

Standard Operating Procedure No. 1:

Practice Documentation

No	Practice Documentation	Yes/No	Action Required
1	Practice Policy and Procedures		
2	Return to Work Documentation for COVID-19		
3	Pre-Screening Questionnaire		
4	Treatment COVID-19 Consent Form		
5	Take case histories by phone / online, to limit the amount of face to face time (standard form)		
6	Where possible continue online or phone consultations when a face consultation may be unnecessary		
7	Have all COVID-19 HSE/HAS/WHO posters visible at the entrance to your Therapy Space		
8	Insurance Documentation Onsite		
9	Practice Hygiene Facility Documentation		
10	Infection Prevention Control (IPC) file with relevant information regularly updated		
11	File containing current IPC training to be available for inspection		

Dates Checked: _____

IPC Officer Checked Date: _____