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Occupational Health Services checklist-Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
6	STANDARD TWO: LICENSURE PROCEDURES				
6.4.	Medical Fitness centers that provide OHS shall have in place internal policies and procedures which can be found in Aris Enterprise on the DHA website. These include but are not limited to the below:				
6.4.1.	Service Description and Scope of Services.				
6.4.2.	Perform Occupational Health Screening.				
6.4.3.	Manage Unfit Cases after Occupational Screening.				
6.4.4.	Manage Ethics in the Medical Fitness Centers.				
6.4.5.	Patient/Client Criteria.				
6.4.6.	Patient/Client out of scope services.				
6.4.7.	Turn-around timeframes for reporting non-critical and critical results.				
6.4.8.	Informed consent.				
6.4.9.	Staffing plan.				
6.4.10.	Clinical Audit.				
6.4.11.	Patient health record.				
6.4.12.	Confidentiality and patients' privacy.				
6.4.13.	Incident reporting.				
6.4.14.	Medical and hazardous waste management.				
6.4.15.	Laundry and housekeeping services.				
6.4.16.	Patient belongings.				

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6.4.17.	Violence against Staff/Zero Tolerance.				
6.4.18.	Emergency action plan.				
6.4.19.	Patient transfer.				
6.4.20.	Client vaccination.				
6.4.21.	Patient/Client assessment criteria.				
6.4.22.	International Patient safety Goals Policies.				
6.4.23.	Quality Improvement plan.				
6.4.24.	Management of Look Alike and sound Alike Medications.				
6.4.25.	Manage Fall Risk.				
6.4.26.	Hand-Off Communication				
6.4.27.	Manage of Transfer of Patients.				
6.4.28.	Perform Nursing Assessment.				
6.4.29.	Perform Pain Screening & Management.				
6.4.30.	Care of Communicable Diseases.				
6.4.31.	Manage Medical Equipment Hazard Notices/Alerts or Recalls.				
6.4.32.	Perform Medical Equipment Planned Preventive Maintenance.				
6.4.33.	Manage Documentation in Medical Records.				
6.4.34.	Manage Patients' Rights and Responsibilities.				
6.4.35.	Incident Reporting and Management.				
6.4.36.	Manage Staff Orientation and Mandatory Training Programs.				
6.4.37.	Assisting Client's Journey at Medical Fitness Centers.				
6.4.38.	Client Complaint management.				
6.4.39.	Referral process from to other DHA Healthcare Facilities.				
6.5.	The MFC providing OHS shall maintain charter of patients' rights and responsibilities posted at the entrance of the premise in two languages (Arabic and English).				

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6.6.	All MFCs providing OHS must have a written agreement for patient referral and emergency transfer to a nearby hospital setting				
6.7.	The MFC providing OHS shall ensure the following:				
6.7.1.	A written plan for monitoring equipment for electrical and mechanical safety, with monthly visual inspections for apparent defects.				
6.7.2.	Have adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications, as required.				
6.7.3.	Have proper signages including name of the center and timing/schedule in front of the building, patient's journey, clinical stickers/sign boards, unified and updated posters, facility building lay-outs, emergency exits and assembly points in case of any disaster.				
7	STANDARD THREE: HEALTH FACILITY REQUIREMENTS				
7.3.	MFCs providing OHS are required to comply with the DHA-HRS policy for Accreditation in alignment with the DAHC relevant international accreditation as applicable.				
7.4.	All MFCs providing OHS should be able to cater to People of Determination and provide adequate safety and transport facilities such as wheel chairs etc.				
7.10.	If vaccination services are provided in the MFC providing OHS there must be available a fully equipped vaccination room with a workstation and assessment area and should be supervised by a Medical Practitioner.				
7.11.	MFCs providing OHS shall have the following IT requirements to allow sharing of patients' results and issuing of the Fitness Certificate:				
7.11.3.	Integration between SALEM system and Laboratory and X-ray systems. SALEM will share result with the				

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	customer through SMS and email based on selected package. The SALEM system is connected with AGFA/IMPAX for the Radiological reports and SUNQUEST for the Lab reports.				
7.11.4.	Integration between Salem and Salama systems in case of patient admission for infectious disease.				
9	STANDARD FIVE: MEDICAL EQUIPMENT REQUIREMENTS				
9.1.	All medical equipment shall be provided for nurses and physicians in all rooms as listed in (Appendix 3).				
9.4.	All laboratory equipment shall be provided as listed in (Appendix 4).				
9.5.	All X-ray room equipment shall be provided as listed in (Appendix 5).				
9.6.	Vision test room shall be equipped with a Snellen chart 6 meters away from the patient.				
9.7.	Designated spirometry room shall be equipped with a spirometer with calibration machine with complete accessories.				
9.8.	Treatment room must be equipped with an ECG machine with complete accessories.				
9.9.	Emergency bag must be fully equipped with emergency drugs and emergency items. For minimum emergency medication requirements refer to (Appendix 6).				
10	STANDARD SIX: INFECTION CONTROL				
10.2.	All equipment shall be supplied in adherence to Prevention and Control of Infection (PCI) Standard Requirements of Equipment and Items (Appendix 8).				
APPENDIX 3:	STANDARD REQUIREMENTS FOR OCCUPATIONAL HEALTH				
A3.1.	Consultation Room:				
A3.1.1.	Table and Chairs				
A3.1.2.	PC Barcode Scanner & EID Reader				
A3.1.3.	Printer				
A3.1.4.	Patient's Chair with no wheels				

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A3.1.5.	Patient's chair in front of doctor's table				
A3.1.6.	Telephone				
A3.1.7.	Manual Diagnostic Set/Stethoscope				
A3.1.8.	Multipurpose Steel Trolley				
A3.1.9.	Side Table				
A3.1.10.	Large tray for diagnostic set				
A3.1.11.	Glass cupboard				
A3.1.12.	Tissue Holder				
A3.1.13.	Soap Dispenser				
A3.1.14.	Hook Robe				
A3.1.21.	Wall Mounted Cupboards				
A3.1.22.	Hygrometer				
A3.1.23.	Electrical Assessment Bed/Couch				
A3.1.24.	Foot Stand				
A3.2.	Vaccination Room/Treatment Room/Emergency Room:				
A3.2.1.	Table and Chairs				
A3.2.2.	PC Barcode Scanner & EID Reader				
A3.2.3.	Printer				
A3.2.4.	Patient's Chair with no wheels				
A3.2.5.	Patient's chair in front of doctor's table				
A3.2.6.	Telephone				
A3.2.7.	Manual Diagnostic Set/Stethoscope				
A3.2.8.	Multipurpose Steel Trolley				
A3.2.9.	Side Table				
A3.2.10.	Large tray for diagnostic set				
A3.2.11.	Glass cupboard				
A3.2.12.	Tissue Holder				
A3.2.13.	Soap Dispenser				
A3.2.14.	Hook Robe				
A3.2.15.	Vital Signs Monitor				

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A3.2.16.	Weighing Scale (Stadiometer with BMI)				
A3.2.18.	Medical patient stretcher with side rails & IV pole				
A3.2.19.	Medicated carrier (cool box with thermometer attached)				
A3.2.20.	Sharp Bin Dispenser				
A3.2.21.	Wall Mounted Cupboards				
A3.2.22.	Hygrometer				
A3.2.23.	Electrical Assessment Bed/Couch				
A3.2.24.	Foot Stand				
A3.2.25.	CSSD glass Cupboard				
A3.2.26.	Portable Oxygen Cylinder				
A3.2.27.	Flammable Cabinet				
A3.2.28.	Wall Mounted AED				
A3.2.29.	Medicated Fridge with Freezer				
A3.2.30.	Wheelchair				
A3.2.31.	Syringe Dispenser				
A3.2.32.	Medical and general waste bin				
A3.2.33.	Vaccine fridge				
A3.2.34.	Emergency Bag				
A3.2.36.	ECG Machine with complete accessories with gels & stocked ecg papers				
A3.2.37.	Medical fridge with alarm system connected to security office with data logger and UPS connection (back up power supply)				
A3.2.38.	Medicine cupboard				
A3.2.40.	Nebulizer machine				
A3.2.41.	wall mounted steel cupboard with lock				
A3.2.43.	Ishihara Booklet for eye test				
A3.2.44.	Maddox for eye test				
A3.2.45.	Audiometry Machine with complete accessories & connected to PC				

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A3.2.46.	Audiometry Booth				
A3.2.47.	Spirometer with calibration machine with complete accessories and disposable mouthpieces				
A3.2.48.	Spirometry Booth				
A3.3.	Nursing Store				
A3.3.6.	Telephone				
A3.3.14.	Hook Robe				
A3.3.21.	Wall Mounted Cupboards				
A3.3.22.	Hygrometer				
A3.3.23.	Electrical Assessment Bed/Couch				
A3.3.24.	Foot Stand				
A3.3.25.	CSSD glass Cupboard				
A3.3.27.	Flammable Cabinet				
APPENDIX 4:	MEDICAL EQUIPMENT LABORATORY REQUIREMENTS				
A4.2.	Centrifuge Small, Qty: 1				
A4.3.	Microscope, Qty: 3// For Parasitology & Hematology				
A4.4.	Blood Rotator with 9 rollers (1 per room for blood collection rooms & 2 for processing Hematology laboratory)				
A4.6.	Biosafety Cabinet Class II Type B with Exhaust Duct, Gas Burner with foot switch, Qty: 2// For Parasitology & Stool Receiving Area				
A4.8.	Forceps (Stainless 18/10 steel with flattened ends, Straight), Qty: 2				
A4.11.	Blood Collection chairs as required// For blood collection rooms				
A4.13.	Medical Refrigerator (176 liters) with Freezer (39 liters), Qty: 2// For processing laboratory and CRA				
A4.14.	Medical Refrigerators without Freezer, Qty: 2// For Storing reagents and samples in processing lab				
A4.15.	Multifuge (Heavy duty Centrifuge 196 head), Qty: 2// For processing laboratory				

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A4.17.	Comark (wireless Temp Monitoring), Qty: 5// For all Refrigerators				
A4.18.	Chemistry System with Interface with D/W System, Qty: 1// For Processing OH Samples				
A4.20.	Hematology System with Interface, Qty: 2// For Processing OH Samples (One as backup)				
A4.22.	Staining Rod, Qty: 1// For Hematology laboratory				
A4.23.	Diff Counter Manual, Qty: 1// For Hematology laboratory				
A4.24.	Auto vertex Mixer, Qty: 1// For Hematology laboratory				
A4.25.	UPS for Analyzers & equipment's, Qty: 1// As per the power load of Analyzers				
A4.26.	ESR Stand, Qty: 1// For Hematology laboratory				
A4.27.	First Aid Kit, as required // For Laboratory Safety requirements.				
A4.28.	Urine & Vomit spill kit, as required// For Laboratory Safety requirements.				
A4.29.	Biohazard spill kit, as required// For Laboratory Safety requirements.				
A4.30.	Emergency Shower & Eye Wash, as required// For Laboratory safety requirements.				
A4.31.	Flammable Safety Storage Cabinet (yellow) single door, as required// Capacity minimum 12 gallons, for bigger workload in the facility 30 gallons required				
A4.32.	Cold Chain Box (8L & 14L), Qty: 4 of each// For sample transportation to internal processing section & referral laboratories.				
A4.33.	Shopping Trolley, Qty: 1// For laboratory consumable & reagent distribution to collection rooms and processing laboratory sections.				
A4.34.	Metal Racks (Size: H 210cms x D50cms X W100cms), as per store size// For Laboratory Store, for storing laboratory items and reagents.				

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A4.35.	Urine Sample Holder Racks, as required// For Storing Urine samples after processing.				
APPENDIX 5: X-RAY ROOM EQUIPMENT REQUIREMENTS					
A5.1. Medical Equipment					
A5.1.1.	Celling Mountain DR (Digital Radiography) X-ray Machine				
A5.1.2.	Mobile Lead Apron for X-Ray protection				
A5.1.3.	Waist lead apron for X-ray protection (Gonad Shields)				
A5.1.4.	Direct Ion Storage Dosimeter (DIS badges)				
A5.1.5.	Direct Ion Storage Reader				
A5.2. Non-Medical Equipment					
A5.2.1.	(X-Ray ON) sign board				
A5.2.2.	Non -Slipper Floor, vinyl floor (nonstatic)				
A5.2.6.	Light Dimmer in X-Ray Room and Control Room				
A5.2.7.	Filing cabinet with 2 doors				
A5.2.8.	L shape work station				
A5.2.11.	Consumables cupboards				
A5.2.12.	Arm chair without wheels for clients				
A5.2.13.	Step stool				
A5.2.14.	Hygrometer				
A5.2.15.	Rack for Lead Apron in X-ray Room				
A5.2.17.	Linen bag / Hamper				
A5.3. Equipment for Server Room					
A5.3.1.	PACS Server				
A5.3.2.	Electrical power				
A5.4. IT Requirements					
A5.4.1.	PC with network points				
A5.4.3.	Barcode Reader with stand				
A5.4.4.	Electrical power				
A5.4.5.	Telephone line with network points				
APPENDIX 6: MINIMUM EMERGENCY MEDICATION REQUIREMENTS					

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A6.6. Required Items for Emergency Bag					
A6.6.1.	IV Tubing/Set, Qty: As required				
A6.6.2.	IV Cannulas, Qty: 2 in different sizes, 3- way connectors as required				
A6.6.3.	Scalp Veins set - in different sizes, Qty: As required				
A6.6.4.	Syringes - in different sizes, Qty: As required				
A6.7. Other consumables					
A6.7.1.	Airways with different sizes, Qty: 10				
A6.7.2.	Alcohol swabs, Qty: As required				
A6.7.3.	Cotton Balls, Qty: 3				
A6.7.4.	Sterile Gauze, Qty: 5				
A6.7.5.	Plasters/Tegaderm, Qty: 2				
A6.7.6.	Disposable Gloves, Qty: 2				
A6.7.7.	Dressing Set, Qty: 5				
A6.7.8.	Sterile Tongue Depressor, Qty: 2				
A6.7.9.	Tourniquets, Qty: 1				
A6.7.10.	Scissors, Qty: 1				
A6.7.11.	Pen Torch, Qty: 1				
A6.7.12.	BP apparatus, Qty: 1				
A6.7.13.	Stethoscope, Qty: As required				
A6.7.14.	Sterile Gloves in different sizes, Qty: As required				
A6.7.15.	Band aids, Qty: As required				
A6.7.16.	ambu bags, Qty: 1 adult and 1 pediatric				
APPENDIX 7: LIST OF INTERNAL POLICIES AND PROCEDURES FOR INFECTION CONTROL					
A7.5.	Safely Handle and Dispose Sharps and Needles				
A7.6.	Manage Usage of Consumables Beyond Expiry Dates				
A7.7.	Manage Blood and Body Fluid Spillage				
A7.11.	Manage the Usage of Single Use Devices (SUD)				
A7.12.	Handle, Store and Transport Clean, Used and Contaminated Linen				
A7.14.	Manage Outbreak Investigation				

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A7.17.	Use Particulate respirator N95 or another equivalent respirator				
APPENDIX 8: PCI REQUIREMENTS OF EQUIPMENT AND ITEMS					
A8.1.	PPE Cabinet, Qty: 1, area: Treatment room				
A8.3.	Aniosgel dispenser and Liquid, area: All clinical area, hall ways, waiting area, sensor machine				
A8.7.	Dirty linen trolley, Qty: As required				
A8.8.	Clean linen trolley, Qty: As required				
A8.10.	Non-refillable Antimicrobial handwash solution, area: all Clinical areas				
A8.14.	Clean utility room, Qty: As required, Closed cupboards to keep clean linen and to keep clean trolley to transfer clean linen				
A8.15.	Dirty Utility room, Qty: As required, Sink with hand wash facility, PPE cabinet or gloves and mask dispenser, rack for CSSD used items, linen hamper and dirty linen trolley				

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