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Diagnostic Imaging Services Inspection Checklist- Random

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
3	Final Inspection and Issuing the License				
3.2.8	Maintain Charter of Patients' rights and responsibilities noticeably posted on the premises at least in two languages (Arabic and English).				
3.2.9	Maintain adequate lighting and utilities, including temperature controls, water taps, sinks and drains, electrical outlets and communications;				
3.2.10	Keep floors, work surfaces, and other areas clean and neat;				
3.2.11	Clearly display the hours of operation of the facility as well as the type of services available;				
3.2.12	Clearly displayed hazardous signs aimed to restrict access for the safety of patients, visitors and staff				
3.6	The facility license shall be visibly posted on the premises.				
5	Management Responsibilities				
5.6	Maintain an active FANR license for using ionizing radiology equipments in the facility				
16	Conventional Radiography				
16.3	Wall finish shall be general paint. Floor Finish: Vinyl Composition Tile				
16.10.	Contrast media preparation:				
16.10.1	If contrast media are used, this area shall include provision of sink, counter, and storage area for medication and crash cart.				
16.10.2	Provision for central oxygen or oxygen cylinder				

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16.10.3	Appropriate emergency equipment and medications must be immediately available to treat adverse reactions associated with administered medication				
16.13	Radiology equipment and supplies include but not limited to:				
16.13.2	Lead aprons.				
16.13.3	Gonad shields				
16.13.4	Immobilizer.				
16.13.5	Cassette and grids.				
16.13.6	Emergency trolley.				
16.13.9	Foot step to help Patients to step in to X-ray table.				
16.13.11	Lead apron hanger.				
16.14	Green/Red warning light sign indicating when the X-ray beam is OFF/ON.				
16.15	X-ray caution sign on the tube housing.				
19	Computerized Tomography (CT) Scanning				
19.12	Magnetic door interlock with CT controller to prevent interruption of scanning procedure				
19.13	Warning light with wording "CT IN USE, DO NOT ENTER". Provide interface with CT controller via interface relay.				
19.15	Radiation warning signs should be posted on the entrance door of CT scanner room				
20	Mammography				
20.2	Door mammography room should be with interlock to prevent interruption of scanning procedure.				
20.3	Warning light with wording "X-RAY IN USE, DO NOT ENTER".				
21	Magnetic Resonance Imaging (MRI)				
21.8.5	Magnetic door interlock				
21.8.6	MRI Warning light and signs				
21.8.7	Compatible MRI medical equipments including but not limited to				

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	sphygmomanometer, wheel chair and injector.				
23	Nuclear Medicine Facility				
23.3.2.3	Shielding Tools and Containers (for vials, syringes, L-shape shield for dose labeling area, radioactive storage and waste, etc)				
23.3.2.4	Clean and Smooth working surface,				
23.3.2.5	Protective clothing (Gloves, Lab coat, etc)				
23.3.2.7	Radiation Signs for labeling,				
23.3.2.8	Radiation warning Signs for controlled Area,				
23.3.2.9	Pregnancy radiation warning signs in the waiting areas.				
23.3.2.11	Syringes and needles,				
23.3.2.13	Decontamination Kit,				
23.3.3	Injection Room:				
23.3.3.2	Spill tray lined with absorbent paper				
23.3.3.3	Shielded radioactive waste container.				
25	Patient Assessment				
25.4	A sample of requests or records documenting the clinical need for the diagnostic imaging procedures shall be maintained at the health facility.				
28	Anaesthesia				
28.2	Consultant/Specialist anesthetist licensed by DHA shall be available during the provision of anesthetic care.				
28.4	Physicians and nurses providing anesthetic care shall hold an active Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) training if dealing with adults or Pediatric Advanced Life Support (PALS) if dealing with children.				
28.5	Documentation of patient care shall be performed by the supervising anesthetist administering the sedative or general anesthesia agents.				
28.6	There should be sufficient space to accommodate all necessary				

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	equipment and personnel and to allow for expeditious access to patients and all monitoring equipment. For anesthesia care provision the following equipment shall be provided:				
28.6.1	Reliable oxygen source with back up tank				
28.6.2	Airway equipment: appropriate sized oral airways, endotracheal tubes, laryngoscopes, normal masks and laryngeal masks				
28.6.3	Defibrillator				
28.6.4	Double tourniquets if the practice performs Bier blocks				
28.6.5	Pulse oximeter				
28.6.6	Electrocardiographic (ECG) monitor				
28.6.7	Temperature monitoring system for procedures lasting more than 30 minutes				
28.6.8	Blood pressure apparatus with different size cuffs				
28.6.9	Suction apparatus				
28.6.10	Emergency crash cart				
29	Dental Radiology Services				
29.4	Dental hygienists and dental assistants can perform Intra-oral radiography' periapical, bitewing and occlusal views				
30	Referral and Self-Referred Patients				
30.2	Some patients are self-referred, such as for mammography, or are referred by a third party, such as an insurer or employer. In such cases Information about the results of the diagnostic imaging procedure must be documented.				
31	Emergency Management and Transfer				
31.3	List of emergency medical equipment required in the diagnostic imaging service provider:				
31.3.1	Defibrillator				
31.3.2	Emergency Cart with Emergency medicines				
31.3.3	Resuscitation Kit + Cardiac board + Oral airways				

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31.3.4	Diagnostic set				
31.3.5	Patient trolley with IV stand				
31.3.6	Nebulizer				
31.3.7	Refrigerator for medication storage				
31.6	Storage areas for general medical, emergency supplies, medications and equipments shall be under staff control and out of the path of normal traffic.				
33	Infection Prevention and Control				
33.2.1	Conveniently located hand wash basins, used only for washing purpose with hands free operating taps.				
33.2.2	Wall mounted non-refilling liquid soap dispenser next to each hand wash basin				
33.2.3	Wall mounted paper towel in use				
33.2.4	Staff education on hand washing technique.				
38	Reporting by Non-Radiologist				
38.2	Licensed Consultant/Specialist physicians can perform ultrasound limited to their specialty scope only if they hold specialized certificate/training course in ultrasound, e.g. cardiologist can provide Echocardiography services if he or she completed a successful program or dedicated training courses in Echocardiography				
38.3	Consultant/Specialist physicians cannot provide radiology reports independently. Only DHA licensed radiologist is authorized to issue written radiology reports;				
38.4	If the ultrasound diagnosis performed by Consultant/Specialist physicians carries the chance of intervention or surgery, the ultrasound report should be countersigned by licensed Consultant/Specialist Radiologist.				
38.5	Licensed physicians as General Practitioners cannot provide ultrasound services.				

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38.6	Licensed radiographers can perform ultrasound procedures independently; he or she cannot report or interpret ultrasound images.				
38.7	Professionals authorize to interpret plain X-ray images shall meet the following criteria:				
38.7.1	Consultant/Specialist physicians can interpret plain X-ray images limited to their specialty scope only.				
38.7.2	General Practitioners can interpret chest and extremities plain X-ray images only, they are not permitted to interpret and report other diagnostic images.				
38.7.3	DHA licensed Osteopath and Chiropractor practitioners can interpret plain X-ray images for osteopathy or chiropractic purposes.				
41	Teleradiology				
41.4	Teleradiology transmitting site should comprise of at least one full time radiologist, one radiographer and a system manager with informatics certification.				
41.6	Equipment guidelines cover two basic categories of teleradiology				
41.6.1	Small matrix size (e.g., CT, MRI, ultrasound, nuclear medicine, digital fluorography, and digital angiography). The data set should provide a minimum of 512 x 512 matrix size at a minimum 8-bit pixel depth for processing or manipulation with no loss of matrix size or bit depth at display				
41.6.2	Large matrix size (e.g., digital radiography and digitized radiographic films). These images should be digitized to a matrix size corresponding to 2.5 lp/mm or greater measured in the original detector plane. These images should be digitized to a minimum 10 pixel byte depth.				
41.7	Acquisition or Digitization equipment can either:				
41.7.1	Direct image acquisition: All the data set including the image				

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	matrix and pixel byte depth that is obtained by a digital modality should be transferred to the teleradiology system. DICOM standard should be used.				
41.7.2	Secondary image capture				
41.7.2.1	Small matrix images. Each individual image should be digitized to a matrix size as large or larger than that of the original image by the imaging modality. The images should be digitized to a minimum of 8 bits pixel depth. Film digitization or video frame grab systems conforming to the above specifications are acceptable.				
41.7.2.2	Large matrix images. These images should be digitized to a matrix size corresponding to 2.5 lp/mm or greater, measured in the original detector plane. These images should be digitized to a minimum of 10 bits pixel depth				
41.8	The system must include annotation capabilities including patient name, identification number, date and time of examination, name of facility or institution of acquisition, type of examination, patient or anatomic part orientation (e.g., right, left, superior, inferior), and amount and method of data compression. The capability to record a brief patient history is desirable.				
41.9	The type and specifications of the transmission devices used will be dictated by the environment of the studies to be transmitted. In all cases, for official interpretation, the digital data received at the receiving end of any transmission must have no loss of clinically significant information. The transmission system shall have adequate error- checking capability				
41.10.	Teleradiology receiving site should employ radiologist licensed in the country the service is provided. Such radiologists should be certified in teleradiology and have to be given user tuition.				
41.11	Monitors: The specification of the receiving site monitors used for the interpretation should meet the aims of teleradiology				
41.12	Both sites should hire information technologists and technicians				

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	who will be responsible for the computer systems and infrastructure.				
41.13	The quantifications of the personnel in the receiving site should be identical to those of the transmitting site. All the quantifications should be documented.				
42	Health Records				
42.3	Radiology health records can be hard or soft copy and shall include:				
42.3.1	A unique identifier for health records				
42.3.2	A system to alert staff to patients of the same name				
42.3.3	The identity of the healthcare professional that made the record entry and the patient it relates to.				
42.3.4	Complete, legible notes of diagnostic procedure and contrast media used, including contrast reaction (if any).				
42.3.5	Diagnostic test results and a record of when results were received.				
42.3.6	Copies of signed informed consent given by the patient or his/her relatives up to the fourth degree (in case of invasive diagnostic procedure).				
50	Healthcare Professionals Staffing Minimum Requirements				
50.2	All healthcare professionals must hold an active DHA professional license and work within their scope of practice				
50.3	The facility management shall ensure that availability of appropriate and sufficient numbers of healthcare professionals on duty to plan, supervise and perform the diagnostic imaging procedures.				
50.4	In Independent Radio-Diagnostic Centre, healthcare professionals allocation shall meet the following:				
50.4.1	At least one full time licensed Consultant/Specialist radiologist shall be available to supervise and manage the diagnostic imaging services provided.				

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50.4.2	At least one full time qualified and DHA licensed radiographer shall be in the facility.				
50.4.3	If Mammography services provided, a female radiographer must be licensed and employed in the facility.				
50.4.4	If diagnostic imaging with contrast media use is provided in the facility, at least one full time Registered Nurses (RN) on duty to provide and supervise patient care during contrast provision.				
50.4.5	When radiation therapy or other special services are provided, they are under the direction of appropriately licensed and qualified healthcare professionals.				
50.5	In Outpatient Care facilities healthcare professionals allocation shall meet the following:				
50.5.1	If only Ultrasound and/or Conventional Radiography service available, at least one licensed Consultant/Specialist Radiologist must supervise the services on part time or full time basis and at least one full time DHA licensed radiographer.				
50.5.2	Where CT/MRI services are provided in Outpatient Care facilities, the following shall be met:				
50.5.2.1	At least one licensed Consultant/Specialist Radiologist must be available to supervise the services on full time basis and to provide reports.				
50.5.2.2	At least one full time licensed radiographer with training in CT/MRI must be available in the facility to provide and assist in the services provision.				
50.5.2.3	A Registered Nurse (RN) or a physician with contrast media administration competencies. (if provided)				
50.6	If Mobile Radiology Services such as Ultrasounds, Mammography, healthcare professionals allocation shall meet the following				
50.6.1	At least one licensed Consultant/Specialist Radiologist must be available onsite to supervise the mobile services, to discuss radiological findings and provide reports.				

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50.6.2	At least one licensed radiographer shall be available to assist in the diagnostic mobile services provision (excluding ultrasound services). If Mammography provided as mobile services, the licensed radiographer must be a female radiographer.				
50.6.3	The reporting of mobile radiology reports shall be conducted by licensed radiologist.				
50.6.4	Radiation protection shall meet FANR requirements; the mobile unit shall be licensed by FANR.				
51	Specific Training and Certifications Requirements				
51.3	At least one licensed healthcare professionals (Radiologist/radiographer) must maintain valid training/certification in basic Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS) or Advanced Cardiac Life Support (ACLS), He or she shall be available during diagnostic imaging services provision till the patient leave the facility.				
53	Diagnostic Imaging Equipments				
53.4	The diagnostic imaging facility shall maintain effective Preventive Maintenance (PM) as per the manufacturer recommendations; the PM shall include both preventive and corrective aspects. preventive maintenance procedures are:				
53.9	Elimination of the use of extension cords shall be implemented				
55	Radiation Protection and Safety Programs				
55.7	A radiation safety program that addresses potential safety risks and hazards encountered in the facility shall be available. The program addresses safety practices and prevention measures for radiology and diagnostic imaging staff, other staff, and patients.				
56	General Safety and Security Management				
56.3	The facility shall maintain fire extinguishers and fire protection equipments and devices as per the Dubai Civil Defense requirements				

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56.4	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here" to provide information regarding Escape routes and Fire exits.				
56.10.	Proper storage and containers for disposing clinical and general waste material shall be maintained.				
56.11	Contracting with a specialized company to transport and destroy medical waste materials shall be according to the conditions issued by Public Health Department in Dubai Municipality.				
Appendix 2:	Diagnostic Imaging Facility Mandatory Emergency Medications				
1	Inj. Adrenaline 1:1000				
2	Inj. Atropine 600mcg				
3	Inj. Amiodarone 50mg/MI				
4	Inj. Dextrose 50%, 50ml				
5	Inj. Chlorpheniramine 10mg/MI				
6	Inj. Furosemide 20mg/2ml				
7	Inj. Hydrocortisone 100mg/2ml				
8	Inj. Dopamine 200mg/5ml				
9	Inj. Aminophylline 250mg/10ml				
10	Inj. Salbutamol 500mcg/MI				
11	Inj. Glucagon 1mg				
12	Salbutamol Aerosol Inhalation Nebules				
13	Regular insulin				
14	Nitroglycerine and				
15	Clopidogel				
16	Aspirin 325mg tablets				
17	Adenosine				
18	IV Fluids such as Ringer Lactate, Dextrose Water, Dextrose Saline, Normal Saline.				

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20	Water for injection				
21	Epinephrine (Auto-Injectors)				
22	Normal Saline 10 ml				

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