

ALLIED HEALTH PROFESSIONALS COUNCIL

CHECK LIST FOR OPENING A PRIVATE ALLIED HEALTH UNIT

I. Identification particulars

1. Name of Professional:.....
2. Registered Professional title:.....
3. Name of Health Unit Owner
4. Registration No:..... Date of registration:
5. Name of Health Unit:
6. Postal Address: Tel No:.....
7. Email:
8. Town/Municipality Plot No/street:.....
9. Sub County/ Division District:.....

10. Type of Health Unit: (**Note: Daycare Health Units only**)

- Medical Clinic
- Dental Clinic
- Ultrasound Scan Unit
- Physiotherapy unit
- Orthopaedic Clinic
- Ophthalmic/eye clinic
- Psychiatric Clinic
- Drug shop

10. Registered title of professional

- Radiographer
- Medical clinical officer
- Physiotherapist
- Public Health Dental Officer
- Ophthalmic Clinical Officer
- Orthopaedic Officer
- Psychiatric Clinical Officer
- Dispenser

10. Available extra services

- Family planning

- Immunization
- Others specify.....

11. Standard sign post (**Should be dark blue with white letters**)

- Available
- Not available

II Health Unit Identification:

12. Appearance`

- Clean tidy and attractive (recommended) **(2 marks)**
- Clean but untidy or dirty in some parts **(1 marks)**
- Dirty untidy and not attractive at all **(0 marks)**

13 Construction of Building (s)

- Permanent (recommended) **(2 marks)**
- Semi-Permanent (recommended only under exceptional circumstances) **(1 marks)**

14 Space

- Adequate, allows easy movement (recommended) **(2 marks)**
- Inadequate **(1 marks)**

15 Floor

- Tiled or Terrazo finish **(3 marks)**
- Cemented, smooth and clean (recommended) **(2 marks)**
- Cemented, but ragged, cracked or dirty **(1 marks)**
- Not Cemented/dirty **(0 marks)**

16 Walls

- All plastered and painted bright (recommended) **(2 marks)**
- Only some plastered/painted bright **(1 marks)**
- All not plastered/not painted **(0 marks)**
- Others specify **(0-2 marks, depending on Inspector)**

17 Roof - leak proof **(3 marks)**

- Visible marks of leaking (e.g patches on ceiling or iron sheets) **(1 marks)**

18 Ventilation (Vents + windows) **Note:** To be equal to at least 30% of floor area
 Adequate **(2 marks)** Inadequate **(1 marks, 0 if no window)**

19. Lighting – there should be adequate lighting at all times when the facility is open
 Adequate **(2 marks)** Inadequate **(1 marks, 0 if lighting is very poor)**

III. Privacy:

20. Is there evidence of adequate privacy wherever necessary in the Unit with screens and doors and clinician – other patients should not hear patient dialogue
 Adequate **(2 marks)** Inadequate **(1 marks, 0 if no window)**

N.B If inadequate or terrible in terms of lack privacy, make additional suggestions here for improvement

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IV. Room requirements.

21 Number of rooms is three for each health unit except, Drug Shop with one room (if also compounding, should be more than one room) and Physiotherapy with two. The Rooms must be measuring at least 3 x 3 meters.

Room assignment:

There is a room for each of the following services: reception, examination and treatment, to be found in each of the following units, General Clinics, Ophthalmic, Psychiatric, Dental, Orthopaedic.

Others are as follows: **(Give 3 marks if room requirements are met, otherwise give 1 mark)**

- X-ray Unit – Reception, X-ray room and dark room
- Physiotherapy – Reception and treatment room
- Laboratory - reception, specimens collection/main laboratory, scheduled room/toilet
- Drug shop (1 room but there should be a waiting chair for clients)
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V. Infection Control

22 Water **and** hand washing facilities in Examination, treatment, dark room, drug shop, toilet **and** main laboratory. **(Give 2 marks if 2 handwashing stations are available, otherwise give 1 mark, or 0)**

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23 Water delivery system that is available

- Tap/can water (recommended) **(2 marks)**
- Mug and basin **(1 marks)**
- None available **(0 marks)**

24 Functional pit latrine/toilet

- Available and clean (recommended) **(3 marks)**
- Available but dirty **(1.5 marks)**
- None available **(0 marks)**

25. Cleanliness of macro-environment (Compound)

- Tidy and clean (recommended) **(2 marks)**
- Untidy/dirty **(0 marks)**

26. Facilities for disposal of non-medical waste (waste bins)

- Appropriate waste bins available- according to medical waste management (recommended) **(2 marks)**
- Available waste bins available but not very appropriate **(1 marks)**
- None available **(0 marks)**

27. Final disposal of Medical wastes

- Open burning/incineration + deep pit (recommended) **(3 marks)**
- Ordinary Pit (recommended) **(2 marks)**
- Pit latrine (not recommended) **(0 marks)**
- Burying (not recommended) **(0 marks)**
- Urban garbage waste skip (not recommended) **(0 marks)**
- Others specify, (a company authorized to pick medical waste) **(3 marks) – verify valid MoU**

28. Management of expired drugs

- Record of expired drugs is available Yes **(1 marks)** No **(0 mark)**
- Labelled/Designated, secured Cabin for Expired Drugs Yes **(1 marks)** No **(0 mark)**
- Record for documentation of disposal of expired drugs Yes **(1 marks)** No **(0 mark)**

29. Availability of sufficient disinfectant **(Give 3 marks if 1 or more is available, otherwise give 0)**

- Savlon
- Jik
- Habitane
- Spirit)

Soap
 Other specify

30. Availability of protective clothing/equipment for staff e.g. Uniforms, aprons, gloves, face shields, glass shields, masks/goggles/gumboots where indicated: Others (Specify): **(Give 3 marks for Uniform plus one other, 1 mark if only one PPE is available, 0 mark for none)**

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31. Availability of gloves in sufficient quantity based on type of health unit (judgement of inspector required)

Available (recommended) **(3 marks)**
 Yes, but there is evidence of reuse (not recommended) **(0 marks)**
 Disposable (food gloves) available (not recommended) **(0 marks)**
 None available/insufficient quality (not recommended) **(0 marks)**

32. Availability of basic sterilization equipment where applicable

Autoclave stove and adequate saucepan (recommended) **(3 marks)**
 Stove + adequate saucepan/ pressure cooker only (recommended) **(1 marks)**
 Stove + inadequate saucepan (not recommended) **(0 marks)**
 None available yet sterilization required **(0 marks)**

VI. Professional equipment

33. Availability of basic and specialized relevant/diagnostic equipments: (See list below)

Yes available where needed (recommended) **(3 marks)**
 Yes some available where needed (tick those present) **(1.5 marks)**
 None Available **(0 marks)**

Availability of specialized equipment in addition to the general health unit equipment

- **Ophthalmic C/O:** Ophthalmoscope, visual charts – e- charts and illiterate charts, Tonometer schoizt type, trial test lenses, shehara Book (color), eye towels, Entropion Clamp, spirit lamp, chalazion clamp and scoop.
- **Orthopaedic officers:** hungers for clothes, plaster sheers, patella hammer, plaster benders
- **Public health Dental Officers:** Dental Chair, improvised chair plus spittoon, hand instruments for extraction and filling of teeth, receivers and trays, Dental

materials for filling teeth.

- **Physiotherapists basic equipment:** Floor mat, Examination/treatment Couch various weights, mirror, pillows, goggles for U.V.Rs, various sizes of balls, linen towels, sheets, gowns.
- **Radiographers, basic equipment:** portable or fixed basic x-ray unit, with or without an ultrasound machine, x-ray cassettes, hangers, film printers, stationing grids, processing tanks, film drier, film processor.
- **Drug shop:**
 - A tray/spatula for counting drugs (Bare hands should not be used for counting drugs)
 - Medical envelops (Medicines must be stored according to their specific requirements, away from direct sunlight for sensitive drugs).
 - Products should be in their manufacturer's original packaging with clear labels
 - drugs must be stored on shelves at least 15cm off the floor to prevent damage
 - expired medicines must be removed from the main shelves and stored in a designated, lockable area.
 - Cold Chain** If applicable, an approved, dedicated medicines refrigerator must be used, with temperature logbooks maintained
 - Accurate stock cards or an equivalent system should be used to manage all medicine
 - The drug shop should only sell drugs for management of common health conditions
 - No admissions, patients should be referred to the nearest clinic health facility for further management

VII. Medical records

34. Record keeping. How are records kept or proposed to be kept in case of new Unit? (3 marks for any 3 available, 1 for 2 or 1 available and 0 mark for none available)

- Book cards and MF5 issued (recommended)
- Books/cards but MF5 not issued
- Only MF5 issued: records not kept
- Records not kept and MF5 not issued

VIII. Drug Shop-specific Records (3 marks for any 3 available, 1 for 2 or 1 available and 0 mark for none available)

- Improvised Registration book Counter book
- Prescription Book/File
- Dispensing logs
- Select Essential Standard Operating Procedures
- Temperature Monitoring Logs for room(s) and Cold Chain (if applicable)
- BNF
- UCG
- EMHS

- Practical Guidelines for Dispensing
- Pharmacopia (If determined by the Inspector)
- Drug Shop Guidelines

35. How/where are records stored or proposed to be stored?

- Cup boards and shelves mainly (recommended) **(3 marks)**
- In boxes **(1.5 marks)**
- Littered on tables/floor **(0 marks)**
- Other specify **(0-3 marks based on Inspectors judgement)**

Viii. Personnel and Management

36. (a) There should be a minimum of one professional specialized in the relevant field of the health unit applied for: **(5 marks if at least 1specialty-specific professional available (means registered & licensed), and staff are appropriately dressed/identifiable, 3 marks if a specialty-specific professional is available but staff dressing/identification is inadequate, otherwise, give 0 marks)**

No.	Name of Personnel	Professional Title	Professional Registration/License On file? Yes or No	Role at Facility
1.				
2.				
3.				
4.				

(b) Staffs putting on clean uniforms with clear identification (Comment):

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IX Ethical issues

37. Display of Health Unit Names and tittles

- Display includes the following only: Name of Clinic and grade by category, Name of Practitioner and his/her qualification, specialty, address and working hours (recommended)

- Yes **(3 marks)**
- No **(0 marks)**
- Partial (give advice) **(1.5 marks)**

X ***Continuing Medical Education***

38. Does the health unit have some specialty or relevant reference books?

Yes some available (recommended) **(3 marks)**

None available **(0 marks)**

40. Does the unit owner/supervisor have an annual practicing certificate

Yes **(3 marks)** No **(0 marks)**

XI *Overall score and recommendations*

41. Overall score of the Health Unit (Computation using formular below)

$$\underline{\hspace{2cm}} \times 100 = \underline{\hspace{2cm}} \%$$

- Excellent (90 - 100% marks) (recommended for Registration)
- Very good (70 - 89 marks) (recommended for Registration)
- Good, bearable (50 - 69 marks) (improve on facility recommendations, reinspect or send evidence of addressing recommendations before recommendation for Registration)
- Below standard deserves 0-49 marks (close and or Not recommended for registration)

42. Recommendations

- Recommended for licensing/renewal of license (60 – 100.%)
- Continue operating as you improve on the weakness (issue list of weak areas) 50 - 59% score
- Close down improve on the weakness, have the place re inspected then open if allowed (issue list of the major weak areas) below 50%

General observations:

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Recommendations:.....

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Date of Inspection:

Full Name of District Health Inspector:

Signature:..... Date & stamp.....

Recommendations of District Health Officer (DHO):

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Full Names:

Signature Date & stamp.....

FOR OFFICIAL USE ONLY

Name:

Signature:

Date: