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Ethiopian Standard

Health Service – Chiropractic specialty

Clinics Requirement

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DRAFT ETHIOPIAN STANDARD

Health Service – Chiropractic Specialty Clinics Requirement

1. Scope

This Ethiopian standard specifies requirement with respect to practices, premises, professionals and products or materials put into use for Chiropractic specialty clinics.

The standard shall be applicable for all chiropractic specialty clinics new and existing, governmental and non-governmental.

2. Normative reference

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ES xx Part 1-Health services-Terms and definitions

CES xx-Part 2- Health services –General requirements

CES xx-part 3-Health Services –Physical Infrastructure Requirements

3. Terms and Definitions

For the purpose of this standard the definition given in CES xx and the following definitions shall apply

3.1 Appropriate Organ:

Shall mean a state government organ authorized to implement food, medicine and healthcare administration and control activities at a state level;

3.2 Appropriate Law:

Shall mean a law issued by a state to implement regulatory activities regarding food, medicine and healthcare.

3.3 Authorized Person

Shall mean any chiropractic service center staff who is responsible for a given service

3.4 Chiropractic specialty clinic

Shall mean health facility which provides the diagnosis, treatment and prevention of disorders of the neuromusculoskeletal system and the effects of these disorders on general health in ambulatory basis as stipulated in this document.

3.5 Doctor of chiropractic

Shall mean

4. General requirement

- 4.1** The chiropractic specialty clinic shall only provide services that shall be done at ambulatory/ outpatient level.
- 4.2** The chiropractic specialty clinic shall be directed by a licensed chiropractor specialist or doctor of chiropractic.
- 4.3** The scope of the outpatient services shall be limited to the chiropractic specialty clinic stated on the license.
- 4.4** There shall be a policy for preparing and availing appropriate and properly functioning supplies, equipment, and instruments available for all procedures.
- 4.5** The chiropractic specialty clinic shall keep its staff updated with current knowledge and practice and observe utilization of national guidelines for the services it renders.
- 4.6** The chiropractic specialty clinic shall have functional referral system which includes at least:
 - a. List of conditions indicative for urgent referral,
 - b. SOP for selection of cases for referral,
 - c. Procedure for referring patients directly to respective (higher) services.
 - d. List of potential referral sites with contact address (i.e., referral directory),
 - e. Referral forms,
 - f. Referral tracing mechanism (linkage),
 - g. Feedback providing mechanism,
 - h. Documentation of referred clients.
- 4.7** The chiropractic specialty clinic is obliged to report diseases under national surveillance to the MOH through a responsible person/office at sub-city/ woreda/ town health offices.
- 4.8** The chiropractic specialty clinic shall avail updated reference materials, treatment guidelines and manuals for common disease.
- 4.9** The specialty clinic shall have a program of continuous quality improvement for the service which includes regularly collecting and analyzing data to help identify health-service problems and their

extent, and recommending, implementing, and monitoring corrective actions on the basis of these data.

- 4.10** The specialty shall establish quality team to improve quality of service deliveries.
- 4.11** The specialty clinic shall assess its staffs current knowledge and practice and observes utilization of national guidelines for the services it renders every six month.
- 4.12** The specialty clinic shall provide or facilitate training to their staffs.
- 4.13** The specialty clinic shall display the following at visible place:
- (a) List of Services available in the specialty clinic during working hours & after working hours,
 - (b) List of Professionals and specialties working in the clinic during & after working hours,
 - (c) Updated list of Various fees and prices,
- 4.14** The chiropractic specialty clinic facilities shall be well marked and easily accessible for persons with disability.
- 4.15** The chiropractic specialty clinic shall have fire extinguisher placed in visible area.
- 4.16** All employees, including part-time and contract shall be trained in fire-fighting equipment and patient evacuation of clinic's buildings as part of their initial orientation and at least annually thereafter.
- 4.17** Fire extinguishers shall be visually inspected at least monthly; fully inspected at least annually, recharged, repaired and hydro-tested as required by manufacturer's instructions; and labeled with the date of the last inspection.
- 4.18** Potential source of accidents shall be identified and acted upon like slippery floors, misfit in doorways and footsteps.
- 4.19** All patient care rooms shall be provided with running water supply & functional hand washing basin.
- 4.20** The Internal surfaces of the clinic (floors, walls, and ceilings) shall be:
- a. Smooth, impervious, free from cracks, recesses, projecting ledges.
 - b. Easy to clean and decontaminate effectively,
 - c. Constructed of materials that are non-combustible or have high fire-resistance and low flame-spread characteristics.
- 4.21** The circulation ways and sub corridors shall be a minimum 2m wide.
- 4.22** Patient serving corridors shall not be less than 240cm wide,
- 4.23** Glass doors shall be marked to avoid accidental collision.

4.24 Chiropractic specialty clinic where functional units are at different floor shall have a mechanism of accessing all the functioning rooms horizontally either by stairs and ramp or stair and elevator.

4.25 The specialty clinic shall have established system for verbal and written communication about patient care.

- a. Verbal communication includes the communication with treating physician & other service units (like X-Ray units) & giving education for clients & families.
- b. Written communication includes use of clinical forms and nursing care plan for patients.

Nursing practice

4.26 Nursing care service at different service delivery areas shall be directed by a licensed BSC nurse.

4.27 There shall be written protocol describing the responsibilities of nurses for the nursing process in the specialty clinic. Such protocol shall be reviewed at least once every five years.

4.28 Written copies of nursing procedure manual shall be made available to the nursing staff. The manual shall be used at least to:

- (a) Provide a basis for induction of newly employed nurses,
- (b) Provide a ready reference on procedures for all nursing personnel,
- (c) Standardize procedures and practice,
- (d) Provide a basis for continued professional development in nursing procedures/ techniques.

4.29 Nurses' documentation shall include:

- (a) Medication/ treatment/ other items ordered by authorized attending physician,
- (b) Nursing care needed,
- (c) Long-term goals and short-term goals,
- (d) Patient/ family teaching and instructional programs,
- (e) The psycho- social needs of the patient,
- (f) Preventative nursing care.

4.30 Nursing care shall be provided for all patients equally and without prejudice to age, sex, economic, social, political, ethnicity, religious or other status and irrespective of their personal circumstance.

4.31 Nursing care shall be available in the chiropractic specialty clinic for patients unable to support themselves and other clients who need the care.

4.32 The Nursing service to a minimum shall include:

- a. Taking vital signs for all clients visiting the clinic,
- b. Perform psycho social assessment & care evaluation,
- c. Provide psychosocial support for patients on the disease condition & recommended treatment,

d. Provide basic health education to clients,

4.33 The chiropractic service center shall have established system for verbal and written communication about patient care.

a. Verbal communication includes the communication with treating physician & other service units (like outpatient & X-ray units) & giving education for clients & families.

b. Written communication includes use of clinical forms and nursing care plan for patients.

4.34 There shall be a procedure for standardized, safe and proper administration of medications by nurses or designated clinical staff including proper documentation of administered drugs. (for patients coming with medications ordered by other physician)

4.35 All patients kept for observation/resuscitation shall be under the supervision/care of a licensed nurse at all times.

4.36 Copies of Nurses' code of professional practice shall be available and all nurses shall abide by the code of professional practice.

4.37 Nurses shall explain and seek informed consent from their patients or their relatives/ next of kin (for incompetent patients) before carrying out any procedure.

4.38 Allergies shall be listed on the front cover of the patient's chart or, in a computerized system, highlighted on the screen.

4.39 There shall be a mechanism for nurses to report any suggestive signs of child abuse, substance abuse and /or abnormal psychiatric manifestations by the patients to treating physician.

4.40 There shall be a policy for reporting and documenting medication errors and adverse drug reactions by attending nursing personnel immediately to the prescriber and/or Pharmacist.

4.41 There shall be a policy or a protocol that state the procedure to be followed for dying patients & dead body care.

5. Specific requirement

5.1 Outpatient

5.1.1 Practices

5.1.1.1 The chiropractic specialty clinic shall provide the following outpatient services/ functions:

- a. Care of ambulatory patients and follow up of ambulatory patients
- b. Nutrition and Herbal Wellness Treatment
- c. A holistic procedures
- d. Preventive and health promotion services

e. Care for patients with chronic illnesses and do follow ups.

5.1.1.2 The outpatient service delivered in chiropractic specialty clinic shall be provided by licensed chiropractor specialist or doctor of chiropractic.

5.1.1.3 The outpatient service shall be available during working hours. For clinic which is open extra hours, the time & the type of service available during after-working hours shall be posted at a visible place to the public.

5.1.1.4 Patient assessment at chiropractic service center shall include;

- a. Comprehensive medical and social history,
- b. Physical examination including at least:
 - Vital sign (BP, PR, RR, To) and weight,
 - Clinical examination pertinent to the illness,
- c. Diagnostics impression, and
- d. Radiography imaging and Laboratory investigation tests when indicated.

5.1.1.5 There shall be written protocols and procedures for the management of chiropractic cases and follow up programs,

5.1.1.6 All chiropractic procedures shall be performed only after appropriate history, physical examination, and indicated diagnostic procedures are completed and documented in the patient's medical record.

5.1.1.7 The chiropractor specialist or doctor of chiropractic shall explain the disease condition, possible chiropractic intervention and outcome possibilities in clear, simple and understandable terms to the patient and/or family.

5.1.1.8 The chiropractor specialist or doctor of chiropractic shall obtain an informed written consent for all procedures, manipulations and interventions and this must be documented in the patient's medical record.

5.1.1.9 The range of relevant treatment options and the clinical impression shall be fully described to client and/or their families and documented on patient's medical record accordingly.

5.1.1.10 There shall have national clinical protocols for management of at least common disease entities and locally significant diseases if any.

5.1.2 Premises

5.1.2.1 The outpatient service of the chiropractic service center shall have examination room with the following facilities/ conditions:

- a. Shall have adequate light and ventilation.
- b. Shall promote patient dignity and privacy.

- c. Shall be provided with running water supply & functional hand washing basin.
- d. The arrangement of rooms shall consider proximity between related services.

5.1.2.2 The premises for chiropractic specialty clinic shall have a minimum of the set up listed in table 1.

Table 1:- chiropractic service center minimum set up

Premises required	# required	Area required
Reception, Recording & Waiting area	1	20sq.m
Examination room(s)	1	12 sq. m
Treatment Room	3	9 sq. m each
Chiropractic rehabilitation room with 2 couches for (Rehabilitation procedure)	1	16 sq. m
X-ray rooms (Optional)	2	24 sq. m
Dark room (If necessary)	1	6 sq. m
Changing room (Dress /Undress)	1	9 sq. m
Toilet	2	4 sq. m each
Clean utility room	1	9 sq. m
Staff room	1	8 sq. m
Store area/cabinets for medical supplies,		
Staff& patient toilet room (male & female)	2	4 sq. m each
Incinerator (mobile/fixed)	1	
Basic Laboratory Service (Optional)	See laboratory service of this standard	

5.1.3 Professionals

5.1.3.1 Chiropractic specialty clinic shall be directed by a licensed chiropractor specialist or doctor of chiropractic.

5.1.3.2 All chiropractic procedures shall be done by licensed chiropractor specialist or doctor of chiropractic. In case of chiropractic procedures done by other professional, it has to be done under direct supervision of the chiropractor specialist or doctor of chiropractic.

5.1.3.3 All the clinical staff shall be available at all working hours.

5.1.3.4 The chiropractor shall be responsible for the follow-up service.

5.1.3.5 The specialist working in the clinic shall update her/ himself through attending related CMEs, seminars and reading journals.

5.1.3.6 The chiropractic specialty clinic shall have a minimum number of the staffing specified in table 2:

Table 2: Minimum number of staffing for chiropractic specialty clinic.

No	Professional required	No required
1.	Chiropractor specialist/Doctor of chiropractic	1
2.	General practitioner/health officer (optional)	1
3.	Nurses	1
4.	Physiotherapy professional (BSc or MSc)(optional)	1
5.	Myofacial therapist/ Myofacial trained nurse (optional)	2
6.	Sport medicine (optional)	1
7.	Clinical Nutritionist (optional)	1
8.	Coaching and therapy (optional)	1
9.	Medical massage therapist/Rehabilitation therapist (optional)	1
10.	Radiological technologist/radiography technician (optional)	1
11.	Radiologist (optional)	1
12.	Laboratory technologist	1
13.	Laboratory technicians	1
14.	Cleaner	2
15.	Receptionist	1

5.1.3.7 The number and type of additional technical staff shall be determined by the volume and type of work carried out (Workload Analysis).

5.1.4 Products

5.1.4.1 The chiropractic service center shall have equipments listed in table 3.

Table 3:- List of chiropractic service center mandatory equipment

S.No	Equipment/Device	S. No	Equipment/Device
1.	Therapeutic Laser	2.	Office supply as needed (Optional products)
3.	Traction devices <ul style="list-style-type: none"> • Cervical & lumbar traction set 		<ul style="list-style-type: none"> ○ Decompression table ○ Full body topography ○ Hydro colon therapy machine ○ Reflexology machine ○ Foot detoxification machine ○ Biofeedback training machine ○ Exercise machine ○ Chiropractic adjusting instruments ○ Ozone therapy machine ○ Basic molds heel lifts ○ Essential oils

			<ul style="list-style-type: none"> ○ Hyperbaric Oxygen ○ Postural Lab
4.	<p>Electrotherapy</p> <ul style="list-style-type: none"> ○ Infrared lights ○ EMS (Electrical Muscle Stimulators) ○ TENS unit ○ Ultrasound ○ Interferential ○ Diathermy 	5.	<p>Orthopedic supplies</p> <ul style="list-style-type: none"> ○ Any and all available orthopedic supplies for all regions of the body (Optional)
6.	<p>Massage equipments – Available massage tools including but not limited to</p> <ul style="list-style-type: none"> ○ Massage therapy table ○ Hand held massagers ○ Infrared lights 	7.	<p>Diagnostic supplies</p> <ul style="list-style-type: none"> ○ Tuning fork ○ Goniometer ○ Pinwheel ○ Reflex hammer ○ Dynamometer
8.	<p>Nursing procedure products</p> <ul style="list-style-type: none"> • Dressing set • Bowels/ buckets for instrument processing • Pickup forceps with jar • Instrument tray • Instrument trolley • Kidney basin • IV Infusion stand • Sterilization drums with stands • Autoclave/ Steam Sterilizer <p>Personal protective equipments,</p>	9.	<p>Vital sign equipments:</p> <ul style="list-style-type: none"> • thermometer, • BP apparatus with stethoscope, weighing scale,
10.	Chiropractic adjusting/exam table		

5.2 Radiography Imaging Services (Optional)

5.2.1 Practice

5.2.1.1 Basic Radiology service (X-Ray) may be available for the chiropractic specialty clinic.

5.2.1.2 The radiology service shall have written policies and procedures that are reviewed at least once every three years, and which shall include at least:

- a. Radiology Safety practices;
- b. Adverse reactions;

- c. Management of the critically ill patient during imaging procedures;
- d. Infection control, including patients in isolation;
- e. Timeliness of the availability of diagnostic imaging procedures and the results;
- f. Quality control program covering the inspection, maintenance, and calibration of all equipment.

5.2.1.3 There shall be a written protocol for managing medical emergencies in the radiological suite.

5.2.1.4 The radiology service unit shall be free of hazards to patients and personnel.

5.2.1.5 Proper safety precautions shall be maintained against fire and explosion hazards, electrical hazards, and radiation hazards.

5.2.1.6 The chiropractic specialty clinic shall post in easily visible place all the necessary signs & the approval certificate from the Ethiopian Radiation Protection Authority through periodic inspection.

5.2.1.7 The chiropractic specialty clinic radiology unit shall keep documentation of the report for periodic readings of employee's exposure for radiation by the use of exposure meters or badge tests.

5.2.1.8 The chiropractic specialty clinic shall make sure that the radiographer(s) put on personal TLD(s) when ever on operating the radiation emitting machines and TLD(s) are regularly monitored.

5.2.1.9 Requests for radiologic imaging examination shall contain a concise statement of reason for the examination.

5.2.1.10 Imaging results (X-ray films) shall be labeled with minimum information that includes: date, patient's name, age, sex, location marks (L/R), name of institute and name of radiographer.

5.2.1.11 Imaging Reporting form shall have minimum information such as date, patient's name, age, sex, findings and name and signature of the radiographer.

5.2.2 Premises

5.2.2.1 The radiology imaging unit for chiropractic specialty clinic shall fulfill the design requirements of Ethiopian radiation Protection Authority (ERPA) guidelines.

5.2.2.2 The premise for imaging service shall fulfill the ERPA requirements & be functional only if licensed/ certified by ERPA.

5.2.3 Professional

5.2.3.1 The chiropractic specialty clinic that has radiology imaging service shall have the following professionals:

- Radiological technologist/ radiographer technician
- Radiologist (optional)

5.2.4 Products

5.2.4.1 Imaging equipments which shall be available for radiology services at chiropractic specialty clinic are indicated below:

- a. Standard conventional x-ray machine,
- b. X-Ray viewing boxes,
- c. Radiation protection equipments:
 - lead gloves,
 - lead apron,
 - lead goggle,
 - Gonad shields.
- d. Dark room film processing baths (if necessary),
- e. Drier (if necessary),

5.2.4.2 The X-Ray machine shall be regularly inspected, maintained, and calibrated by licensed organ or ERPA; appropriate records of maintenance shall be maintained.

5.2.4.3 All radiation generating equipments shall be installed within a room/ building with wall thickness that protects radiation to the surroundings, i.e., the minimum criteria set by the Ethiopian Radiation Protection Authority /International Atomic Energy Agency (IAEA).

5.2.4.4 Installation and un-installation of radiation emitting machines like X-Ray shall follow the safety procedures set by the Ethiopian Radiation Protection Authority during all procedures.

5.3 Medical laboratory service (optional)

5.3.1 Practices

- 5.3.1.1 The clinical laboratory in the chiropractic specialty clinic shall provide basic laboratory services for hematology, chemistry, bacteriology, parasitology, cytology and serology tests.
- 5.3.1.2 The specialty clinic laboratory shall have written procedures for the following:
- a) Procedure manuals (Standard Operating Procedure, SOP) or guidelines for all tests and equipments,
 - b) Report times for results(established turnaround time)
 - c) Quality assurance and control processes,
 - d) Inspection, preventive maintenance & calibration of all equipment,
 - e) Management of reagents including availability, storage, and testing for efficacy,
 - f) Procedures for collecting, identifying, processing and disposing of specimens,
 - g) All normal ranges for all tests shall be stated
 - h) Laboratory safety program, including infection control
 - i) Documentation of quality Assessment, calibration report and refrigerator readings.
- 5.3.1.3 The laboratory shall follow standard operating procedures (SOP) and conduct routine quality assessments to ensure reliable and efficient testing of patient specimens.
- 5.3.1.4 The process of analysis shall be specified by validated written or electronic procedures maintained in and by the laboratory.
- 5.3.1.5 The Specialty clinic Laboratory staff shall prepare criteria for acceptance and rejection of clinical specimens.
- 5.3.1.6 The Specialty clinic laboratory shall maintain a record of all samples received.
- 5.3.1.7 The laboratory for specialty clinic shall establish an external quality control system.
- 5.3.1.8 The specialty clinic Laboratory shall produce report which shall contain the following:
- a) All laboratory test result/reports shall have reference (normal) ranges.
 - b) Copies or files of reported results shall be retained by the laboratory such that prompt retrieval of the information is possible. The length of time that reported

data are retained shall be 5 years for legal reason minimal errors or loss of patient test results.

- c) Reports shall be filed with the patient's medical record and duplicate copies shall be filed in the laboratory in a manner which permits ready identification and accessibility and with appropriate backup.
- d) In the case of laboratory tests performed by an outside laboratory, the original report from such laboratory shall be contained in the medical record.
- e) Quality assured test results shall be reported on standard forms to the general medical practitioner with the following minimum information:
 - Patient identification (patient name, age, gender).
 - Date and time of specimen collection.
 - The test performed and date of report.
 - The reference or normal range.
 - The name and initial of the person who performed the test, and the authorized signature of the person reviewing the report and releasing the results.
 - Specialty clinic address.
- f) Laboratory results shall be legible, without transcription mistakes and reported only to persons authorized to receive them.
- g) The laboratory shall have protocol and procedures in place to protect the privacy of patients and integrity of patient records whether printed or electronic. Protocols shall be established which define who may access patient data and who is authorized to enter and change patient results.

5.3.1.9 The specialty clinic laboratory shall maintain a record of all samples received and tests run.

5.3.1.10 Specialty clinic laboratory staff shall test quality control materials every day for equipment requiring frequent calibration.

5.3.1.11 Specialty clinic laboratory shall have a procedure for storage of clinical samples that are not examined immediately.

5.3.1.12 When reports altered, the record shall show the time, date and name of the person responsible for the change.

5.3.1.13 Safety signage shall be posted in the laboratory.

- 5.3.1.14 The lab professional shall wear protective clothing of an approved design (splash proof), always fastened, within the laboratory work area and removed before leaving the laboratory.
- 5.3.1.15 There shall be a policy and procedure for regular calibration and running of control tests for laboratory equipments: semi-automated/ automated machines. Documentation shall be maintained.
- 5.3.1.16 Laboratory shall have a documented and recorded programme of preventive maintenance which at a minimum follows the manufacturer's recommendations.
- 5.3.1.17 Equipment shall be maintained in a safe working condition. This shall include examination of electrical safety, emergency stop devices. Whenever equipment is found to be defective, it shall be taken out of service and clearly labelled.
- 5.3.1.18 There shall be a written safety procedure for handling hazardous chemical reagents used in the laboratory. The procedure shall define at least the following:
- a) The storage requirements,
 - b) Handling procedures,
 - c) Requirements for personal protective equipment,
 - d) Procedures following accidental contact or overexposure,
- 5.3.1.19 Specialty clinic laboratory team/ management shall review all operational procedures at regular intervals.
- 5.3.1.20 The specialty clinic laboratory service shall provide Basic Haematology, Bacteriology, Clinical Chemistry, parasitology, urinalysis & Serology test profiles. Based on the type of the clinic, complexity of the test profiles varies.

a. HEMATOLOGY TESTS:

- | | |
|---------------------------------|---|
| • White blood cell count | • Platelet |
| • Hemoglobin | • Hemoparasite |
| • Hematocrit | • RBC morphology |
| • Differential count | • Erythrocytes Sedimentation Rate (ESR) |
| • Reticulocyte count (optional) | |

b. CLINICAL CHEMISTRY:

- | | |
|--------------|------------------------------------|
| • Glucose | • Alkaline Phosphatase |
| • Creatinine | • Aspartate Aminotransferase (AST) |
| • Blood Urea | |

- Alanine aminotransferase (ALT)
- Bilirubin, Direct
- Bilirubin, Total
- Serum albumin

c. URINALYSIS AND BODY FLUID ANALYSIS

- Urine analysis Qualitative
- Urine Microscopy
- Body fluid Analysis

d. PARASITOLOGY

- Stool Examination
- H.pylori(optional)
- Special parasitological tests

e. BACTERIOLOGICAL EXAMINATION

- Gram Stain
- AFB Stain
- Special Stain

f. SEROLOGICAL TESTS AND OTHER TESTS

- HBsAg
- HBCAb(optional)
- Titer widal-welifliex
- HIV/Ag/Ab

5.3.1.21 Temperature of the refrigerator used to store laboratory reagents shall be strictly maintained below 8°C & daily temperature readings shall be documented.

5.3.2 Premises

5.3.2.1 The laboratory shall have adequate lighting, ventilation, water, waste and refuse disposal.

5.3.2.2 The laboratory shall have controlled temperature of refrigerator. For which recordings shall be documented.

5.3.2.3 The laboratory facilities shall meet at least the following general requirements:

- Reliable supply of running water,
- The laboratory rooms shall have two separate sinks, one for general laboratory use and the other reserved for hand washing,
- Continuous power supply,
- Fitted with laboratory benches, Working surface covered with appropriate water proof, corrosive resistance materials,
- Laboratory stools for the benches.

- f) Laboratory furniture shall be capable of supporting anticipated loading and uses.
- g) Spaces between benches, cabinets, and equipment shall be accessible for cleaning.
- h) Lockable doors and cupboards.
- i) Closed drainage from laboratory sinks (to a septic tank or deep pit)
- j) Separate toilets for staff and patients.

5.3.2.4 Emergency of safety services such as deluge showers and eye-wash stations, fire alarm systems and emergency power supplies shall be included in the laboratory services design specifications

5.3.2.5 The following shall be minimum space allocation for specialty clinic laboratory:

Rooms required	No. of Rooms Required	Area Required
• Laboratory room (can be 1 room with open platform)	1	42 sq. M
○ Specimen collection	1	6sq. M
○ Hematology & clinical chemistry	1	12sq. M
○ Parasitology, urinalysis & serology	1	9sq. M
○ Bacteriology	1	6sq. M
○ Disinfection & sterilization room (shared)	1	9sq. M

5.3.3 Professionals

5.3.3.1 The laboratory service shall be directed by a licensed medical laboratory technologist.

5.3.3.2 The specialty clinic shall have & maintain Job descriptions including qualification for each lab staff.

Professional required	Number required
Laboratory technologist	1
Laboratory technician	1

5.3.4 Products

5.3.4.1 Chiropractic Specialty clinic medical laboratory shall have the following equipments:

- a) Safety cabinet,(optional)
- b) Lab bench,

- c) Autoclave
- d) Dry oven,
- e) Refrigerator with thermometer,
- f) Bunsen Burner,
- g) ESR stand
- h) ESR tubes,
- i) Distil Water /distillation apparatus,
- j) Incubator,
- k) WBC chamber,
- l) Water bath,
- m) Assorted lab glass wares,
- n) Biohazard bag,
- o) Safety box,

5.3.4.2 The minimum equipments for Clinical chemistry services:

- a) Clinical chemistry analyzer (Automated or semi automated)
- b) Glucometer
- c) Power surge protectors/UPS
- d) Micropipettes of different volumes
- e) Timer with alarm
- f) Printer

5.3.4.3 The minimum equipments for Parasitology & Urine, body fluid analysis & Mycology:

- a) Binocular Microscope,
- b) Slides

5.3.4.4 The minimum equipment for Haematology:

- a) Haemoglobinometer
- b) Haematology analyzer (Automated)
- c) Blood roller/mixer
- d) Binocular microscope x10, x40, x100
- e) Haemocytometer
- f) Differential counter
- g) Centrifuge
- h) Timer
- i) Shaker/ Roller

5.3.4.5 Chiropractic specialty clinic should have viral load and CD4 machines.

5.3.4.6 The following minimum consumables, Lab Chemicals and solutions shall be required.

- a) Wright stain
- b) Giemsa stain
- c) Formalin
- d) Oil immersion
- e) Carbol fucsin
- f) Methylene blue
- g) Acetone
- h) Crystal violet
- i) Gram's iodine
- j) Methanol
- k) Safranine
- l) Glacial acetic acid
- m) Ether
- n) 75% alcohol
- o) 0.85% NaCl
- p) KOH
- q) Urine strip of 10 parameter
- r) HCG Test kit
- s) Occult blood reagents
- t) Vacutainer EDTA tube of 4ml

- u) Vacutainer plain tube of 10ml
- v) Vacutainer needle holder
- w) Vacutainer needle/Syringe with needle of different sizes
- x) Tourniquet
- y) Slide and cover slide
- z) Micropipette of different sizes (5µl -1000µl)
- aa) Thermometer
- bb) Conical urine test tubes
- cc) Disposable plastic pipettes (1 ml-5ml)
- dd) Sterile urine cups
- ee) Falcon tube
- ff) Stool cup
- gg) Nunc tubes(optional)
- hh) Cryoboxes
- ii) Test tube racks
- jj) Slide boxes
- kk) Lens paper
- ll) Disposable gloves
- mm) Cotton Roll
- nn) Applicator sticks
- oo) ESR rack
- pp) Westergren tube
- qq) Test tube racks

5.4 Health Promotion Services

5.4.1 Practice

5.4.1.1 The chiropractic specialty clinic shall plan, schedule and carry out health promotion activities.

5.4.1.2 The chiropractic specialty clinic shall have a written policy and procedures for health promotion. Which shall include:

- a. Content of health promotion package, the implementation media aiming at improving health outcomes for patients, relatives, staff and community.
- b. Allocating resources to the processes of implementation & regular review of the promotion package.
- c. Enlightening staffs on health promotion package.
- d. Ensuring that the clinic staff has relevant competences to perform health promotion activities and supports the acquisition of further competences as required.

5.4.1.3 The chiropractic specialty clinic shall provide patients with information on significant factors concerning their health condition. Health promotion interventions shall be established in all patient pathways, & to a minimum shall include:

- e. Based on the health promotion needs assessment, the patient is informed of factors impacting on his/ her health and, in partnership with the patient, a plan for relevant activities for health promotion is agreed.
- f. Patients are given clear, understandable and appropriate information about their actual health condition, treatment, care and factors influencing their health.
- g. Health promotion is systematically offered to all patients based on the assessed needs.
- h. Information given to the patient and all health promoting activities are documented and evaluated, including whether expected and planned results have been achieved.
- i. All patients, staff and visitors have access to general information on factors influencing health.
- j. When necessary, an individual health promotion plan for a medical services shall be drawn up and documented into the patient's medical file;

5.4.1.4 The chiropractic specialty clinic shall have policy for the establishment of a healthy workplace which shall include:

- k. Development and training of staff in health promotion skills.
- l. Implementation of a policy for a healthy and safe workplace providing occupational health for staff.
- m. Involvement of staff in decisions impacting on the staff's working environment.
- n. Availability of procedures to develop and maintain staff awareness on health issues.

5.4.1.5 The chiropractic specialty clinic health promotion practice shall provide unbiased and evidence based information.

5.4.1.6 The chiropractic service center shall prepare &/ or avail health promotional materials which shall be customer focused.

5.4.2 Premises

5.4.2.1 The chiropractic specialty clinic shall have waiting area at reception with audio visual health promotion materials.

5.4.3 Professionals

5.4.3.1 It is not mandatory to assign staff for promotion in particular,

5.4.3.2 The chiropractor shall take the lead to identify priority conditions to prepare or avail promotion materials.

5.4.3.3 The nurse shall collect available promotion materials from respective parties and coordinate health promotion activities.

5.4.3.4 The expected health promotional activities shall be specified in the job description(s) of the nurse(s).

5.4.4 Products

5.4.4.1 The chiropractic specialty clinic shall have Audio visual materials, TV set, DVD/VCD, Radio, Tape recorded at reception area,

5.4.4.2 The chiropractic specialty clinic may have the following health promotional materials:

- a. Printed material (Posters, Brochures, Leaflets, Newspaper, Health bulletin),
- b. Audio- video IEC materials (audio cassettes, video cassettes),

5.5 Record keeping & reporting services

5.5.1 Practice

5.5.1.1 The chiropractic specialty clinic shall maintain individual patient records,

5.5.1.2 The chiropractic specialty clinic shall maintain individual medical records in a manner to ensure accuracy and easy retrieval.

5.5.1.3 If a patient received medical intervention while on ambulance, the medical information of a patient & medication administered during ambulance service shall be documented in written and attached into the medical record.

5.5.1.4 The chiropractic specialty clinic shall establish a master patient index with a unique medical number/record for each patient

5.5.1.5 Patient medical record shall at least contain the following information:

- a. Identification (name, age, sex, address),
- b. History, physical examination, investigation results and diagnosis,
- c. Medication, procedure and consultation notes,
- d. Name and signature of treating physician ,
- e. If applicable, a signed Consent form(s). In case where someone other than the patient signs the forms, the reason for the patient's not signing it shall be indicated on the face of the form, along with the relationship of the signee to the patient.

- 5.5.1.6 Every piece of paper or format that contains a patient medical information shall carry the appropriate identification,
- 5.5.1.7 All medical records shall be kept confidential, available only for use by authorized persons or as otherwise permitted by law.
- 5.5.1.8 The clinic shall have a mechanism to track a medical record taken out for use until returned to the record room.
- 5.5.1.9 All entries in the patient's medical record shall be written legibly in permanent ink (blue or black color), dated, and signed by the recording person.
- 5.5.1.10 Consent forms that patient sign shall be printed in an understandable format and the text written in clear, legible and non-technical language.
- 5.5.1.11 There shall be a mechanism to make medical records ready on appointment for use and to return seen cards back to the central medical record room within 24hrs.
- 5.5.1.12 If death happens in the center, the necessary information of the patient's death shall be documented in the patient's medical record upon death; date, time, any intervention, etc.,
- 5.5.1.13 Original medical records shall not leave chiropractic service center premises unless they are under court order or in order to safeguard the record in case of a physical emergency or natural disaster.
- 5.5.1.14 If a patient or his legally authorized representative requests in writing, a copy of the medical record shall be given.
- 5.5.1.15 If a patient is provided with medical certificates, copies of the certificate and other records shall be documented and/or recorded on the patient's medical record.
- 5.5.1.16 If the patient is referred to another facility on a non- emergency basis, the chiropractic specialty clinic shall prepare a transfer/ referral note reflecting the patient's immediate needs; send a copy of this record to the receiving facility & maintain a copy to the medical record.
- 5.5.1.17 The chiropractic specialty clinic shall establish a procedure for removal of inactive medical records from the medical record room.
- 5.5.1.18 The chiropractic specialty clinic shall destroy old medical records as per the law by using techniques that assures confidentiality. However, records which are active for more than ten years shall not be destroyed.

- 5.5.1.19 The chiropractic specialty clinic shall have a written policy and procedure for medical record keeping which include at least:
- a. Procedures for record completion,
 - b. Conditions & procedures for releasing medical information,
 - c. Procedures for the protection of medical record information against the loss, tampering, alteration, destruction or unauthorized use.
- 5.5.1.20 The chiropractic specialty clinic shall have procedure for keeping records, collecting data and reporting regularly specified reportable surveillance disease conditions for concerned public body-Zone/ Town/Sub-city.
- 5.5.1.21 Prescriptions and different request forms for investigation like, x-ray, etc. shall be revised and updated as per service need at least every five years.

5.5.2 Premises

- 5.5.2.1 The chiropractic specialty clinic shall have a well secured, ventilated & illuminated room with adequate space for shelves for archiving medical records. This room can be together with the reception based on the volume.
- 5.5.2.2 The premises for medical record shall have enough space between and around shelves. The medical records shall be kept in shelves which are to a minimum 10cm above the floor.
- 5.5.2.3 The medical record room shall have the following areas:
- a. Working area for Recording & sorting (can be the reception area)
 - b. Archive space with shelves
- 5.5.2.4 The medical record room shall have adequate light and ventilation.
- 5.5.2.5 There shall be fire extinguisher kept in a visible and identified place near the medical record room,
- 5.5.2.6 For facilities where medical records area shared with reception, medical records shall be stored in cabinets with locks.

5.5.3 Professional

- 5.5.3.1 The chiropractic specialty clinic receptionist shall function as record room personnel with proper orientation.

5.5.4 Products

- 5.5.4.1 The record room of the chiropractic specialty clinic shall have the following materials:

- a. Shelves,
- b. Lockable cabinet, Cardex,
- c. Patient medical records,

6. Annex

Annex 1; SIGNIFICANT LAB TESTS FOR MUSCULOSKELETAL DISORDERS

1. CIRCULATORY

- **Vasculature**
 - Syphilis = VDRL, RPR, TPHA
 - Atherosclerosis = Lipid panel, Cholesterol, TG, HDL, LDL, RBS, FBS
 - Organ Function Tests = LFT, RFT, TFT
- **Allergic / Immunologic**
 - CBC, ESR, C-Reactive Protein, RF, ASO, HBsAg, HCV
- **Occlusion**
 - CBC

2. INFLAMMATORY (JOINTS, MUSCLES)

- Uric Acid, Rheumatoid Factor, ASO, ANA, AFB-for aspirates

3. MUSCLES AND JOINTS DISTRUCTIONS

- Stool tests for O/P, CBC, U/A, ESR, Joint fluid study

4. INFILTRATIVE DISORDERS= Leukemia, Multiple Myeloma

- CBC, Urine tests,

5. HEMORRHAGIC, BRUISES OF JOINTS AND MUSCLES

- CBC, Coagulation factors, Vitamin A & C, FDP test

6. NONTRAUMATIC BONE FRACTURE AND OSTEOLYTIC LESIONS AND LUMPS

- VDRL, RPR, Blood morphology, ALP, and Hormonal Tests, Vitamin D & C, Electrolytes

7. NUTRITIONAL CAUSES

- CBC, RBS / FBS, Hormonal Tests, Vitamin D & C, Electrolytes, Lipid Panel

8. NEOPLASMS

- Tumor markers – ALP, PSA, CEA, CA-19, H-Pylori

As explained above, at our Clinic setting we should be able to do the basic laboratory tests in order to be the primary health providers. The tests include:

- **CBC, WBC, ESR, RBC, Platelet, Hgb., Hct., Diff., Blood Group**
- **Stool test for O/P, Urinalysis and Microscopy,**
- **FBS / RBS, LFT, RFT, LIPID TESTS, Uric Acid, Rheumatoid Factor, Total Protein,**
- **Sodium, Potassium, Calcium, Phosphate, Creatine Kinase,**
- **VDRL, CRP, AFB, Thyroid Markers**

Chiropractic, is a holistic philosophy because its foundation is the premise that the whole (functioning body) is greater than the sum of its parts. It is also considered a vitalistic philosophy because it assumes that there is some vital spark or life force that animates the body and that the absence or function limitation of this animating force results in sickness or death.

Chiropractic, is a mechanistic approach to health largely directed toward the relief of neuromusculoskeletal pain. And for this it is very effective. Often forgotten, however, are the benefits derived from chiropractic care intended to allow the body to heal itself by removing the compression on the expression of the vital life force throughout the body.

Basically, Chiropractic focuses on the quantity & quality of this vital life force flowing through the body as the primary determinant of good health.

The World Health Organization defines health as a "state" of complete physical, mental and social well-being (including the ability to lead an economically productive life) and not merely the absence of disease or infirmity.

Hence in order to understand this wholeness theory a GP is closer to our Chiropractic professional level of understanding what is coached than any other profession.

As the job title suggests, general practitioners are generalists. They can recognize the symptoms of a wide range of diseases and conditions This is mainly because the General practitioners conduct medical interviews with new and existing patients, perform basic health , orthopedic and neurologic examinations, conduct diagnostic tests, diagnose and treat basic health conditions, recognize symptoms of serious conditionsand know when to send patients to a specialist for further tests, delegate tasks to nurses or other healthcare assistants.

Therefore we as Chiropractors trust the professional assistance of a GP.