



MEDICAL COUNCIL OF MALAWI

INSPECTION OF PRIVATE PRACTICE PREMISES OF CLINICAL OFFICERS AND MEDICAL ASSISTANTS

NAME OF THE CLINIC		
Registered Owner of the Practice		
LOCATION		
Physical Address of facility		
Postal Address		
PHONE		
EMAIL		
BUILDING		
Nature of surrounding Premises (Permanent structure)	ROOF: Minimum corrugated iron sheets but not leaking	
	FLOORS :Minimum cemented, smooth and non-slippery	
	WALLS: Inside; plastered and painted (wash & wear paints)	
	state whether quiet, noisy, private and none congested entrance	
Facility should contain the following minimum number of (a) Rooms, (b) equipment and (c) furniture		
	WAITING ROOM/RECEPTION	
	Table for Registration	
	Seats	
	Weighing scales (adult and Paeds)	
	Out Patient Register	
	Health Passport Books	
	Receipt book for fees charged	
	Handwashing facility with soap	
	CONSULTING ROOM	
	Reporting forms	
	Full diagnostic set	
	A copy of treatment Guidelines (Latest version)	
A copy of all necessary guidelines e.g. IPC & IEC		
2 boxes of Gloves (latex examination and surgical)		

	1 Blood Pressure Machine	
	Weighing scale	
	A box of disposable spatula or 25 metal spatula	
	2 Thermometers	
	Examination couch (curtain around couch, 1 metre high)	
	Angle Poised Lamp	
	Stethoscope	
	Torch/source of light for throat examination	
	Ambu Bags (Adult and Paeds)	
	Receipts for drugs purchased (not in a new facility)	
	Records of drugs dispensed (not in a new facility)	
	Sharps container	
	One biomedical and one non-biomedical waste bins (labeled)	
	Three buckets for disinfection (labeled)	
	Handwashing facility with soap	
	Emergency Tray	
	EXAMINATION ROOM [Exams room alone (4x3m) if combined (6x3m)] with consultation room	
	2 boxes of Gloves (latex examination and surgical)	
	Examination couch (Curtain around couch,1 metre high)	
	Sharps container	
	one biomedical and one non-biomedical waste bins (labeled)	
	Three buckets for disinfection (labeled)	
	Handwashing facility with soap	
	Examination light	
	2 Speculums	
	3 Retractors	
	TREATMENT ROOM	
	Examination couch (curtain around couch1 metre high)	
	sterile syringes tray	
	Sharps container	
	one biomedical and one non-biomedical waste bins (labeled)	
	Three buckets for disinfection (labeled)	
	Handwashing facility with soap	
	At least a box of 100 plastic syringes as follows: 2ml syringes 5ml syringes 10ml syringes	
	Refrigerator for the storage of drugs requiring refrigeration (small chest fridge), Give guidance.	
	DRESSING ROOM	
	2 Cheatle forceps and holder	
	5 Kidney dishes	

	sterilizer (Fish kettle type if in area areas where there is no electricity)	
	stove/hotplate (in areas without electricity)	
	5 needle holders	
	2 pairs of dressing scissors	
	5 dissecting forceps	
	tissue holding forceps (5 toothed & 5 non-toothed)	
	5 artery forceps	
	5 Scalpel blade holders	
	Instrument storage drum	
	Handwashing facility with soap	
	One Sharps container	
	one biomedical and one non-biomedical waste bins (labeled)	
	3 buckets of disinfection (labeled)	
	Handwashing facility with soap	
	A box of examination gloves and sterile surgical gloves	
	PPEs: Boots, heavy duty gloves, masks and Heavy duty Apron	
	Chlorine/Jik and soap	
	TOILET FACILITIES	
	Pit latrines/ water closet (male and female)	
	Bucket with tap near toilet	
	VENTILATION Windows for ventilation in each room	
	LIGHTING (ESCOM, natural or Solar)	
	Second door as emergency exit	
	Bucket of sand	
	Drainage System	
Sewer System		
Waste Management		
Rubbish disposal pit		
Ordinary Incinerator type or 200L Metal drum with holes around it.		
MOU with DHO on incineration		

OVERALL COMMENTS: _____

INSPECTIONS OFFICER 1: _____

SIGNATURE: _____

INSPECTIONS OFFICER 2: _____

SIGNATURE: _____

SIGNATURE: _____

DATE OF INSPECTION: _____