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
o Short and Long term Family Planning
o Antenatal care
o Postnatal care
o Expanded Program on Immunisation
o Reproductive and Child Health Services (RCH)
o Prevention of Mother to Child Transmission Care (PMCTC)
  o 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
  o Lying in room with beds
  o 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