



Health and Health related Institutions Regulatory Directorate
Dental Specialty Clinic inspection checklist

The checklist is prepared using the basic components of the regulatory standard, the 4Ps- **Practice, Premises, Professional and Products**. The checklist is prepared with an open ended question. Answers to these questions should be clear and precise.

General Instruction: *The team leader shall introduce the team to the CEO or management body of the facility and briefly explain the purpose of the visit. To use time efficiently, the team can do the inspection in sub groups once relevant information is collected. Finally at the end of the visit the team will do Exit Briefing and collect recommendations.*

General Information: [Ask CEO/director]

- Name of facility: _____
- Year opened _____
- Facility Address:
 - Region _____ Sub-city/Zone/City _____ Woreda _____ Kebele _____
 - Telephone: _____
 - Fax: _____
 - P.O.Box: _____
 - E-mail: _____
- Facility Head information
 - Name _____
 - Registration number _____
 - Phone number _____
 - Qualification _____
- Owner of the facility information

○ Name_____

○ Phone number_____

- Type of inspection

○ Initial/New

○ Routine

○ Follow-up

○ Investigative

- Ownership

○ Private

○ Governmental

○ Non-governmental

- **Annual patient Load:** _____

Does the Basic Medical laboratory have the following components? **[Check]**

1. General requirement(Yes___/No___)
2. Outpatient service.....-.....Yes___/No___)
3. Medical recording service.....(yes No_)
4. Health Promotion(Yes___/No___)
5. Infection Prevention and control.....(Yes___/No___)
6. Sanitation and Waste Management(Yes___/No___)
7. Housekeeping &Maintenance Services.....(Yes___/No___)
8. Water Supply(Yes___/No___)
9. Fire and Emergency Preparedness(Yes___/No___)

1. General Requirement

S N	Level of Compliance			Standard to be addressed	Score	Remark
	Met	Partially Met	Un met			
				Practice		
1.				The dental specialty clinic shall be directed by licensed dental surgeon.		
2.				The dental specialty clinic shall provide service at outpatient/ambulatory level only.		
3.				Emergency care specific to the dentistry with a qualified staff shall be available during working hours.		
4.				The dental specialty clinic shall have a program of continuous quality improvement for the service		
5.				The dental specialty clinic shall provide or facilitate training to their staffs.		
6.				The dental specialty clinic shall display the following at visible place: a) List of Services available in the clinic during working hours & after working hours b) List of Professionals working in the clinic during & after working hours c) Updated list of Various fees and prices		
7.				The dental specialty clinic facilities shall be well marked and easily accessible for persons with disability.		
8.				All patient care rooms shall be provided with running water supply & functional hand washing basin.		
	Met	Partially Met	Un Met	Premises		
9.				Dental specialty clinic where functional units are at different floor shall have a mechanism of accessing all the functioning rooms		

				horizontally either by stairs and ramp or stair and elevator.		
10.				The dental specialty clinic shall have established system for verbal and written communication about patient care.		
11.				The number and type of technical staff shall be determined by the volume and type of work carried out (Workload Analysis).		

2. Outpatient services

	Level of Compliance			Standard to be addressed	Score	remark
	Met	Partially met	Un Met	Practice		
1.				Dental Specialty clinic level shall be available at least during the regular working hours based on their scope of practice. This includes a) Restorative, • Deliver advice, Support and treatment to patients referred from primary care facilities • Make use of Intraoral periapical x-ray, processing and interpretation • Make proper diagnosis of common Dental caries cases • Manage patients with acute tooth pain • Manage single walled Dental caries cases • Manage compound walled Dental Caries cases • Do restorations of class I- V restorations • Do pulp capping restorative treatments • Do veneering • Do Anterior pin supported restorations • Do Restorations on Fractured tooth • Refer patients to the next health tier system b) Endodontic, • Make proper diagnosis of common dental caries cases • Make use of Intraoral periapical x-ray, processing and interpretation Manage and treat endodontic emergencies • Do Endodontic treatment on Anterior (Incisors and canines) teeth • Do Endodontic Treatment on single rooted tooth • Manage tooth with incomplete root formation (apexogenesis and apexification) • Do Vital and non vital tooth bleaching		

				• Do retrograde filling • Refer patients to the next health tier system c) Prosthetic • Evaluate patients with edentulous mouth, or missing teeth, develop a treatment planning and communicate the findings with the individuals. • Perform bite registration on patients with or without teeth/implants. • Use an articulator to simulate jaw movements when making complete dentures, • Recognize pathological conditions and bone loss around an implant or supporting tooth and make appropriate interventions. • Recognize mechanical defects in and around implant-supported prostheses and make the necessary interventions. • Prepare and restore a lost tooth structure with artificial prosthesis. • Design and deliver both fixed and removable partial dentures upon patients. d) Orthodontics therapy • Take x-rays ;periapical, bitewing, and occlusal views then able to process & interpret. • Identify abnormalities in the alignment of the dentition, occlusion and/or Oro-facial profile through a detailed intra or extra-oral examinations or through the use of appropriate diagnostic aids thereby make the appropriate treatment planning and refer a patient to an orthodontist. • Shall institute any scientifically sound action that will help to preserve or regain the leeway space of Nance like extraction of retained deciduous teeth, early use of a Nance appliance, space maintainers, space regainers,		
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				activators, lingual or labial bar or others. • Do removable orthodontics treatment. • Fixed orthodontics(class I malocclusion with) • Mild crowding • Mild spacing • Simple rotation • Simple anterior dental cross bite • Other orthodontic problems (which are not severe) with proper orthodontic training and consultation of orthodontist e) Periodontal therapy, • Management of gingival hyperplasia(gingivectomy) • Scaling and root planning • Diagnosis & management of gingival and periodontal tissue inflammation and infection • Diagnosis of periodontal diseases & referral to specialist when necessary f) Minor oral surgery including exodontias • Manage uncomplicated dento alveolar infection • Diagnosis &referral of complicated facial space infection • Management of complicated &uncomplicated exodontia for pediatrics, adult • Management of simple facial &oral soft tissue injuries • Management of uncomplicated dento-alveolar fracture • Management of simple,non-displaced mandibular bone fracture • Diagnosis &referral of complicated facial bone fractures g) Oral Health Education		
2.				Dental surgeon (DDM) shall not perform removable complete denture, fixed complete denture, and maxillofacial		

				prosthodontics as these procedures shall be performed by specialists with an advanced training.		
3.				The dental specialty clinic shall provide the following outpatient services. a) Care of ambulatory patients and follow up of ambulatory patients for conditions. b) Preventive and health promotion services. c) Care for patients with chronic illnesses and do follow ups.		
4.				Patient assessment at dental clinic shall include; a) Comprehensive medical and social history, b) Physical examination including at least: • Vital sign (BP, PR, RR, To , pain assessment) height and weight, • Clinical examination pertinent to the illness, c) Diagnostics impression, and d) Laboratory and Imaging services when indicated e) Other medical workups when indicated.		
5.				The range of relevant treatment options and the clinical impression shall be fully described to client and/or their families and documented on patient's medical record accordingly.		
6.				Information contained in the dental record shall be complete respect to the patient's history, physical examination, oral (Intra & Extra) examination, diagnosis, diagnostic procedures, medication administration, and treatment to facilitate continuity of care.		
7.				The dental specialty clinic shall have a system that the nurse takes vital sign and other necessary assessments to make the patient ready for dental service.		
8.				The dental service shall be provided in accordance with infection prevention standards.		
9.				The dental specialty clinic shall have functional referral system		

				which includes at least: a) List of conditions indicative for urgent referral, b) SOP for selection of cases for referral, c) Procedure for referring patients directly to respective (higher) services, d) List of potential referral sites with contact address (i.e., referral directory), e) Referral forms, f) Referral tracing mechanism (linkage), g) Feedback providing mechanism, h) Documentation of referred clients											
	Met	Partially met	Un Met	Premises											
				The outpatient service shall be well marked and easily accessible for disabled clients, elderly, children’s and pregnant mother.											
				Patient waiting area and Corridor shall be ventilated and child friendly.											
				All outpatient rooms shall have adequate light, and ventilation.											
				All rooms for patient care shall promote patient dignity and privacy.											
				The dental clinics shall have IEC and entertaining materials in the waiting area.											
				The Specialty Dental clinic shall have the following premises: <table><tr><th>Room required</th><th>Number of room required</th><th>Area required</th></tr><tr><td>Reception, Recording & Waiting area for oral health education</td><td>1</td><td>20 sq. m</td></tr><tr><td>Examination and treatment room with dental unit</td><td>1</td><td>12 sq.m.</td></tr></table>	Room required	Number of room required	Area required	Reception, Recording & Waiting area for oral health education	1	20 sq. m	Examination and treatment room with dental unit	1	12 sq.m.		
Room required	Number of room required	Area required													
Reception, Recording & Waiting area for oral health education	1	20 sq. m													
Examination and treatment room with dental unit	1	12 sq.m.													

				Dental x-ray room (optional if the machine is not separate from dental unit)	1	As per ERPA																						
				Panoramic x-ray room	1	As per ERPA																						
				Dental laboratory (optional)	1	As per dental laboratory standard requirement																						
				Cleaning and Sterilization room & store	1	8 sq. m																						
				Toilet room (separate male & female)	2																							
				Staff or changing room	1	6sq.m.																						
	Met	Partially met	Un Met	Professionals																								
10.				The specialty clinic shall be directed by a licensed dental surgeon (DDM).																								
11.				The specialty clinic shall have the following minimum number of profession: <table><tr><th>Profession required</th><th>Number required</th></tr><tr><td>Dental surgeon</td><td>1</td></tr><tr><td>Dental science professional (optional)</td><td>1</td></tr><tr><td>Dental therapist (optional)</td><td>1</td></tr><tr><td>Dental hygienist (optional)</td><td>1</td></tr><tr><td>Professional /clinical Nurse</td><td>1</td></tr><tr><td>Dental laboratory technician (optional)</td><td>1</td></tr><tr><td>Cleaner</td><td>1</td></tr><tr><td>Receptionist</td><td>1</td></tr><tr><td></td><td></td></tr></table>			Profession required	Number required	Dental surgeon	1	Dental science professional (optional)	1	Dental therapist (optional)	1	Dental hygienist (optional)	1	Professional /clinical Nurse	1	Dental laboratory technician (optional)	1	Cleaner	1	Receptionist	1				
Profession required	Number required																											
Dental surgeon	1																											
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Dental laboratory technician (optional)	1																											
Cleaner	1																											
Receptionist	1																											

	Met	Partially met	Un Met	Products		
				The dental specialty clinic shall have the following equipment and instruments:		
				a) The dental unit(s)		
				• Air-water syringes • Operating light • Saliva ejector (oral evacuator system)	• Dental Chair • Operator's stool • Assistant stool(optional)	
				b) Instruments for examination		
				• Dental mirror, • Cotton pliers	• Explorers • Periodontal probe	
				c) Instrument for filling treatment		
				• Condenser • Excavator • Burnisher (ball type, football type, interproximal type) (optional) • Curver • Trimmers (optional) • Amalgam carriers (optional) • Light curing unit with composite materials • Matrix retainer • Spatula • Instrument Tray • Dental floss • Core and post(optional) • Kit for friction lock retention pin	• Mortar and pestle (optional) • Local anaesthesia (topical, anaesthetic with & without adrenalin, syringe) • Matrix band and retainer (metallic & celluloid, different size for molar & bicuspid) • Articulating paper • Wedge • Paper pad/glass slab	

				d) Materials & instruments to keep the area free from moistures & to improve visibility • Cotton ball/gauze • Rubber dam equipment (optional)		
				e) Dental hand pieces with Rotating instruments • Low speed hand pieces • High speed hand pieces		
				f) Instruments and Materials for root canal treatment		
				• Broach (smooth and barber type). • Files (Hedstrom files, K types files,) • Millimeter ruler (Endo block) • Reamer • Gates Glidden drills(optional)	• Spreaders (optional) • Endodontic measuring Gauge(optional) • Rotary endodontic(optional) • Apex locater(optional)	
				g) Instrument for Oral Surgery		
				• Surgical blade • Blade holder • Periosteal elevator • Tongue depressor • Surgical curate • Mouth probe(optional) • Cheek retractor(optional) • Hemostats • Tissue forceps(toothed and non toothed) • Hammer (optional) • Chisel (optional) • Osteotome (optional)	• Bone file • Needle holder • Stitch scissors • Arch bar and wire • Wire cutter • Wire twister(optional) • Ligature scissors (optional) • Surgical/ tissue scissors • Local anesthetic equipment (metal	

				• Micro motor with hand piece and burs • Surgical burs	anesthesia syringe optional) • Root elevators		
				h) Forceps for Dental Extractions (Deciduous teeth)			
				• Maxillary forceps for anterior and posterior teeth extraction ; ○ Incisor and canine teeth forceps ○ Premolar teeth forceps ○ Molar teeth forceps (Left and right) ○ Upper wisdom teeth forceps ○ Upper root forceps ○ Molar teeth forceps ○ Lower wisdom teeth forceps ○ Lower root forcep	• Mandibular forceps for anterior & posterior teeth extraction ○ Incisor ○ and canine ○ teeth forceps ○ Premolar ○ teethforceps(optio		
				i) Forceps for Dental Extractions (Permanent teeth)			
				• Maxillary Forceps for anterior & posterior teeth extraction ○ Incisor and canine teeth forceps ○ Premolar teeth forceps ○ Molar teeth forceps (Left and right) ○ Upper wisdom teeth forceps ○ Upper root forceps	• Mandibular forceps for posterior teeth: ○ Incisor and canine teeth forceps ○ Premolar teeth forceps(optional) ○ Molar teeth forceps ○ Lower wisdom teeth forceps ○ Lower root forceps		
				j) Dental elevator (root, straight, curved(left and right), crier(left and right)			
				k) Periodontal instruments			
				• Ultrasonic Scaler • Manual scaler	• Brushes(polishing cap) • Polishing pastes		

				l) Prostodontics basic instruments		
				• Retraction cord (optional) • Retraction cord pliers(optional) • Cement spatula • Metal or plastic bile sticks • Shade guide • Alginate • Dental cements • Gypsum or dental stone • Crown remover • Impression Trays for the upper & lower jaws • Sand paper • Wax • Wax knife • Bunsen burner (optional)	• Finishing disc(various sizes and grits) • Abrasive stones • Rubber bowl • Sets of performed temporary stainless steel crown(optional) • Sets of performed anatomical plastic crown of polycarbonate resin(optional)	
				m) Orthodontics instrument		
				• Band removing pliers • Band pusher • Band adapter • Howly pliers /utility pliers (straight and curved) • Bird-beak pliers • Universal plier • Bracket holding pliers • Nancy plier • Elastic separating applying pliers • Ligature director • Pin &ligature cutter • Distal end cutler with safety	• Flowable composites cheek retractor • Open coil spring • Closed coil spring • IPR strip or bur • Buccal tubes • Preformed orthodontic bands • Orthodontic brackets • Orthodontic (pre-fabricated) arch wires ➤ Niti-0.012”	

				hold • Mathieu (needle holder) plier • Adams plier • Hard wire cutter • Band contouring plier • Light orthodontic wire cutter • Orthodontic wires for fabrication clasps,bows,springs (0.5,0.6,0.7,0.9 gauges) • Lingual attachments (button, cleats, tube) • Bracket removing pliers • Polishing, finishing and re-contouring burs	✓ 0.014'',0.016'' ✓ 0.08'',0.016x0.016'' ✓ 0.016''x0.022'' ✓ 0.017''x0.022'' ✓ 0.017''x0.025'' ✓ 0.018''x0.025'' ✓ 0.019''x0.025'' ➤ Stainless steel (the same sizes as above) ✓ Elastic modules ✓ Elastic chain ➤ Continuous (closed) ➤ Short ➤ Long ✓ Inter-maxillary elastics ✓ Ligature wire	
				n) Basic Dental Laboratory Equipments (optional)as per dental laboratory standard.		
				o) Equipment for Radiology Department • Dental X-ray unit(periapical) • Panoramic radiography (optional) • View box for radiography (Negatoscope)(optional) • Film processing (if necessary, not applicable for digital) • Lead Apron		
				p) Equipment used for amalgam restoration (optional) • Amalgam mixing machine (Amalgamatory)		

				q) Different operatory cabinets; mobile cabinets and\or Fixed cabinet ,Drum,	
				r) Thermometer,	
				s) Measuring tape (optional)	
				t) BP apparatus /sphygmomanometer with stethoscope,	
				u) Pulsoxymetry	
				v) Air compressor	
				w) Other rotating instruments (optional): • Mandrel (straight and latch type) • Carborundum, Silica,Crocus, discs and stones	
				x) Equipments for sterilization • Super heated steam under pressure (Autoclave) • Dry heat sterilization (Oven) (optional) • Ultrasonic cleaner system (Optional) • Different pans use for disinfections & sterilization of instruments(if there is no ultrasonic cleaner system) • Test strips	
				Consumable materials for root canal treatment	
				• Paper points • Guttapercha points (From 1 to 6 and from 7 to 12) • Endodontic kits • Burs(carbide,diamonds, plain steel,carborundum for slow hand piece& high hand piece types • Round burs • Pear- shape burs • Inverted cone burs • Taper fissure burs	• Cylinder burs(optional) • Wheel burs (optional) • End-cutting burs(optional) • Drills for pin retention(optional) • Flames burs (optional) • Straight fissure (optional)

				• Round- end • Fissure burs • Flat-end fissure burs (optional)	• Composites burs • Bud Burs (optional) • Oval burs (optional) • Cone burs (optional)	
				Other consumables • Emergency drug list • Disposable syringe, • Local anesthesia (Spray, Lidocaine multi-dose with/without adrenalin,) • Gloves • Cartridge with dental syringe, with & without adrenalin(optional)		

3. Medical Recording Service

S.N	Compliance Status			Standard to be addressed		
	Met	Partially met	Unmet	Practice	Score	Remark
1.				Medical record shall be maintained in written form for every patient seen at all points of care		
2.				The specialty clinics shall maintain individual medical records in a manner to ensure accuracy and easy retrieval		
3.				The specialty clinic shall have a unique medical record per patient		
4.				The specialty clinic shall have queue management system		
5.				The specialty clinic shall have a written policy and procedure which include at least a) Procedures for record completion, b) Conditions, procedures, and fees for releasing medical information, c) Procedures for the protection of medical record information against the loss, tampering alteration, destruction or unauthorized use.		
6.				Any medical record shall be kept confidential, available only for use by authorized persons or as otherwise permitted by law		
7.				All entries in the patient's medical record shall be written legibly in permanent ink dated, and signed by the recording person		
8.				Each medical record shall at least contain the following information a) Identification (name, age, sex, address), b) History, physical examination, investigation results and diagnosis,		

				c) Medication, procedure and consultation notes, d) Name and signature of treating physician, date, e) Consent form where applicable which shall be signed by the patient. In case where someone other than the patient signs the forms; the reason for the patient's not signing it shall be indicated on the face of the form, along with the relationship of the signer to the patient.		
9.				Any consent form for medical treatment that the patient signs shall be printed in an understandable format and the text written in clear, legible and non-technical language		
10.				There shall be a mechanism for medical record controlling and tracing, whenever patients medical records are taken from and returned to the central medical record room		
11.				There shall be a mechanism to make medical records with appointment ready for use and return seen cards back to the central medical record room within 24 hrs		
12.				If the patient is provided with medical certificates, copies of certificates and other records shall be documented and/or recorded on the original medical record.		
13.				The specialty clinics shall establish a procedure for removal of inactive medical records from the central medical record room.		
14.				Medical records shall be destroyed as per the law by using techniques that assures confidentiality of the medical records. However, records which are active for more than ten years shall not be destroyed		

	Met	Partially met	Un Met	Premises		
15.				The premises for medical record room shall be suitable for movement		
16.				The medical records shall be shelved a minimum 3-4 inches from any outside wall, with lowest shelf at least 3-4 inches off the floor, and top of top shelf never used to store records		
17.				The medical record room shall have adequate space to accommodate the following: a) Central filing space b) Work space c) Archive space d) Supply/Storage room		
18.				The medical record room shall be built far from fire and any damaging sources.		
19.				There shall be a room/area for archiving dead files until they are permanently destroyed		
	Met	Partially met	Unmet	Professionals		
20.				There shall be full-time custodian/medical record personnel/Health Information Technician with basic computer skill and ability to organize		
21.				The specialty clinics shall provide basic training on medical record keeping to the staffs		
	Met	Partially met	Unmet	Products		
22.				The Medical record room shall have a minimum of the following		
23.				a) Shelves b) Master patient index boxes c) Computer and printer d) Standard reporting	f) Ladder g) Patient folder h) MPI Cards i) Log book j) Fire extinguisher	

				formats			
				e) Cart			

4. Health promotion service

S.N	Compliance Status			Standard to be addressed	Score	Remark
	Met	Partially met	Un Met	Practice		
1.				The health promotion service shall be available in dental sclinic		
2.				The specialty clinics shall plan, schedule, coordinate, lead and monitor a minimum of specialty clinics specific health promotion activities.		
3.				The specialty clinics shall make sure that health promotion practice provides unbiased and evidence based information		
4.				The health promotion activity of the specialty clinics shall respect the national health policy, legislations, protocols and directives		
5.				A health professional shall be designated to coordinate health promotion activities		
	Met	Partially met	Unmet	Premises		
6.				The specialty clinics shall have waiting area at reception with audio visual health promotion materials		
	Met	Partially met	Un Met	Professionals		
7.				The specialty clinics technical manager shall take the lead to identify priority conditions to prepare or avail promotion materials		
8.				The roles and responsibilities of the designee in relation to health promotion shall be specified in his/her job descriptions		
9.				Health professionals shall provide health education in their specific discipline		

	Met	Partially Met	Un Met	Products		
10.				The specialty clinic shall have Audio visual materials and Print material TV set, DVD/ VCD, Radio, Tape-recorded at reception area,		

5. Infection prevention and control service

	Met	Partially met	Unmet	Practice	Score	Remark
1.				All activities performed for infection prevention shall comply with the national infection prevention and control guidelines		
2.				Infection prevention and control shall be effectively and efficiently governed and managed according to IPC guideline		
3.				The specialty clinics shall identify the procedures and processes associated with the risk of infection and shall implement strategies to reduce infection risk.		
4.				Infection risk-reduction activities shall include:		
5.				a) Appropriate use of personal protective equipment's b) Equipment cleaning c) sterilization, in particular, invasive equipment;(as appropriate) d) Separation of patients with communicable diseases e) Disposal of infectious waste and body fluids; f) Disposal of sharps and needles; g) Aseptic techniques for any invasive procedures		
6.				Providing IPC training for all Specialty clinic staffs as per the national infection prevention and control guideline recommendation.		
7.				A minimum of the following procedures shall be maintained;		
8.				a) Decontamination and reprocessing of medical devices (Instrument d) Standard precautions e) Transmission-based precautions		

				processing) b) Environmental cleaning in Specialty clinic setting c) Specialty clinic waste management	f) Hand hygiene g) Personal protective equipment/PPE h) Sharp and injection safety		
9.				The specialty clinics shall train all staff on how to minimize exposure to blood-borne infections and provide documented evidence. The training includes a minimum of			
10.				a) Immediate first aid b) Reporting and monitoring protocols c) Evaluate PEP program.	d) Reporting exposures e) Counseling and testing for exposed staff		
11.				The specialty clinics shall provide basic or refreshment training on IPC for permanent and new staff at least once per year			
Sanitation and waste management							
12.				Infectious and non-infectious medical wastes shall be handled and managed.			
13.				The specialty clinics environment shall be clean and safe environment			
14.				There shall be access to continuous, safe and ample water supply.			
15.				Infectious and non-infectious medical waste containers shall be leak proof, have tight-fitting covers and be kept clean and in good repair until disposal.			
16.				Reusable containers for infectious medical waste and general medical waste shall be thoroughly washed and decontaminated each time.			

17.				Wastes shall be segregated and segregation of specialty clinics waste shall include the following procedures, a) Separate different types of waste b) The specialty clinics shall provide colored waste receptacles specifically suited for each category of waste c) Segregation shall take place at the source, like ward bedside, OR, laboratory etc. d) There shall be 3 bin systems used to segregate different types of waste in the specialty clinics.			
18.				Treatment or disposal of infectious medical waste shall be performed by one or more of the following methods:			
19.				a) By incineration b) Recognizable human anatomical remains shall be disposed of by incineration or internment unless burial at an approved landfill is authorized.	c) Chemical sterilization d) Gas sterilization e) By discharge via approved sewerage system f) By steam sterilization g) Secure land fill		
20.				The specialty clinics shall routinely clean and sanitize patient areas and waiting rooms at least twice daily and more whenever needed.			
21.				Specialty clinics waste which is not infectious shall be disposed according to Health care Waste Management National directive			
22.				The facility shall have a waste management plan for all specialty clinic wastes that shall include the following			
23.				a) Segregation of medical waste b) Storage of medical waste Disposal of medical waste	c) Treatment of medical waste d) Transport of medical waste		
24.				Sewage disposal shall be according to Specialty clinic Waste Management National directive and fulfil the following conditions: a) The specialty clinics shall have a functional sewerage system b) The specialty clinics shall have only flushing toilet system			

				Housekeeping and Maintenance Services		
25.				The housekeeping service shall have the following sanitary activities. a) Basic cleaning such as dusting, sweeping, polishing and washing b) Special cleaning of • Different types of floors • Wall & Ceiling • Doors & Windows • Furniture & Fixtures • Venetian Blinds c) Cleaning and maintenance of toilet and shower. d) Water treatment, filtering & purification.		
26.				In the housekeeping service, the types and sources of unwanted odors in the specialty clinics premises shall be identified, controlled and removed.		
27.				If the specialty clinics do not have its own housekeeping and maintenance services; there shall be a contract agreement with external organizations		
28.				All areas of the specialty clinics, including the building and grounds, shall be kept clean and orderly		
29.				The specialty clinics shall conduct regular routine, preventative and corrective maintenance for all facilities and operating systems (e.g., electrical, water, ventilation).		
30.				There shall be written protocols and procedures for medical equipment maintenance including: a) Plan for equipment maintenance (both preventive and curative), replacements, upgrades, and new equipment's b) Safe disposal procedures c) An effective tracking system to monitor equipment maintenance activity. d) A monitoring method that ensures diagnostic equipment operates with predicted specificity and sensitivity		

				Fire and emergency preparedness		
31.				The specialty clinics shall comply with the National Fire Protection standard.		
32.				Fire extinguishers shall be visually inspected at least monthly; fully inspected at least annually, recharged, repaired and hydro-tested as required by manufacturer's instructions; and labeled with the date of the last inspection		
33.				No flammable cleaning agents or other flammable liquids or gases shall be stored in any area of the Specialty clinic except in a properly fire rated and properly ventilated storage area specifically designed for such storage		
				Water supply		
34.				A reliable drinking-water point shall accessible for staff, patients and attendants at all times		
35.				Ample and potable water services shall be available 24 hours a day and 365 days a year through regular or alternate sources		
36.				A reliable water point, with soap or a suitable alternative, shall be available at all clinical service areas		
37.				If rainwater and mains supply are both used then mains water shall be isolated from the rainwater system by a valve mechanism or tap		
38.				If the specialty clinic has ground water there shall be a written policy and procedures for ground water treatment		
39.				The water in tanks shall be protected from sunlight		
40.				Plastic tanks should be kept out of the sun or painted		
	Met	Partially met	Unmet	Premises		
41.				There shall be separate space provided for the storage of housekeeping equipment and supplies		
42.				Adequate space shall be available for service specific janitor's closets and cleaning equipment & supplies which shall be maintained separately for the following areas (shall not be used for cleaning in any other location):		

43.				a) Surgical Suites b) Laboratories, radiology, offices, locker rooms and other areas	c) Patient Areas		
44.				The specialty clinics shall have an alternate emergency power supply.			
45.				The specialty clinics waste management system shall have			
				a) Functional sewerage system including septic tank b) Solid waste storage room/area	c) Plumbing setup stores as appropriate d) Flushing toilets/VIP latrine		
	Met	Partially Met	Un Met	Professional			
46.				The specialty clinics shall have the following personnel			
				a) Environmental health professional/designated officer b) General Maintenance technologist/technician (optional)	c) Housekeeping staff such as cleaners and waste handlers d) Plumber as appropriate		
	Met	Partially met	Un Met	Products			
47.				The specialty clinics shall insure that equipment & supplies necessary for infection prevention are available			
48.				The specialty clinics shall have reserve electrical generator			
				The specialty clinics shall have the following adequate supplies and equipment needed for infection prevention and control practice			
49.				Waste management equipment and supplies			
				a) Color coded bins b) Waste baskets c) Garbage bin	d) Plastic garbage bags e) Safety boxes f) Needle crasher (optional)		
50.				Cleaning Products			

				a) Floor cleaning = brush air (optional) b) Plastic drum c) Wheel barrow d) Water trolley e) Ladder f) Scraping pump (optional) g) Spraying pump (optional) h) Flit pump. i) Broom j) Dust mop	k) Floor wiping brush l) Counter brush. m) Ceiling brush n) Glass cleaning / wiping brush. o) Scrappers p) Dustbins paddles. q) Plastic Mug r) Rate trapping cage s) Bed pan washer t) Cleaning towel u) Plastic Bucket		
51.				Instrument processing			
				a) Autoclaves / steam sterilizers, b) Test strips c) Oven d) Drums different size	e) Storage shelves for the medical equipment f) Chemicals and disinfectant chemicals g) Brushes		
52.				Hand hygiene			
				a) Hand washing sinks b) Alcohol based hand rub	c) Faucet d) Paper Towels e) Tap water/water container with Soap		
53.				Personal Protective Equipment			
				a) Gown b) Heavy duty glove c) Surgical glove d) Plastic apron e) Boots	f) Examination glove g) Goggle h) Different mask i) Head cover j) Face shield		

I confirm that the above filled information/data is true about the facility.

Name of CEO/CCO _____

Signature _____ Date _____

Assessors' inspection comment _____

Name of Assessors:

S.N	Name	Title	Sign
1.			
2.			
3.			
4.			

Finally, at the end of the visit, thank the management body and all staff who participated in the interview for their valuable time and comment. Present warm greetings.