



Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder
It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.

Information Security Classification: Open Confidential Sensitive Secret

Outpatient Inspection Checklist- Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
3	Final Inspection and Issuing the License				
3.2.1	Appoint a Medical Director.				
3.2.5	Maintain Charter of Patients' rights and responsibilities noticeably posted on the premises at least in two languages (Arabic and English).				
3.2.6	Provide evidence of FANR license to use the Ionizing Radiology equipment in the facility or FANR registration number (If the facility is providing the services).				
3.2.7	Maintain adequate lighting and utilities, including temperature controls, water taps, sinks and drains, electrical outlets and communications;				
3.2.8	Keep floors, work surfaces, and other areas clean and neat;				
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 and staff.				
12	General Design Considerations				
12.10	Door swings should be oriented to provide patient privacy.				
12.14	Stairways flooring shall have slip-resistant surfaces				
12.15	Slip-resistant flooring products shall be considered for flooring surfaces in wet areas (e.g. ramps, shower and				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	1/13



	bath areas) and areas that include water for patient services.				
12.16	Carpet cannot be used in examination and treatment rooms, if used in patient waiting areas and corridors carpet shall be glued or stretched tight and free of loose edges or wrinkles.				
12.17	Wall finishes shall be washable, moisture-resistant and smooth, wall finish treatments shall not create ledges or crevices that can harbor dust and dirt.				
12.18	Joints for floor openings for pipes and ducts shall be tightly sealed.				
13	Reception and Waiting Area				
13.3	Waiting area shall be provided with provision of drinking water.				
13.4	The waiting area seats ratio must be at least two seats/each consultation room (2:1).				
13.6	Wheelchairs shall be accommodated within the waiting area.				
14	Consultation and Examination Rooms				
14.7	Equipments and supplies required for each specialty/service shall be based on the services provided in the Outpatient Care facility.				
15	Treatment Rooms				
15.6	A lockable refrigerator for medication use.				
15.7	Locked storage for controlled drugs (if used)				
18	Health Records Area				
18.1	If paper based health records are used, filing cabinets and storage shall be provided for the safe and secure storage of patient's health records with provisions for easy retrieval.				
23	Diagnostic Imaging Requirements				
23.7	If ultrasound services are provided in the facility, the ultrasound room shall be not less than 7 meters square				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	2/13



	provided that at least one examining bed is available. Patient toilet shall be accessible within the ultrasound room with a nursing call system.				
27	Anesthesia				
27.2	The Outpatient facility may use Level II Anesthesia drugs such as Nitrous Oxide or Chloral Hydrate; however, patient monitoring during the procedure is mandatory. For Guidelines and requirements for level II Anesthesia refer to appendix 7				
28	Emergency				
28.3	Emergency drugs, devices, equipment and supplies must be available for immediate use in the Urgent Care area for treating life-threatening conditions.				
28.4	Emergency medications shall be securely stored.				
28.6	List of emergency medical equipment required in the Outpatient Care facility:				
28.6.1	Emergency Cart with Cardiac board				
28.6.2	Patient monitoring equipment				
28.6.3	Patient trolley with IV stand				
28.6.5	Refrigerator for medication storage				
28.6.6	Defibrillator or Automated External Defibrillator (AED).				
28.6.7	Diagnostic set				
28.6.8	Nebulizer				
28.6.9	Oxygen supply				
28.6.10	Oral airways				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	3/13



28.6. 11	Suction apparatus and tubes				
30	Clinical Laboratory				
30.1. 1	If the facility provides outpatient point of care testing, the scope shall be limited to:				
30.1. 1.1	Blood sugar glucometer,				
30.1. 1.2	Urine pregnancy tests,				
30.1. 1.3	Hemoglobin and Hematocrit (by finger prick),				
30.1. 1.4	Urine dip stick,				
30.1. 1.5	Troponin, Myoglobin, and Fatty Acid Binding Protein (FABP) (by finger prick).				
30.2	The Clinical Laboratory services must be directed by full time or part time pathologist.				
30.9	When laboratory services are provided by outside sources a written agreement should be available and defines the responsibilities of the Outpatient Care facility and the contracted laboratory when services are provided by contract. Results shall be available in a timely manner.				
31	Diagnostic Imaging				
31.2	Where Ultrasound services are available, the following criteria shall be met:				
31.2. 1	Licensed Consultant/Specialist physicians. He or she can perform ultrasound limited to their specialty scope only if they hold specialized certificate/training course in ultrasound ⁴ , e.g. cardiologist can provide Echocardiography services if he or she completed a successful program or dedicated training courses in Echocardiography				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	4/13



31.2. 3	Only DHA licensed radiologist is authorized to issue written ultrasound reports.				
31.3. 3	Professionals authorize to interpret plain X-ray images shall meet the following criteria:				
31.3. 3.1	Consultant/Specialist physicians can interpret plain X-ray images limited to their specialty scope only.				
31.3. 3.2	General Practitioners can interpret chest and extremities plain X-ray images only, they are not permitted to interpret and report other diagnostic images.				
31.3. 3.3	DHA licensed Osteopath and Chiropractor practitioners can interpret plain X-ray images for osteopathy or chiropractic purposes.				
31.3. 3.4	A final official report has to be issued by consultant/specialist radiologist and kept in patient record.				
31.3. 4	Radiology equipment and supplies for conventional radiology include but, not limited to the following:				
31.3. 4.1	X-ray machine with X- Ray table with wall block.				
31.3. 4.2	Lead aprons with hangers.				
31.3. 4.3	Gonad shields				
31.3. 4.4	Immobilizer.				
31.3. 4.5	Cassette and grids.				
31.3. 4.6	Emergency trolley.				
31.3. 4.7	Working table with bench.				
31.3. 4.8	X-ray viewer.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	5/13



31.3. 4.9	Foot step to help Patients to step in to X-ray table.				
31.3. 4.11	Computer work station.				
31.3. 4.12	Green/Red light sign indicating when the X-ray beam is OFF/ON.				
31.3. 4.13	X-ray caution sign on the tube housing.				
31.4	Where CT/MRI services are available, the following shall be met:				
31.4. 1	At least one licensed Consultant/Specialist Radiologist must supervise the radiology and medical imaging services on full time basis and to provide reports.				
31.4. 2	At least one full time licensed radiographer with training in CT/MRI shall be available in the facility to provide and assist in the services provision.				
31.4. 3	A designated healthcare professional as “radiation safety officer” shall be responsible for radiation safety issues in the facility.				
31.4. 4	A Registered Nurse (RN) or a physician with contrast media administration competencies. (if provided)				
31.4. 5	MRI safety training shall be provided to staff.				
31.4. 6	If contrast media is provided as part of the diagnostic services in Outpatient health facility, the facility must be able to provide the following:				
31.4. 6.2	Equipments and emergency medication for resuscitating and stabilizing the patient until transfer to another suitable health facility.				
31.5	The Outpatient Care management shall be responsible for the development and implementation of radiation safety program in the facility				
31.6	The Radiation Safety program shall include but, not limited to the use and monitoring of personal protective				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	6/13



	devices in accordance with FANR applicable laws and regulations.				
33	Medications				
33.6	All licensed Outpatient Care facilities are not allowed to sell or dispense medicinal products in the facility.				
33.16	Mandatory Emergency Medication for Outpatient care facility is available in <i>appendix 8</i> .				
34	TCAM Medications and Supplies Requirements				
34.2	TCAM medications shall be registered in the United Arab Emirates according to the applicable federal law.				
34.3	TCAM professionals are not allowed to sell and/or dispense medicinal products in the facility.				
36	Infection Prevention and Control				
36.3	The outpatient care facility management shall designate a healthcare professional as “infection control coordinator” who has training and skills to ensure that infection control meets the DHA requirements and CDC and WHO guidelines				
36.4	Requirements for proper hand hygiene shall include but, not limited to:				
36.4.1	Conveniently located hand wash basins, used only for washing purpose with hands free operating taps.				
36.4.2	Wall mounted non-refilling liquid soap dispenser next to each hand wash basin				
36.4.3	Wall mounted paper towel in use				
36.4.4	Staff education on hand washing technique.				
36.6	Use and safe storage of antiseptics and disinfectant solutions must be according to manufactures instructions.				
36.9	Each Outpatient Care facility shall arrange vaccination of HCW's. Recommended immunizing agents and immunization schedules for HCW's is available in				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	7/13



	<i>appendix 11</i> Proof of HCW's immunization should be maintained in the facility.				
36.11	Information should be readily available to healthcare professionals on what communicable diseases shall be reported to DHA and where and how they should be reported.				
37	Dental Infection Control				
37.2	Dental infection control measures shall be used in the facility to prevent or reduce the potential for disease transmission, measures shall include but, not limited to the following:				
37.2.3	Personal Protective Equipment				
37.2.4	Sterilization and disinfection of patient care items				
37.2.7	Dental unit water-lines, bio-film and water quality				
37.2.8	Dental hand-pieces and other devices attached to air and water lines				
41	Informed Consent				
41.1	As per article (7) of the Federal Law number 10/2008 concerning Medical Liability and the Cabinet Decision No. (33) of 2009 promulgating the bylaw of the medical liability law, Informed Consent shall be obtained by the treating physician prior to procedure/surgery and/or interventions (excluding emergency cases), after discussing the complication, risks, benefits and alternatives.				
42	Health Records				
42.6	Each patient health record must contain at least the following information (where applicable):				
42.6.1	Patient identification data				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	8/13



42.6.2	A unique identifier for health records with a system to alert staff to patients of the same name				
42.6.3	Time and date of visit/consultation				
42.6.4	Full Patient History which includes, but not limited to: (Chief complaint, present illness, past medical history, social and psychological review, medication allergies, family history of illnesses,)				
42.6.5	Physical examination and system review				
42.6.6	Provisional/final diagnosis				
42.6.7	All pathology/laboratory and radiology reports (if any)				
42.6.8	Physicians orders				
42.6.9	Documentation of all care including medical, surgical and anesthetic treatments				
42.6.12	Vaccination records				
42.6.13	Signed informed consents (if applicable)				
48	Healthcare Professionals Minimum Requirements				
48.2	Appropriate and sufficient number of healthcare professionals are required to be on duty at all times to diagnose, plan, implement and evaluate patient care.				
48.4.1	Full time or part time DHA licensed specialist/consultant physician (s) may be available for each provided speciality.				
48.5	All healthcare professionals at a minimum must maintain valid training/certification in basic Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS).				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	9/13



49 Medical Equipment and Supplies					
49.1	The Outpatient Care facility shall maintain effective Preventive Maintenance (PM) for each medical equipment as per the manufacturer recommendations. The PM shall include the following:				
49.1.1	Electrical safety.				
49.1.3	Documentation of failure incidence and repairs done.				
49.3	The facility shall maintain the following:				
49.3.2	Maintenance log books for equipments.				
49.4	The facility shall eliminate the use of extension cords.				
49.6	All medical equipment including equipment used for radiology and diagnostic imaging shall be regularly inspected, maintained, and calibrated, and appropriate records are maintained for these activities				
50 Fire Safety and Security Management					
50.3	The facility should train staff to respond to fire events in the building, Orientation on the fire safety measures must be included in new staff induction program.				
50.4	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here" to provide information regarding Escape routes and Fire exits.				
51 Hazard Management					
51.3	Hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma should be prevented.				
52 Waste and Environmental Management					
52.4	Independent storage area with dedicated containers must be available for disposing waste material. Clinical waste shall be stored in designated refrigerated				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	10/13



	containers with temperature control. Area shall be ventilated properly.				
52.5	The facility must have contract with a specialized company to regularly collect, transport and destroy medical waste materials according to the conditions issued by Public Health Department in Dubai Municipality.				
52.8	Cleanliness throughout the facility shall be maintained by trained domestic staff.				
Appendix 1	Dental Clinic Equipment				
9	Thyroid lead Apron				
14	Sufficient amount of barriers and Personal Protective Equipments (PPE).				
Appendix 8	Mandatory Emergency Medications for Outpatient Care Facility				
1	Adenosine Injection (6mg/ 2ml) (Qty: 3)				
2	Amiodarone Injection (50mg/ ml) (Qty: 3)				
3	Atropine 0.2mg/ml 5ml Pre-filled Syringe (0.2mg/ ml) or Atropine 1mg/ml Ampoule if prefilled syringe not available (1mg/ ml) (Qty: 3)				
4	Calcium Chloride 10% Injection (1gm/ 10ml) (Qty: 2)				
5	Diazepam Rectal solution (5 mg) (Qty: 1)				
6	Dextrose 50% Vial (50 gm/ 100ml) (Qty: 2)				
7	Dopamine Injection (200 mg/ 5ml) (Qty: 1)				
8	Epinephrine (Adrenaline) 1:10,000 (0.1mg/ml) 10ml Prefilled Syringe (0.1 mg/ml) or 1:1000 (1mg/ml) 1ml Ampoule if prefilled syringe not available (1 mg/ml) (Qty: 5)				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	11/13



9	Epinephrine (Autoinjector/prefilled Pen) Pediatric (0.15mg (150mcg)) (Qty: 1)				
10	Epinephrine (Autoinjector/prefilled Pen) Adult (0.3mg (300mcg)) (Qty: 1)				
11	Flumazenil (0.5mg/5ml) (Qty: 1)				
12	Glyceryl Trinitrate sublingual Spray (400mcg/Dose) (Qty: 1)				
13	Hydrocortisone Injection (100mg/2ml) (Qty: 1)				
14	Magnesium Sulphate 50% Injection (0.5g/ml) (Qty: 2)				
15	Midazolam Injection (15mg/3ml) (Qty: 1)				
16	Naloxone Injection (0.4mg /ml) (Qty: 2)				
17	Ringer Lactate (500 ml) (Qty: 2)				
18	Dextrose 5% (D5W) (250 ml) (Qty: 2)				
19	Sodium Chloride 0.9% (NS) (500 ml) (Qty: 2)				
20	Sodium Chloride 0.9% (NS) Ampoules (10 ml) (Qty: 10)				
	* Other Standalone Outpatient categories (Dermatology, ENT, Ophthalmology, Etc.) shall provide an emergency kit; which includes and not limited to: Epinephrine, Anti-Histamine (Inj.), Hydrocortisone (Inj.), Nitroglycerin (sublingual tablet or aerosol spray), Bronchodilator (Inhaler) and equipment for maintaining airway.				
App endix 9	Emergency Medications for Dental Outpatient care Health Facilities				
1	Atropine 0.2mg/ml 5ml Pre-filled Syringe (0.2mg/ ml) or Atropine 1mg/ml Ampoule if prefilled syringe not available (1mg/ ml) (Qty: 2)				
2	Dextrose 5% Injection (250ml) (50gm/100ml) (Qty: 2)				
3	Epinephrine (Adrenaline) 1:10,000 (0.1mg/ml) 10ml Prefilled Syringe (0.1 mg/ml)				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	12/13



	or 1:1000 (1mg/ml) 1ml Ampoule if prefilled syringe not available (1 mg/ml) (Qty: 5)				
4	Epinephrine (Autoinjector/prefilled Pen) Pediatric (0.15mg (150mcg)) (Qty: 1)				
5	Epinephrine (Autoinjector/prefilled Pen) Adult (0.3mg (300mcg)) (Qty: 1)				
6	Glyceryl Trinitrate sublingual Spray (400mcg/Dose) (Qty: 1)				
7	Sodium Chloride 0.9% (NS) Ampoules (10 ml) (Qty: 10)				
	*Outpatient Dental Clinics (general and polyclinic) performing Maxillofacial/other dental surgeries should follow the Mandatory Emergency Medications for Outpatient Polyclinics.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Outpatient/Random	CP_9.6.03_F36	1	Jan 17,2023	Jan 17,2026	13/13