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## Standards for Optical Centers and Optometry Services Random Checklist

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

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

Ref.	Description	Yes	No	N/A
<b>5.</b>	<b>Standard One: Registration and Licensure Procedures</b>			
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).			
5.7.	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications.			
<b>6.</b>	<b>Standard Two: Health Facility Requirements</b>			
6.2.1.	Display area shall have shelves or cupboards to display optical frames, glasses and lenses.			
6.2.2.	Eye examination room shall:			
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.			
<b>6.3.</b>	<b>Management responsibilities:</b>			
6.3.1.	Ensure DHA license is visibly displayed in the health facility.			
6.3.2.	Ensure that all healthcare professionals maintain an active DHA license with malpractice insurance.			

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6.3.3.	Ensure that enough optometry staff is available to provide the service during the facility working hours.			
6.3.4.	Ensure that the facility environment is clean and safe.			
<b>6.4.2.</b>	<b>To obtain the DHA license, the applicant must meet the following:</b>			
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.			
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			
<b>7.</b>	<b>Standard Three: Healthcare Professionals Requirements</b>			
7.1.	The optical center shall employ sufficient number of optometrists to meet the functional requirement of the optometry services.			
7.2.	Optometry services in optical centers, clinics and hospitals shall employ sufficient number of optometry staff to meet the functional requirement of the services.			
7.4.	All healthcare professionals shall wear clean uniforms, display name badges or DHA license during working hours.			
<b>8.</b>	<b>Standard Four: Prescribing And Dispensing Of Optical Devices</b>			
8.1.	An ophthalmologist or optometrist shall prescribe the optical devices and lenses. A dispensing optician or optometrist dispenses the optical devices prescribed.			
8.2.	All prescriptions should have the following details but not limited to:			
8.2.1.	Facility name, address and DHA license number at which examination has been conducted			
8.2.2.	Patient identification including but not limited to; name, record number or emirates identity card number			
8.2.3.	Prescriber name, DHA license number and signature			
8.2.4.	Date of test			
8.2.5.	Main reason for the visit			
8.2.6.	Ocular history (Applicable to ophthalmologists only).			

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8.2.7.	Family ocular history (Applicable to ophthalmologists only).			
8.3.	Validity of prescription			
8.3.1.	Prescriptions are valid for one (1) year.			
8.3.2.	Prescriptions shall be saved as either a hard copy or soft copy in the database for future reference.			
8.3.3.	Optical devices could be dispensed without prescription, such as when duplicating a recent and existing pair of spectacles.			
<b>9.</b>	<b>Standard Five: Equipment Management</b>			
9.2.	The equipment that should not be found at an optical center are listed below:			
9.2.1.	Fundus camera			
9.2.2.	Tonometer			
9.2.3.	Optical Coherence Tomography (OCT)			
9.3.	All equipment used for optometry services should be registered with the Ministry of Health (MOH) in the UAE.			
9.4.	Equipment used should be approved by the following or equivalent bodies:			
9.4.1.	Food and Drug Administration (FDA)			
9.4.2.	Conformité Européene (CE)			
9.4.3.	Australian Register of Therapeutic Goods (ARTG).			
9.5.	Equipment shall be installed and operated in accordance with manufacturer specifications.			
9.6.	Instructions of the equipment manufacturer must be followed in performing the cleansing or priming procedure prior to commencing any examination. The manufacturer should recommend cleansing solution used.			
9.7.	The facility shall maintain the following:			
9.7.1.	Operating and safety manuals for equipment.			
9.7.2.	Maintenance logbooks for equipment.			
9.8.	Preventive maintenance (PM) of equipment shall be maintained, documented and signed.			
9.9.	All necessary parts should be changed as per manufacturer's instructions, documented and signed.			
9.10.	Eye lenses set shall be kept clean and in good condition.			
9.11.	Computer used for eye measures should be calibrated according to manufacturers' requirements.			
9.12.	Out of service equipment shall be clearly marked.			
9.14.	Operating new equipment			

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9.14.1.	Orientation programs for new recruited staff			
9.14.2.	Equipment management and failure.			
<b>10.</b>	<b>Standard Six: Fire Safety and Security Management</b>			
10.2.	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here".			
10.3.	The health facility shall maintain fire extinguishers, fire protection equipment as per the DCD requirements and ensure equipment are working properly.			
<b>11.</b>	<b>Standard Six: Infection Prevention</b>			
11.2.	Chinrests and headrests on slit lamps, field screeners, keratometers, auto refractors, or any other equipment should be cleaned with a sterile wipe before use by each patient.			
11.3.	The bridge and sides of trial frames and forehead and cheek rests of auto refractor and slit-lamp heads are cleaned anew for each patient.			
11.4.	Items coming into contact with a patient's eye shall not be reused.			
11.5.	Diagnostic solutions such as sterile saline or contact lens soaking solutions shall be clearly marked with the date first used and stored with caps on and not used beyond the recommended dates.			

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