

MEDICAL COUNCIL OF ZAMBIA

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CRITERIA FOR REGISTRATION OF CONSULTING ROOMS PROVIDING BASIC OPD/PHC SERVICES

1. PLANNING APPROVAL

- Approved drawings from District Council or City Council (indicate date of Approval) only or

Planning approval for change of use under the Town and Country Planning Act if the building was used for another purpose before.
- If existing building has been renovated, extended or additional structures added, approval from the local Authority (LA) for the extensions or additional structures. (indicate date of approval)

2. ADMINISTRATIVE REQUIREMENTS

- Physical address and name of the facility including mailing address
- Provision for office/Registry
- Provision for a dry-store

3. STAFFING

- Availability of a Medical or Dental Practitioner in charge – whether part-time or full time (Name in full and Registration status including current practising licence)
- Ownership of the Consulting Room
- Availability of a Nurse – Preferably ZEN/ZEM or RN where possible; part-time or full time.
- Availability of a Clinical Officer – (General) part-time or full time
- Availability of a cleaner/scrubber
- Optional additional staff (Depending on level or package of service) i.e:-
 - Laboratory Technologist(s) or Scientific Officers
 - Radiographer(s)

- Dental Surgeons
- Physiotherapist(s)
- Pharmacist
- Clerical/Registry officer
- Other support staff – specify
- Provide Registration status for all practitioners i.e. Registration number and current Practising Licence

NB: Additional Practitioners to be provided according to level of services.

4. RECEPTION ROOM

- Adequacy of sitting facilities
- Patient Registers
- Patient Cards
- Filing Facilities
- Maintenance of Patient Records
- Ventilation (adequate)
- Lighting (adequate)
- Waste bin with lid (foot operated)
- To be in a clean state
- Floor, walls, ceiling/roof in a sound state of construction and clean.

5. WAITING ROOM

- Adequacy of sitting facilities
- Lighting (adequate)
- Ventilation (adequate)
- To be in a clean state
- Floor, walls, ceiling/roof in a sound state of construction and clean
- Waste pedal bin with lid

6. EXAMINATION ROOM

- Couch
- Couch Sheets
- Foot-stool
- Screens for Privacy
- Wash hand basin with adequate running water, soap, hand towel, disinfectants
- Ventilation (adequate)
- Lighting (adequate)
- To be in a clean state
- Floor, walls, ceiling/roof in a sound state of construction and clean
- Waste pedal bin with lid
- Storage facility for sharps/non-sharps
- Disposable surgical/examination gloves

7. TREATMENT ROOM

- Resuscitation tray with the following:
 - 2 ampoules hydrocortisone
 - 2 ampoules adrenaline
 - 2 ampoules aminophyline
 - 2 anti-convulsants i.e. diazepam
 - 2 anti – histamine (e.g. phenegan)
 - syringes/needles (disposable type)
 - 50% dextrose
 - adhesive dressing
- Full Oxygen Cylinder with working gauge
- I.V. Fluids, Cannulars and giving sets
- Disinfectant for cleaning the skin
- Disposal facility for syringes/needles and other contaminated wastes
- Waste pedal bin with lid
- Sitting facility for Patient/Practitioner
- Screens for privacy

8. MATERNAL/CHILD HEALTH FACILITIES (Optional)

9. OBSERVATION ROOM (Optional with approval of the Council)

- Standard Hospital Beds
- Adequate linen
- Pillow
- Foot Stool
- Bedside locker (optional)
- Ventilation
 - a) Natural
 - b) Artificial
- Lighting
 - a) Natural
 - b) Artificial
- Wash hand basin with running water
- Disinfectant/soap
- Observation chart with indication of time
- Temperature Pulse Respiration (TPR) instrument
- Waste pedal bin with lid

Note: Time for observation must **not exceed 24 hours**.

10. EQUIPMENT

- Weighing scales for adults/babies
- Clinical thermometer
- Stethoscope
- Faetal scope
- Syphygmanometer

- Diagnostic set
- Working refrigerator with temperature monitor
- Suction machine
- Fire extinguisher
- Patellar hammer
- Working steriliser

11. PHARMACY

- Adequate shelves
- Adequate space
- Refrigerator (working) with temperature monitor
- Ventilation (adequate)
- Lighting (adequate)
- Adequate security for drugs
- Graduated glass measures
- Container of distilled water for reconstitution of Medicines
- Lockable cupboard for storage of dangerous drugs (DDA box)
- Register for control of DDAs
- Tablet Counting tray
- Adequate packets for dispensing of re-packed drugs
- Storage and disposal of expired drugs
- Room to be in a clean state
- Floor, wall and ceiling/roof in a sound state of construction and clean
- Display of Guidelines for disposal of expired drugs
- Room thermometer

12. BASIC LABORATORY FACILITIES (Optional)

- To be out-sourced or provided on site
- If on site: -
 - Adequacy or room space
 - Adequacy of work surfaces
 - Adequacy of sitting facilities for Practitioner
 - Adequacy of piped water i.e. sink with hot/cold water
 - Microscope
 - Microscope Slides
 - Slide Cabinet/Box
 - Centrifuge Tube and centrifuge bench
 - Standard operating procedures (SOPS)
 - Pipettes
 - Counting Chambers
 - Gas Cylinder/spirit lamp
 - Bunsen Burner
 - Forceps
 - Centrifuge
 - Colorimeter/Lovi bond comparator
 - Mechanical Balance
 - Specimen Containers
 - Waste pedal Bin with lid

- Surgical Gloves
- Laboratory Reagents
- Working Refrigerator with temperature monitor
- Water Bath
- Cleanliness of Room

- Floor, walls and ceiling/roof in a sound state of construction and clean
- Biosafety procedures on display

13. STATE OF BUILDING/PREMISES

- Free from pest infestations
- To be in a sound state of repair and construction
- General surroundings to be in a clean state
- Sewerage/drainage system to be in a good working condition

14. SANITARY FACILITIES

- Adequate toilet facilities for male and female patients and staff
- To be in a good working condition
- In a Clean state
- Fly screening of windows
- Availability of tissue
- Floor, wall, ceiling/roof in a sound state of construction and clean
- Wash hand basin with adequate water, soap and means of hand drying
- Adequate ventilation and lighting

15. REFUSE STORAGE AND DISPOSAL

- Availability of refuse storage facility
- Disposal facilities for refuse
- Incinerator
- Availability of “Sharps” disposal facilities
- Fly control
- Rodent control

CONSULTING ROOMS WITH ADDITIONAL FACILITIES

A DENTAL SURGERIES

(i) RECEPTION ROOM

- Adequate sitting facilities
- Patient cards
- Patient cards Records
- Filing facilities
- Proper maintenance of records
- To be in a clean state
- Ventilation (adequate)
- Lighting (adequate)
- A waste pedal bin with a lid
- Floor, walls, ceiling/roof in a good state of construction and clean

(ii) WAITING ROOM

- Adequacy of room space
- Adequacy of sitting facilities
- To be in a clean state
- Lighting (adequate)
- Ventilation (adequate)

iii EXAMINATION ROOM

- Adequate privacy
- Adequate ventilation and lighting
- Adequate running water
- Disposable paper towels
- Enough disinfectants
- Waste pedal bin with a lid
- To be in a clean state
- Floor, walls, ceiling/roof in a good state of construction and clean

(iv) **EXAMINATION INSTRUMENTS (Minimum)**

- 2 x 100 Disposal needles
- 10 assorted burs
- 2 Upper & 2 lower anteriors
- 4 molars forceps
- 2 canines forceps
- 4 upper/lower premolar forceps
- 2 root forceps
- 2 cow horn
- 4 winter elevators
- 3 hospital elevators
- 4 straight/couplunds
- 2 cryer elevators
- 2 James warwick
- 2 Needle holders
- 1 mouth garg
- 2 chisels
- 2 periosteal elevators
- 2 scapel holders
- 2 artery forceps
- 2 pairs scissors
- A box of examination gloves
- A box surgical gloves
- A box of face masks
- A box of cotton wool
- Local anaesthesia
- Protective glasses
- 4 dental syringes
- Tweezers
- Probes
- Mirrors

(v) **DENTAL EQUIPMENT**

- Dental unit
- Autoclave/sterilizer
- Suction machine
- Amalgam carrier
- Working refrigerator
- Amalgamator
- Fire extinguisher
- X-ray unit (optional)
- Table

(vi) DENTAL LABORATORY

- Alginate impression material
- Plaster of Paris
- Modeling Wax
- Acrylic teeth (Anterior & Posteriors)
- Heat – Cure Acrylic powder
- Heat – Cure Acrylic Monomer
- Cold – mould seal
- Cold – Cure Acrylic powder
- Cold – Cure Acrylic Monomer
- Polishing lathe machine
- Impression trays
- Rubber bowls
- Plaster spatula
- Wax knives
- Orthodontic pliers No. 64
- U-Loop former pliers
- 0.6mm Orthodontic wire
- 0.7mm Orthodontic wire
- Hanging Trimming motor
- Bench Press
- Vibrator
- Model Trimmer
- Curing Bath/Pot

B X-RAY FACILITIES (IMAGING)

- Radiation shielding
- Dark room facilities (boxes/ film developer)
- Essential radiological equipment
- Development and fixer machine
- Baths for x-ray films
- Facility for reading x-ray films
- X-ray films
- Necessary chemicals
- Adequate Ventilation
- Adequate Lighting
- Certificate from Radiation Protection Board
- To be in a clean state
- Floor, wall, ceiling/roof in a good state of construction and clean

C. MINIMUM REQUIREMENTS FOR PHYSIOTHERAPY CONSULTING ROOMS

(i) Exercise Room

- Plinth with foot stool
- Mat
- Mirror (full length)
- Wheel chair

(ii) Exercise Gadgets

- Physio balls
- Wobble board/pad
- Pulleys
- Exercise bicycle
- Safe toys
- Parallel bars
- Rattles
- Clutches
- Walking sticks
- Refrigerator with temperature monitor

(iii) Electrotherapy Room

- Plinth with foot stool
- **Infra Red**
- Wax bath
- Hot Packs/Hydrocollator
- Short wave diathermy machine

(iv) Stimulators

- Interferential Machine
- Muscle Stimulator
- TENS
- Ultra Sound

LABORATORY BIOSAFETY PROCEDURES

(a) Availability of Primary Barriers

- (i) Safety cap
- (ii) gloves, coats, gowns, shoe covers, boots, respirator, face shield, safety glasses or goggles.

(b) Secondary barriers in place (barriers to protect persons working inside and outside the laboratory and animals and persons in the surrounding community from infectious agents) i.e. prevention of:

- (i) formation of aerosols (within the room)
- (ii) over crowding
- (iii) infestation with rodents and anthropods
- (iv) unauthorised entrance.

(c) Presence of

- (i) disinfectants
- (ii) safety cabinet
- (ii) a cleanable working bench
- (iv) autoclave
- (v) wash hand (WHB) basin
- (vi) protective coat, gown
- (vii) disposable gloves
- (viii) Bench wipes (mutton cloths)
- (ix) Methylated spirit

(d) Routine fumigation of the Laboratory facility

(e) Routine (in house) training of staff in biosafety.

(f) Minimum requirements by laboratory category as follows:

| Laboratory Category | | Requirements | |
|---------------------|------------------------------|--------------|-------|
| I | Rural health centre/clinic | a & b | above |
| II | District Hospital | a, & b, | above |
| III | Central/UTH/General Hospital | a,b,c,& d | above |

(g) HIV TESTING REAGENTS

- 1) Abbot Determine, Gene II, & Bionar
- 2) Transfer pipettes
- 3) Disinfectant
- 4) Methylated Spirit
- 5) Bench wipes (mutton cloth.