**Chapter B15 – Outpatient Service**

1. **Basic Information**

|  |  |
| --- | --- |
| Name of Service |       |
| Location of Service |       |
| Scope of Service |       |
| Operating hours |       |
| Number of consultation rooms |       |
| Age limit of patients |       |

 Please indicate whether the following anaesthetic procedures will be provided:

|  |  |
| --- | --- |
| **Anaesthetic procedures** | **If yes, please indicate location** |
| General anaesthesia Yes [ ]  No [ ]  |       |
| Major regional anaesthesia Yes [ ]  No [ ]  |       |
| Deep sedation Yes [ ]  No [ ]  |       |

1. **Medical Practitioner-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Nurse-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**

4.1 Manpower\* (including the Nurse-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner |       |       |
|  |       |       |
| Nurse |       |       |
|  |       |       |
|  |       |       |
| Others |       |       |
|   |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

4.2 Other requirements

|  |  |
| --- | --- |
| 1. The clinic assistants work under the supervision of a medical practitioner, dentist or nurse
 | Choose an item. |
| 1. The clinic assistants have received appropriate training. The training received is properly documented
 | Choose an item. |
| 1. If dispensing service is provided outside pharmacy service hours, medicines are dispensed under the supervision of a medical practitioner
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. Defibrillator, Portable equipment for advanced life support, laser equipment)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

*# Not applicable for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. Resuscitation equipment are easily accessible and checked at regular interval
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Service Delivery and Care Process**

|  |  |
| --- | --- |
| 1. Scales for fees are displayed in the clinic. Patients are advised of the fees for proposed treatment in advance
 | Choose an item. |
| 1. If minor surgery or investigation procedures are undertaken:
 |
| 1. it takes place in a suitably designed and maintained room
 | Choose an item. |
| 1. a couch is provided
 | Choose an item. |
| 1. all clinical staff involved are trained in basic resuscitation
 | Choose an item. |
| 1. resuscitation equipment is available and checked regularly
 | Choose an item. |
| 1. There are written procedures for the following:
 |
| 1. dealing with emergencies, including arrangements for admission to hospital or transfer to another hospital
 | Choose an item. |
| 1. recording, labelling, appropriate storage and transportation of laboratory specimens
 | Choose an item. |
| 1. cleansing and sterilisation of equipment
 | Choose an item. |
| 1. storage and disposal of clinical wastes
 | Choose an item. |
| 1. There is a record of drugs stored in the clinic
 | Choose an item. |
| 1. The hospital puts in place a triage system so that priority for assessment and treatment is given based on the patient’s condition at the time of attendance
 | Choose an item. |
| 1. There are policies and procedures setting out the medical practitioner responsible for supervision of dispensing of medicines with clear delineation of responsibilities
 | Choose an item. |
| 1. Medicines dispensed to patients for use outside the hospital are clearly labelled with the name of the medicine, directions and precautions for use
 | Choose an item. |
| 1. If the service is operated by a separate entity outside the hospital, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |