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Clinics in Educational and Academic settings Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ___/___/___

Ref.	Description	Yes	No	N/A	Remarks
5.	STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES				
5.1.4.	Have in place internal policies and procedures as per School Health Section (SHS) for the following, but not limited to:				
a.	Bullying prevention				
b.	Business continuity				
c.	Hazardous waste management as per Dubai Municipality (DM) requirements				
d.	Medical waste storage and disposal				
e.	Incident reporting				
f.	Infection control measures				
g.	Laundry services				
h.	Managing HASANA system				
i.	Managing student health records				
j.	Medication management				
k.	Monitoring and maintenance of medical, electrical and mechanical equipment				
l.	Patient Notification				
m.	Readiness plan/Emergency response				
n.	Referral criteria and patient transfer				
o.	Reprocessing of reusable equipment				
p.	Safe use of chemicals used for infection control				
q.	Service description and scope of services				

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r.	Staffing plan, staff management and clinical privileging				
s.	Stay at home if unwell				
t.	Student assessment criteria				
u.	Student confidentiality and privacy				
v.	Student health education, communication and informed consent.				
w.	Vaccination.				
5.1.5.	Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications.				
5.1.6.	Display Patients' Rights and Responsibilities Charter in Arabic and English.				
6.	STANDARD TWO: HEALTH FACILITY REQUIREMENTS				
6.1.2.	Be located on the ground floor for easy accessibility and evacuation when necessary.				
6.1.3.	Adequate lighting and ventilation.				
6.1.4.	Flooring should be easy to maintain, readily cleanable, anti-microbial, slip- resistant, anti-glare and appropriately wear resistant for the location.				
6.1.5.	Walls should be smooth, washable and moisture resistant. Walls should not create ledges or crevices that could harbor dust and/or dirt.				
6.1.6.	Have designated spaces for a waiting area, consultation, treatment areas, isolation room and ventilated medical waste collection room.				
6.1.7.	Provision of hand hygiene facility in consultation and treatment areas, with wall mounted non-refillable soap, wall mounted non-refillable hand sanitizer, wall mounted paper towel near each hand-washing sink, and hand hygiene educational poster (WHO poster).				
6.1.8.	Be provided with screens to ensure gender privacy. (If there is no separate observation room and treatment room).				

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6.1.9.	No cameras are installed in the consultation or treatment area to ensure patient privacy.				
6.1.10.	Have a waiting area to be able to accommodate at least five (5) patients at a time.				
6.1.12.	Have doors with a width of 110 centimeters and corridors with a width of 150 centimeters to accommodate wheelchairs.				
6.2.	The new applications for Clinics in educational and academic settings shall abide by the following table that specifies the total area requirements with special considerations for any future expansion plans. < 1000 - 20 sq. mts 1000-2000 - 30 sq. mts 2000-3500 - 40 sq. mts > 3500 - Two Separate School health clinics with an area of 20 and 40 sq. meters >5000 - Two Separate School health clinics with an area of 30 and 40 sq. meters				
6.3.	If there are more than one clinic, both clinics should be functionally equipped.				
6.6.	Accessibility for People of Determination should comply with the Dubai Universal Design Code and the Knowledge and Human Development Department Authority (KHDA) Inclusion Policy. The following requirements for People of Determination should be considered but not limited to:				
6.6.1.	Parking within or near the premises of the educational and academic institution				
6.6.2.	Wheelchair ramps where required for easy accessibility				
6.6.3.	Accessible physical examination room				
6.6.4.	Accessible toilet for people of determination within the building of the educational and academic institution.				
6.9.	Have all the medical instruments and equipment set out in Appendix 3.				
6.10.	Have appropriate fire-fighting equipment, signage, emergency power capabilities, lighting and an evacuation plan.				

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6.13.	Eliminate hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma.				
7.	STANDARD THREE: ISOLATION ROOM REQUIREMENTS				
7.1.	The isolation room, is to be preferably located close to the clinic and with following requirements:				
7.1.1.	At least 1 isolation rooms should be assigned next to the school clinic.				
7.1.2.	A minimum area of 7.5 sq. mts.				
7.1.3.	The design and ventilation system of the room in a school setting should be prepared to allow conversion to an isolation room with high-efficiency particulate air (HEPA) filtration system.				
7.1.5.	Access to non-refillable hand sanitizers.				
7.1.6.	An attached toilet or a nearby designated toilet as required for people of determination.				
7.1.7.	A viewing window to monitor the student from the clinic or a camera only with live feed (recording is not permitted).				
7.1.8.	A single bed with railing				
7.1.10.	Access to Personal Protective Equipment (PPE) trolley or shelves outside the isolation room.				
APPENDIX 3: PHYSICAL REQUIREMENTS AND SUPPLIES					
A.	Standard Fixtures And Furniture				
A 1.	Computer with internet facility in each clinic				
A 2.	Cupboard with lock for supplies and instruments				
A 3.	Digital Thermometers for refrigerator and vaccine carrier				
A 4.	Hygrothermometer where medication is stored				
A 5.	Disposable paper hand towel dispenser or electric hand dryer				
A 6.	Filing cabinet/rack for files under lock				
A 7.	Foldable Stretcher				
A 8.	Foot operated covered waste disposable bin				
A 9.	Hand wash basin				

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A 10.	Height adjustable examination couch with washable mattress and provision for towel paper to cover it				
A 11.	IV stand				
A 12.	Medium size notice board				
A 13.	Non refillable liquid soap dispenser with undiluted liquid soap				
A 14.	Observation bed (height adjustable)				
A 15.	Office desk and chairs				
A 16.	Portable screen (if there are no separate treatment rooms)				
A 17.	Refrigerator				
A 18.	Stainless steel dressing trolley (2 layer with castor wheels)				
A 19.	Telephone with external facilities				
A 20.	Vaccine carrier/box and ice pack				
A 21.	Wheel chair				
B.	Standard Equipment				
B 1.	Adult combined height/weight scale (not bathroom scale)				
B 2.	Autoclave (if required)				
B 3.	Automated External Defibrillator (AED)				
B 4.	Bandage Scissors				
B 5.	Basin				
B 6.	Disposable Dressing Packs				
B 7.	Electronic Blood Pressure (BP) apparatus				
B 8.	ENT Diagnostic Set				
B 9.	Eye Chart				
B 10.	First Aid Kit				
B 11.	Galipot				
B 12.	Glucometer				
B 13.	Injection tray with lid				
B 14.	Kidney tray/dish (big size)				
B 15.	Nebulizer				
B 16.	Oxygen cylinder with regulator and flow meter				
B 17.	Percussion Reflex Hammer				

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B 18.	Pickup forceps (2 nos.)				
19.	Portable Pulse Oximeter				
20.	Sharp Safe box				
21.	Stethoscope				
22.	Tape measure				
23.	Thermometers (digital)				
24.	Torch with batteries				
25.	Tuning fork				
C.	Standard Supplies				
1.	Adhesive plasters of different sizes				
2.	Alcohol preps				
3.	Band aids				
4.	Disposable ear speculum				
5.	Disposable gloves				
6.	Disposable hand towels				
7.	Disposable medicine cups				
8.	Disposable nebulizer mask (adult and pediatric)				
9.	Disposable oxygen facial masks (adult and pediatric)				
10.	Disposable Personal Protective Equipment (PPE)				
11.	Disposable surgical roll				
12.	Disposable thermometer sleeves/covers				
13.	Disposable wooden spatulas				
14.	Elastic bandages of different sizes				
15.	Gauze bandages of different sizes				
16.	Hypodermic needles –g.21, g.23 and g. 25				
17.	Impermeable plastic sheet for covering bed				
18.	IV cannulas /butterflies				
19.	IV Infusion set				
20.	Splints of different sizes				
21.	Sterile cotton buds				

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22.	Sterile ear buds				
23.	Sterile gauze pieces				
24.	Syringes				
D.	Standard Solutions and Medicines				
1.	Adrenaline -2 ampoules				
2.	Antiseptic solutions				
3.	EpiPen				
4.	Glucagon				
5.	Hydrocortisone -2 vials				
6.	IV Solutions:				
.	Dextrose saline				
.	Normal saline				
.	Distille water for Oxygen humidifier.				
7.	Normal saline for injection				
8.	Normal saline solution for irrigation				
9.	Spirit 70%				

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