that the auditor will be accompanied by the LSO and/or designated person(s) appointed to accept responsibility for on-going implementation of the plan.

### **1. Administrative Control**

Materials needed: Membership roster for the committee responsible  
Recent minutes  
Terms of reference for the committee

Points to be evaluated:

- a. Committee membership reviewed for support, diversity of sites and professional roles represented (ASC, clinics, etc.)
- b. Is leadership appropriate and engaged?
- c. Meetings well attended / agenda followed?
- d. Has the committee dealt effectively with issues?

### **2. Laser Safety Officer and/or Person Responsible For the Program**

Materials needed: Performance expectations and responsibilities  
Scope of Authority Identified and Approved

Points to be evaluated:

- a. Training and qualifications documented – authority established
- b. Time available for duties related to overseeing the laser program
- c. Continuing education plan for all clinicians and staff in place
- d. Knowledge assessed related to compliance
- e. Barriers to compliance identified
- f. Deals appropriately with problems and is available when needed
- g. Prior safety audits and reporting in place, planned, or absent

### **3. Equipment**

Materials needed: Inventory list of all laser and delivery systems, instrumentation, ancillary equipment, PPE, safety and consumable supplies.

The auditor will go to each area of the facility where lasers are used, and Conduct an inspection of the equipment and it's storage areas. Please do not move the equipment from it's usual storage area, or it's position in the operating room when preparing for audit.

Points evaluated are:

- a. Status and condition of equipment (history and documentation)
- b. Physical plant (handling and moving, fire extinguishers, storage, etc.)
- c. Proper handling, set-up, storage by staff
- d. Inventory (adequate and appropriate) of all consumable supplies, delivery systems, and accessories

### **4. Continuing Education**

Materials needed: Records of all inservice and training programs for nursing, medical staff, and technical staff

Documentation forms, policies and procedures,  
Previous audit reports,

Points evaluated:

- a. Education and training documented – kept current
- b. New or additional nursing staff orientation – resident and/or med student orientation to laser hazards and controls prior to or during surgical rotations
- c. Annual refresher and skills validation
- d. Learning needs assessment (current and future)
- e. Barriers to compliance identified
- f. Accurate and current knowledge of the hazards, risks, and control measures related to surgical laser use
- g. Resources present, resources requested

## 5. **Documentation**

Materials needed and points evaluated:

- a. Policies / procedures
- b. Competencies
- c. Time Out procedure
- d. Log sheets (review of current logs, and a copy of blank forms)
- e. Incident / Accident report forms and procedures for reporting
- f. Problems identified (any QA reports or accidents that have occurred)

## 6. **Program Development**

This is assessed during a meeting with key stakeholders. No specific materials needed, unless identified by facility:

- a. New procedures / instrumentation to be acquired or installed, inserviced
- b. Education / training needs of new clinicians / staff
- c. Clinical research projects – industry partnerships
- d. Additional practice sites to be involved
- e. Facility redesign / expansion / new building

### **This audit will result in a written report that contains:**

- a. Executive Summary and/or Audit Checklist Tool
- b. Identification of areas of non-compliance with standards
- c. Clinical, Educational, and Technical Needs assessment
- d. Prioritized recommendations for implementation of the program
- e. Report will be hard copy or electronic, as requested by the client

***Please consider conducting the audit prior to beginning equipment trials or initiating staff education. It is critical to include P/P in any courses they will attend, so that they can apply the material directly to their practices.***

Your program will be more effective if you first identify your needs, gaps, strengths, and expectations before surgical team members are asked to evaluate equipment without a strong foundation, administrative support, and the clear articulation of goals. It is hoped that this guidance will help you through the process of working towards laser safe operating rooms.

Remember: Staff Safety First = Patient Safety Always !!!

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