

Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder
It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
Information Security Classification: ☒ Open ☐ Shared -Confidential ☐ Shared-Sensitive ☐ Shared-Secret

Mental Health Services Checklist-Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	Remarks
6.	Standard Two: Health Facility Requirements			
6.10.	The HF should develop the following policies and procedures to support the delivery of high-quality and safe care; included but not limited to:			
6.10.11.	Medication management and pharmacy services as per DHA Guidelines for Pharmacy.			
9.	Standard Five: Patient Care			
9.2.5.d.	Care plans shall include: Medication management plans (if applicable)			
11.	Standard Seven: Medication Management Requirements			
11.1.	Medication use in the mental health facilities shall be organized to meet patient needs and comply with applicable local and federal laws and regulations in the UAE.			
11.2.	Medications shall be safely stored to ensure efficacy and safety:			
11.2.1.	A secured, lockable steel cabinet(s) for controlled and semi-controlled drugs.			
11.2.2.	Access to storage areas limited to authorized healthcare professionals (HPs).			
11.2.3.	All medications must be stored in accordance with the manufacturer requirements.			
11.3.	Risks related to medications shall be managed:			
11.3.1.	look-alike, sound-alike (LASA) medications identified and segregated.			

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Standards for Mental Health Services – Random	CP_9.6.03_F54	01	Apr 11, 2025	Apr 11, 2028	1/2

11.3.2.	Multi-use medications labelled with the open date and expiration date.			
11.3.3.	Expired medications removed and discarded according to DHA Medication Disposal and Waste Management. a. For controlled/semi-controlled drugs, the facility must contact the Drug Control Section.			
11.3.4.	HPs shall have timely access to: 4. Patient information, including medication allergies and adverse drug reactions. 5. The patient's medication profile and essential information. 6. Medication management processes, the formulary, and information on high-alert medications.			
11.4.	Medications shall be safely and appropriately prescribed, ordered, and administered:			
11.4.1.	All instructions related to medications (including medication orders, reorders, and reassessments) shall be recorded in a timely manner upon admission, end of service, or transfer to another level of care.			
11.4.2.	Medications shall be dispensed in a safe, secure, and timely manner.			
11.4.3.	Prescribed medications shall be administered safely.			
11.4.4.	Medications prescribed and/or administered shall be noted in the patient's health record.			
11.4.5.	A copy of controlled and semi-controlled drug prescriptions is maintained in the patient's health record.			
11.5.	Drug incidents and medications errors shall be reported to HRS through the email: Drugcontrol@dha.gov.ae by filling the Drug Incident Report form within forty-eight (48) hours. The form is available in Appendix 5 of the DHA pharmacy Guidelines.			