

ALLIED HEALTH PROFESSIONALS COUNCIL

CHECK LIST FOR OPENING A PRIVATE ALLIED HEALTH UNIT AHPS form 4

1. Identification particulars

1. Name of Professional:

Registered title:

Registration No..... Date of registration:

2. Name of Health Unit:

Postal Address: Tel No:.....

Email:

Town/MunicipalityPlot No/street:.....

Sub County/ DivisionDistrict:

Type of Health Unit:

Note: Day care Health Units only

- Medical Clinic
- Dental Clinic
- Ultra sound Scan Unit
- Physiotherapy
- Orthopaedic Clinic
- Ophthalmic/eye clinic
- Psychiatric Clinic

8. Registered title of professional

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

10. Available extra services

- Family planning
- Immunization
- Others specify.....

11. Standard sign post – Dark blue with white letters
- Available/Not available

II Health Unit Identification:

12. Appearance`
- Clean tidy and attractive (recommended)
 - Clean but untidy or dirty in some parts
 - Dirty untidy and not attractive at all
- 13 Construction of Building (s)
- Permanent (recommended)
 - Semi Permanent (recommended)
- 14 Space
- Ample, allows easy movement (recommended)
 - Inadequate
- 15 Floor
- Cemented, smooth and clean (recommended)
 - Cemented, but ragged or dirty
 - Not Cemented/dirty
- 16 Walls
- All plastered and painted bright (recommended)
 - Only some plastered/painted bright
 - All not plastered/not painted
 - Others specify
- 17 Roof - to be leak proof
- 18 Ventilation (Vents + windows)
To be equal to at least 30% of floor area
19. Lighting – there should be adequate lighting at all times the facility is open

III Privacy:

20. There should be evidence of adequate privacy wherever necessary in the Unit with screens and doors and clinician – other patients should not hear patient dialogue

N.B If in adequate or terrible areas that lack privacy

IV Room requirements.

- 21 Number of rooms is three for each health unit except, for Physiotherapy with two measuring at least 3 x 3m
Room assignment:

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

- X-ray Unit – Reception, X-ray room and dark room
- Physiotherapy – Reception and treatment room
- Laboratory - reception, specimens collection/main laboratory, scheduled room/toilet

V Infection Control

- 22 Water hand washing facilities in Examination, treatment, dark room, toilet main laboratory

- 23 Functional pit latrine/toilet

Water delivery system that is available

- Tap/can water (recommended)
- Mug and basin
- None available

- 24 Functional pit latrine/toilet

- Available and clean (recommended)
- Available but dirty
- None available

25. Cleanliness of micro-environment (Compound)

- Tidy and clean (recommended)
- Untidy/dirty

26. Facilities for disposal of non-medical waste (waste bins)
 - Appropriate waste bins available (recommended)
 - Appropriate waste bins not available
 - None available

27. Final disposal of Medical wastes
 - Open burning/incineration + deep pit (recommended)
 - Ordinary Pit (recommended)
 - Pit latrine(not recommended)
 - Burying not recommended
 - Urban garbage waste skip (not recommended)
 - Others specify

28. Availability of sufficient disinfectant (savlon, Jik, Habitane, Spirit)
 - Other specify

29. Availability of protective clothing for staff e.g. Uniforms, aprons, gloves, masks/goggles/gumboots where indicated:

30. Availability of gloves in sufficient quantity
 - Yes - reused
 - Available (recommended)
 - Disposable available (not recommended)
 - None available/insufficient quality (not recommended)

31. Availability of basic sterilization equipment where applicable
 - Autoclave stove and adequate saucepan (recommended)
 - Stove + adequate saucepan/ pressure cooker only (recommended)
 - Stove + inadequate saucepan (not recommended)

VI Professional equipment

32. Availability of basic relevant/diagnostic equipments: (BP Machine, Stethoscope, Clinical thermometer, Patella Hammer, Tongue Depressors, Torch, Ophthalmoscope, (for OCO)
 - Yes available where needed (recommended)
 - Yes some available where needed (tick those present)

33. Availability of specialized equipment in addition to the general clinic 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: hangers 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 ultra sound machine, x-ray cassettes, hangers, film printers, stationing grids, processing tanks, film drier, film processor.

VII Medical records

34 Record keeping. How are records kept or proposed to be kept in case of new Unit?

- 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

35 How/where are records stored/to be stored

- Cup boards and shelves mainly (recommended)
- Littered on tables/floor
- In boxes
- Other specify

Viii *Personnel and Management*

36. Basically there should be a minimum of one professional specialized in the relevant field applied for:
Specify professionals present

IX *Ethical issues*

37. Display of Names and titles

- 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)

38. Are there Photocopies of the Registration? Certificates of the Health workers operating the health Unit? Yes/No
- Yes available for all health care workers (recommended)
 - Yes available for only some health care workers
 - Not at all (not recommended)
 - Not applicable for new health Units

X Continuing Medical Education

39. Does the health have some reference books?
- Yes some available (recommended)
 - None available

40. Does the unit owner/supervisor have an annual practicing certificate
Yes/No

XI License status of Health Unit

XII Overall score and recommendations

41. Overall score of the Health Unit
- Excellent deserves 90 - 100% marks (recommended)
 - Very good deserves 70 - 89 marks (recommended)
 - Good, bearable, deserves 50 - 69 marks (improve)
 - Below standard deserves 0-49 marks (close /Not recommended)

42. Recommendations

- Recommended for licensing/renewal of license (60 – 100..%)
- Continue operating as you improve on the weak ness (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:

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Full Names:

SignatureDate & stamp.....

FOR OFFICIAL USE ONLY

Name:

Signature:

Date: