

# Clinic Opening Readiness Checklist

## Critical Steps Before Seeing Your First Patient

### Licensing & Regulatory Compliance

- Valid facility license obtained and displayed
- Practicing licenses available for all clinical staff
- Waste disposal contract with certified provider
- Environmental / NEMA compliance addressed
- Referral pathways established with higher-level facilities

### Facility Infrastructure Readiness

- Consultation rooms fully equipped
- Reception and waiting areas operational
- Treatment / procedure room prepared
- Functional handwashing stations installed
- Reliable water supply and backup power available

### Medical Equipment Readiness

- Blood pressure machines calibrated
- Thermometers and diagnostic tools available
- Emergency tray stocked and accessible
- Oxygen supply available
- Sharps disposal containers available

### Staffing & Roles

- Clinical lead or facility manager designated
- Nursing staff scheduled
- Health records officer assigned
- Support staff available
- Emergency response roles assigned

### Documentation & Systems

- Standard Operating Procedures available
- Infection prevention protocols documented
- Patient registration forms ready
- Consent forms prepared

- Referral documentation templates available

## **Operational Readiness**

- Patient flow clearly defined
- Appointment scheduling process established
- Billing and payment systems operational
- Medical records storage system prepared
- Emergency response protocol displayed