

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

Diagnostic Imaging Services Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: ___/___/___

Ref.	Description	Yes	No	N/A	Remarks
3	Final Inspection and Issuing the License				
3.2.1	Appoint a Medical Director who should be a DHA licensed Radiologist.				
3.2.2	Employ a sufficient number of qualified and licensed consultant/specialist radiologists, radiographers and other healthcare professionals to satisfy the requirements of this regulation and to meet patient and facility needs for all procedures performed at the facility.				
3.2.3	Install and operate imaging equipments required for provision of the services in accordance with manufacturer specifications.				
3.2.5	Provide evidence of FANR license to use the ionizing radiology equipments in the facility or FANR registration number.				
3.2.6	Provide documented policies and procedures for the following:				
3.2.6.1	Infection control measures and hazardous waste management				
3.2.6.2	Medication management				
3.2.6.3	Patient health record				
3.2.6.4	Patient transfer and emergency action plan				
3.2.6.5	Radiation Safety				
3.2.8	Maintain Charter of Patients' rights and responsibilities noticeably posted on the premises at least in two languages (Arabic and English).				
3.2.9	Maintain adequate lighting and utilities, including temperature controls, water taps, sinks and drains, electrical outlets and communications;				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	1/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

3.2.10	Keep floors, work surfaces, and other areas clean and neat;				
3.2.11	Clearly display the hours of operation of the facility as well as the type of services available;				
3.2.12	Clearly displayed hazardous signs aimed to restrict access for the safety of patients, visitors and staff				
3.2.14	Designate secured areas for the direct placement of shipments of radioactive or otherwise hazardous materials;				
3.2.15	Provide a sufficient number of toilets for patients, their families, and staff.				
3.2.16	Ensure that the facility is accessible for handicapped and disabled individuals;				
3.2.17	Access for disabled toilet within the same building is required for all new Radio Diagnostic centre;				
5	Management Responsibilities				
5.6	Maintain an active FANR license for using ionizing radiology equipments in the facility				
14	Independent Radio-Diagnostic Centre				
14.1	Radio-Diagnostic Centre can be located in an independent villa or in a flat in a commercial building; if the facility located in first floor or higher at least one lift accommodate wheelchair must be present in the building.				
14.2	Wheelchair access must be available in the building.				
14.3	Building corridors and doors shall be wide and accommodate wheelchair (at least 90 cm for doors and 120 cm for corridors width).				
14.4	The centre shall provide patients reception area with separate waiting area for males and females.				
14.5	Consultation area or office for radiologist(s) must be provided (at least 9 square meters), office shall include provisions for patient consultation, viewing and charting of radiological films.				
14.6	Diagnostic imaging services room(s) shall meet the specific building				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	2/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	requirements outlined in this document. (see below)				
14.7	Patient gowning area with safe storage for valuables and clothing shall be provided (At least this area shall be 1.5 meters x 1.2 meters); the space should be large enough for staff-assisting dressing.				
14.8	Toilets (Minimum of two) one for males and the other for females (based on the radiology services, but one toilets preferably shall be located next to or with direct access from the radiology room).				
14.9	Designated medical records / files area.				
14.10.	Storage facilities shall be provided for film and equipment, and shall be provided with proper ventilation.				
14.11	All Radio-Diagnostic centres shall provide parking and emergency ambulance pick-up area in the facility premises.				
15	Diagnostic Imaging Service in Outpatient Care Facilities				
15.3	Sharing reception, waiting area and support areas for diagnostic imaging services (e.g. toilets, medical records / files area, etc.) are permitted.				
15.4	If the facility is providing any diagnostic imaging service where contrast media may be used; the facility must provide easy access for parking and emergency ambulance pick- up area within the premises.				
16	Conventional Radiography				
16.1	Conventional radiography room size shall be at least 15 square meters. Room entrance shall not be less 1.20 cm and 2 meters height with shielded door.				
16.2	At least one designated patient gowning area for patient changing with safe storage for valuables and clothing shall be provided. At least this area shall be 1.5 meters x 1.2 meters with immediate access to the conventional radiography room.				
16.3	Wall finish shall be general paint. Floor Finish: Vinyl Composition Tile				
16.4	Shielded viewing window from the Control Area to the conventional radiography room should be provided.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	3/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

16.10.	Contrast media preparation:				
16.10.1	If contrast media are used, this area shall include provision of sink, counter, and storage area for medication and crash cart.				
16.10.2	Provision for central oxygen or oxygen cylinder				
16.10.3	Appropriate emergency equipment and medications must be immediately available to treat adverse reactions associated with administered medication				
16.10.4	One preparation room, if conveniently located, shall be permitted to serve any number of rooms.				
16.11	Convenient clerical offices/spaces as per the facility demand.				
16.12	Hand-washing stations shall be provided within each procedure room unless the room is used only for routine screening such as chest X-rays where the patient is not physically handled by the staff.				
16.13	Radiology equipment and supplies include but not limited to:				
16.13.1	X-ray machine with X- Ray table with wall block.				
16.13.2	Lead aprons.				
16.13.3	Gonad shields				
16.13.4	Immobilizer.				
16.13.5	Cassette and grids.				
16.13.6	Emergency trolley.				
16.13.7	Working table with bench.				
16.13.8	X-ray viewer.				
16.13.9	Foot step to help Patients to step in to X-ray table.				
16.13.10	Computed Radiography (CR).				
16.13.11	Lead apron hanger.				
16.13.12	Computer work station.				
16.14	Green/Red warning light sign indicating when the X-ray beam is OFF/ON.				
16.15	X-ray caution sign on the tube housing.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	4/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

16.16	Designated supply storage and housekeeping area.				
17	Radiography/Fluoroscopy, Tomography				
17.1	Combined Radiography and Fluoroscopy space requirement is at least 20 square meters				
17.2	Separate toilets with hand-washing stations shall be provided with direct access from each fluoroscopic room so that a patient can leave the toilet without having to re-enter the fluoroscopic room.				
17.3	Rooms used only occasionally for fluoroscopic procedures shall be permitted to use nearby patient toilets if they are located for immediate access.				
17.4	Patient gowning area with safe storage for valuables and clothing shall be provided in the facility. At least one space should be large enough for staff-assisted dressing.				
18	Ultrasound				
18.1	Ultrasound room shall be not less than 7 meters square space providing that at least one examining bed is a valuable.				
18.2	Patient toilet shall be accessible within the ultrasound room with nursing call system				
19	Computerized Tomography (CT) Scanning				
19.1	CT scan room space requirement is at least 24 square meters ² .				
19.2	The room shall be sized to allow a minimum clear dimension of 91.44 centimetres (3 feet) on three sides of the table for access to the patient and to facilitate transfer				
19.3	The door swing shall not encroach on the equipment, patient circulation, or transfer space				
19.4	Patient gowning area with safe storage for valuables and clothing shall be provided in the facility. At least one space should be large enough for staff-assisted dressing.				
19.5	A control room shall be provided that is designed to accommodate the computer and other controls for the equipment.				
19.6	A view window shall be provided to permit full view of the patient.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	5/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

19.7	The angle between the control and equipment shall permit the control operator to see the patient's head.				
19.9	A patient toilet shall be provided. It shall be close to the procedure room (directly accessible to the scan room is recommended so a patient can leave the toilet without having to re-enter the scan room).				
19.10.	Emergency Power Off pushbutton station.				
19.11	Door switch with NO/NC contacts Connect to CT system control circuit. CT should shut-off upon opening of the entrance door.				
19.12	Magnetic door interlock with CT controller to prevent interruption of scanning procedure				
19.13	Warning light with wording "CT IN USE, DO NOT ENTER". Provide interface with CT controller via interface relay.				
19.15	Radiation warning signs should be posted on the entrance door of CT scanner room				
20	Mammography				
20.1	Mammography room space requirement is at least 9 square meters with patient gowning area with safe storage for valuables and clothing shall be immediately accessible to the room.				
20.2	Door mammography room should be with interlock to prevent interruption of scanning procedure.				
20.3	Warning light with wording "X-RAY IN USE, DO NOT ENTER".				
21	Magnetic Resonance Imaging (MRI)				
21.1	The MRI room shall be permitted to range from 325 square feet (30.19 square meters) to 620 square feet (57.60 square meters), depending on the vendor and magnet strength.				
21.2	A control room shall be provided with full view of the MRI				
21.3	Patient gowning area with safe storage for valuables and clothing shall be provided. At least one space should be large enough for staff-assisted dressing.				
21.4	A patient holding area shall be provided.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	6/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

21.5	Hand-washing stations shall be provided convenient to the MRI room, but need not be within the room				
21.6	A computer room				
21.7	Cryogen storage shall be provided.				
21.8	Equipment installation requirements:				
21.8.1	Power conditioning shall be provided.				
21.8.2	Magnetic shielding shall be provided.				
21.8.3	For super-conducting MRI, cryogen venting and emergency exhaust must be provided in accordance with the original equipment manufacturer's specifications.				
21.8.4	Adequate space for Coils storage based on the on these anatomic applications.				
21.8.5	Magnetic door interlock				
21.8.6	MRI Warning light and signs				
21.8.7	Compatible MRI medical equipments including but not limited to sphygmomanometer, wheel chair and injector.				
22	Interventional Imaging Facilities				
22.2	The IR and /or cardiac catheterization laboratory is normally located in a separate suite, but location in the diagnostic imaging area can be permitted provided the appropriate sterile environment is provided.				
22.3	Space requirements shall meet the following:				
22.3.1	Procedure rooms				
22.3.1.1	The number of procedure rooms shall be based on expected utilization.				
22.3.1.2	The procedure room shall be a minimum of 400 square feet (37.16 square meters) exclusive of fixed cabinets and shelves.				
22.3.2	Prep, holding, and recovery rooms. The size of the prep, holding, and recovery areas shall be based on expected utilization.				
22.4	Electrophysiology labs. If electrophysiology labs are also provided in				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	7/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	accordance with the approved functional program, these labs may be located within and integral to the catheterization suite or located in a separate functional area proximate to the cardiac care unit.				
22.5	Support areas for the IR suite/ cardiac catheterization lab:				
22.5.1	Scrub facilities with hands-free operable controls shall be provided adjacent to the entrance of procedure rooms, and shall be arranged to minimize incidental splatter on nearby personnel, medical equipment, or supplies.				
22.5.2	Patient prep, holding, and recovery area or room.				
22.5.3	A patient preparation, holding, and recovery area or room shall be provided and arranged to provide visual observation before and after the procedure.				
22.5.4	Control room or area. A control room or area shall be provided and shall be large enough to contain and provide for the efficient functioning of the x-ray and image recording equipment. A view window permitting full view of the patient from the control console shall be provided.				
22.5.5	Electrical equipment room. An equipment room or enclosure large enough to contain x-ray transformers, power modules, and associated electronics and electrical gear shall be provided.				
22.5.6	Viewing room. A viewing room shall be available for use by the cardiac catheterization suite.				
22.5.7	A clean workroom or clean supply room shall be provided.				
22.5.8	A soiled workroom shall be provided.				
22.5.10.	Housekeeping closet shall be provided.				
22.6	Support areas for staff clothing and change area(s) shall be provided and arranged to ensure a traffic pattern so that personnel can enter from outside the suite, change their clothing, and move directly into the cardiac catheterization suite.				
23	Nuclear Medicine Facility				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	8/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

23.1	Nuclear medicine procedure room(s) shall accommodate the equipment specified in the functional program of the hospital providing the services, a stretcher, exercise equipment (treadmill and/or bicycle), and staff work space.				
23.2	Space Dimensions: Reasonable size room and space for:				
23.2.1	Imaging (» 6 m x 7 m)				
23.2.2	Processing and Analysis (» 2 m x 2m , it can be included within the imaging room)				
23.2.3	Dispensing Laboratory (» 2 m x 3 m)				
23.2.4	Injection room				
23.2.5	Waiting Room: Injected Female Patients				
23.2.6	Waiting Room: Injected Male Patients				
23.2.7	Waiting area: Non-injected Patients				
23.3	The minimum Nuclear Medicine facility requirements are as follows:				
23.3.1	Imaging Room:				
23.3.1.1	Gamma Camera and Imaging Table,				
23.3.1.2	Gamma Camera Computer workstation,				
23.3.1.3	Lead Screen Barrier				
23.3.1.4	Radiation Survey Monitor (one portable monitor shall be enough for small Nuclear Medicine facilities)				
23.3.2	Radiation Dispensing Laboratory:				
23.3.2.1	Radioactive Generator (Mo/Tc) and its Extra Shielding / Supply of Radiopharmaceuticals,				
23.3.2.2	Dose Calibrator,				
23.3.2.3	Shielding Tools and Containers (for vials, syringes, L-shape shield for dose labeling area, radioactive storage and waste, etc)				
23.3.2.4	Clean and Smooth working surface,				
23.3.2.5	Protective clothing (Gloves, Lab coat, etc)				
23.3.2.6	Absorbent tissues,				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	9/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

23.3.2.7	Radiation Signs for labeling,				
23.3.2.8	Radiation warning Signs for controlled Area,				
23.3.2.9	Pregnancy radiation warning signs in the waiting areas.				
23.3.2.10	Radio pharmaceutical labeling Quality Control requirements,				
23.3.2.11	Syringes and needles,				
23.3.2.12	Ventilated fume hood for handling large doses of Iodine-131 solution,				
23.3.2.13	Decontamination Kit,				
23.3.2.14	Radiation Survey Monitor (one portable monitor shall be enough for small Nuclear Medicine facilities; for imaging area and lab)				
23.3.3	Injection Room:				
23.3.3.1	Injection chair				
23.3.3.2	Spill tray lined with absorbent paper				
23.3.3.3	Shielded radioactive waste container.				
23.3.4	Patient gowning area with safe storage for valuables and clothing shall be provided. At least one space should be large enough for staff-assisted dressing.				
24	Radiotherapy Suite				
24.1	Space requirements:				
24.1.1	Rooms and spaces shall be provided as necessary to accommodate the functional program.				
24.1.2	Simulator, accelerator, and cobalt rooms shall be sized to accommodate the equipment and patient access on a stretcher, medical staff access to the equipment and patient, and service access.				
24.2	Radiation protection requirements. Cobalt, linear accelerators, and simulation rooms require radiation protection.				
24.2.2	Openings into the room, including doors, ductwork, vents, and electrical raceways and conduits, shall be baffled to prevent direct exposure to other areas of the facility.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	10/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

24.4	Support areas for the radiotherapy suite shall be provided. Sharing of these areas between the radiotherapy suite and other areas is permitted if required by the functional program of the health facility:				
24.4.1	Exam rooms for each treatment room. Each exam room shall be a minimum of 100 square feet (9.29 square meters), and equipped with a hand-washing station.				
24.4.2	A stretcher hold area located adjacent to the treatment rooms screened for privacy, and combined with a seating area for outpatients				
24.4.3	Patient gowning area with safe storage for valuables and clothing shall be provided. At least one space should be large enough for staff-assisted dressing.				
24.4.4	Reception/control area				
24.4.5	Darkroom should be convenient to the treatment room(s) and the quality control area. Where daylight processing is used, the darkroom may be minimal for emergency use. If automatic film processors are used, a receptacle of adequate size with hot and cold water for cleaning the processor racks shall be provided either in the darkroom or nearby				
24.4.8	Housekeeping room equipped with service sink or floor receptor and large enough for equipment or supplies storage.				
25	Patient Assessment				
25.7	Policies and procedures on imaging pregnant females or females of child bearing age should be available.				
27	Medications Management				
27.2	A documented policy which identifies procedures for managing of medication adverse reactions; including the use of resuscitation equipment and associated drugs by qualified and certified healthcare professionals in Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS).				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	11/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

28 Anaesthesia					
28.6	There should be sufficient space to accommodate all necessary equipment and personnel and to allow for expeditious access to patients and all monitoring equipment. For anesthesia care provision the following equipment shall be provided:				
28.6.1	Reliable oxygen source with back up tank				
28.6.2	Airway equipment: appropriate sized oral airways, endotracheal tubes, laryngoscopes, normal masks and laryngeal masks				
28.6.3	Defibrillator				
28.6.4	Double tourniquets if the practice performs Bier blocks				
28.6.5	Pulse oximeter				
28.6.6	Electrocardiographic (ECG) monitor				
28.6.7	Temperature monitoring system for procedures lasting more than 30 minutes				
28.6.8	Blood pressure apparatus with different size cuffs				
28.6.9	Suction apparatus				
28.6.10	Emergency crash cart				
31 Emergency Management and Transfer					
31.3	List of emergency medical equipment required in the diagnostic imaging service provider:				
31.3.1	Defibrillator				
31.3.2	Emergency Cart with Emergency medicines				
31.3.3	Resuscitation Kit + Cardiac board + Oral airways				
31.3.4	Diagnostic set				
31.3.5	Patient trolley with IV stand				
31.3.6	Nebulizer				
31.3.7	Refrigerator for medication storage				
31.6	Storage areas for general medical, emergency supplies, medications and equipments shall be under staff control and out of the path of				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	12/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	normal traffic.				
31.7	The diagnostic imaging facility should maintain a documented process for patient emergency transfer which shall ensure appropriate and timely transfer of patients to another health facility in case of emergency.				
32	Patient Safety Solutions				
32.1.1	Patient identification (minimum two identifiers)				
32.1.2	Performance of correct procedure at correct body site				
32.2	The diagnostic imaging facility must develop and implement a policy to ensure that all patients are correctly identified when rendering a diagnostic imaging service by:				
33	Infection Prevention and Control				
33.2.1	Conveniently located hand wash basins, used only for washing purpose with hands free operating taps.				
33.2.2	Wall mounted non-refilling liquid soap dispenser next to each hand wash basin				
33.2.3	Wall mounted paper towel in use				
33.2.4	Staff education on hand washing technique.				
34	Falls Management Program				
34.1	The incidence of falls and fall injuries shall be minimized through a falls management program.				
36	Disabled People Rights				
36.1.1	Wheelchair ramps within the Outpatient Care facility building				
36.1.2	Accessible consultation and treatment rooms.				
36.1.3	Accessible restrooms to disabled patients in the Outpatient Care facility or within the same building.				
40	Outsourcing Diagnostic Imaging Services				
40.1	Diagnostic imaging services and/or reporting and interpreting services may be provided within the Diagnostic imaging premises, or by written agreement with outside provider.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	13/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

41	Teleradiology			
41.4	Teleradiology transmitting site should comprise of at least one full time radiologist, one radiographer and a system manager with informatics certification.			
41.6	Equipment guidelines cover two basic categories of teleradiology			
41.6.1	Small matrix size (e.g., CT, MRI, ultrasound, nuclear medicine, digital fluorography, and digital angiography). The data set should provide a minimum of 512 x 512 matrix size at a minimum 8-bit pixel depth for processing or manipulation with no loss of matrix size or bit depth at display			
41.6.2	Large matrix size (e.g., digital radiography and digitized radiographic films). These images should be digitized to a matrix size corresponding to 2.5 lp/mm or greater measured in the original detector plane. These images should be digitized to a minimum 10 pixel byte depth.			
41.7	Acquisition or Digitization equipment can either:			
41.7.1	Direct image acquisition: All the data set including the image matrix and pixel byte depth that is obtained by a digital modality should be transferred to the teleradiology system. DICOM standard should be used.			
41.7.2	Secondary image capture			
41.7.2.1	Small matrix images. Each individual image should be digitized to a matrix size as large or larger than that of the original image by the imaging modality. The images should be digitized to a minimum of 8 bits pixel depth. Film digitization or video frame grab systems conforming to the above specifications are acceptable.			
41.7.2.2	Large matrix images. These images should be digitized to a matrix size corresponding to 2.5 lp/mm or greater, measured in the original detector plane. These images should be digitized to a minimum of 10 bits pixel depth			
41.8	The system must include annotation capabilities including patient			

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	14/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	name, identification number, date and time of examination, name of facility or institution of acquisition, type of examination, patient or anatomic part orientation (e.g., right, left, superior, inferior), and amount and method of data compression. The capability to record a brief patient history is desirable.				
41.9	The type and specifications of the transmission devices used will be dictated by the environment of the studies to be transmitted. In all cases, for official interpretation, the digital data received at the receiving end of any transmission must have no loss of clinically significant information. The transmission system shall have adequate error- checking capability				
41.10.	Teleradiology receiving site should employ radiologist licensed in the country the service is provided. Such radiologists should be certified in teleradiology and have to be given user tuition.				
41.11	Monitors: The specification of the receiving site monitors used for the interpretation should meet the aims of teleradiology				
41.12	Both sites should hire information technologists and technicians who will be responsible for the computer systems and infrastructure.				
44	Information Management				
44.5	The facility shall maintain a record management policy and system that ensure:				
44.5.1	The secure, safe and systematic storage of data and records				
44.5.2	Timely and accurate retrieval of records stored on or off-site				
44.5.3	Patient privacy when information contained in records is released or communicated for care				
44.5.4	Retention and destruction of records shall be in compliance with relevant DHA regulations and guidelines (incinerating or shredding for hard copy records, wiping disks clean or the disks physically destroyed for electronic records).				
46	Quality Control				
46.2	Each licensed Diagnostic Imaging Facility shall maintain a				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	15/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	documented quality control program for monitoring and evaluating the effective management, safety, and proper performance of all imaging equipments. and shall comply with minimum frequencies of testing as defined by the written facility policies and procedures of the facility and with the manufacturers' guidelines when appropriate;				
47	Quality Manual				
47.1	The diagnostic imaging facility governance structure should be effective and comprehensive to ensure the delivery of safe, quality of the services. A documented quality <u>manual</u> should be available which includes diagnostic imaging policies and procedures related to:				
47.1.1	Governance structure (mission, vision, organization structure, etc.)				
47.1.2	List of radiology and diagnostic imaging services and equipment provided				
47.1.3	Radiation safety and radiographic technique charts				
47.1.4	Infection control				
47.1.5	Access to (or copy of) FANR radiation polices. Along with radiation system of work and facility local rules.				
47.1.6	Provision of diagnostic imaging services and reporting and recording image findings				
47.1.7	Consumer information and leaflets				
47.1.8	Patient identification and procedure matching				
47.1.9	Medication management				
47.1.10	Complaints management.				
47.1.11	quality control and assurance programs				
47.1.12	Copy of the following document shall be maintained:				
47.1.12.1	DHA health facility license;				
47.1.12.2	All licensed healthcare professionals in the facility including radiologists, radiographers, nuclear medicine technologists, nurses or others.				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	16/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

47.1.12.3	Copy of FANR license for uses of ionising radiation diagnostic services.				
48	Reporting Sentinel Events and Major Incidences				
48.1	Each Diagnostic Imaging Facility shall develop a written sentinel event policy.				
53	Diagnostic Imaging Equipments				
53.4.4	A written policy to perform inspection on all new equipment prior to operational use.				
53.7	A written policy for tagging medical equipment shall be maintained which include:				
53.7.1	PM with testing date and due date				
53.7.2	Inventory number				
53.7.3	Safety checks				
53.8	A written policy on removal of equipment from service shall be available.				
55	Radiation Protection and Safety Programs				
55.7	A radiation safety program that addresses potential safety risks and hazards encountered in the facility shall be available. The program addresses safety practices and prevention measures for radiology and diagnostic imaging staff, other staff, and patients.				
56	General Safety and Security Management				
56.2	The facility shall establish a fire safety plan for early detection, confining, extinguishment, rescue, evacuation and alerting the Dubai Civil Defense				
56.3	The facility shall maintain fire extinguishers and fire protection equipments and devices as per the Dubai Civil Defense requirements				
56.4	There should be evacuation maps posted in the facility to indicate current locations marked with "You are here" to provide information regarding Escape routes and Fire exits.				
56.7	There should be a written policies on the following that includes but				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	17/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	not limited to:				
56.7.1	Safe keeping of patient belongings.				
56.7.2	Lost and found items				
56.10.	Proper storage and containers for disposing clinical and general waste material shall be maintained.				
56.11	Contracting with a specialized company to transport and destroy medical waste materials shall be according to the conditions issued by Public Health Department in Dubai Municipality.				
Appendix 2:	Diagnostic Imaging Facility Mandatory Emergency Medications				
1	Inj. Adrenaline 1:1000				
2	Inj. Atropine 600mcg				
3	Inj. Amiodarone 50mg/MI				
4	Inj. Dextrose 50%, 50ml				
5	Inj. Chlorpheniramine 10mg/MI				
6	Inj. Furosemide 20mg/2ml				
7	Inj. Hydrocortisone 100mg/2ml				
8	Inj. Dopamine 200mg/5ml				
9	Inj. Aminophylline 250mg/10ml				
10	Inj. Salbutamol 500mcg/MI				
11	Inj. Glucagon 1mg				
12	Salbutamol Aerosol Inhalation Nebules				
13	Regular insulin				
14	Nitroglycerine and				
15	Clopidogel				
16	Aspirin 325mg tablets				
17	Adenosine				
18	IV Fluids such as Ringer Lactate, Dextrose Water, Dextrose Saline,				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	18/19

- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information security code: Open Shared-Confidential Shared-Sensitive Shared-Secret

	Normal Saline.				
20	Water for injection				
21	Epinephrine (Auto-Injectors)				
22	Normal Saline 10 ml				

Checklist	ID	Issue#	Issue Date	Revision Date	Page#
Diagnostic Imaging Services / Final	CP_9.6.01_F12	1	Nov 14, 2022	Nov 14, 2025	19/19