

# MINIMUM REQUIREMENT FOR ESTABLISHING A GENERAL CLINIC



Quality Assurance and Regulation Division,  
Ministry of Health

## RELEASE RECORD

Version No	Version Date	Description of change
1	11 <sup>th</sup> February 2023	Initial release

**DOCUMENT NUMBER:** MOH-QA/S/23/128-0

**Written and compiled by:** Fathimath Nishana, Community Health Worker  
Quality Assurance and Regulation Division

**Reviewed by:** Abdul Raheem Adam, Director  
Fathimath Limya, Assistant Director  
Quality Assurance and Regulation Division

**Endorsed by:**



Uza. Thasleema Usman  
Commissioner of Quality Assurance  
Ministry of Health

**Published on:** 12<sup>th</sup> February 2023

**Published by:** Quality Assurance and Regulation Division  
Ministry of Health, Male, Republic of Maldives

## Contents

<b>Introduction</b> .....	3
<b>1. Definition:</b> .....	3
<b>2. Scope:</b> .....	3
<b>3. Infrastructure</b> .....	3
<b>4. Furniture and fixtures:</b> .....	4
<b>5. Human resources and requirements:</b> .....	4
<b>6. Equipment's/Instruments/drugs</b> .....	4
<b>7. Support services:</b> .....	5
<b>8. Record maintenance and reporting</b> .....	5
<b>9. Infection Prevention and Control</b> .....	6
<b>10. Safety consideration:</b> .....	6
<b>11. Documentations</b> .....	6
<b>12. Trainings</b> .....	6

## Introduction

This document is intended to provide minimum criteria required for operating a general allopathic clinic in Maldives. This criteria is developed under the regulation of 2021/R-28 (Health service regulation ).

### 1. Definition:

- A general allopathic clinic defined as a clinical establishment providing examination, consultation, prescription to out- patients including dispensing of medicines by general practitioner/ specialist doctor/ super-specialist doctor.
- Clinic operating hours will be defined as per the service provided.

### 2. Scope:

- The general allopathic clinic standard is to describe the minimum criteria to operate a general allopathic clinic in Maldives.
- These set of common minimum standards framed are applicable to practitioner by General physician/ specialist doctor/ super-specialist doctor/ nurses who are themselves providing patient care services like dispensing medicines, injections and dressings.

### 3. Infrastructure

- The clinic area should comprise of
  - ✓ Consultation room(s)
  - ✓ Observation room/ treatment room
  - ✓ Waiting area
  - ✓ Store
  - ✓ An area or cabinet to keep essential medicines
  - ✓ Autoclave Area
  - ✓ Toilet
  - ✓ Where the clinic wants to set-up a laboratory- adhere national laboratory standards/guidelines
  - ✓ Where the clinic needs to setup a X-Ray adhere to national guidelines on shielding radiology services.

#### **4. Furniture and fixtures:**

- Furniture and fixtures should be available in accordance with the activities and workload of the clinic.
- The furniture and fixtures should be functional all the time.

#### **5. Human resources and requirements:**

- The clinic should have following minimum health professionals
  - ✓ One medical officer/ special doctor/super-specialist doctor/
  - ✓ Nurse or Community Health Officer
  - ✓ If applicable, any other allied health professional
- The health professionals should be registered in the relevant council and should possess a valid practising license
- The services provided by the medical professionals should be in consonance with their qualification, training and registration.
- The health professionals should be oriented to all the relevant national guidelines, standards, laws, regulations relevant to health services in Maldives

#### **6. Equipment's/Instruments/drugs**

- The clinic should have essential equipments as per Annex 1
- Other equipments as per the scope of service being practiced should also be available.
- Adequate space for storage of equipments and medicines should be provided and if available medicines should be stored as per the manufacture's guidelines.
- The equipment should have adequate capacity to meet work load requirement.
- All equipments should be in a good working condition at all the time. Periodic inspection, cleaning, maintenance of equipments should be done.
- The clinic should have basic essential drugs as per Annex 2, However other drugs as per the scope of services being practiced should also be available.

## **7. Support services:**

- In a clinic minimum one support staff must be available to meet the care treatment and service needs of the patient. However, number may depend upon the work load and scope of the service being provided by the clinical establishment.
- Health care waste should be managed in comply with national infection prevention and control guideline.
- Environment and equipment cleaning process should be in accordance with national infection prevention and control guideline.
- Drinking water should be available all the time at the clinic

## **8. Record maintenance and reporting**

- Every clinic establishment should maintain daily medical records of all the patients as per the medical records regulation (2019/R- 1070)
- Prescription used by the clinic should have all information mandated by medical record regulation (2019/R- 1070 chapter 8)
- The clinic should file and store the copies of these documents as per the medical record regulation.( 2019/R- 1070)
- Communicable disease notification forms and all disease notifications mandated by Health Protection Agency should be report to the agency using reporting form.
- All medical relevant forms should be available at the clinic
  - ✓ Medico-legal reporting form
  - ✓ Patient referral form
  - ✓ Medical certificate

## 9. Infection Prevention and Control

- The clinic should abide all criteria of National Infection Prevention and Control guideline.
- The clinic should have institutional standard operating procedure for National Infection Prevention and Control, and all the relevant staffs should be oriented for the guideline.

## 10. Safety consideration:

- Ramp provision should be available at the entrance to clinic.
- All surface flooring should be non – slippery
- Fire extinguishers and smoke alarms should be established at clinic
- Other safety requirements as defined in service related guidelines and standards
- All staffs attending working in clinical areas should be vaccinated for hepatitis B

## 11. Documentations

- All the relevant clinical guidelines, standards, laws and regulations should be available at the clinic.
- Registration and operating license should be displayed in a public area in clinic.
- A list of medical services provided by the clinic should be displayed at the clinic.
- All documentations mandated by Ministry of Health/ Health protection Agency/ Maldives Food and Drug Authority should be available at the clinic.
- Consent forms for relevant procedures / investigations should be available and filed.
- Inventory of equipment should be maintained
- Stock management system should be established in clinic

## 12. Trainings

- Management should ensure following training are completed by health professionals at the clinic
  - ✓ In order to best identify and meet the needs of each and every patient, healthcare facilities must implement changes that promote inclusion for all people, regardless of disability.

- ✓ Health care professionals and other staffs should be trained and oriented to all relevant guidelines, and should have competency to perform all the procedures
- ✓ Health care professionals and other staffs should be trained in first aid, basic life support in use of medical procedures.



### **Annex 1: Essential equipment list:**

1. Dedicated fridge to store medicines
2. ECG machine should be a mandatory equipment
3. Defibrillator should be a mandatory equipment in the clinic
4. Manual or automated BP apparatus, thermometers, stethoscopes, ophthalmoscope, otoscope and other accessories for patient examination.
5. Suction machine
6. Examination lamps
7. Examination Bed
8. AEDs
9. Emergency resuscitation: Laryngoscopes, Ambu bags and masks, Endotracheal tubes, oxygen face masks and nasal canula should be available
10. An oxygen cylinder should be available at the clinic
11. An emergency trolley kept ready at all times with all the resuscitation equipment and drugs used in cardiopulmonary resuscitation should be available in them
12. Autoclave machine- Surgical instruments and materials should be autoclaved
13. Glucometer

**Annex 2: Essential drug list:**

1.	Inj. Hydrocortisone 100mg/ml injection
2.	Inj Adrenaline (1 mg/ml) injection
3.	Inj Atropine (0.65 mg /ml) injection
4.	Inj. Amiodarone (150 mg/3ml) injection
5.	Injection Lasix (10 mg/ml) injection
6.	Inj. Avil (pheniramine maleate) (22.75mg/ml) injection
7.	Inj Emeset (Ondansetron) (2mg/ml) injection
8.	Inj Pantaprazole 40 mg injection
9.	Inj Diclofenac (75 mg/3ml) injection
10.	Inj Diazepam 10 mg injection
11.	Inj Phenytoin (50mg/ml) injection
12.	Tab Paracetamol
13.	Syrup Paracetamol (120mg/5ml), (250 mg/5 ml)
14.	Betadine ointment