

X-RAY UNIT

MINIMUM REQUIREMENTS

1. Front Entrance

- Access for wheelchairs.

2. Reception/Waiting Area

- Minimum floor 4 x 4m
- Adequate ventilation and lighting provided by both natural and artificial means.
 - *Natural Ventilation - window on external wall capable of being opened- openable area must be at least 25% of the window area. The window area must be at least 10% of the floor area.*
 - *Artificial Ventilation - where natural ventilation is not possible, there must be a provision for artificial ventilation (fans/air conditioners).*
 - *Lighting – where natural lighting is not possible, there must be a provision for artificial lighting.*
- Floors must be impervious and non-slippery
- Floors for executive clinics which attend to executives must have some comfort such as carpets and sofas.
- Walls must be brought to a smooth, impervious and washable finish.
- Desk and chair for receptionist.
- Sitting area for patients. Number of seats depends on how busy the rooms are.
- Chairs must be covered with washable material.
- Patient register
 - *All attendances on daily basis (Section 5a of Statutory Instrument 132 of 1995).*
 - *Clinical records of all doctor-patient encounters must be kept and filed.*
 - *Records must be on site and readily available to the Practitioners when needed and to the Inspectors.*
 - *A blend of electronic and hard copy records is allowable. Automated medical records improve patient queue management, record keeping and paperless office.*
- Lockable cupboard for patients files.
- Computer and printer (optional).
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Displayed on the wall:
 - valid practitioner's practising certificate and other relevant licences.
 - The HPA certificate should be displayed at a conspicuous place and a non-compliance fee shall be charged for failure to comply with this requirement.

3. Sanitary Facilities

- Separate facilities patients and staff. Where possible, separate facilities for male and female patients.
- Facilities to be labelled.
- Wash hand basin:
 - *Connected to hot and cold water.*
 - *Splash back tiles.*
 - *Liquid soap.*
 - *Non-reusable hand drying facilities (i.e. paper towels or hand dryers).*
 - Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

4. Medical Waste Disposal

- Arrangement for medical waste disposal & sharps with a reputable company/nearest hospital
- Arrangement for general waste disposal.
- Fire Extinguishers
 - Types: 9L Water, 9kg Dry Chemical Powder, Form, and Carbon Dioxide.
 - To have a valid Service Date.
 - Fire hose reel: for multi-storey buildings as applicable.

5. Power Backup

- Appropriate and adequate backup power.

6. Water Backup

- Adequate means of water backup.

7. X-ray Room Examination Room

A. CONVENTIONAL X-RAY

- At least 20square meters floor area and 3m in height
- Door 1 ½ size to allow wheelchairs.
- Walls brought to a smooth, impervious and washable finish
- Impervious and non-slippery floors.
- Ceiling
- Adequate ventilation and lighting provided by both natural and artificial means.
 - Fluorescent lights will provide higher illumination level up to 540 Candela during patient transfer on and from the table, equipment setting, room cleaning, and equipment maintenance
- Lead lined doors
- Protective screen with window for radiographers
- Gowns for patients
- Monitoring disks for staff

- X-ray warning signs
- Couch
- Footstool
- Suitable linen
- Wash hand basin
 - *Connected to running tap water*
 - *Splash back tiles*
 - *Liquid soap*
 - *Non-reusable hand drying facilities (i.e. paper towels).*
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- 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

Accessories

- Lead lined aprons
- Lead lines strips
- Lead lined rubber gloves
- Foam pads
- Sand bags
- Hanger for aprons.

B. DARK ROOM

- If film systems are used, a darkroom shall be provided for processing films (at least 2 square meters) with water basin, table, benches, film holder and safe light
- When daylight processing is used, the darkroom shall be permitted to be minimal for emergency and special uses
- Film processing shall be located near the procedure rooms and to the quality control area

8. Obs and Gyn Examination Room

- Ultrasound scan room shall be at least 12 square meters in floor area
- Impervious and non-slippery floors
- Walls should be brought to a smooth, impervious and washable finish
- Adequate ventilation and lighting provided by both natural and artificial means.
- Ultrasound machine with colour Doppler
- Examination couch.
- Four-way folding screen
- Foot stool
- Suitable linen.
- Handwashing basin
 - Connected to running tap water
 - Splash back tiles

- Liquid soap
- Paper towels and ultrasound gel.
- Foot operated receptacle with self-closing devices with plastic lining for ease of cleaning and infection control purposes.