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Clinics in Educational and Academic settings Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
5	STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES				
5.1.4.	Have in place internal policies and procedures as per School Health Section (SHS) for the following, but not limited to:				
a.	Bullying prevention				
b.	Business continuity				
c.	Hazardous waste management as per Dubai Municipality (DM) requirements				
d.	Medical waste storage and disposal				
e.	Incident reporting				
f.	Infection control measures				
g.	Laundry services				
h.	Managing HASANA system				
i.	Managing student health records				
j.	Medication management				
k.	Monitoring and maintenance of medical, electrical and mechanical equipment				
l.	Patient Notification				
m.	Readiness plan/Emergency response				
n.	Referral criteria and patient transfer				
o.	Reprocessing of reusable equipment				
p.	Safe use of chemicals used for infection control				

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q.	Service description and scope of services				
r.	Staffing plan, staff management and clinical privileging				
s.	Stay at home if unwell				
t.	Student assessment criteria				
u.	Student confidentiality and privacy				
v.	Student health education, communication and informed consent.				
w.	Vaccination.				
5.2.	Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications.				
5.3.	Display Patients' Rights and Responsibilities Charter in Arabic and English.				
6	STANDARD TWO: HEALTH FACILITY REQUIREMENTS				
6.1.2.	Be located on the ground floor for easy accessibility and evacuation when necessary.				
6.1.4.	Flooring should be easy to maintain, readily cleanable, anti-microbial, slip- resistant, anti-glare and appropriately wear resistant for the location.				
6.1.5.	Walls should be smooth, washable and moisture resistant. Walls should not create ledges or crevices that could harbor dust and/or dirt.				
6.1.6.	Have designated spaces for a waiting area, consultation, treatment areas, isolation room and ventilated medical waste collection area.				
6.1.7.	Provision of hand hygiene facility in consultation and treatment areas, with wall mounted non-refillable soap, wall mounted non-refillable hand sanitizer, wall mounted paper towel near each hand-washing sink.				
6.1.8.	Be provided with screens to ensure gender privacy. (If there is no separate observation room and treatment room).				

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6.1.9.	No cameras are installed in the consultation or treatment area to ensure patient privacy.				
6.1.10.	Have a waiting area to be able to accommodate at least five (5) patients at a time.				
6.1.12.	Have doors with a width of 110 centimeters and corridors with a width of 150 centimeters to accommodate wheelchairs.				
6.2.	The new applications for Clinics in educational and academic settings shall abide by the following table that specifies the total area requirements with special considerations for any future expansion plans. Students - Educational and Academic Clinic Area in square meters < 1000 students - 20 sq. mts 1000-2000 students - 30 sq. mts 2000-3500 students - 40 sq. mts > 3500 students - Two Separate School health clinics with an area of 20 and 40 sq. meters >5000 students - Two Separate School health clinics with an area of 30 and 40 sq. meters				
6.3.	If there are more than one clinics, both clinics should be functionally equipped.				
6.5.	Accessibility for People of Determination should comply with the Dubai Universal Design Code and the Knowledge and Human Development Department (KHDA) Inclusion Policy. The following requirements for People of Determination should be considered but not limited to:				
6.5.1.	Parking within or near the premises of the educational and academic institution				
6.5.2.	Wheelchair ramps where required for easy accessibility				
6.5.3.	Accessible physical examination room				

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6.5.4.	Accessible toilet for people of determination within the building of the educational and academic institution.				
7	STANDARD THREE: ISOLATION ROOM REQUIREMENTS				
7.1.	The isolation room, is to be preferably located close to the clinic and with following requirements:				
7.1.1.	A minimum area of 7.5 sq. mts.				
7.1.2.	Preferably a hand washing sink inside the room with a non-refillable hand detergent.				
7.1.3.	Access to non-refillable hand sanitizers.				
7.1.4.	An attached toilet or a nearby designated toilet as required for people of determination.				
7.1.5.	A viewing window to monitor the student from the clinic or a camera only with live feed (recording is not permitted).				
7.1.6.	A single bed with railing				
7.1.8.	Access to Personal Protective Equipment (PPE) trolley or shelves outside the isolation room.				
9	STANDARD FOUR: RESPONSIBILITY OF THE MANAGEMENT				
9.1.9.	Establish policies and procedures to communicate with parents/guardians for the transfer of students to the nearest health facility in cases of emergency.				
10	STANDARD FIVE: EQUIPMENT AND SAFETY				
10.2.2.	Have appropriate fire-fighting equipment, signage, emergency power capabilities, lighting and an evacuation plan.				
10.2.5.	Eliminate hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma.				
APPENDIX 3: PHYSICAL REQUIREMENTS AND SUPPLIES					
A.	Standard Fixtures And Furniture				
1	Computer with internet facility in each clinic				
2	Cupboard with lock for supplies and instruments				

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3	Digital Thermometers for refrigerator and vaccine carrier				
4	Hygrothermometer where medication is stored				
5	Disposable paper hand towel dispenser or electric hand dryer				
6	Filling cabinet/rack for files under lock				
7	Foldable Stretcher				
8	Foot operated covered waste disposable bin				
9	Hand wash basin				
10	Height adjustable examination couch with washable mattress and provision for towel paper to cover it				
11	IV stand				
12	Medium size notice board				
13	Non refillable liquid soap dispenser with undiluted liquid soap				
14	Observation bed (height adjustable)				
15	Office desk and chairs				
16	Portable screen (if there are no separate treatment rooms)				
17	Refrigerator				
18	Stainless steel dressing trolley (2 layer with castor wheels)				
19	Telephone with external facilities				
20	Vaccine carrier/box and ice pack				
21	Wheel chair				
B.	Standard Equipment				
1	Adult combined height/weight scale (not bathroom scale)				
2	Autoclave (if required)				
3	Automated External Defibrillator (AED)				
4	Bandage Scissors				

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5	Basin				
6	Disposable Dressing Packs				
7	Electronic Blood Pressure (BP) apparatus				
8	ENT Diagnostic Set				
9	Eye Chart				
10	First aid kit				
11	Galipot				
12	Glucometer				
13	Injection tray with lid				
14	Kidney tray/dish (big size)				
15	Nebulizer				
16	Oxygen cylinder with regulator and flow meter				
17	Percussion Reflex Hammer				
18	Pickup forceps (2 nos.)				
19	Portable Pulse Oximeter				
20	Sharp safe box				
21	Stethoscope				
22	Tape measure				
23	Thermometers (digital)				
24	Torch with batteries				
25	Tuning fork				
C.	Standard Supplies				
1	Adhesive plasters of different sizes				
2	Alcohol preps				
3	Band aids				
4	Disposable ear speculum				
5	Disposable gloves				
6	Disposable hand towels				
7	Disposable medicine cups				
8	Disposable nebulizer mask (adult and pediatric)				

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9	Disposable oxygen facial masks (adult and pediatric)				
10	Disposable Personal Protective Equipment (PPE)				
11	Disposable surgical roll				
12	Disposable thermometer sleeves/covers				
13	Disposable wooden spatulas				
14	Elastic bandages of different sizes				
15	Gauze bandages of different sizes				
16	Hypodermic needles –g.21, g.23 and g. 25				
17	Impermeable plastic sheet for covering bed				
18	IV cannulas /butterflies				
19	IV Infusion set				
20	Splints of different sizes				
21	Sterile cotton buds				
22	Sterile ear buds				
23	Sterile gauze pieces				
24	Syringes				
D.	Standard Solutions and Medicines				
1	Adrenaline - 2 ampoules				
2	Antiseptic solutions				
3	EpiPen				
4	Glucagon				
5	Hydrocortisone - 2 vials				
6	IV Solutions: - Dextrose saline - Normal Saline - Distille water for Oxygen humidifier				
7	Normal saline for injection				
8	Normal saline solution for irrigation				
9	Spirit 70%				

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