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Clinics in Educational and Academic settings Inspection Checklist- Random

Name of the Facility: _____

Date of Inspection: ____/____/____

| Ref. | Description | Yes | No | N/A | Remarks |
|----------|--|-----|----|-----|---------|
| 5 | STANDARD ONE: REGISTRATION AND LICENSURE PROCEDURES | | | | |
| 5.2. | Ensure adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, electrical outlets and communications. | | | | |
| 5.3. | Display Patients' Rights and Responsibilities Charter in Arabic and English. | | | | |
| 6 | STANDARD TWO: HEALTH FACILITY REQUIREMENTS | | | | |
| 6.1.7. | Provision of hand hygiene facility in consultation and treatment areas, with wall mounted non-refillable soap, wall mounted non-refillable hand sanitizer, wall mounted paper towel near each hand-washing sink. | | | | |
| 6.1.8. | Be provided with screens to ensure gender privacy. (If there is no separate observation room and treatment room). | | | | |
| 6.1.9. | No cameras are installed in the consultation or treatment area to ensure patient privacy. | | | | |
| 6.1.13. | All announcements should be posted outside the clinic on a specified board or they should be laminated. | | | | |
| 6.3. | If there are more than one clinics, both clinics should be functionally equipped. | | | | |
| 7 | STANDARD THREE: ISOLATION ROOM REQUIREMENTS | | | | |
| 7.1. | The isolation room, is to be preferably located close to the clinic and with following requirements: | | | | |
| 7.1.2. | Preferably a hand washing sink inside the room with a non-refillable hand detergent. | | | | |

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| 7.1.3. | Access to non-refillable hand sanitizers. | | | | |
| 7.1.5. | A viewing window to monitor the student from the clinic or a camera only with live feed (recording is not permitted). | | | | |
| 7.1.8. | Access to Personal Protective Equipment (PPE) trolley or shelves outside the isolation room. | | | | |
| 7.1.9. | In case there is more than one student in the isolation room, use a screen between the two students and maintain proper social distancing. | | | | |
| 8 | STANDARD FOUR: HEALTHCARE PROFESSIONAL REQUIREMENTS | | | | |
| 8.1. | All healthcare professionals shall be DHA licensed and have the necessary training and skills to deliver the services provided. | | | | |
| 8.2. | The health facility shall have the required healthcare professionals at all times that there are students in the educational or academic setting. | | | | |
| 8.3. | At least one (1) healthcare professional with training in advanced resuscitative techniques, e.g. Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support Course (PALS) shall be immediately available until all school student leave the school. | | | | |
| 8.5.4. | Health and safety officer or a crisis response team, to handle any emergency, follow up, monitor the implementation of health and safety procedures and conduct all necessary trainings for students and staff. | | | | |
| 8.5.5. | Appoint an infection control coordinator. | | | | |
| 8.6. | <p>Physician- Each school shall appoint physician(s) as per existing on site school student population, stated in Table 1 below</p> <p>Table1: Minimum Number of Licensed Physician(s) required in the school as per existing on site student population</p> <p>Number of Students - Number of School Health Physician</p> <p>1 to 500 students - One (1) part time Physician</p> <p>500- 3000 students - One (1) Full time Physician</p> | | | | |

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| | 3000-10,000 students - Two (2) full time Physicians More than 10,000 students - Three (3) full time Physicians | | | | |
| 8.6.1. | A Part-time Physician shall be available for a minimum of two (2) times a week for minimum two (2) hours per day and shall be available in-call to address emergencies. | | | | |
| 8.6.3. | The Physician shall: | | | | |
| d. | Develop, assess, plan and implement Individualized Health Care Plan (IHCP) and Emergency Health Care Plan (EHCP) for children with chronic illnesses and children with determination, including allergies. | | | | |
| II. | Comprehensive medical examination of students at KG/Foundation Stage, Grade one (1)/Year two (2), Grade four (4)/Year five (5), Grade seven (7)/Year eight (8), Grade ten (10)/Year eleven (11) and for new admission at any grade/year in schools and at entry level in colleges and universities. The findings have to be documented in the health record maintained at the clinic of the educational or academic setting. | | | | |
| 8.7.1. | There shall be one (1) full time School Nurse per every seven hundred and fifty (750) existing on site school student population. | | | | |
| 8.7.3. | A Temporary Nurse shall be arranged by the management of the educational or academic setting from an agency approved by HRS, DHA, in case the employed RN is on leave. | | | | |
| 9 | STANDARD FOUR: RESPONSIBILITY OF THE MANAGEMENT | | | | |
| 9.1.3. | Maintain a clean and safe physical environment in the clinic. | | | | |
| 9.1.16. | Notify parents and/or guardians, of any suspected deviation from normal or usual health found because of a screening test (e.g., vision screening), health examination and/or school staff observation. | | | | |
| 9.1.17. | Ensure that the Physician and RN are responsible for the complete, cumulative health record for each student. The health | | | | |

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| | records should: | | | | |
| a. | Be maintained in a legible, comprehensive and accurate manner for each student that includes the following, but not limited to: | | | | |
| i. | Health history | | | | |
| ii. | Physical examination | | | | |
| iii. | Progress notes | | | | |
| iv. | Laboratory reports | | | | |
| v. | Imaging reports | | | | |
| vi. | Treatment plan | | | | |
| vii. | Follow-up | | | | |
| viii. | Immunization status | | | | |
| ix. | Documentation of any traumatic injuries and episodes of sudden illness | | | | |
| x. | Documentation of any nursing assessments. | | | | |
| xi. | Documentation of any consultations with school personnel, students, parents, or health care providers related to a student's health problem(s), recommendations made and any known results. | | | | |
| xii. | Documentation of the health care provider's orders, if any, and parental permission to administer medication or medical treatment to be given in school by the school nurse. | | | | |
| xiii. | Communication with other student/patient and his/her parents the necessity, appropriateness and alternatives of a treatment along with the informed consent. | | | | |
| xiv. | Allergies and untoward drug reactions and the physician's order to administer the epinephrine auto-injector and the parental authorization. | | | | |
| b. | Be organized to facilitate ease of access and continuity of care in a secured setting with restricted access. Appropriate steps shall be taken for the protection of all student health records, including the provisions for the following: | | | | |

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| i. | Secure health records at all times, including confidentiality safeguards for electronic health records. | | | | |
| ii. | Ensure that each student is allocated a specific unique identifier, and where multiple records for the same student exist they are cross- referenced. | | | | |
| d. | Be maintained (the original/copy of the health record) for a minimum of five (5) years after the student turns eighteen (18) years of age, or five (5) years after the student leaves the educational or academic institution. | | | | |
| 9.2.7. | Do not use the DHA logo in any of the documentation or in any other form, unless permitted by DHA. | | | | |
| 10 | STANDARD FIVE: EQUIPMENT AND SAFETY | | | | |
| 10.2.2. | Have appropriate fire-fighting equipment, signage, emergency power capabilities, lighting and an evacuation plan. | | | | |
| 10.2.4. | Regularly inspect and maintain all equipment used in patient care, testing, or emergency situations according to manufacturers' specifications. | | | | |
| 10.2.5. | Eliminate hazards that might lead to slipping, falling, electrical shock, burns, poisoning, or other trauma. | | | | |
| 11 | STANDARD SIX: VACCINATION AND MEDICATION MANAGEMENT | | | | |
| 11.4. | Vaccination shall be carried out as per the DHA Best Practice Immunization Guideline 2020 by a DHA licensed Physician or a competent Registered Nurse (RN) after receiving a written informed consent from parents/guardians which is valid for one (1) month from the date of consent. | | | | |
| 11.5. | It is prohibited to keep vaccines in the school when the session of vaccination is finished. | | | | |
| 11.5.2. | All used vaccines containers should be disposed appropriately in sharps container. | | | | |
| 11.7. | Administered of medication shall be only with the approval from the parents/guardians. | | | | |

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| 11.10. | All medication shall be stored securely in an appropriately temperature controlled area during holidays. | | | | |
| 11.11. | In the absence of the School Physician a signed and documented Standing Order of drugs/treatments shall be maintained to authorise a competent School Nurse to administered medication to the student. | | | | |
| APPENDIX 3: PHYSICAL REQUIREMENTS AND SUPPLIES | | | | | |
| A. Standard Fixtures And Furniture | | | | | |
| 1 | Computer with internet facility in each clinic | | | | |
| 2 | Cupboard with lock for supplies and instruments | | | | |
| 3 | Digital Thermometers for refrigerator and vaccine carrier | | | | |
| 4 | Hygrothermometer where medication is stored | | | | |
| 5 | Disposable paper hand towel dispenser or electric hand dryer | | | | |
| 6 | Filing cabinet/rack for files under lock | | | | |
| 7 | Foldable Stretcher | | | | |
| 8 | Foot operated covered waste disposable bin | | | | |
| 9 | Hand wash basin | | | | |
| 10 | Height adjustable examination couch with washable mattress and provision for towel paper to cover it | | | | |
| 11 | IV stand | | | | |
| 12 | Medium size notice board | | | | |
| 13 | Non refillable liquid soap dispenser with undiluted liquid soap | | | | |
| 14 | Observation bed (height adjustable) | | | | |
| 15 | Office desk and chairs | | | | |
| 16 | Portable screen (if there are no separate treatment rooms) | | | | |
| 17 | Refrigerator | | | | |
| 18 | Stainless steel dressing trolley (2 layer with castor wheels) | | | | |
| 19 | Telephone with external facilities | | | | |
| 20 | Vaccine carrier/box and ice pack | | | | |

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| 21 | Wheel chair | | | | |
| B. Standard Equipment | | | | | |
| 1 | Adult combined height/weight scale (not bathroom scale) | | | | |
| 2 | Autoclave (if required) | | | | |
| 3 | Automated External Defibrillator (AED) | | | | |
| 4 | Bandage Scissors | | | | |
| 5 | Basin | | | | |
| 6 | Disposable Dressing Packs | | | | |
| 7 | Electronic Blood Pressure (BP) apparatus | | | | |
| 8 | ENT Diagnostic Set | | | | |
| 9 | Eye Chart | | | | |
| 10 | First aid kit | | | | |
| 11 | Galipot | | | | |
| 12 | Glucometer | | | | |
| 13 | Injection tray with lid | | | | |
| 14 | Kiney tray/dish (big size) | | | | |
| 15 | Nebulizer | | | | |
| 16 | Oxygen cylinder with regulator and flow meter | | | | |
| 17 | Percussion Reflex Hammer | | | | |
| 18 | Pickup forceps | | | | |
| 19 | Portable oximeter | | | | |
| 20 | Sharp safe box | | | | |
| 21 | Stethoscope | | | | |
| 22 | Tape measure | | | | |
| 23 | Thermometer | | | | |
| 24 | Torch with batteries | | | | |
| 25 | Tuning fork | | | | |
| C. Standard Supplies | | | | | |

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| 1 | Adhesive plasters of different sizes | | | | |
| 2 | Alcohol preps | | | | |
| 3 | Band aids | | | | |
| 4 | Disposable ear speculum | | | | |
| 5 | Disposable gloves | | | | |
| 6 | Disposable hand towels | | | | |
| 7 | Disposable medicine cups | | | | |
| 8 | Disposable nebulizer mask (adult and pediatric) | | | | |
| 9 | Disposable oxygen facial masks (adult and pediatric) | | | | |
| 10 | Disposable Personal Protective Equipment (PPE) | | | | |
| 11 | Disposable surgical roll | | | | |
| 12 | Disposable thermometer sleeves/covers | | | | |
| 13 | Disposable wooden spatulas | | | | |
| 14 | Elastic bandages of different sizes | | | | |
| 15 | Gauze bandages of different sizes | | | | |
| 16 | Hypodermic needles –g.21, g.23 and g. 25 | | | | |
| 17 | Impermeable plastic sheet for covering bed | | | | |
| 18 | IV cannulas /butterflies | | | | |
| 19 | IV Infusion set | | | | |
| 20 | Splints of different sizes | | | | |
| 21 | Sterile cotton buds | | | | |
| 22 | Sterile ear buds | | | | |
| 23 | Sterile gauze pieces | | | | |
| 24 | Syringes | | | | |
| D. | Standard Solutions and Medicines | | | | |
| 1 | Adrenaline | | | | |
| 2 | Antiseptic solutions | | | | |
| 3 | EpiPen | | | | |

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| 4 | Glucagon | | | | |
| 5 | Hydrocortisone | | | | |
| 6 | IV Solutions: - Dextrose - Normal Saline - Distlle water for Oxygen humidifier | | | | |
| 7 | Normal saline for injection | | | | |
| 8 | Normal saline solution for irrigation | | | | |
| 9 | Spirit 70% | | | | |

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