

Day Surgery Centre Inspection Checklist –Random

Name of the Day Surgery Centre: _____

Date of Inspection: ____/____/____

| Ref. | Description | Yes | No | N/A | Remarks |
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| 12. | General Design Considerations | | | | |
| 12.10 | Door swings should be oriented to provide patient | | | | |
| 12.16 | Carpet cannot be used in examination and treatment rooms, if used in patient waiting | | | | |
| 13 | Reception and Waiting Area | | | | |
| 13.1 | A reception/information counter or desk shall be located to provide visual control of the | | | | |
| 13.2 | Male and Female waiting area for patients and escorts shall be under staff control | | | | |
| 13.3 | Waiting area shall be provided with provision of drinking water and public telephone | | | | |
| 13.4 | The seating area shall contain not fewer than two spaces for each examination and/or treatment room. | | | | |
| 13.6 | Wheelchairs shall be accommodated within the waiting area | | | | |
| 14 | Consultation and Examination Rooms | | | | |
| 14.4 | A hand-washing station with a hands-free regulator (tap) 1 and liquid or foam soap dispensers shall be provided in all examination room(s). Sinks shall be designed with | | | | |
| 14.5 | Hand sanitation dispensers shall be provided in addition to hand-washing stations | | | | |
| 14.6 | Provisions for hand drying shall be available at all hand-washing stations | | | | |
| 15 | Treatment Rooms | | | | |
| 15.3 | The treatment rooms shall be equipped with | | | | |
| 15.3.1 | Hand-washing station. | | | | |
| 15.3.2 | Documentation space or counter for writing | | | | |

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| 15.3.3 | A lockable refrigerator for medication use. | | | | |
| 15.3.4 | Locked storage for controlled drugs (if used). | | | | |
| 16 | Procedure Room (Level II Anesthesia) | | | | |
| 16.4.1 | The following equipment's shall be provided | | | | |
| 16.4.2 | Medical gases station or outlets for oxygen & vacuum | | | | |
| 16.4.3 | Airway equipment: appropriate sized oral airways, endo-tracheal tubes, laryngoscopes, normal masks | | | | |
| 16.4.4 | Defibrillator | | | | |
| 16.4.7 | Electrocardiographic (ECG) monitor | | | | |
| 16.4.8 | Temperature monitoring system for procedures lasting more than 30 minutes | | | | |
| 16.4.9 | Blood pressure apparatus with different size cuffs | | | | |
| 16.4.10 | Emergency crash cart | | | | |
| 16.5 | A refrigerator for pharmaceuticals & double-locked storage for controlled substances is | | | | |
| 16.3 | Recovery area | | | | |
| 16.3.1 | Recovery bed(s) (at least one bed for each Procedure room) | | | | |
| 16.3.3 | Nurse control and charting area that provides view of patient positions shall be | | | | |
| 16.3.4 | Provisions for patient privacy such as cubicle curtains shall be provided | | | | |
| 17 | Operating Theatre (level III anesthesia) | | | | |
| 17.6 | Temperature is maintained between 18-22 °C with room humidity between 40-60% | | | | |

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| 17.8 | Operation room equipment's | | | | |
| 17.8.1 | Multipurpose operation table with patient straps. | | | | |
| 17.8.2 | Anesthesia machine with adequate vital sign monitors | | | | |
| 17.8.3 | Adequate medical gases supply | | | | |
| 17.8.4 | X-Ray Viewer | | | | |
| 17.8.5 | Cauterization equipment | | | | |
| 17.8.6 | ECG machine | | | | |
| 17.8.7 | Emergency cart with defibrillator, necessary drugs & other CPR equipment | | | | |
| 17.8.8 | Suction machine | | | | |
| 17.8.9 | Pulse oximeter | | | | |
| 17.8.10 | Emergency call system | | | | |
| 17.11 | Differential pressure indicating device, humidity indicator, & thermometer should be installed & should be located for easy observation | | | | |
| 18 | Observation Room(s) | | | | |
| 18.1 | The room(s) location shall be convenient to a nurse station or control area | | | | |
| 19 | Health Records | | | | |
| 19.1 | Filing cabinets & storage for safe & secure storage of patient's health records with provisions for easy retrieval | | | | |
| 21 | Equipment & Supply Storage | | | | |
| 21.1.2 | General storage are for supplies & equipment | | | | |
| 22 | Clinical Laboratory Requirements | | | | |
| 22.1 | Phlebotomy rooms shall have seating space, a work counter, a hand-washing/hand hygiene provision and a reclining chair or gurney | | | | |
| 22.2 | When the clinical laboratory tests are performed on site, a separate and dedicated room for this purpose shall be provided. | | | | |
| 22.3 | Lab area for basic hematology & biochemistry tests | | | | |
| 22.5 | Work counters are sufficient to meet equipment specifications & lab technician needs which are | | | | |
| 22.5.1 | Hand washing stations & counter sink(s) | | | | |

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| 22.5.2 | Communications service | | | | |
| 22.6 | Lab area have appropriate facilities for storage & refrigeration of blood, urine & other specimens | | | | |
| 33 | Clinical Laboratory Services | | | | |
| 33.3 | All laboratory equipment shall be calibrated and maintained as per DHA Clinical | | | | |
| 33.4 | Laboratory services shall be under the direction of a DHA licensed and experienced | | | | |
| 33.5 | At least two full time general laboratory technicians shall be licensed in the DSC to | | | | |
| 33.6 | DSC shall ensure safe and appropriate practice system for sample collection, storage | | | | |
| 33.7 | A policy shall exist for | | | | |
| 33.7.1 | Patient identification | | | | |
| 33.7.2 | Safe collection of samples | | | | |
| 33.7.3 | Turnaround time and reporting of results | | | | |
| 33.7.4 | Communicating critical results. | | | | |

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| 34 | Diagnostic Imaging | | | | |
| 34.1 | FANR radiation safety protection requirements are met | | | | |
| 34.2 | Radiology services in the DSC must be under the supervision of a licensed Consultant/Specialist Radiologist | | | | |
| 34.3 | Complete reports of the results of x-ray examinations must be kept in files or PACS if the system is digital for not less than five years & a copy must be filed in the patient's record | | | | |
| 34.4 | At least one full time qualified & DHA licensed radiographer is available for each shift in the facility | | | | |
| 31 | Emergency Services | | | | |
| 31.3 | All physicians & nurses working in the emergency area must have active certification in BLS, ACLS & PALS | | | | |
| 31.5 | Emergency drugs, devices, equipment & supplies must be available for immediate use in the emergency area for treating life-threatening conditions | | | | |
| 31.10 | Well-equipped ambulance vehicle should be ready and qualified Emergency Medical Technicians (EMT) for patient transportation if required; this service can be outsourced with a written contract with an emergency services provider licensed in Dubai. | | | | |
| 31.11 | Clear patient transport protocol shall be maintained | | | | |

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| 31.12 | List of medical equipment and medicines required in DSC emergency area: | | | | |
| 31.13 | Medico-legal forms including Discharges Against Medical Advice (DAMA) | | | | |
| 31.14 | Sufficient electrical outlets to satisfy monitoring equipment requirements, including clearly labeled outlets connected to an emergency power supply. | | | | |
| 32.2 | The DSC shall maintain written policies and procedures concerning the patient discharge/transfer which reflect acceptable standards of practice and compliance with applicable regulations in Dubai | | | | |
| 35 | Medications Management | | | | |
| 35.1 | The DSC must maintain a policy and procedures on medication management consistent with applicable federal legislation in the UAE. | | | | |
| 35.2 | Potential medication risks are identified, Look-alike, sound-alike (LASA) medication names are identified & segregated | | | | |
| 35.5 | A standardized list of approved abbreviations is available & is used throughout the DSC facility | | | | |
| 35.7 | Healthcare professionals have access to published guidelines for medication management & are aware of them | | | | |
| 24 | Patient Assessment | | | | |
| 24.1.1 | The DSC shall have policies and procedures on patient assessment | | | | |
| 24.4 | Discharge policy | | | | |
| 28 | Anesthesia and Sedation care | | | | |
| 28.1 | Requirements for level II Anesthesia | | | | |
| 28.1.1 | Physician/Dentist shall be DHA-licensed specialist or consultant and shall be responsible for Providing a safe environment for the DSC. | | | | |
| 28.1.2 | Maintaining a valid DHA license with practical training and/or a course on sedation/analgesia use2 | | | | |
| 28.1.5 | Maintaining an active Advanced Cardiac Life Support (ACLS) certification if treating adults or Pediatric Advanced Life Support (PALS) if treating children. | | | | |
| 28.1.7 | Comply with the written clinical privileges to perform procedures in the DSC. | | | | |
| 28.1.8 | Registered Nurse, Anesthesia technicians or Endoscopy Technician shall be responsible for monitoring patients receiving light/moderate sedation/analgesia and assisting the treating physician. He/she shall be competent, licensed by DHA | | | | |
| 28.1.8.1 | Basic Life Support (BLS) | | | | |
| 28.1.8.2 | Insertion of Intravenous (IV) lines | | | | |

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| 28.1.9 | The DSC maintains a policy on proper storage and handling of anesthesia agent, the facility must abide by the Ministry of Health (MOH) regulation on storage, handling and records maintaining of narcotic and controlled medications. | | | | |
| 28.2 | Requirements for level III Anesthesia | | | | |
| 28.2.1 | DHA licensed specialist/consultant anesthetist must manage anesthesia services in the DSC | | | | |
| 28.2.3 | Anesthetist must be physically present during the intra-operative period and be available until the patient has been discharged from anesthesia care. | | | | |
| 28.2.4 | Registered Nurse, Anesthesia technicians requirements | | | | |
| 28.2.4.1 | All healthcare professionals who assist in anesthesia administration or supervise patient during anesthesia (i.e. anesthesia technicians and registered nurses in the operation theater) should maintain valid training in (ACLS) if treating adults or (PALS) if treating | | | | |
| 28.2.4.2 | Generally not less than three RN per theatre along with at least one RN each shift in the Recovery area. | | | | |
| 28.2.7 | the following medications can be used in level III Anesthesia: | | | | |
| 28.2.7.1 | Propofol opioid antagonist in case of respiratory depression. | | | | |
| 28.2.7.2 | Remifentanil | | | | |
| 28.2.7.3 | Ketamine | | | | |
| 28.2.7.4 | Naloxone Injection (400mcg/ml) must be maintained in the facility as | | | | |
| 28.2.8 | The DSC maintains a policy on proper storage and handling of anesthesia agent | | | | |
| 28.2.9 | Second line (optional) emergency medication list shall be available in DSC providing level III anesthesia | | | | |
| 28.2.12 | The DSC shall maintain policies and procedures for the following | | | | |
| 28.2.12.1 | Patient care at recovery area and on discharging patients; (only anesthetist is privileged to discharge patient from the recovery area). | | | | |
| 28.2.12.2 | Difficult intubation | | | | |
| 28.2.12.3 | Instrument packing procedures and sterilization | | | | |
| 28.2.12.4 | Anesthesia infection control policy shall be available and implemented for anesthesia machines and equipment's and all anesthesia processes. | | | | |
| 28.2.12.5 | Safety measures shall be implemented against biohazards. | | | | |

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| 28.2.12.6 | In case of specialized operations such as pediatric surgery, the anesthetist must be competent and experienced to provide the specialized anesthesia Services. The anesthesia equipment's, monitoring devices, emergency medications, and resuscitative equipment must be appropriately for pediatric patients. | | | | |
| 28.2.13 | Its highly recommended from patient safety prospect, all DSC procedures and surgeries shall not exceed 6 hours, and that all procedures be completed by 3.00 pm | | | | |
| 28.2.14 | All anesthesia equipment should be maintained, tested, and inspected according to the manufacturer's specifications. Preventive Maintenance Program (PMP) shall be documented on the machines | | | | |
| 29 | Critical Care Services | | | | |
| 29.1 | DSC (level III) shall provide basic setup for an Intensive Care Unit (ICU), the anesthetist/ intensivist shall manage the ICU services in the DSC; he/she shall be Responsible for the quality and scope of service provided. Critical care services in DSC | | | | |
| 29.2 | All physicians performing procedure/surgery must have an active certification in BLS, ACLS and/or PALS | | | | |
| 29.3 | There must be one competent Registered Nurse (RN) with suitable training and experience in critical care on duty to provide the critical care services if required. There is evidence of the competency and training shall include the following: | | | | |
| 29.3.1 | Recognizing arrhythmias | | | | |
| 29.3.2 | Assisting physician in placing central lines or arterial | | | | |
| 29.3.3 | Obtaining blood gases ABG's | | | | |
| 29.3.4 | Central Venous Pressure (CVP) line | | | | |
| 29.3.5 | Infection control principles | | | | |
| 29.3.6 | Glasgow coma scale (GSC). | | | | |
| 29.3.7 | Training in using defibrillator and care of patients on ventilators. | | | | |
| 29.6 | Mandatory Emergency Medication for Level III Anesthesia shall be available in the DSC | | | | |
| 30 | Surgical Services | | | | |
| 30.2 | Written policies and procedures must be established and implemented .Policies shall cover but are not limited to the following areas: | | | | |
| 30.2.1 | Informed consent | | | | |
| 30.2.2 | Patient assessment | | | | |
| 30.2.3 | Techniques of various modes of sedations | | | | |

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| 30.2.4 | Appropriate patient monitoring | | | | |
| 30.2.5 | Response to complications | | | | |
| 30.2.6 | Use of reversal agents | | | | |
| 30.2.7 | Time out | | | | |
| 30.2.8 | Restrictions on access to the surgical suite and recovery room area | | | | |
| 30.2.9 | Proper attire in the surgical suite and recovery rooms area | | | | |
| 30.2.10 | Responsibility for the supervision in the OT and recovery area. | | | | |
| 30.2.11 | Discharging patient | | | | |
| 30.2.12 | Sterilization and disinfection of equipment and supplies | | | | |
| 30.2.13 | Infection control policies | | | | |
| 30.3 | Maintenance of operating theatre records shall include, but are not limited to | | | | |
| 30.3.1 | Name and identification number of each patient | | | | |
| 30.3.2 | Date, inclusive of time of the surgical procedure | | | | |
| 30.3.3 | Surgical procedure(s) performed and Time out | | | | |
| 30.3.4 | Name(s) of surgeon/s and assistants if any | | | | |
| 30.3.5 | Name of nursing personnel (scrub and circulating) | | | | |
| 30.3.6 | Type of anesthesia | | | | |
| 30.3.7 | Name and title of person managing anesthesia | | | | |
| 30.3.8 | Requirements for testing and disposal of surgical | | | | |
| 30.3.9 | Circumstances that require the presence of an | | | | |
| 30.3.10 | Procedures for handling infectious cases | | | | |
| 36 | Pharmacy | | | | |
| 36.1 | Storage, control, handling, compounding & dispensing of drugs, devices & biological materials are according to the applicable MOH law & regulations | | | | |
| 36.3 | Double locked storage for controlled substances is provided as per the MOH requirements | | | | |
| 36.4 | Drugs, devices & biologicals must be stored in locked areas according to the manufacturer's instructions | | | | |

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| 36.7 | Supply of drugs & devices must be checked on a regular basis to ensure expired, mislabeled, unlabeled or unusable products aren't available for patient use & are disposed accordingly | | | | |
| 38 | Nutrition Services | | | | |
| 38.1 | Nutrition services shall be provided by the DSC either on the premises or with written agreement with an external provider, If provided internally, firm hygienic conditions should be maintained in the DSC kitchen during preparing, storing and serving food. | | | | |
| 39 | Laundry | | | | |
| 39.1 | DSC shall provide a laundry services either inside the facility or outsource the service, the laundry shall be fully equipped with machines used for cleaning and washing clothes, sheets and covers | | | | |
| 42 | Care for Deceased Patients | | | | |
| | A policy for mortuary management covering this rare and tragic event shall be available in the facility. | | | | |
| 44 | Infection Prevention & Control | | | | |
| 44.2 | Infection control policies address the specific infection risks & hazards in the DSC including | | | | |
| 44.2.1 | The basic measures for infection control | | | | |
| 44.2.2 | The procedures for minimizing risk | | | | |
| 44.2.3 | Use of standard precautions & additional precautions in certain cases | | | | |
| 44.2.4 | Environmental cleaning, single-use items & reprocessing of sterile instruments | | | | |
| 44.5 | Post-exposure prophylaxis protocols are available | | | | |
| 45 | Falls Management Program | | | | |
| 45.1 | A policy exists for falls management | | | | |
| 45.2 | Falls prevention information is provided to staff, patients & patient's family/patient representative | | | | |
| 46 | Patients' Rights & Responsibilities | | | | |
| 46.2 | Patients have access to health services cost. Cost information is displayed in the form of price | | | | |

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| | leaflet/brochure or any other form feasible for the DSC facility | | | | |
| 46.3 | A Charter of Patients' Rights & Responsibilities is communicated & displayed in at least two languages – Arabic & English – in all patient care & waiting areas & posting on the Facility's website | | | | |
| 46.8 | Policy for patients in case they refuse treatment to be advised of the medical consequences of that refusal is available | | | | |
| 47 | Informed Consent | | | | |
| 47.3 | Consent documentation are maintained in the patient's health record | | | | |
| 50 | Health Records | | | | |
| 50.1 | A legible, complete, comprehensive, & accurate health record must be maintained for each patient | | | | |
| 50.2 | Patient's health record should include medical history, physical examination, any pertinent progress notes, operative reports, investigation reports & communication with the patient or the patient's representatives. It should highlight allergies & untoward drug reactions | | | | |
| 50.4 | Medical reports should be signed & stamp by the treating physician | | | | |

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| 50.5 | All information relevant to a patient should be readily available to authorized healthcare professionals or in the event that a patient is transferred | | | | |
| 52 | Health Record Management Systems | | | | |
| 52.2 | A health record room or area with adequate staff, supplies & equipment is provided in each facility | | | | |
| 52.8 | Clinical classification is undertaken for all inpatient admissions in accordance with the International Classification of Disease 10 (ICD10) | | | | |
| 55 | Complaints System | | | | |
| 55.1 | Complaint management policies exists | | | | |
| 55.4 | Complaints related to medical issues must be reported to clinical governance office (Clinical Governance Office) in HRD | | | | |
| 55.5 | Complaint files is available during an audit by the HRD surveyors | | | | |
| 59 | Healthcare Professionals Minimum Requirements | | | | |
| 59.1 | All healthcare professionals in the facility hold an active DHA professional license & work within their scope of practice | | | | |
| 59.2 | Appropriate & sufficient number of healthcare professionals are required to be on duty at all times to diagnose, plan, supervise & evaluate patient care | | | | |
| 59.4.5 | There is a sufficient number of registered nurses on duty to plan, supervise & provide nursing care | | | | |
| 59.4.6 | One full time or part time pathologist supervises Clinical Laboratory services in the DSC facility | | | | |
| 59.4.7 | At least one DHA licensed laboratory technician is available & responsible for the laboratory investigations | | | | |
| 59.4.8 | One full time or part time Radiologist is available to supervise & manage the radiology services in the DSC facility | | | | |
| 59.4.9 | One DHA licensed radiographer is available & responsible for the radiology investigations | | | | |
| 59.5 | All healthcare professionals maintain valid certification in basic Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS) | | | | |
| 61 | Medical Equipment & Supplies | | | | |

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| 61.2 | Preventive Maintenance (PM) is kept for each equipment in the facility which includes the following | | | | |
| 61.2.2 | Checklist for PM schedule | | | | |
| 61.2.3 | Documentation of failure incidence & repairs done | | | | |
| 61.4 | DSC maintains copy of operator & safety manuals of all medical equipment & inventory list with equipment location | | | | |
| 64 | Hazardous Substances & Dangerous materials | | | | |
| 64.1 | DSC have policies & procedures comply with local regulations | | | | |
| 64.3 | Each DSC have a current list of hazardous substances & dangerous materials used in their area, the list covers | | | | |
| 64.4 | All substances are clearly labeled; this includes corrosives, acids, toxic material, hazardous gases & anesthetic gases | | | | |
| 65 | Waste & Environmental Management | | | | |
| 65.1 | DSC develops & implements a waste & environmental management policy | | | | |
| 65.3 | Proper storage & containers for disposing waste material are maintained | | | | |
| 65.4 | Contracting with a specialized company to transport & destroy medical waste materials is according to the conditions issued by Public Health Department in Dubai Municipality | | | | |
| 65.5 | Disposing medical liquids, drugs, solutions & dangerous chemical materials into usual sewage disposal is prohibited | | | | |

| 66 Emergency & Disaster Management | | | | | |
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| 66.1 | DSC develops a plan & policies for dealing with & managing emergencies & internal disasters | | | | |
| 66.2 | DSC conducts Emergency practice / drill exercises including fire & evacuation | | | | |
| 66.3 | Evacuation maps posted in the DSC | | | | |
| 66.5 | Staff is educated & trained at orientation & annually in fire & evacuation | | | | |
| 67 Security Management | | | | | |
| 67.4 | There is a security policy | | | | |
| 67.6 | Restricting access to sensitive areas by Security Personnel / Security System such as operating area | | | | |

Inspectors: (Name & Signature)

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