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Optical Centers and Optometry Services Final Checklist.

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A
5.	Standard One: Registration and Licensure Procedures			
5.4.	The health facility should develop the following policies and procedures; but not limited to:			
5.4.1.	Patient acceptance criteria			
5.4.2.	Patient assessment and admission			
5.4.3.	Patient education and Informed consent			
5.4.4.	Patient health record			
5.4.5.	Infection control measures and hazardous waste management			
5.4.6.	Incident reporting			
5.4.7.	Patient privacy			
5.4.8.	Medication management			
5.4.9.	Emergency action plan			
5.4.10.	Patient discharge/transfer.			
5.5.	The health facility shall maintain charter of patients' rights and responsibilities posted at the entrance of the premise in two languages (Arabic and English).			
5.6.	The health facility shall have in place a written plan for monitoring equipment for electrical and mechanical safety, with monthly visual inspections for apparent defects.			
5.7.	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical			

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	gases, sinks and drains, lighting, electrical outlets and communications.			
6.	Standard Two: Health Facility Requirements			
6.2.	The standalone or existing health facility shall have the following:			
6.2.1.	Display area shall have shelves or cupboards to display optical frames, glasses and lenses.			
6.2.2.	Eye examination room shall:			
a.	Have a minimum floor area of 7.5 square meters. Smaller floor areas shall be approved upon submitting appropriate justification			
b.	Have an examination chair, which shall be placed not less than three (3) meters away from the sight chart or according to the manufacture's recommendation			
c.	Have a counter or table for writing			
d.	Have a hand-washing station with a hands-free operating tap, non- refillable soap or liquid or Foam soap dispensers, a hand sanitizer dispenser and provisions for hand drying at the hand-washing station(s), and education posters for handrub and handwash.			
f.	Be oriented to provide patient privacy.			
g.	The facility shall be designed to easily accommodate People of Determination and aligned with the Dubai Universal Design Code.			
6.4.2.	To obtain the DHA license, the applicant must meet the following:			
c.	The walls floors and doors shall have contrast colours to reduce the risks of falls by patients with blurred vision			
d.	Selected flooring surfaces shall be easy to maintain, readily cleanable, slip-resistant and appropriately wear-resistant for the location			
e.	Based on the anticipated special needs patients the health facility should provide access to optometry services.			

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f.	Keep floors, work surfaces and other areas clean and neat			
g.	Maintain adequate lighting and utilities			
h.	Designate specific areas for general storage of supplies and equipment			
i.	A “No Smoking” sign must be visibly displayed in the facility			
j.	First aid kit shall be labelled and provided in the optical center			
6.4.3.	The applicant should develop standard operating procedures to govern all administrative functions and optometry services including, but not limited to:			
a.	Patient assessment and care planning			
b.	Health record documentation methodology			
c.	Access and transfer of patient data and/ or health records including use of electronic health records			
d.	Training program for optometry staff			
e.	The applicant should display the facility safety plan and install fire safety equipment to comply with the fire safety requirements by the Dubai Civil Defence Department.			
9.	Standard Five: Equipment Management			
9.5.	Equipment shall be installed and operated in accordance with manufacturer specifications.			
9.11.	Computer used for eye measures should be calibrated according to manufacturers’ requirements.			
10.	Standard Six: Fire Safety and Security Management			
10.1.	The health facility shall ensure all signs for fire routes are clearly noticeable and marked.			
10.2.	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here".			