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Renal Dialysis Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
4	Final Inspection and Issuing the License				
4.3.3	Install and operate medical equipment required for provision of the outpatient health care services in accordance with manufacturer specifications.				
4.3.4	Provide documented policies and procedures but not limited to the following:				
4.3.4.1	Infection control policy				
4.3.4.2	Hazardous waste management				
4.3.4.3	Patient Assessment				
4.3.4.4	Response to complications				
4.3.4.5	Medication management				
4.3.4.6	Patient health record/ Medical Record				
4.3.4.7	Patient transfer and emergency action plan				
4.3.4.8	Staff documentation				
4.3.4.9	Incident Reporting				
4.3.4.10	Disaster Management/ Emergency preparedness plan.				
4.3.4.11	Informed Consent				
4.3.4.12	Safety measures against Biohazards				
4.3.4.13	Safety while conducting all patient care activities				
4.3.4.14	Use, maintenance and documentation of the RO system.				

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4.3.5	Maintain Charter of Patients' rights and responsibilities noticeably posted on the premises at least in two languages (Arabic and English).				
4.3.6	Maintain adequate lighting and utilities, including temperature controls, water taps, sinks and drains, electrical outlets and communications.				
4.3.7	Maintain a backup generator to ensure that power failure does not lead to machine and dialysis failure allowing adequate time for patients to be removed from the dialysis machines.				
4.3.8	Keep floors, work surfaces, and other areas clean and neat at all times. Flooring should be in accordance to the current DHA guidelines.				
4.3.9	Clearly display the hours of operation of the facility as well as the type of services available.				
4.3.10	Clearly display signage and direction for rooms and services provided in the facility at least in two languages (Arabic and English).				
4.3.11	Clearly displayed hazardous signs aimed to restrict access for the safety of patients, visitors and staff.				
4.3.12	Designate secured areas for the collection of medical waste, general storage facilities for supplies and equipment and storing area for hazardous materials.				
4.3.13	Provide a sufficient number of toilets for patients, their families, and staff.				
4.3.14	Access for disabled toilet within the facility is required for all dialysis units.				
4.3.15	Keep the facility accessible for handicapped and disabled individuals.				
4.3.16	Access to an emergency exit and clear signs to direct patients and staff towards the exit.				
4.9	Have an in house ambulance or have a contract with a licensed ambulance service of another facility not further than 15 minutes driving distance from the RDU.				

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4.10.	Maintain documents with the Reverse Osmosis (RO) company regarding Machine maintenance contract and machine maintenance certificates.				
4.11	If the RDU is located in a hospital, it should be preferably on the same level as the Intensive Care Unit (ICU) with easy access to the ICU.				
4.12	In case of an independent RDU or if it is part of another healthcare facility, a contract with a hospital within 10-15 minutes driving time (close proximity) for emergency transfer of patients must be provided.				
4.15	Contract for laundry services.				
4.16	Contract for waste management services.				
4.17	Contract with a Central Sterile Supply Department (CSSD unit) in case there is no in house CSSD unit.				
13	General Design Considerations				
13.1	The location and access to the RDU shall be convenient both to people using public transportation and those using vehicles.				
13.2	Freestanding dialysis units may provide parking on the facility premises to satisfy the needs of patients and staff, such parking area shall be acceptable to the local authorities having jurisdiction e.g. Road and Traffic Authority (RTA) and DM.				
13.3	Consideration shall be given to the anticipated disabled patients as determined by the services provided in the facility.				
13.4	Signage shall be provided to direct people unfamiliar with the facility to the entrance and facility parking areas (if provided).				
13.5	Special consideration should be given to the choice of fireproof construction for the buildings according to the building and design codes of Dubai Municipality (DM) and Civil Defense Department requirements.				
13.6	Each facility design shall ensure appropriate levels of patient acoustical and visual privacy and dignity throughout the care process, consistent with needs established in the functional program.				

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13.7	Each facility design shall ensure clear visibility of all dialysis stations from the nurse base station, other than isolation rooms. The nurse must be able to visualize both the patient and the dialysis machine and also be within hearing range of warning sounds from the machine.				
13.8	The dialysis unit should be air-conditioned so as to achieve 21-22 Celsius temperatures and 55–60% humidity.				
13.10	Public corridors shall have a minimum width of 1.52 meters (5 feet). Items such as provisions for drinking water, vending machines, etc., shall not restrict corridor traffic or reduce the corridor width below the required minimum.				
13.11	The minimum door opening width for patient use shall be 86.36 centimeters (2 feet 10 inches). If the facility serves patients confined to wheelchairs, the minimum width of door openings to rooms shall be 1.12 meters (3 feet 8 inches).				
13.12	Door swings should be oriented to provide patient privacy.				
13.13	The minimum ceiling height shall be 2.39 meters (7 feet 10 inches)				
13.14	Color contrast between walls, floors and doors shall be considered as it may reduce falling risk of blurred vision patients.				
13.15	Selected flooring surfaces shall be easy to maintain, readily cleanable, and appropriately wear- resistant for the location.				
13.16	Slip-resistant flooring products shall be considered for flooring surfaces in wet areas (e.g. ramps, shower and bath areas) and areas that include water for patient services as well as stairways.				
13.17	Highly polished flooring, walling or finishes that create glare shall be avoided.				
13.18	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.				

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13.19	Wall finishes shall be washable, moisture-resistant and smooth, wall finish treatments shall not create ledges or crevices that can harbor dust and dirt.				
13.20	Joints for floor openings for pipes and ducts shall be tightly sealed.				
13.21	There must be an emergency exit within the facility with proper signs to direct towards the emergency exit. Building and Plumbing requirements				
13.22	Design consideration shall be given to the disposal of liquid waste from the dialyzing process to prevent odor and backflow. The product water distribution system shall not contribute chemicals such as copper, zinc and lead, or bacterial contamination to the treated water.				
13.23	In new construction and renovation, a separate water supply and a drainage facility that does not interfere with hand-washing shall be provided.				
13.24	Reverse osmosis permeate water is to be circulated back to the reverse osmosis storage tank complete with ultraviolet light sterilization.				
13.25	An Uninterrupted Power Supply (UPS) for backup, the power supply of which should be able to support all functions of the dialysis machines.				
14	Reception and Waiting Area				
14.1	A reception/information counter or desk shall be located to provide visual control of the entrance to the RDU and shall be immediately apparent from that entrance; the information counter should provide access to patient files and records.				
14.2	Male and female waiting area for patients may be provided or be shared with other adjacent departments in case the dialysis unit is not independent. Escorts will be under staff control.				
14.3	Waiting area may be provided with provision of drinking water.				
14.4	Facilities for alcohol-based hand rub/ sanitizer dispensers should be available in all patient areas.				

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14.5	The waiting area must accommodate the functional requirement of the facility with allocating at least two seats per each dialysis station (2:1).				
14.6	Where pediatric service provided in the facility, a separate controlled area for pediatric patients shall be designated.				
14.7	Wheelchairs shall be accommodated within the waiting area.				
14.8	Toilet(s) for public use shall be conveniently accessible from the waiting area without passing through patient care or staff work areas. A hand-washing station shall be provided in the toilet room.				
15	Consultation or Examination Rooms				
15.1	Consultation or examination room(s) shall have a minimum floor area of 12 square meters (129 square feet).				
15.2	Room arrangement shall permit a minimum clearance of 81.28 centimeters (2 feet 8 inches) on both sides and at one end of the examination table, bed, or chair.				
15.3	A counter or shelf space for writing and documentation shall be provided.				
15.4	A hand-washing station with a hands-free regulator (tap) and liquid or foam soap dispensers shall be provided in all examination room(s). Sinks shall be designed with deep basins, made of porcelain, stainless steel, or solid surface materials.				
15.5	Hand sanitation dispensers shall be provided in addition to hand-washing stations.				
15.6	Provisions for hand drying shall be available at all hand-washing stations.				
16	Treatment Room				
16.1	Rooms for minor treatments or procedure shall have a minimum floor area of 11.15 square meters (120 square feet). The minimum room dimension shall be 3 meters (9.8 feet).				
16.2	Room arrangement shall permit a minimum clearance of 91.44 centimetres (3 feet) at each side and at the foot of the bed.				
16.3.1	Hand sanitation dispensers shall be provided in addition to hand-washing stations.				

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16.3.2	Documentation space or counter for writing.				
16.3.3	A lockable refrigerator for medication use (the temperature of which is monitored twice a day and recorded).				
17	The Dialysis treatment area/room				
17.1.2.2	The dialysis station shall be easily accessible in times of emergency and with adequate space for resuscitation to be carried out.				
17.1.2.3	The layout shall ensure visual and acoustical privacy for all patients.				
17.1.2.4	Hands free hand washing facility must be provided and easily accessible from all dialysis stations.				
17.1.2.5	Alcohol-based hand rub/ sanitizer dispensers should be available in all dialysis stations.				
17.1.2.6	Floor covering in the dialysis area/room shall be monolithic and joint free				
17.1.3	The space occupied by each dialysis station shall be at least 7.44 sq. meters. (80 sq. ft.); large enough to accommodate the dialysis chair or couch dialysis machine as well as working room for 2 dialysis personnel.				
17.1.4	A clearance space shall be at least 4 feet (1.2meters) between beds and /or lounge chairs.				
17.1.5	Head end of each bed should have stable electrical supply with at least three outlet of 5/15 amps, oxygen and vacuum outlet, treated water inlet, and drainage.				
17.1.6	Electric sockets must be provided and close to every dialysis station. The wires from the socket should be in such a way that they do not pose a threat or come in the way of the patient or staff during the whole dialysis process.				
17.1.7	A dialysis station may be designed to have comfortable couches or chairs specially designed for dialysis purposes, however, it is recommended to have at least two (2) beds for elderly patients.				
17.1.8	Every dialysis station must have a waste disposal bin.				

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17.2	Nurse station(s) shall be located and designed to provide visual observation of all patients in all the dialysis stations of the dialysis treatment area. The nursing station should also be within the range of hearing warning sounds from the machines for prompt corrective action.				
17.3	Equipment to be provided in the dialysis area/room				
17.3.1	Every dialysis station must have outlets for oxygen and vacuum (suction).				
17.3.2	Airway equipment: appropriate sized oral airways, endo-tracheal tubes, laryngoscopes, normal masks and laryngeal masks				
17.3.3	Defibrillator				
17.3.4	Double tourniquets if the practice performs Bier blocks				
17.3.5	Pulse oximeter				
17.3.6	Electrocardiographic (ECG) monitor				
17.3.7	Temperature monitoring system for procedures lasting more than 30 minutes				
17.3.8	Blood pressure apparatus with different size cuffs				
17.3.9	Emergency crash cart				
17.3.10	A refrigerator for pharmaceuticals and double-locked storage for controlled substances shall be provided.				
18	Isolation rooms				
18.1	To ensure patients and healthcare professionals as well as other personnel safety; there should be separate areas/room(s) for dialyzing patients with conditions that require isolation. This area should have independent water supply and drainage facilities.				
18.2	Isolation rooms must be in accordance with international guidelines and must be categorised as follows:				
18.2.2	Blood borne Infection Isolation Room(s): Facilities that dialyze patients with known blood-borne pathogens shall have at least two separate rooms to use for those patients as follows:				
18.2.2.1	For HBV patients room shall be color coded with Blue Color				

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18.2.2.2	For HCV patients room shall be color coded with Yellow Color				
19	Storage room				
19.2	The storage area should be temperature controlled.				
19.3	There should be adequate shelving for storage of dialysis fluids, membranes and catheters.				
20	Support areas for Dialysis Patient care				
20.2	Medication station/ medication preparation area- There shall be a medication dispensing station or a medication preparation area for the dialysis unit. Provisions shall be made for the controlled storage, preparation, distribution, and refrigeration of medications				
20.3	Medicine Storage Area- An enclosed area close to the medication station or medication preparation area.				
20.5	Nourishment area- A nourishment station for the dialysis service is provided.				
20.6	Clean Supply room- This room is used for preparing patient care items, it shall contain the following:				
20.6.1	Work counter				
20.6.2	Hand-washing station				
20.6.3	Storage facilities for clean and sterile supplies. This room is used only for storage and holding as part of a system for distribution of clean and sterile materials.				
20.7	Soiled workroom -A soiled workroom shall be provided with in close proximity to the dialysis unit and shall contain the following:				
20.7.1	A flushing-rim sink				
20.7.2	A hand-washing station				
20.7.3	A work counter				
20.7.4	Storage cabinets				
20.7.5	Waste receptacles				
20.7.6	A soiled linen receptacle				
20.8.1	General storage area for supplies and equipment.				

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20.8.2	Special storage for staff personal belongings with lockable drawers or cabinets.				
20.8.3	Storage areas for non-clinical records, documents, and office supplies.				
20.9	Clean linen storage. If blankets or other linens are used, a clean linen storage area shall be provided. Location of the clean linen storage area within the clean workroom, a separate closet, or an approved distribution system shall be permitted. If a closed cart system is used, storage in an alcove shall be permitted. It must be out of the path of normal traffic and under staff control.				
20.10.	Wheel chair storage place- a designated area shall be provided out of the direct line of traffic for at least one facility-owned wheelchair. A designated area shall be provided for parking at least one patient wheelchair in a non-public area out of the direct line of traffic without interfering with egress paths.				
22	Dialysate Quality				
22.3	The RO system should not be connected directly to the main supply and the water supply should be uninterrupted.				
22.4	The RDU should be approved by DEWA to ensure uninterrupted flow of water.				
22.7	The RO should be either in a separate room. In case of a portable RO, it should be within a recommended distance from dialysis machines as specified by the manufacturer.				
22.9	There should always be a backup machine available for patients.				
24	Dialysis equipment				
24.1	Dialysis machines shall be equipped with monitors and audio-visual alarms to ensure safe dialysis.				
28	Emergency Services				
28.6.2	Disposable supplies which shall include suction tubes (all sizes), tracheostomy tube (all sizes), intravenous cannula (different sizes), IV sets, syringes (different sizes), dressings				

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	(gauze, sofratulle, etc.), crepe bandages (all sizes), splints (Thomas splints, cervical collars, finger splints).				
28.6.3	Portable vital signs monitor (ECG, Pulse-Oximetry, Temperature, NIBP, and EtCO2).				
28.6.4	Portable transport ventilator with different ventilation mode (IPPV, SIMV, spontaneous, PS).				
28.6.5	Suction apparatus.				
28.8	Storage areas for general medical or surgical emergency supplies, medication and equipment shall be under staff control and out of path of normal traffic.				

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