

SPECIFIC REQUIREMENTS FOR A CLINIC

A Clinic shall be defined as a facility with the following minimum requirements as listed in sections A to I below:

- A. Personnel**
- B. Services**
- C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities**
- D. Equipment Devices and Supplies**
- E. Wards (if applicable)**
- F. Catering (If wards are provided)**
- G. Safety and Security**
- H. Schedules**
- I. Records**

A. Personnel

The minimum qualification for the practitioner in charge shall be

- One Medical Doctor (must have at least five years post qualification experience and to be in good standing with the Medical and Dental Council of Ghana).

Additional staff

- At least two professional Nurses /Nurse Practitioners/Midwives (in good standing with Nursing and Midwifery Council.)

B. Services

- Minor ailment treatment
- Provision of basic health care services
- Primary Health Care services
- Health promotion and preventive services
- Non-Invasive services
- Minor Surgical procedures such as suturing
- Maternal and Child Health Services

- Short and Long term Family Planning
- Antenatal care
- Postnatal care
- Expanded Program on Immunisation
- Reproductive and Child Health Services (RCH)
- Prevention of Mother to Child Transmission Care (PMCTC)
- Normal Deliveries (Caesarian sections may be done only IF the clinic has the capacity to do so, i.e theatre with all requirements and operating staff)
- Eye care (optional)
- Mental health (optional)
- Dispensary services
- Basic laboratory equipped to provide basic laboratory services (RDT, Fasting Blood Sugar, HIV screening, Pregnancy tests, Hb, Basic Chemistry, AFB etc)
- Other services (Optional)
- Any other requirement that may be prescribed by the Board.

C. Premises- Physical Design, Layout, Furnishing and Ancillary Facilities

- Information desk
- Waiting and reception area of at least 4 x 3 metres size with seating facilities, a reception table, a registration table, medical record keeping facilities, a wheel chair/patients' trolley, adequate ventilation, a weighing scale and stadiometer for heights;
- Triage Area
- Nurses Room
- A consulting room of at least 4 x 3 metres with an examination couch, a wash hand basin, table and chairs, and adequate ventilation;
- A treatment room of at least 2 x 3 metres with instruments cabinet,
- Observation ward with minimum of 2 beds, bed-side locker and over-bed table for each bed, ward screen(s)

- Maternity wards with beds, lockers and over-bed-table for each bed, fetal stethoscope, commode
 - Lying in room with beds
 - Labour room -The labour room must have a delivery bed, infusion stand, delivery lamp and delivery set, oxygen system, resuscitative equipment, suction machine,
- Accident and Emergency room
- Male, female, children wards
- Sluice room with adequate water supply
- Eye care
- Mental health
- Basic laboratory equipped to provide basic laboratory services
- Medical records department with up to date records
- Dispensary
- Adult beds
- Washable floors with drains
- Clean patients' toilet and bath facilities with adequate water supply;
- Adequate general water supply
- Constant electricity supply with alternative power supply in good working condition
- Any other requirement that may be prescribed by the Board.

D. Equipment, Devices and Supplies

- Thermometer
- Stethoscope,
- Sphygmomanometer,
- Diagnostic set,
- Glucometer
- Weighing scale(for adults and babies);
- Stadiometer

- Fetoscope
- Sterilizer/autoclave
- Dressing trolley/tray with cotton swab, needles and syringes, galipot dressing, forceps needle holder, antiseptics and disinfectants, gauze/bandages, disposable gloves, injection trolley and equipment, wash hand basin and dressing stool;
- Emergency tray containing needles and syringes, scalp vein needles, iv giving set, injection hydrocortisone, injection adrenaline, 5% dextrose, normal saline, injection aminophylline, gloves;
- Suture Kit containing needles, nylon, analgesics, iodine, gauze etc.
- Resuscitative equipment including ambubag, oxygen mask, oxygen, oxygen trolley, suction machine (auto or pedal), resuscitative table, oropharyngeal tube, disposable gloves, needle & syringe, 50% dextrose, scalp vein needle 21G, 23G, I/V giving set, normal saline, dextrose saline and drip stand;
- Delivery tray containing episiotomy scissors, kocher forceps, artery forceps, mucous extractor, surgical scissors, straight scissors (long), needle & syringe, surgical gloves, disposable gloves, draw mackintosh, tape rule, sterilizer (for delivery pack), kidney dish with cover (2), kidney dish without cover (2), suturing materials, gauze bowl;
- Delivery bed;
- Adult hospital bed
- Wheelchair(s)
- Stretcher(s)
- Patient trolley(s)
- Procedures for processing (transport, disposal) of used medical devices, supplies and equipment
- Any other requirement that may be prescribed by the Board.

E. Wards (if applicable)

- Handwashing facilities (e.g veronica bucket etc) at the entrance to each ward
- Separate Wards for males, females and children

- Each ward to have beds, ward screens and drip stands
- Each bed to have bed-side locker and over-bed table
- Clean bathing facilities to be provided for each ward with adequate water supply
- Clean toilet facilities to be provided for each ward with adequate water supply
- Any other requirement that may be prescribed by the Board.

F. Catering (if wards are provided)

- Catering facilities or agreement to be made with an approved catering facility certified by the Ghana FDA for all clinics/hospitals with wards
- Food hygiene and food safety certificates for all catering staff
- Provision of breakfast lunch and dinner
- Designed menus for different dietary requirements
- Crockery, cutlery and napkins
- Food covers for delivery of cooked meals to patients
- Trolleys and trays for food delivery
- Clean washable floors with drains
- Clean walls with light paint
- Windows and doors intact without gaps
- Washable counter tops for food preparation areas without cracks
- Adequate water supply
- Storage facilities for cooked and raw food (fridges, freezers, shelves and cupboards)
- Clear Separation of areas for handling raw and cooked food
- Covered trash cans for disposal of food items
- Any other requirement that may be prescribed by the Board.

G. Safety and Security (Refer to Sections 1 to 11 below)

1. Structural

- a. Unobstructed access to facility
- b. Easily accessible to the disabled and aged

- c. Parking area
- d. Roof, walls and ceiling intact
- e. Windows and Doors for facility intact with mosquito netting
- f. Outer wall
- g. Facilities for storage of outer garments and personal items away from work area
- h. Adequate working space
- i. Clear separation of different general areas (reception, registration, consulting, treatment, observation areas and wards)
- j. Separate work and storage areas are provided within the facility for processes/procedures, administration tasks and associated paperwork/reference material.

2. General

- a. Non-slip floors
- b. Unobstructed walkways, paths and corridors
- c. Adequate illumination
- d. Adequate ventilation

3. Signage

- a. Department/Unit Identification signs
- b. Directional signs
- c. Warning signs
- d. Health promotion/preventive posters (HIV, Malaria, Tuberculosis etc.)
- e. Emergency evacuation diagram clearly displayed in all areas
- f. Entry and exit signs
- g. Hazard/safety signage on entrance/s clearly visible and contains information including:
 - i. Authorized access only
 - ii. No food or drink allowed
 - iii. Medical Doctor(s) contact details
 - iv. Laboratory supervisors contact details

- v. Dispensing technician/pharmacists contact details
- vi. Mid-wife contact details

4. Hygiene and Sanitation

- a. Fairly distributed number of pedal operated dust bins
- b. Means of decontamination of hands
- c. Posters on appropriate handwashing technique
- d. Posters on appropriate use of toilet facilities
- e. Signs for disposal of different types of waste
- f. Cleaning time tables for all rooms, offices and bathrooms

5. Food Hygiene and Safety

- a. Appropriate storage and handling of food and drink;
- b. Prevention of contamination of food and drink;
- c. Handling and storage of utensils;
- d. Cleaning schedules for food preparation areas
- e. Calibration and maintenance of food thermometers

6. Protective Clothing and Gear

- a. Aprons
- b. Masks
- c. Gloves
- d. Covered shoes
- e. Patient gowns
- f. White coats for medical personnel
- g. Protective laboratory hair nets
- h. Protective laboratory coats
- i. Protective laboratory feet covers
- j. Provision for washed and clean linens

7. Biohazards

- a. Procedures for handling, storage, treatment, transportation and disposal of waste (colour codes for different waste etc)
- b. Sharps disposal
- c. Consumables disposal

- d. Biological waste disposal
- e. Incineration procedures for biological waste
- f. Protocols and procedures for managing accidents with sharps
- g. Protocols and procedures for managing cross contamination

8. Emergency

- a. Exit doors clearly marked and can be opened from inside (not padlocked)
- b. Exit doors unobstructed from inside and outside the building
- c. Fire equipment (fire blanket, extinguisher) is accessible and clear of obstruction
- d. Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.
- e. Fire exit and escape (for structures 2 storey and above) clearly marked and devoid of obstruction
- f. A first aid kit is located in the near vicinity.

9. Biosafety

- a. Procedures in place to account for all samples, reagents or materials
- b. Protocol and procedures for prevention of spread of infectious diseases
- c. Protocol and procedures for managing patients with infectious diseases
- d. Appropriate biosafety signage at the entrance to applicable units and on storage room doors/vessels
- e. All cultures or biohazardous materials are correctly labelled.
- f. A supply of disinfectant for decontamination purposes is available and is clearly labelled.
- g. Instructions for dilution of disinfectant is clearly displayed (e.g chlorine solution)
- h. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
- i. Gowns stored in manner that prevents cross contamination
- j. A supply of hospital grade antiseptic for washing hands is available at laboratory exit.

- k. All keyboards have protective covers.
- l. Protocols in place for safe storage, handling and transport of dangerous substances and of waste containing dangerous substances

10. Biosecurity

- a. There is appropriate signage at the entrance to all areas
- b. All GMO and Quarantine samples labelled appropriately
- c. All samples, reagents, liquids are appropriately stored in appropriate storage vessels and clearly labelled
- d. All samples are secondary contained (fridges and freezers count as secondary containment within a lab)
- e. Security arrangements are in place and various applicable areas have clearly marked restricted access
- f. There are locks on fridges and freezers.
- g. Procedures are in place for the transport of materials
- h. All surfaces (including furniture) within the laboratory are smooth, impermeable to water and resistant to any decontaminant materials.
- i. There are appropriate pest control procedures in place (spraying, weeding etc.)
- j. All windows and walls are intact and sealed and there are no gaps.

11. Chemicals, handling and storage

- a. Chemicals stored in appropriate containers.
- b. Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and pictogram depicting hazard level).
- c. Chemicals are stored according to compatibility.
- d. Compatibility chart is readily available.
- e. Dangerous goods are stored under COSHH guidelines (Control of Substances Hazardous to Health).
- f. COSHH cabinets must be used, labelled and maintained in accordance with COSHH practices and other international best practices including but not limited to
 - i. Self-closing and close fitting doors

- ii. Locking automatically (flammable)
- iii. Locking mechanism in 2 or more places (flammable/corrosive)
- iv. Self-releasing locking mechanism (oxidizing agents and organic peroxides)
- v. Clearance from ignition/heat sources (flammable, oxidizing agents, organic peroxides)
- vi. Ventilation
- vii. COSHH approved labels for various hazards (toxic, danger to environment, corrosive etc.)

H. Schedules

- Preventive maintenance schedules for the building housing the facility together with fixtures
- Preventive maintenance scheduled for equipment used in the facility
- Standard Operation Procedures
- Fire practices, drills, fire alarm tests and their results and action taken where applicable
- Any other applicable schedule or drill.

I. Records

- Facility equipment records;
- National health insurance scheme claim forms and other records;
- Facility inspection records;
- Patients medical examination report;
- Waste tracking log book;
- Occupational log books to record results of all staff investigations;
- Log books for recording accidents and injuries at the facility;
- Log books for recording potential and actual infections
- Routine (monthly/quarterly) data on ailments illnesses/conditions reported at the facility

- Any other relevant records prescribed by the board