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## Optical Center Inspection Checklist- Final

Name of the Facility: \_\_\_\_\_

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

Ref.	Description	Yes	No	N/A	Remarks
<b>2</b>	<b>Independent optic center licensure procedures</b>				
2.4.2.3.	The walls floors and doors shall have contrast colours to reduce the risks of falls by patients with blurred vision				
2.4.2.4.	Selected flooring surfaces shall be easy to maintain, readily cleanable, slip-resistant and appropriately wear-resistant for the location				
2.4.2.5.	Based on the anticipated special needs patients the health facility should provide access to optometry services.				
2.4.2.6.	Keep floors, work surfaces and other areas clean and neat				
2.4.2.7.	Maintain adequate lighting and utilities				
2.4.2.8.	Designate specific areas for general storage of supplies and equipment				
2.4.2.9.	A "No Smoking" sign must be visibly displayed in the facility				
2.4.2.10.	First aid kit shall be labelled and provided in the optical center				
<b>5</b>	<b>Optical center space requirement</b>				
5.1.	The facility shall have the following:				
5.1.1.	Display area shall have shelves or cupboards to display optical frames, glasses and lenses.				
5.1.2.	Eye examination room shall:				

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5.1.2.1.	Have a minimum floor area of 7.5 square meters. Smaller floor areas shall be approved upon submitting appropriate justification				
5.1.2.2.	Have an examination chair, which shall be placed not less than three (3) meters away from the sight chart or according to the manufacture's recommendation				
5.1.2.3.	Have a counter or table for writing				
5.1.2.4.	Have a hand-washing station with a hands free operating tap, liquid or foam soap dispensers, a hand sanitizer dispenser and provisions for hand drying at the hand-washing station(s)				
5.1.2.5.	Not permit entry of light during eye examination				
5.1.2.6.	Be oriented to provide patient privacy.				
5.1.3.	Storage for all the optical devices.				
<b>8</b>	<b>Equipment management</b>				
8.1.	Functional, accurate and safe equipment is an essential requirement in the provision of optometry services and the type of equipment shall meet functional program of the health facility. Some of the equipment that could be found at an optical center are listed below:				
8.1.1.	Retinoscope				
8.1.2.	Direct Ophthalmoscope				
8.1.3.	Slitlamp				
8.1.4.	Keratometers/Autorefractometers				
8.1.5.	Trails lenses with Trail Frame or Phoroptors				
8.1.6.	Testing charts.				
8.4.	Equipment shall be installed and operated in accordance with manufacturer specifications.				
8.6.	The facility shall maintain the following:				
8.6.1.	Operating and safety manuals for equipment				
8.9.	Eye lenses set shall be kept clean and in good condition.				

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9	Fire safety and security management				
9.2.	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here".				
9.3.	The health facility shall maintain fire extinguishers, fire protection equipment as per the DCD requirements and ensure equipment are working properly.				

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