



<input type="checkbox"/> ADMINISTRATIVE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY&PROCEDURE (IPP)	
		<input type="checkbox"/> INTERDEPARTMENTAL	<input type="checkbox"/> INTERNAL
TITLE		POLICY NUMBER/V#	
ENVIRONMENTAL ROUND POLICY		MMC – FMS – 02 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		3	
APPLIES TO		RESPONSIBILITY	
FMS		All staff	

## 1. PURPOSE:

- 1.1. Conducting the Environmental Rounds of all areas of the Clinic to determine the effectiveness of whether the current activities that are used to manage the Environment of Care; and to identify and correct hazards which may exist to patients, staff, or visitors, in order to maintain a safe environment.

## 2. DEFINITION:

- 2.1 **ER:** Environmental Round
- 2.2 **ERT:** Environmental Round Team
- 2.3 **CDC:** Center for Disease Control
- 2.4 **Occupational Safety & Health Administration (OSHA):** A federal agency, which has regulatory responsibility for the health and safety of workers.

## 3. POLICY:

- 3.1 Environmental round must be conducted unannounced.
- 3.2 The Environmental round should follow the below standards:
  - CDC guidelines
  - Joint Commission International requirements
  - OSHA compliance



- KSA Civil Defense requirement
- 3.3 The ERT must use the standardized checklist (attached).
- 3.4 In the event that substantial non-compliance is discovered, ERs can be conducted as often as necessary in any type of area.
- 3.5 Team can use the camera to capture the improper findings.
- 3.6 In case of a member's apology or absence he/she must inform the Leader of the Round and send a replacement.
- 3.7 In case of any conflict or issue between the team and the leader of the inspection area, the team must continue the round and the issue must be reported to the Clinic Director after the round has been completed.

#### 4. PROCEDURE:

- 4.1 ERs must be conducted **at least four times per year**, for a maximum of two hours per round.
- 4.2 The team leader provides the schedule for unannounced Environmental rounds (ERs) to the ERT.
- 4.3 The team leader will send an agenda of the areas to be inspected, at the beginning of each session biannually and a reminder will be sent on day of the round.
- 4.4 The team members will take immediate action, in coordination with the person in-charge of the area if needed, and document all ERs findings and deficiencies on the checklist.
- 4.5 The ERs checklist must be sent to the responsible person of the inspected area to write the status of his/her action plan of the findings within 3 days from receiving the checklist.
- 4.6 The findings must be solved within the time frame and sent back to the Team leader.
- 4.7 **The team leader will document the resulting information and used for corrective actions, planning, and budgeting for long-term facility upgrading and replacement.**
- 4.8 The team leader will present the report bi-annually to the Safety Committee.

#### 5. RESOURCES:

N/A

#### 6. CROSS REFERENCE:

6.1

#### 7. REFERENCES:

- 7.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan, 2020. (FMS.2)
- 7.2 The Joint Commission International (JCI), 7<sup>th</sup> Edition, Effective Jan 2021.

KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health  
Affairs AL-Baha



المملكة العربية السعودية

وزارة الصحة

المديرية العامة للشئون الصحية بمنطقة

الباحة

## 8. FORMS & ATTACHMENT:

8.1 Environmental Rounds Checklist

## 9. Approved:

APPROVALS & REVIEWS:			
Prepared By	Title	Date	Signature
Khalid Jamman Alghamdi	FMS Coordinator	02-08-2025	
Reviewed By			
Dr. Mostafa Mohammed Osman	Quality Director	02-08-2025	
Approved By			
Dr. Abdulmajeed Abdullah Saleh	Medical Director	02-08-2025	
Eng. Meshaal Hussein Alghamdi	Executive Director	02-08-2025	