British Acupuncture Council

Code of Safe Practice

Clinical Self Audit Tool

(CoSPCAT)
PART A:

**CODE OF SAFE PRACTICE CLINICAL AUDIT TOOL (CoSPCAT)**

An audit is needed for each practice address. If you have more than 3 practice addresses please request an additional practice package from the BAcC or photocopy the relevant sections (sections 1-6). Please keep your self-audit record, action plan and records of monitoring the outcome in your CPD file.

<table>
<thead>
<tr>
<th>Name and Location of Practice:</th>
<th>Type of Practice (teaching clinic, group, NHS, individual)</th>
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Other Practice Addresses which are included in this audit:

a) ................................................................

b) ................................................................

Name of practitioner being audited: .................................................................

BAcC Membership No.: ..............................................................................

Audit carried out by (name): .................................................................

Date of Audit: ..................................................................................

Date of previous audit if undertaken: ..................................................

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**Brief Summary of Issues (if any) from previous audit and action taken:**

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**Brief Summary of Outcome of this Audit (include any areas of concern, an overall statement, and any queries):**
PART B:

Checklist of Documentation:

- Certificate of Local Authority Registration, if applicable
- Evidence of Compliance with Health and Safety legislation, eg. fire certificate, records of inspection of electrical equipment etc.
- Copies of contracts for disposal of sharps boxes/clinical waste
- Certificate of Public Liability and Professional Indemnity Insurance Policies
- First Aid Certificate
**PART C:**

The Code of Safe Practice and Guide to Safe Practice

When you have completed your audit please list each item marked non-compliant, including those about which you are unsure or have identified variable practice. For each of these identify actions you need to take to clarify the issue or to bring your practice into compliance. Decide the date by which you will judge that you are in compliance.

<table>
<thead>
<tr>
<th>Number</th>
<th>Brief Item Description</th>
<th>Action</th>
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Signed by Practitioner.............................................

Date.................................................................
PART D:

This audit tool is in an early stage of implementation. The Safe Practice Committee of the BAcC would therefore appreciate feedback from you about your experience of using the tool.

Please briefly reflect on how you experienced the activity of using the clinical audit tool.

How long did it take you to complete it?

What did you learn from the process of undertaking an audit of your clinical practice?

How do you think the clinical audit tool could be improved?
PART E:

CHECKLIST

Please tick the box the opposite each question to indicate whether or not you are complying with the Code. If you are not, or you are not sure, or your practice varies, or your answer needs further explanation, please use the ‘comments’ boxes to add more detail.

<table>
<thead>
<tr>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
</thead>
</table>

**A. YOUR PREMISES**

1. Is acupuncture only carried out:
   a) in premises suitable for professional medical work of this kind? □ □
   b) in premises which are clean and capable of being kept clean? □ □
   c) in treatment rooms used solely for acupuncture practice or other similar work requiring a comparable level of hygiene and cleanliness? □ □
   d) if you work from your private home, in treatment rooms which are not otherwise used for any ordinary domestic purposes? □ □
   e) in premises where there are suitable and sufficient sanitary facilities for all users of the clinic/practice? □ □
   f) in premises with sufficient and satisfactory fire precautions? □ □

Comments:
2. Do the hand washing facilities available to you include:
   a) a wash basin with a hot and cold water supply, preferably wrist, arm or foot operated for your and other practitioners’ sole use and preferably connected to the mains drainage system, located in or in the vicinity of the treatment room?  
   b) dispenser liquid soap and disposable paper towels?  
   c) an adequately sized bin, pedal operated if lidded, situated close to the basin with disposable sealable polythene liner for used tissues and other similar waste matter?

3. Does the treatment room which you use provide:
   a) sufficient space to allow free movement, safe handling of equipment and performance of procedures?  
   b) sufficient space for a clean field for acupuncture equipment?  
   c) sufficient clean and suitable storage for all items, so as to avoid, as far as possible, the risk of contamination?  
   d) furniture which is clean and maintained in good repair?  
   e) smooth, easily cleanable surfaces on table tops, shelves and all working surfaces?
(cont’d) Does the treatment room which you use provide:

f) smooth impervious surfaces on treatment couches, chairs and other furniture which are used for treatment?  
   Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

g) smooth, impervious flooring or short-pile (not looped) commercial carpeting?  
   Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

h) adequate artificial lighting, heating and ventilation?  
   Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

Comments:

4. Are the treatment surfaces:
   a) covered with fresh paper couch roll which is disposed of after treating each patient?  
      Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

   b) if covered by towels or sheets alone, only covered by those which are fresh for each patient and boiled or machine-washed on the 40-60 degrees setting before being reused?  
      Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

   c) if covered by towels, sheets or pillow cases underneath a paper couch roll, only covered by those which are fresh each day, boiled or machine-washed on a 40-60 degrees setting before being reused, and removed after treatment and placed in yellow clinical waste disposal bags if any spillage of blood or body fluid takes place during a treatment?  
      Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

   d) regularly cleaned with an appropriate anti-bacterial agent, at least at the beginning or end of every working day?  
      Practice complies with CoSP: ☐  Practice does not comply with CoSP: ☐

Comments:
**Practice complies with CoSP** | **Practice does not comply with CoSP**
---|---
5. **Do you maintain the cleanliness of the treatment room by:**
   a) cleaning and dusting at least weekly all table tops, shelves and impervious surfaces with a damp cloth and occasionally with hot water and detergent?  
   ![ ]  
   ![ ]
   b) washing daily all impervious floor surfaces with appropriate disinfectant cleansers?  
   ![ ]  
   ![ ]
   c) vacuum-cleaning daily and professionally steam cleaning at least once every year all carpets in the areas adjacent to treatment surfaces?  
   ![ ]  
   ![ ]
   d) frequently laundering all blankets used in treatment by boiling or machine-washing on the 40-60 degrees setting?  
   ![ ]  
   ![ ]

**Comments:**

B. **YOUR EQUIPMENT**

6. **The following equipment, all of which must be CE-marked and conform with current Medical Devices Agency legislation and EEC Directive 93/42/EC, must be used for safe and hygienic practice. Do you use:**
   a) single-use pre-sterilized disposable solid needles?  
   ![ ]  
   ![ ]
   b) guide-tubes which, if used, must be pre-sterilized, come packaged with each individual needle or set of needles, and must not be used or stored for use beyond the treatment session in which the seal on the package has been broken?  
   ![ ]  
   ![ ]
B. YOUR EQUIPMENT (cont’d)

6. The following equipment, all of which must be CE-marked and conform with current Medical Devices Agency legislation and EEC Directive 93/42/EC, must be used for safe and hygienic practice. Do you use:

<table>
<thead>
<tr>
<th>Item</th>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>c) plum blossom needles (‘seven star hammers’) which, whether plastic or stainless steel, are be pre-sterilized and single-use only?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d) glass cups, derma rollers and other reuseable clinical equipment which have been properly washed and/or sterilized and stored (see Guide to Safe Practice)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>e) single-use paper tissues, paper towels, and couch roll</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>f) disinfectants, including pre-packed 70% isopropyl alcohol swabs, or products which contain 0.5% chlorhexidine as recommended in Guide to Safe Practice?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>g) sterile cotton wool and non-sterile cotton wool/buds?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>h) sharps box conforming to BS 7320:1990 and clearly marked “Danger - Contaminated Needles – To Be Incinerated” adjacent to the treatment surface and placed at a convenient height on a stable surface?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>i) a First Aid kit complying with current Health and Safety (First Aid) Regulations containing a sufficient supply of suitable bandages, dressings, antiseptic creams and plasters?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>j) disposable surgical gloves?</td>
<td>☐</td>
<td>☐</td>
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Comments:
C. YOUR CLEAN HYGIENIC PROCEDURE

7. You must ensure that your own health, including personal hygiene, does not endanger the health of a patient in any way. Do you:

a) cover all cuts and wounds with a waterproof dressing and wear disposable surgical gloves if necessary?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

b) keep your nails short and clean?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

c) wear suitable clean clothing and, optionally, a clean white coat or overall?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

d) refrain from smoking, eating or drinking whilst engaged in treatment?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

e) wear no loose, dangling or large jewellery or rings, nor wear loose clothing or hair that might contaminate the treatment area or the patient’s skin?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

f) inform your general practitioner early if you suspect that you are suffering from or have been in contact with an Infectious Notifiable Disease and ensure that your general practitioner knows that you are engaged in the practice of acupuncture?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

g) avoid giving treatment when you are suffering from an infectious or contagious condition?  
   [ ] Practice complies with CoSP  [ ] Practice does not comply with CoSP

Comments:
8. You have a duty of care to protect the health and safety of the patient. Do you:

a) ensure that any planned treatment takes full account of the patient’s known medical history and potential allergic reactions?  

b) ensure that you have obtained informed consent in accordance with the requirements of the Code of Professional Conduct?  

c) ensure that the part of the body to be treated is clean and free of any cuts or wounds and that patients are asked to cover cuts or wounds before coming for treatment?  

d) ensure that you do not under any circumstances needle through clothing, even if requested or given approval to do so by the patient?  

e) ensure that immediately before use, any paper or other material used as a covering on a chair, seat or couch, and any towel, cloth or other article which is applied to the patient’s skin is clean, and should not have been used in connection with any other patient without having been cleaned or, where appropriate, disinfected?  

f) caution patients left unattended with needles in place during a treatment about any movement which might cause them injury by bending or damaging a needle?  

g) ensure that a patient is able to call your attention immediately at any time they are left unattended with needles in place?  

h) remain with your patient at all times when moxibustion is being carried out in order to avoid any risk of burn injury?

Comments:
9. **In preparing to treat do you always:**

a) wash your hands thoroughly with liquid soap and warm water immediately before the acupuncture procedure?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

b) ensure that a clean field is established?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

Comments:

10. **In order to needle hygienically and safely do you always:**

a) ensure that the skin at the needle site is clean?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

b) ensure that you swab any areas of the body where moisture or exudates may collect, such as the groin and genital area, ears, feet, under arms and the area below the breasts, near the mouth, nose, scalp and other hair-covered areas with 70% isopropyl alcohol or products which contain 0.5% chlorhexidine before needling?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

c) ensure that needles are never inserted through ink marks unless gentian violet pens are used and the patient is alerted to the risk of permanent staining? Alternatively, points may be marked by using a cotton bud dipped into iodine in an alcohol solution. In this case the point can be needled through the iodine mark  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

d) open all single-use pre-sterilized needles and instruments in the patient’s presence and immediately before use?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

e) use a fresh needle for every point needled during a treatment, or if re-using the same needle, only do so where all of the sites to be needled have been swabbed before needling and where the needle (and guide-tube, if used) is not placed on any other surface in between separate insertions?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

f) ensure that the sterile needles and instruments do not come into contact with anything that is not sterile before use on the patient?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

g) discard, in the sharps container, any sterile needles or instruments which are accidentally contaminated?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP

h) discard, in the sharps container, any sterile needles or instruments with their packaging seals broken?  
   - Practice complies with CoSP  
   - Practice does not comply with CoSP
Practice complies with CoSP | Practice does not comply with CoSP

(contr’d) 10. In order to needle hygienically and safely do you:

i) ensure that in inserting you never touch the needle the shaft of the needle with bare fingers or with non-sterile materials? ☐ ☐

j) use only sterile cotton wool to support the shaft of the needle once it has been inserted or if it is inserted without a guide-tube? Do you ensure that at no stage the needle is inserted through the cotton wool with either method of insertion? ☐ ☐

k) ensure that hands are cleansed again, either by hand-washing or by the use of alcohol gel or products which contain 0.5% chlorhexidine, at any time during treatment if they are contaminated by contact with clothing, pens, clinic furniture, etc, between separate needle insertions? ☐ ☐

l) ensure that you clean up any major blood or body fluid spills promptly with disinfectant solution? ☐ ☐

m) ensure that you wear well-fitting disposable surgical gloves?

- if the patient is bleeding profusely?
- if the patient has open lesions or is known to have a contagious disease?
- if you have cuts or wounds on your hands or have a skin infection or lesion?
- if you are handling blood-soiled items, body fluids, excretions, and secretions, as well as surfaces, materials, and objects exposed to them?

Comments:
11. **When removing needles from your patient, do you:**

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<th>Practice complies with CoSP</th>
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<tr>
<td>a)</td>
<td>ensure that you wash your hands immediately prior to the removal of needles?</td>
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<tr>
<td>b)</td>
<td>place each needle immediately into the sharps container without letting it touch any other surface in the treatment room?</td>
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<tr>
<td>c)</td>
<td>if blood is drawn, apply light to moderate pressure with sufficient clean cotton wool/cotton buds or a clean swab to prevent contact with the patient's body fluids and dispose of the cotton wool/bud/swab immediately in a suitable sharps container or clinical waste bag?</td>
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<tr>
<td>d)</td>
<td>if ‘sealing’ the point afterwards, use a clean swab or cotton wool/cotton bud?</td>
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<tr>
<td>e)</td>
<td>once a point has been pierced, do not re-palpate the point with your bare finger during that treatment session unless the finger tips have been cleansed by hand-washing or by the use of alcohol gel?</td>
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<tr>
<td>f)</td>
<td>wash your hands thoroughly at the end of the treatment to reduce the risk of cross-infection with your following patient?</td>
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<td>g)</td>
<td>ensure if needles are removed by someone under your direct supervision or by someone to whom you have delegated the task, they comply with the provisions of this section.</td>
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**Comments:**
12. **If you use moxa do you ensure that:**

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<tr>
<td>a)</td>
<td>you carry out moxibustion in a safe manner?</td>
<td>✗</td>
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<tr>
<td>b)</td>
<td>you never use moxibustion on broken skin, directly on the face or on sensitive areas?</td>
<td>✗</td>
</tr>
<tr>
<td>c)</td>
<td>your patient is not left unattended at any stage during the procedure?</td>
<td>✗</td>
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<tr>
<td>d)</td>
<td>if you apply moxa directly to the skin, you only use a swab or cotton wool bud moistened with clean water to moisten the skin beforehand?</td>
<td>✗</td>
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<tr>
<td>e)</td>
<td>you swab the skin after moxa has been applied and before needling?</td>
<td>✗</td>
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<tr>
<td>f)</td>
<td>if moxa is given to the patient for self-treatment at home, the procedure for using moxa is explained and demonstrated to the patient? The patient must then demonstrate their competence in the use of moxa and should sign a copy of the form provided in the Guide to Safe Practice. Both patient and practitioner should retain a copy of this signed form.</td>
<td>✗</td>
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*Comments:* 

13. **If you use cupping do you ensure that**

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<tr>
<td>a)</td>
<td>you carry out cupping in a safe manner?</td>
<td>✗</td>
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14. **If you use tui na/massage do you ensure that**

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<tbody>
<tr>
<td>a)</td>
<td>you carry out massage in a safe manner?</td>
<td>✗</td>
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15. **If you use pricking/bleeding therapy do you ensure that**

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<th>Practice does not comply with CoSP</th>
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<tbody>
<tr>
<td>a)</td>
<td>you carry out pricking/bleeding therapy in a safe manner?</td>
<td>✗</td>
</tr>
<tr>
<td>b)</td>
<td>you wear disposable surgical gloves at all times during the procedure?</td>
<td>✗</td>
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*Comments:*
16. If you use ear needles/retained needles have you

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<th>Practice complies with CoSP</th>
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<tr>
<td>a) read and considered the Use of Ear/Retained Needles section in the Guide to Safe Practice?</td>
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17. Are you aware that the use of embedded needles is strictly prohibited

18. After the treatment has finished and needles have been disposed of safely do you:

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<tr>
<td>a) replace any blankets or pillow cases which have come into contact with body fluids?</td>
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<tr>
<td>b) wash cups, derma rollers and any other acupuncture equipment that have been used on <strong>unbroken skin</strong> after each use in warm water and detergent first, then rinse them in very hot water to facilitate quick drying, dry with a disposal paper towel, wipe the rim of cups with an alcohol swab and allow alcohol to evaporate thoroughly before re-use?</td>
<td>[ ]</td>
</tr>
<tr>
<td>c) regularly soak cups, derma rollers and any other acupuncture equipment that have been used on <strong>unbroken skin</strong> in a weak bleach solution overnight, wash off bleach with hot water and detergent and leave to dry on a paper towel?</td>
<td>[ ]</td>
</tr>
<tr>
<td>d) wash cups, derma rollers and any other acupuncture equipment that have been used on <strong>broken skin</strong> after each use in warm water and detergent first, (also see Appendix F Sterilizing Non-Disposable Acupuncture Equipment in the Guide to Safe Practice) then rinse them in very hot water to facilitate quick drying, dry with a disposable paper towel and autoclave according to manufacturers’ guidelines or sterilize by sending to external sterilization services? Alternatively, dispose of these items in yellow clinic waste bags after having washed them first?</td>
<td>[ ]</td>
</tr>
<tr>
<td>e) wash any dishes used in moxibustion during the treatment?</td>
<td>[ ]</td>
</tr>
<tr>
<td>f) store all needles, instruments and equipment in a clean and secure place?</td>
<td>[ ]</td>
</tr>
<tr>
<td>g) store any cups, derma rollers, and any other acupuncture equipment that may be used on broken skin under sterile conditions, in a clean and secure place</td>
<td>[ ]</td>
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Comments:
N.B. Since needle stick injuries will have happened to very few practitioners this self audit question asks about your awareness of correct procedure.

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<tr>
<th>Aware of practice that complies with CoSP</th>
<th>Not aware of practice that complies with CoSP</th>
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</table>

19. In the event of suffering a needle-stick injury did you know that you must

a) encourage free bleeding from the site if possible, but not suck the wound? [ ] [ ]

b) wash thoroughly with soap and water but without scrubbing? [ ] [ ]

c) discard the needle immediately and never continue to use a needle on a patient that may have penetrated your own skin? [ ] [ ]

d) record the injury in a permanent form which can be accessed at a later date, i.e. accident book or similar? [ ] [ ]

e) seek medical advice immediately (preferably within one hour). [ ] [ ]

Comments:
D. YOUR DISPOSAL OF EQUIPMENT AND CLINICAL WASTE

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<tr>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
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<tbody>
<tr>
<td>a) all needles, plum blossom needles (‘seven star hammers’) and dermal needles (‘press-studs’) are immediately placed after use in appropriate sharps disposal containers?</td>
<td></td>
</tr>
<tr>
<td>b) all sharps containers conform to British Standard 7320: 1990 and are be clearly marked ‘Danger Contaminated Needles - To Be Incinerated’ or similar?</td>
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</tr>
<tr>
<td>c) all sharps containers, when three quarters full, are disposed of in accordance with local Environmental Health Department guidelines?</td>
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<tr>
<td>d) all clinical waste, which includes any paper waste, swabs, cotton wool/buds etc., which has been contaminated with spillage of body fluids such as blood, open wound abrasions or mucous membranes is segregated in sealed clinical waste bags before being collected for disposal by a licensed agent?</td>
<td></td>
</tr>
<tr>
<td>e) all other waste, which includes any paper waste and swabs, cotton wool/buds, etc., which has not come into contact with body fluids or spillages, as well as needle wrappings and single use guide tubes, is carefully and separately bagged daily and disposed of as domestic waste?</td>
<td></td>
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<tr>
<td>f) all waste disposed of through domestic waste collection is left for as little time as possible prior to collection in the usual collection area or location?</td>
<td></td>
</tr>
<tr>
<td>g) all contracts and receipts for clinical waste collection (or detailed notes kept on your own file where receipts are not issued) are retained for at least one year and available for inspection?</td>
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Comments:
N.B. If you do not undertake home visits you may either go straight to section 25 or use the boxes to check your awareness of the rules governing home visits

E. MOBILE ACUPUNCTURISTS / HOME VISITS

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<thead>
<tr>
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21. If you have a mobile practice or undertake home visits do you:

a) have a defined base of at least one room or office containing adequate facilities for the disinfection of equipment, the storage of clean equipment and the temporary storage of soiled equipment, clinical waste and sharps containers?  
   [ ] Yes  [ ] No

b) ensure that this room or office, and all equipment contained therein, conforms to the standards laid down in the Code of Safe Practice?  
   [ ] Yes  [ ] No

c) comply with all relevant Local Authority bylaws or other regulations?  
   [ ] Yes  [ ] No

Comments:

22. In transporting equipment from the base premises to the treatment site do you ensure that containers used for this purpose are:

a) of sufficient size and design to store and transport all of the equipment and personal over-clothing needed?  
   [ ] Yes  [ ] No

b) designed to allow for separate storage of sterile and soiled equipment?  
   [ ] Yes  [ ] No

c) lockable and tightly sealed when shut?  
   [ ] Yes  [ ] No

d) suitably constructed to have internal and external surfaces that are smooth, impervious and are regularly cleaned and disinfected?  
   [ ] Yes  [ ] No

Comments:
### 23. In carrying out treatment at a patient's home do you ensure that, **as far as possible:**

<table>
<thead>
<tr>
<th></th>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>the treatment is carried out in a well lit, clean room with ready access to a clean wash hand basin?</td>
<td>✗</td>
</tr>
<tr>
<td>b)</td>
<td>you take with you appropriate cleaning agents, hand disinfectants, a hygienic means of hand drying and couch rolls?</td>
<td>✗</td>
</tr>
<tr>
<td>c)</td>
<td>the bed/couch is covered by a clean, disposable cover?</td>
<td>✗</td>
</tr>
<tr>
<td>d)</td>
<td><strong>in all cases</strong> a clean field is established?</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Comments:**

### 24. After treatment is completed do you ensure that:

<table>
<thead>
<tr>
<th></th>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>used needles are discarded immediately after use in a portable sharps container meeting BS 7320:1990 and clearly marked &quot;Danger: Contaminated Needles - To Be Incinerated&quot; and removed from the patient's premises?</td>
<td>✗</td>
</tr>
<tr>
<td>b)</td>
<td>other soiled disposable items such as cotton wool, swabs, paper tissues and disposable covers or towels contaminated with body fluids or spillages are discarded into a clinical waste bag, removed from the patient's premises and disposed of appropriately?</td>
<td>✗</td>
</tr>
<tr>
<td>c)</td>
<td>other waste products such as couch paper, cotton wool and needle wrappings not contaminated with body fluids or spillages are carefully bagged separately for disposal in the patient's own domestic refuse?</td>
<td>✗</td>
</tr>
<tr>
<td>d)</td>
<td>you have set aside enough time before leaving to ensure that the patient is experiencing no adverse reactions to treatment and is well enough for you to leave?</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Comments:**

---

21
F. ACUPUNCTURISTS WORKING IN DRUGS AND DETOX SETTINGS USING AURICULAR ACUPUNCTURE

25. If you work in drug and detox programmes are you aware of and do you follow the interim advice as set out in the Code of Safe Practice?

Practice complies with CoSP | Practice does not comply with CoSP

G. YOUR REGISTER OF PATIENTS AND PATIENT RECORDS

26. Do you record in permanent ink:
   a) the names and addresses of all patients?  
   b) the dates of attendance in a suitable register as well as in the individual patient records?  
   c) the full information required in patients’ notes as detailed in the British Acupuncture Council’s Code of Professional Conduct?

Comments:
NB. Notifiable Diseases are relatively uncommon in clinical practice. This section asks you to check your awareness of correct procedure.

27. In the event of your patient having a diagnosis of a Notifiable Infectious Disease did you know that you must ensure that:  

<table>
<thead>
<tr>
<th>Aware of practice</th>
<th>Not aware of practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>that complies with CoSP</td>
<td>that complies with CoSP</td>
</tr>
</tbody>
</table>

a) it is safe to treat that patient and that you have advised the patient not to view acupuncture as a substitute for any treatment that a doctor has prescribed? [ ] [ ]

b) in the event of you being suspected of having caused an outbreak, all your records must be readily accessible and allow prompt and efficient investigation into the source of the infection? [ ] [ ]

c) the register described in 24 (b) must be available to trace patients and to track the infection? [ ] [ ]

d) you must seek permission from the appropriate authority to carry on normal business once your records have been made available to that authority? [ ] [ ]

e) you only allow access to an individual’s personal record on the authority of the relevant Medical Officer (currently known as the Consultant in Communicable Disease Control (CCDC)) and subject to the usual safeguards of professional confidentiality? [ ] [ ]

Comments:
H. HEALTH AND SAFETY AT WORK

28. You must be familiar with and comply with the requirements and provisions of current Health and Safety at Work legislation. Were you aware that:

<table>
<thead>
<tr>
<th>Practice complies with CoSP</th>
<th>Practice does not comply with CoSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) this places a duty on you to conduct your work in such a way as to ensure, so far as is reasonably practicable, that not only patients and employees but also the public and other visitors are not exposed to risks to their health or safety?</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
29. Are your premises safe workplaces? In particular:

a) Are all floors, passages and stairs of sound construction, properly maintained, and kept free from obstruction and from any substance likely to cause people to lose their footing?

b) Is there a substantial handrail and two-way lighting system provided for every staircase?

c) Is every dangerous part of equipment, appliance or machinery effectively guarded?

d) Is equipment and machinery regularly inspected and maintained where necessary?

e) Are all the electrical installations in accordance with the Institute of Electrical Engineers Regulations for the Electrical Equipment of Buildings? Are the installation and portable appliances subject to regular examination?

f) Are all gas appliances and installations in accordance with the Council for Registered Gas Installers, and subject to regular examination?

g) Are all cables kept as short as possible and routed in such a way as to prevent the risk of tripping?

h) Are accidents dealt with in accordance with the provisions of the Reporting Of Injuries, Diseases, and Dangerous Occurrences Regulations 1995? Did you know that this involves the reporting of all major accidents to employees and members of the public to the Office of the enforcing authority without delay, by telephone if possible, with written confirmation being made within seven days?

i) Where five or more people are employed, do you, as an employer, prepare and, as often as may be appropriate, revise a written statement of your general policy with respect to the health and safety of your employees, and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees?

Comments: