

# ROOM SET UP CHECKLIST

**Child Friendly**

- Limited Distractions:
  - Space should not be too large or too small
  - Space should be uncluttered
- Age appropriate toys (low noise producing)
- Paper and writing/ coloring materials



**Adequately spaced**

- Appears professional
- Sufficient seating – at a minimum to accommodate 2 adults plus the patient
- Control of lighting and camera placement to visualize facial expressions and to observe dysmorphias, movements, tremors



**Safe**

- Free of equipment that could be dangerous
- Thoughtful placement of plugs, cords, computer, screens, and switches
- Staff available with the patient/family or close by in case they are needed



**Secure**

- Office space is set up for confidentiality and privacy

