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**قائمة التحقق النهائي**  
**Checklist Final**  
**Inpatient Pharmacies**

**Name of the Facility:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Ref.	General Requirements	Yes	No	N/A	Remarks
12.3	The pharmacy unit located for convenient access, staff control, and security. Direct access to loading dock and bulk storage is required if not located within the main pharmacy unit. **				
5.3.9.	Pharmacy space requirements: Inpatient Pharmacy (minimum 15 m2).				
5.3.10.	The minimum ceiling height is not less than 2.70 m (8 feet 8 inches).				
3.2.6	Adequate lighting and ventilation for drug preparation and dispensing. *				
5.4	Wall finish treatments do not create ledges or crevices that can harbor dust & dirt. *				
5.4	Floor and walls should be anti-static, heat resistant, antibacterial, anti-fungal and chemical resistant. All joints in flooring must be sealed and covered at the edges (against walls or fixed joinery) where possible. *				
12.6.4	Secured stores for accountable drugs, refrigerated stores and flammable goods storage**				
12.6.5	Dispatch area for deliveries to inpatient units. **				
14.2.2.	All Drug Storage Areas is to be fitted with temperature and humidity controls.				
14.2.6.	Storage areas are designed to ensure the following goodstorage conditions:• Proper cleanliness and hygiene. • Dryness (relative humidity not more than 60%). • Temperature within acceptable limits (8-25 degrees (Celsius). • Suitable spaces to permit cleaning and inspection. • Pallets are to be kept in a good state of cleanliness and repair.				

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
MP_0.0.0_F00	01	Jan 01, 2024	Jan 01, 2024	Jan 01, 2027	1/2



14.2.7.a	For medications and pharmaceutical products that require be stored at room temperature; the temperature should be maintained between 15-25 degrees Celsius				
14.2.7.d	For medications and pharmaceutical products that require storage in a refrigerator; the refrigerator temperature should be maintained between 2-8 degrees Celsius.				
14.2.7.f	Vaccines should be stored in a separate refrigerator where temperature control is between 2 and 8 degrees Celsius. Refer to DHA Immunization Guidelines for further details.				
14.2.9.	A temperature monitoring system may be installed and connected to a centralized alarm/ warning system.				
14.2.10.	A sufficient back-up emergency power supply for the refrigerator should be available to ensure protection and safety of medication in the event of an emergency power cut.				
14.2.11.	A digital thermometer is required to be available in the pharmacy, storage area and medication refrigerator to ensure the validity and stability of the products.				
14.2.12.	Temperature and humidity monitoring charts readings should be logged on a separate sheet at least twice daily.				
14.2.13.a	A dedicated and labeled cabinet(s)/area for the storage of expired medications or returned/withdrawn medications				
18.5.4.	The Person in-charge is a DHA licensed Clinical Pharmacist or Pharmacist.				
18.6.4.	The main storage area for Narcotic drugs, Narcoticregister books and Narcotic prescription books arestored in a special secured lockable cabinet(s) withthe following features:a. Made of steel with internal hinges.b. Have a double locking system.c. Be securely fixed to the wall or floor.d. Non-duplicable keys.e. Security/alarm system and/or security camera.				
18.6.5.	Narcotic drugs stored outside the pharmacy (medication room) should be placed in a double locked steel cabinet inside a secured medication room.				
14.2.13.b	A secured lockable steel cabinet(s) for Controlled Drugs.				
18.6.7.	The cabinet should be designated by a label and the key(s) must be kept in the custody of the Person in charge or the authorized Deputy in-charge.				
23.3	All DHA Pharmacy Circulars are required to be maintained and available in the pharmacy either soft or hard copies.				
5.7.1	Taps to Hand Basins in pharmacies should be either elbow-action taps or automatic taps*				
5.7.2	Antiseptic Hand Rubs should be located so they are readily available for use. *				
22.3.4.	Providing and easy access to soap and water or hand sanitizer for staff.				

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
MP_0.0.0_F00	01	Jan 01, 2024	Jan 01, 2024	Jan 01, 2027	2/2



4.2	Foot operated or other hands-free operated clinical and normal waste bins*				
5.4.1	First aid kit, Fire services and egress/ exit signs will be installed in accordance with the UAE Fire and Life Safety Code, Dubai Universal Design Code. *				
8.6.	It is recommended to have a scientific pharmaceutical reference in the pharmacy either as hard copy or electronic format, such as but not limited to: BNF, Martindale: The Complete Drug Reference.				
<b>13</b>	<b>Medication Preparation &amp; Compounding</b>				
13.2.3.	It is recommended that all inpatient pharmacies dealing with medications compounding to develop and implement internal policies and procedures based on UAE federal laws, local regulations, and MOHAP ministerial decrees.				
13.2.4.	All significant procedures performed in the compounding area is recommended to be covered by written standard operating procedures (SOPs).				
12.6.10	A compounding area with a sink and sufficient counter space for drug preparation**				
12.5.6	A comprehensive pharmacy computer system employed, such as but not limited to: computerized provider order entry, medication administration, electronic health record, and patient billing systems. **				
12.7.3.2	The room kept on positive pressure and be accessed via an anteroom. **				
12.7.3.4	Electronic door management system to prevent the opening of both doors in the anteroom at the same time. **				
12.7.3.5	Hand washing settings provided immediate outside the aseptic (clean) rooms in adjoining anteroom; hand basins are not to be located within the aseptic (clean) rooms. **				
12.7.3.6	An intercom system provided between aseptic (clean) rooms and anteroom. **				
12.7.3.7	High-resolution Close Circuit Television (CCTV) cameras for remote monitoring. **				
13.2.7.	Medications must be prepared in clean and safe areas (Clean Room/Aseptic Room) with appropriate medical technology, equipment, and supplies.				
13.2.8.	The Aseptic Room and the Cytotoxic Room are Clean Rooms for the manufacturing of medications in a sterile environment. The room will contain laminar flow cabinets and/ or isolators for sterile preparation, and must be accessed via an Anteroom.				
13.2.9.	Special air-conditioning systems that provide either positive pressure or negative pressure will be required in sterile medication preparation.				
13.2.10.	The Cytotoxic room should have a negative pressure while any other clean room may have a positive pressure.				

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
MP_0.0.0_F00	01	Jan 01, 2024	Jan 01, 2024	Jan 01, 2027	3/2



قائمة التحقق النهائي  
**Checklist Final**

Clinical Audit Staff	Name	Signature	Date
Team Leader			
Inspection Member			
Inspection Member			
Inspection Member			
Inspection Member			
<b>Summary of Findings and Recommendations for the Facility:</b>			
<b>Date of Next Visit:</b>			
<b>Summary of Findings and Recommendations to DHA Management:</b>			

**Inpatient Pharmacies**

**References:**

- 1- DHA Pharmacy Guideline 2021
- 2- \*DHA Health Facility Guidelines 2019, Part B – Health Facility Briefing & Design, 370 – Pharmacy Unit
- 3- \*\* Cabinet Decision no. (47) of 2018 adopting the unified national standards for hospitals

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
MP_0.0.0_F00	01	Jan 01, 2024	Jan 01, 2024	Jan 01, 2027	4/2