

## Outpatient Care Facility Inspection Checklist-Final

Outpatient Care Facility Name: \_\_\_\_\_

Facility License No.: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Ref.	Description	Yes	No	N/A	Remarks
<b>3. Final Inspection and Issuing the License</b>					
3.2.3	Install & operate medical equipments required for provision of the outpatient health care services				
3.2.4	Provide documented policies and procedures for the following:				
3.2.4.1	- Infection control measures and hazardous waste management				
3.2.4.2	- Medication management				
3.2.4.3	- Patient health record				
3.2.4.4	- Patient transfer & emergency action plan				
3.2.4.5	- Radiation Safety (if applicable)				
3.2.7	Maintain adequate lighting & utilities, including temperature controls, water taps, sinks & drains, electrical outlets & communications				
3.2.9	Clearly display the hours of operation of the facility as well as the type of services available				
3.2.10	Clearly displayed hazardous signs aimed to restrict access for the safety of patients, visitors & staff				
3.2.11	Designate secured areas for the collection of medical waste, general storage facilities for supplies & equipment & storing area for hazardous materials				
3.2.12	Provide a sufficient number of toilets for patients, their families, & staff				
<b>12. General Design Considerations</b>					
12.5	Signage is provided to direct people unfamiliar with the facility to entrances & facility parking areas				
12.8	Public corridors have a minimum width of 1.52 m (5 feet)				
12.9	Minimum door opening width for patient use is 86.36 cm (2 feet 10 inches)				

12.10	Door swings should be oriented to provide patient privacy				
12.11	Minimum ceiling height is 2.39 m (7 feet 10 inches)				
12.12	Color contrast between walls, floors & doors is considered				
12.13	Selected flooring surfaces is easy to maintain, readily cleanable, & appropriately wear-resistant for the location				
12.14	Flooring shall have slip-resistant surfaces				
12.16	Carpet cannot be used in examination & treatment rooms				
12.17	Wall finishes washable, moisture-resistant & smooth, do not create ledges or crevices that can harbor dust & dirt				
12.18	Joints for floor openings for pipes & ducts is tightly sealed				
12.19	Highly polished flooring, walling or finishes that create glare is avoided				

### 13. Reception & Waiting Area

13.1	A reception/information counter or desk shall be located to provide visual control of the entrance				
13.2	Male & Female waiting area for patients				
13.3	Waiting area is provided with provision of drinking water				
13.4	Waiting area seats ratio must be at least two seats/each consultation room (2:1)				
13.5	Where pediatrics service provided in the facility, a separate controlled area for pediatric patients is designated				
13.6	Wheelchairs are accommodated within the waiting area				
13.7	Toilet(s) for public use is conveniently accessible from the waiting area				

### 14. Consultation & Examination Rooms

14.1.1	- Consultation & examination room (in the same vicinity) shall have a minimum floor area of 12 square meters (129 square feet). The minimum room dimension is 3 m (9.8 feet)				
14.1.2	- Consultation room only (without examination) hall have a minimum floor area of 9 square meters (96.8 square feet)				

14.2	Room arrangement shall permit a minimum clearance of 81.28 cm (2 feet 8 inches) at one side of the examination table or bed				
14.3	Counter or shelf space for writing & documentation is provided				
14.4	Hand-washing station with a hands free operating tap & liquid or foam soap dispensers are provided in all examination room(s)				
14.5	Hand sanitizer dispenser is provided				
14.6	Provisions for hand drying is available at all hand-washing stations				
14.7	Equipments & supplies required for each specialty/ service is based on the services provided				
<b>15. Treatment Rooms</b>					
15.1	Regular treatment room for injection or nebuliser shall have a minimum floor area of 7.5 square meters (80.7 square feet)				
15.2	Rooms for minor treatments, procedures & casting, if provided, shall have a minimum floor area of 11.15 square meters (120 square feet). The minimum room dimension is 3 m (9.8 feet)				
15.3	Room arrangement shall permit a minimum clearance of 91.44 centimetres (3 feet) at each side & at the foot of the bed				
15.4	Hand-washing station is provided				
15.5	Documentation space or counter for writing is provided				
15.6	Lockable refrigerator for medication use				
15.7	Locked storage for controlled drugs (if used)				
15.8	Door swings should be oriented to provide patient privacy				
<b>16. Dental Rooms</b>					
16.1	Dental consultation & treatment room(s) shall have a minimum floor area of 12 square meters (129.1 square feet). The minimum dimension of the room is 3 m (9.8 feet)				
16.2	Dental room door swing & direction of the dental chair shall consider patient privacy				

16.3	Orthodontics consultation & treatment room(s) shall have a minimum floor area of 9 square meters (96.8 square feet)				
16.4	If the facility providing multiple dental chairs in the same room, a minimum floor area of 9 square meters (96.8 square feet) is provided for each treatment chair				
16.5	There must be a dedicated specific space (not less than 2 square meters) for cleaning & sterilization of dental instruments. Instruments sterilization & cleaning should not be executed inside the dental room				
<b>17. Physiotherapy &amp; TCAM Rooms</b>					
17.1	Physiotherapy, Osteopathy, Chiropractor, Traditional Chinese Medicine & therapeutic massage room/area shall have a minimum floor area of 7.5 square meters (80.7 square feet)				
17.2	Door swings/curtains should be oriented to provide patient privacy				
17.3	Designated shelf or area for storing & maintaining necessary permitted supplies such as acupuncture needles, primarily massage oil, etc				
<b>18. Health Records Area</b>					
18.1	If paper based health records are used, filing cabinets & storage is provided for the safe & secure storage of patient's health records with provisions for easy retrieval				
<b>19. Observation Room</b>					
19.1	Room is convenient to a nurse station or control area				
19.2	Patient's observation rooms shall have a minimum floor area of 7.43 square meters (80 square feet) per observation bed with hand-washing station in the vicinity				
19.3	Door swings should be oriented to provide patient privacy				
<b>20. Administrative Activities</b>					
20.1	Each Outpatient Care facility shall make provisions to support administrative activities, filing, and clerical work as appropriate				
<b>21. Equipment &amp; Supply Storage</b>					
21.1	Dedicated waste collection & storage area				

21.2	General storage facilities for supplies & equipment are provided based on the facility services				
21.3	Special storage for staff personal effects with lockable drawers or cabinets is provided				
21.4	Storage areas for Non-clinical records, documents, & office supplies are provided				
<b>22. Clinical Lab Requirements</b>					
22.1	Blood collection facilities shall have seating space, a work counter, a hand-washing station, & a reclining chair or gurney for patients who become unsteady. Blood collection area shall have a minimum floor area of 7.43 square meters (80 square feet)				
22.4	Lab area for basic haematology & biochemistry tests shall have a minimum clear floor area of 15 square meters (161.4 square feet)				
22.6	Work counters are sufficient to meet equipment specifications & lab technician needs & have the following:				
22.6.1	- Hand-washing stations & counter sink(s)				
22.6.2	- Communications service				
22.6.3	- Electrical service				
22.7	If Microbiology services are provided, a dedicated closed area with appropriate equipments & supplies is provided in the facility, <b>the ventilation of Microbiology is negative</b>				
22.8	Lab area shall have appropriate storage & refrigeration of blood, urine, & other specimens				Separate refrigerators for specimens & reagents
22.9	Storage cabinet(s) or closet(s) for the Clinical Lab is provided				
<b>23. Diagnostic Imaging Requirements</b>					
23.6	Sharing reception & support areas for diagnostic imaging services (e.g. Control desk, reception area, Consultation area) is permitted if required by the facility				
23.7	If ultrasound services are provided in the facility, the room is not less than 7 meters square provided that at least one examining bed is available. Patient toilet is accessible within the ultrasound room				
<b>39. Patients' Rights &amp; Responsibilities</b>					
39.1	All health facilities shall ensure the Charter of Patients' Rights & Responsibilities is communicated & displayed in at least two languages – Arabic & English				

#### 40. Disabled People Rights

40.1	All health facilities are made accessible to accommodate disabled individuals. The following disability requirements are mandatory:				
40.1.1	- Wheelchair ramps within the Outpatient Care facility building				
40.1.2	- Accessible consultation & treatment rooms				
40.1.3	- Accessible restrooms to disabled patients in the Outpatient Care facility or within the same building				

#### 50. Fire Safety & Security Management

50.1	Establish a fire safety plan for early detection, confining, extinguishment, rescue, evacuation & alerting the Dubai Civil Defense				
50.2	Maintain fire extinguishers & fire protection equipments & devices as per the Dubai Civil Defense requirements				
50.4	Evacuation maps are posted in the facility to indicate current locations marked with "You are here" to provide information regarding Escape routes & Fire exits				
50.8	Emergency contact number for local police & Dubai Civil Defense is displayed				

Inspectors: (Name & Signature)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_