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Occupational Health Services checklist-Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
6	STANDARD TWO: LICENSURE PROCEDURES				
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).				
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:				
6.7.2.	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.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	1/8



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 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.				
8	STANDARD FOUR: HEALTHCARE PROFESSIONALS REQUIREMENTS				
8.1.	All healthcare professionals performing OHS shall hold an active DHA professional license and work within their scope of practice and granted privileges.				
8.2.	The MFC providing OHS shall ensure the presence of the following healthcare professionals as a minimum requirement:				
8.2.1.	One full time DHA licensed General Practitioner (GP) or Specialist.				
8.2.3.	Full time licensed male and female radiographers. Number per shift depends on center capacity.				
8.2.4.	One part-time radiologist.				
8.2.5.	Part- time Radiation Protection Officer: for handling all the FNAR and Radiation protection requirements				
8.2.6.	Full time licensed Laboratory technicians.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	2/8



8.2.7.	Full time licensed Phlebotomists.				
8.2.8.	Full time licensed Nursing staff.				
8.3.	The nursing ratio and responsibilities should ensure that there is a nurse available at all times in the facility.				
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).				
9.2.1.	FNAR License must be obtained for all x-ray rooms.				
9.2.6.	Staff Training for handling the modalities is required after installation of x- ray machine.				
9.3.	All laboratory equipment shall be calibrated and maintained to align with the DHA Standards for Clinical Laboratory.				
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).				
9.10.	All staff must be BLS qualified and have the knowledge to use an automated external defibrillators (AED) and emergency bag.				
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).				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	3/8



10.12.	The Environmental Health and Safety Department shall maintain Safety Data Sheets (SDS) for all chemicals used for cleaning and disinfection.				
APPENDIX 3: STANDARD REQUIREMENTS FOR OCCUPATIONAL HEALTH					
A3.1. Consultation Room:					
A3.1.7.	Manual Diagnostic Set/Stethoscope				
A3.1.13.	Soap Dispenser				
A3.1.22.	Hygrometer				
A3.2. Vaccination Room/Treatment Room/Emergency Room:					
A3.2.7.	Manual Diagnostic Set/Stethoscope				
A3.2.13.	Soap Dispenser				
A3.2.15.	Vital Signs Monitor				
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				
A3.2.22.	Hygrometer				
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				
A3.2.32.	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)				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	4/8



A3.2.38.	Medicine cupboard				
A3.2.40.	Nebulizer machine				
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				
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				
A3.3.22.	Hygrometer				
A3.3.25.	CSSD glass Cupboard				
A3.3.27.	Flammable Cabinet				
APPENDIX 4:	MEDICAL EQUIPMENT LABORATORY REQUIREMENTS				
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.				
APPENDIX 5:	X-RAY ROOM EQUIPMENT REQUIREMENTS				
A5.1.	Medical Equipment				
A5.1.2.	Mobile Lead Apron for X-Ray protection				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	5/8



A5.1.3.	Waist lead apron for X-ray protection (Gonad Shields)				
A5.1.4.	Direct Ion Storage Dosimeter (DIS badges)				
A5.2.	Non-Medical Equipment				
A5.2.1.	(X-Ray ON) sign board				
A5.2.11.	Consumables cupboards				
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				
APPENDIX 6:	MINIMUM EMERGENCY MEDICATION REQUIREMENTS				
A6.1.	Emergency medications				
A6.1.1.	Hydrocortisone (Solu-Cortef) 100mg/2ml injection, Qty: 2				
A6.1.2.	Chlorpeniramine 10mg/2ml injection, Qty: 2				
A6.1.3.	Metochlopramide 5mg/ml injection, Qty: 2				
A6.1.4.	Paracetamol 1000mg/100ml, Qty: 2				
A6.1.5.	Diclofenac Sodium 75mg/3ml Injection (3ml), Qty: 2				
A6.1.6.	Furosemide 20mg/2ml Injection, Qty: 2				
A6.1.7.	Ventolin Solution (nebule), Qty: 2				
A6.2.	Controlled Medications				
A6.2.1.	Diazepam 5mg/ml (2ml) injection, Qty: 2				
A6.2.2.	Epinephrine Injection, Qty: 2				
A6.3.	Stock Medication				
A6.3.1.	Benzyl Penicillin 1 M IU, Qty: 2				
A6.3.2.	Benzathine Penicillin 1.2 M IU, Qty: 6				
A6.4.	IV Fluids				
A6.4.1.	Dextrose 5 % in water (D5W) Intravenous Solution 500 ml, Qty: 2				
A6.4.2.	Sodium Chloride 0.9% Intravenous Solution 500ml, Qty: 2				
A6.4.3.	D50 water 500 ml, Qty: 2				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	6/8



A6.4.4.	25% Dextrose 500 ml, Qty: 2				
A6.4.5.	Lactated Ringers Intravenous Solution 500 ml (D5RL), Qty: 2				
A6.5.	Other Fluids				
A6.5.1.	Water for injection 10 ml, Qty: 5				
A6.5.2.	Water for injection 100ml, Qty: 2				
A6.5.3.	Normal Saline 10 ml, Qty: As required				
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				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	7/8



APPENDIX 9:		HEALTHCARE PROFESSIONAL VACCINATION AND IMMUNIZATION REQUIREMENTS			
A9.1.		Mandatory Vaccination:			
A9.1.1.		Hepatitis B:			
a.	If previously unvaccinated, give 3 doses series of Hepatitis B vaccine to all non-immune employees upon hiring				
b.	Hepatitis B Antibody will be checked after the vaccination is completed.				
c.	If the level is < 10 international units, a second 3 doses series will be given. If the repeat Hepatitis B Antibody is still <10 international units; then the employee will be labelled as non-responder				
A9.1.2.		Varicella Vaccine:			
a.	Check evidence of immunity to varicella				
b.	Offer/provide Varicella vaccine to all non-immune employees.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Occupational Health Services checklist/ Random	CP_9.6.03_F44	1	Jul 26, 2023	Jul 26, 2026	8/8