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Medical Fitness Centers Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
6	STANDARD TWO: LICENSURE PROCEDURES				
6.4.	The MFC shall have in place internal policies and procedures, available in Aris Enterprise on the DHA website (appendix 1), including but not limited to:				
6.4.1.	Service Description and Scope of Services.				
6.4.2.	Patient/Client Criteria.				
6.4.3.	Patient/Client out of scope services				
6.4.4.	Turn-around timeframes for reporting non-critical and critical results.				
6.4.5.	Patient/Client assessment criteria.				
6.4.6.	Informed consent.				
6.4.7.	Staffing plan				
6.4.8.	Clinical Audit.				
6.4.9.	Patient health record				
6.4.10.	Confidentiality and patients' privacy.				
6.4.11.	Infection control.				
6.4.12.	Incident reporting.				
6.4.13.	Medical and hazardous waste management				
6.4.14.	Laundry and housekeeping services.				
6.4.15.	Patient belongings.				
6.4.16.	Violence against Staff/Zero Tolerance.				

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6.4.17.	Emergency action plan				
6.4.18.	Patient transfer.				
6.4.19.	Client vaccination				
6.5.	The MFC shall maintain charter of patients' rights and responsibilities posted at the entrance of the premise in two languages (Arabic and English).				
6.6.	All MFC must have a written agreement for patient referral and emergency transfer to a nearby hospital setting.				
6.6.1.	The transfer agreement shall detail the transfer plan/protocol of patients and meet Dubai transfer timeframes for emergency patients.				
6.7.	The MFC 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 signage, clinical stickers/sign boards, facility building lay-outs, emergency exits and assembly points in case of any disaster.				
7	STANDARD THREE: HEALTH FACILITY REQUIREMENTS				
7.2.	MFCs should have clear signage outside and inside the facility to guide visitors, including Patient's journey, sign/dash boards, name of the center and timing/schedule in front of the building				
7.4.	MFCs shall have the following service areas in adherence to the standard requirements of the center:				
7.4.1.	Reception				
7.4.2.	Registration Area				

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7.4.3.	Separate male and female waiting areas				
7.4.4.	Nurse Assessment and treatment room				
7.4.5.	Consultation and/or Examination rooms				
7.4.6.	Laboratory Services.				
7.4.7.	Diagnostic imaging				
7.4.8.	Supporting services area				
7.6.	MFCs providing vaccination services should have a fully equipped vaccination room with a workstation and assessment area and should be supervised by Medical Practitioner.				
7.7.	MFCs shall have the following IT requirements to allow sharing of patients' results and issuing of the Fitness Certificate (appendix 2):				
7.7.1.	Installation of SALEM system.				
7.7.2.	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.				
7.7.3.	Integration between SALEM system and GDRFA in order to submit applicants results (Fit or Unfit Certificate) for visa processing.				
7.7.4.	Integration between Salem and Salama systems in case of patient admission for infectious disease. Salem system will push patients medical and clinical records to Salama.				
9	STANDARD FIVE: MEDICAL EQUIPMENT REQUIRMENTS				
9.1.	All medical equipment should be provided for nurse and physician assessment rooms as listed in (appendix 3) .				
9.2.	All laboratory equipment should be provided for sample collection and tests as listed in (appendix 4) .				
9.3.	All X-ray room equipment should be provided as listed in (appendix 5) .				

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9.4.	X-Ray Room Requirements:				
9.4.1.	FNAR License must be obtained for all x-ray rooms.				
10	STANDARD SIX: INFECTION CONTROL				
10.1.	Infection prevention control policy and procedures shall be implemented to oversee the MFC/DAHC Central Infection Prevention and Control Program. These include but are not limited to the policies and procedures in (appendix 6) .				
10.2.	All equipment shall be supplied in adherence to Prevention and Control of Infection (PCI) Standard Requirements of Equipment and Items (appendix 7) .				
APPENDIX 1:	LIST OF INTERNAL POLICIES AND PROCEDURES FOR MFC				
A1.1.	Perform Medical Fitness Screening				
A1.2.	Perform Occupational Health Screening				
A1.3.	Manage Unfit Cases after Medical Fitness Screening				
A1.4.	Manage Repatriation of UnFit cases from Dubai				
A1.5.	Manage Ethics in the Medical Fitness Centers				
APPENDIX 3:	STANDARD REQUIREMENTS FOR MEDICAL FITNESS SCREENING				
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				
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				

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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				
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)				

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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				
A3.2.26.	Portable Oxygen Cylinder				
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.	Emergency Bag				
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 LABORATORY EQUIPMENT REQUIREMENTS					
A4.1.	Blood Bank Refrigerator, Qty: 3				
A4.2.	Normal (Domestic) Refrigerator, Qty: 1				
A4.3.	Centrifuge Small, Qty: 1				
A4.4.	Micro centrifuge				
A4.5.	Microscope, Qty: 3				
A4.5.	Blood Rotator with 9 rollers (3nos. for blood collection rooms &				

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	3nos for processing laboratory.), Qty: 6				
A4.6.	Safety Storage Cabinet (yellow) single door, capacity 12 gallons, size: H35" x W36" x D24", Qty: 1				
A4.7.	Biosafety Cabinet Class II Type B with Exhaust Duct, Gas Burner with foot switch, Qty: 2				
A4.8.	Microscope Slide container (Rack) PVC (for storing slid 76 x 26 mm, Qty: 4				
A4.9.	Hot plate, Qty: 1				
A4.10.	Forceps (Stainless 18/10 steel with flattened ends, Straight), Qty: 2				
A4.11.	Forceps (Stainless 18/10 Steel, Sprung Flutes)				
A4.12.	Corrosive Cabinet				
A4.13.	Blood Collection chairs				
A4.14.	Technician Chairs				
A4.15.	Medical Refrigerator (176 liters) with Freezer (39 liters), Qty: 2				
A4.16.	Multifuge (Heavy duty Centrifuge 196 head), Qty: 2				
A4.17.	Stop Watch, Qty: 2				
A4.18.	Comark (wireless Temp Monitoring), Qty: 5				
A4.19.	Chemistry System with Interface with D/W System, Qty: 1				
A4.20.	Immuno System with Interface and D/W System, Qty: 2				
A4.21.	Beckman DXH 520 Hematology System with Interface, Qty: 2				
A4.22.	Slide dryer, Qty: 1				
A4.23.	Staining Rod, Qty: 1				
A4.24.	Diff Counter Manual, Qty: 1				
A4.25.	Auto vertex Mixer, Qty: 1				
A4.26.	UPS for Analyzers & equipment's, Qty: 1				
A4.27.	ESR Stand, Qty: 1				
A4.28.	Micropipettes with stand (5 to 50 µL, 10 to 100 µL, & 100 to				

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	1000 µL), Qty: 6				
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.	Filing cabinet with 2 doors				
A5.2.7.	L shape work station				
A5.2.10.	Consumables cupboards				
A5.2.11.	Arm chair without wheels for clients				
A5.2.12.	Step stool				
A5.2.13.	Hygrometer				
A5.2.14.	Rack for Lead Apron in X-ray Room				
A5.2.16.	Linen bag / Hamper				
A5.4.	IT Requirements				
A5.4.1.	Light Dimmer in X-Ray Room and Control Room				
A5.4.2.	PC with network points				
A5.4.4.	Barcode Reader with stand				
A5.4.6.	Telephone line with network points				
APPENDIX 6:	LIST OF INTERNAL POLICIES AND PROCEDURES FOR INFECTION CONTROL				
A6.1.	Perform Hand Hygiene				
A6.2.	Manage Standard Precaution				

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A6.3.	Manage Isolation and Transmission Based				
A6.4.	Clean, Disinfect, Sterilize and Patient Care Equipment				
A6.5.	Safely Handle and Dispose Sharps and Needles				
A6.6.	Manage Usage of Consumables Beyond Expiry Dates				
A6.7.	Manage Blood and Body Fluid Spillage				
A6.8.	Waste management in healthcare Facilities				
A6.9.	Cleaning and Disinfection of the physical environment in healthcare facilities.				
A6.10.	Educate Patients, Visitors and Staff about Infection Control				
A6.11.	Manage the Usage of Single Use Devices (SUD)				
A6.12.	Handle, Store and Transport Clean, Used and Contaminated Linen				
A6.13.	Manage Infection Control During Construction and Renovation				
A6.14.	Manage Outbreak Investigation				
A6.15.	Manage Occupational Exposure to Sharps and Needles, Mucous Membranes and Non-Intact Skin exposures				
A6.16.	Use of Personal Protective Equipment (PPE)				
A6.17.	Use Particulate respirator N95 or another equivalent respirator				
APPENDIX 7: PCI REQUIREMENTS OF EQUIPMENT AND ITEMS					
A7.1.	PPE Cabinet, Qty (1) , Areas and Uses (Treatment room)				
A7.2.	Mask and gloves dispenser, Areas and Uses (Assessment rooms, vaccination rooms, dirty linen room, domestic room,medical waste room)				
A7.3.	Aniosgel dispenser and Liquid,Areas and Uses (All clinical area, hall ways, waiting area,sensor machine)				
A7.4.	Sac holders, Areas and Uses (2 in clinical area for infectious and non-infectious waste) (20 liters 1 in wash rooms for non-infectious waste)(60 liter in waiting areas for non-infectious waste)				
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A7.5.	Temperature/Humidity Set (Hygrometer), Qty (1), Areas and Uses (Medical waste room, store room to monitor temperature with separate ac)				
A7.6.	Linen hamper,Qty (2), Areas and Uses (Dirty utility room /staff changing room and each female changing room in radiology)				
A7.7.	Dirty linen trolley				
A7.8.	Clean linen trolley				
A7.9.	Scrub stat holder				
A7.10.	Antimicrobial hand wash solution, Areas and Uses (Clinical areas)				
A7.11.	Anti-bacterial hand wash,Areas and Uses (Non-refillable in non-clinical areas)				
A7.12.	Wall mounted sharp box, Areas and Uses(treatment room and vaccination room)				
A7.13.	Infection Control posters				
A7.14.	Clean utility room,Areas and Uses (Closed cupboards to keep clean linen and to keep clean trolley to transfer clean linen)				
A7.15.	Dirty Utility room,Areas and Uses (Sink with hand wash facility, PPE cabinet or gloves and mask dispenser, rack for CSSD used items, linen hamper and dirty linen trolley)				
APPENDIX 9: DOMESTIC AREA STANDARD REQUIREMENTS					
A9.1.	DOMESTIC AREA STANDARD REQUIREMENTS				
A9.1.3.	Domestic Store room, Qty (1),To store clean domestic items (Racks/hazmat cupboard/hygrometer)				
A9.1.4.	Medical waste room.Qty (1),To keep medical waste (Sink with hand wash facility, PPE cabinet or gloves and mask dispenser with proper ventilation, with proper drainage facility. Wall must be washable)				

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A9.1.5.	Janitor room,To drain out dirty water (Janitor sink and room with proper ventilation)				
A9.2.	Domestic Standard Requirements of Equipment and Items				
A9.2.1.	Medical Waste Weighing Scale,Qty(1), (To monitor the medical waste products)				
A9.2.2.	Closed wheeled medical waste trolley, (To store and transfer medical wastes)				
A9.2.3.	Closed wheeled general waste trolley,(To store and transfer general wastes)				

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