**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#** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*# 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. |