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Non-Surgical Cosmetic Procedures – Final Checklist

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	Remark
5.	Standard One: Registration And Licensure Procedures			
5.1.4.	Have in place internal policies and procedures for the following, but not limited to:			
a.	A clearly defined policy on what constitutes a “medical-related” procedure.			
b.	Incident reporting.			
c.	Service description and scope of services.			
d.	Patient assessment criteria.			
e.	Patient education and communication.			
f.	Informed consent.			
g.	Patient health record, confidentiality and privacy.			
h.	Hazardous waste management.			
i.	Infection control measures.			
j.	Medication management.			
k.	Readiness plan/Emergency response.			
l.	Staffing plan, staff management and clinical privileging.			
m.	Clinical audit and quality performance management.			
n.	Patient complaint.			
5.1.5.	Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications.			
6.	Standard Two: Health Facility Requirements			
6.2.1.	Ensure all consumables, equipment, pharmaceutical drugs/products required for each procedure are stored in a secured area.			
6.2.2.	Provide comfortable and safe treatment environment in the health facility and assure patient privacy and confidentiality.			

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6.3.	The health facility providing laser therapy must ensure that the laser environment and laser safety requirements comply with DHA standards and policies.			
6.3.1.	The room shall have a minimum floor area of 7.5 square meters.			
6.3.2.	Room arrangement shall permit a minimum clearance of ninety (90) centimetres at each side and at the foot of the bed.			
6.3.3.	The room entrance shall have a laser safety sign posted visibly on the door.			
6.3.4.	Protective measures need to be taken to prevent stray laser radiation from leaving the room or from reflecting and for safe laser and IPL practice. These measures include but are not limited to:			
a.	The walls of the room should be painted with a matt coloured paint.			
b.	Selected flooring surfaces shall be easy to maintain, readily cleanable and appropriately wear-resistant for the location. Wooden flooring could be used in treatment rooms. Carpets shall not be used in the treatment room.			
c.	The room shall have no metallic surfaces or mirrors.			
d.	The light used in the room must be non-reflecting.			
e.	Windows shall be kept closed and curtain used shall be made of non-reflecting materials.			
f.	Treatment couch shall be white colour or covered with white sheet.			
g.	Non-reflective instruments shall be used.			
6.4.	The health facility shall be made to accommodate people of determination.			

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