

## **SPECIFIC REQUIREMENTS FOR EYE CLINIC**

An eye clinic shall be defined as a facility with the following minimum requirements as listed in sections A to G below:

- A. Personnel**
- B. Services**
- C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities**
- D. Equipment Devices and Supplies**
- E. Safety and Security**
- F. Schedules**
- G. Records**

### **A. Personnel**

The minimum qualification for the practitioner in charge shall be

- Ophthalmologist (5 years post qualification experience and in good standing with Medical and Dental Council of Ghana);

Additional staff

- One Optometrist (in good standing with the Allied Health Professions Council)
- Two Ophthalmic Nurses (in good standing with Nursing and Midwifery Council of Ghana);
- One Optician (in good standing with the Allied Health Professions Council)

### **B. Services**

- Treatment of all eye disease.(medical/surgical/optical)
- Operating theatre for eye surgeries (when necessary)
- Levels
  - Primary e.g. district eye units, Christian eye center, Emmanuel eye center
  - Secondary e.g. regional hospitals and first line referral points
  - Tertiary e.g. teaching hospitals
- Health promotion/preventive services

- Dispensary
- **Emergency Services Support**
  - First Aid training
  - First Aid box maintenance
  - Emergency Care service & referral system
  - Comprehensive emergency plan development
- 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;
- Examination room with couch, adequate space and ventilation
- 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, locker and over-bed table for each bed, ward screen
- Central sterile supply department
- Operating theatre
- Sluice room with adequate water supply
- Medical records department with up to date records.
- Dispensary
- Adult bed
- Washable floors with floor drains
- Clean patients' toilet 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 (Primary Facilities)**

##### **Instrument tray/trolley;**

- Slit lamp;
- Ophthalmoscope;
- Retinoscope;
- Flash light;
- VA chart box;
- Trial lens set/case or phoropter
- Visual field machine;
- CVF machine;
- Ophthalmic drops.
- Minor treatment set;
- Sterilization systems/Autoclave;
- Angle poised lamp;
- Treatment tray/trolley;
- Auto ref. Keratometer
- Basic Surgical sets (cataract, pterygium etc.)
- Wheelchair (s )
- Stretcher (s)
- Patient trolley (s )
- Suture Kit containing needles, nylon, analgesics, iodine, gauze etc.
- Resuscitative equipment including ambubag, oxygen masks, oxygen trolley, suction machine (auto or pedal) and drip stand;
- Procedures for processing (transport, disposal) of used medical devices, supplies and equipment
- Any other requirement that may be prescribed by the Board.

**Equipment, Devices and Supplies  
(Secondary Facilities)**

All of primary plus

- AB scan/scoring machine
- VFT scan

**Equipment, Devices and Supplies  
(Tertiary Facilities)**

All of secondary plus

- OCT/GDX

**The theatre of an eye clinic shall have:**

- An operating microscope;
- A general ophthalmic surgery set;
- An oxygen delivery system;
- Any other requirement that may be prescribed by the Board.

**E. Safety and Security (Refer to Sections 1 to 9 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. Facilities for storage of outer garments and personal items away from work area
- g. Adequate working space
- h. Clear separation of different general areas (reception, registration, consulting, treatment, observation)
- i. 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 (Eye care)
- 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. Ophthalmologists contact details
  - iv. Optometrist contact details
  - v. Dispensing technician/pharmacists 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. Protective Clothing and Gear**

- a. Aprons
- b. Masks
- c. Gloves
- d. Covered shoes
- e. Patient gowns
- f. White coats for medical personnel

- g. Provision for washed and clean linens

## **6. 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

## **7. 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. Smoke detectors are working and clear of obstruction.
- g. A first aid kit is located in the near vicinity.

## **8. Biosafety**

- a. Procedures in place to account for all samples, reagents or materials
- b. Protocol and procedures for prevention of spread of infectious eye diseases
- c. Protocol and procedures for managing patients with infectious eye diseases
- d. All cultures or biohazardous materials are correctly labelled.
- e. A supply of disinfectant for decontamination purposes is available and is clearly labelled.

- f. Instructions for dilution of disinfectant is clearly displayed e.g chlorine solution
- g. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
- h. A supply of hospital grade antiseptic for washing hands is available at exits.
- i. All keyboards have protective covers.

## **9. Biosecurity**

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

## **F. 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.

## **G. Records**

- Facility equipment records;
- National health insurance scheme claim forms and other records;
- Facility inspection records;
- 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.