

Equipment checklist

Waiting Area

- Comfortable chairs, most with arm rests to help patients get up, but some without to ensure obese patients will have seating without the embarrassment of being 'stuck' in the seat.
- Reading material. You have three options – relying on donations, subscribing to a supply of slightly out of date publications or buying new publications.
- Toilets and hand-washing facilities with a sign indicating where these are located.
- Educational material.

Optional extras:

- Survey box or patient feedback forms
- Coffee table
- Separate children's play area with washable toys that are regularly washed
- Practice newsletter
- Posters or paintings
- Cork board or digital signage for internal marketing
- Fee charge notification sign
- Bookcase for magazines etc.
- Storage units for brochures
- Tea and coffee making facilities or water dispenser
- Triage sign, e.g. *"If you are experiencing chest pains, please..."*.

Reception area

- Reception desk that is high enough to prevent physical or visual access to confidential information. This also promotes a degree of protection for the receptionist against aggressive visitors to the surgery.
- Computer terminals (note that a local area network [LAN] server would probably be in a backroom).
- Adjustable chairs.

- Telephone system with sufficient incoming and outgoing lines for practice needs.
- Fax machine that receives confidential clinical information – this should be located in a secure place.
- Printer(s).
- Photocopier/scanner.
- Lockable filing cabinets (may not be necessary if you decide to be fully computerised).
- 'IN' and 'OUT' trays for all practitioners and staff.
- Emergency buzzer for staff security.
- Two exits from behind the reception desk.
- Stationery and office supplies for receptionists' use. Ensure you do not skimp on things such as staplers and hole-punches; consider the time wasted when a receptionist must leave the workstation to look for these items.
- Staff toilet with hand-washing facilities.
- Tearoom.

Consulting/Procedure/Treatment Rooms

- Hand-washing facilities.
- Desk.
- Chairs for practitioner and patient, with additional chairs for those accompanying the patient.
- Examination couch, with a disposable (e.g. paper) sheet and sheet/blanket to cover the patient.
- Examination lights.
- Screens for privacy.
- Education material.
- Computer workstation.

Equipment checklist

- Bins for plain, recyclable and clinical waste, positioned to prevent easy access by children.
- Bins for confidential waste (paper-shredding).
- Sharps container, out of reach of children, and stored in keeping with local legislation.
- Lockup storage system for medications and dangerous drugs (along with a dangerous drugs log-book) in compliance with state laws and regulations.
- Secure storage for script pads and certificates.
- Secure storage for confidential information.
- Shelving and cupboards for equipment, medical supplies and books etc.
- Storage for instruments.
- Refrigerator for medications and vaccines, including a minimum/maximum temperature gauge.