



*Weight Loss & Healthy Lifestyle  
Chronic Care & Preventive Wellness Center*

## **OPTIMAL YOU WELLNESS CLINIC**

### **Policy & Procedures Manual**

In Accordance with Ghana Health Service & Directorate of Public Health Standards

*Optimal  
You  
WELLNESS CLINIC  
Weight Loss & Healthy Lifestyle  
Chronic Care & Preventive Wellness Center*

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# 1. Governance & Leadership Structure

Clinic Director oversees strategic planning, compliance, and regulatory reporting.

Medical Officer provides clinical oversight and ensures adherence to Ghana professional standards.

Nurse-in-Charge supervises clinical workflow and infection control compliance.



## 2. Licensing & Regulatory Compliance

Facility license must be valid and renewed annually.

All clinical staff must maintain valid professional licenses with regulatory bodies.

Compliance with Ghana Food & Drugs Authority for medication handling.



### 3. Clinical Service Delivery Standards

Evidence-based clinical protocols shall guide patient care.

All consultations documented in standardized clinical notes.

Chronic disease management shall follow structured care plans.



## 4. Patient Admission & Documentation Procedures

All patients complete intake forms before consultation.

Informed consent required prior to treatment.

Medication reconciliation completed at each visit.



## 5. Medication Management & Storage

All medications stored in locked cabinets.

Refrigerated medications logged twice daily.

Inventory reconciled monthly.

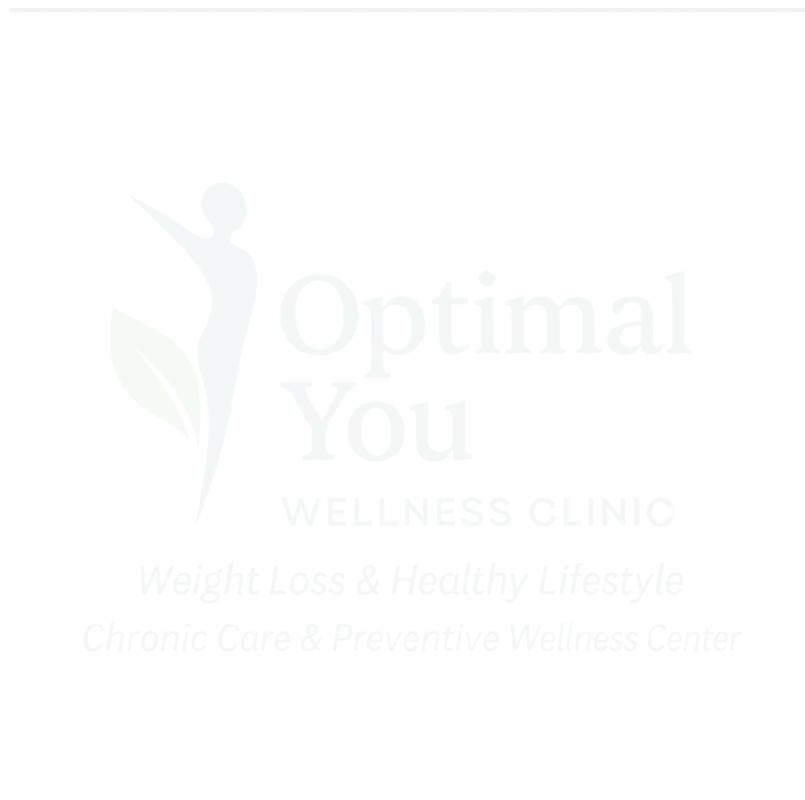


## 6. Infection Prevention & Control

Hand hygiene protocols strictly enforced.

Disinfection schedule documented daily.

Biohazard waste disposed per Ghana EPA standards.



## 7. Emergency Preparedness & Response

Emergency kit, oxygen, and AED available on-site.

Staff trained annually in BLS/CPR.

Emergency drills conducted semi-annually.



## 8. Human Resource Policies

Staff must undergo orientation training.

Performance reviews conducted quarterly.

Code of conduct strictly enforced.

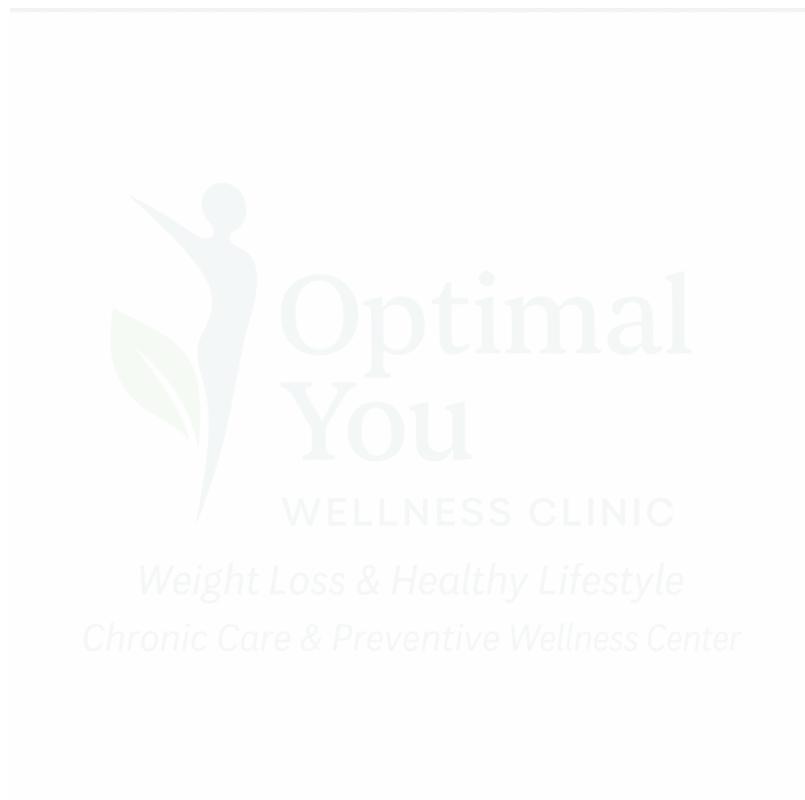


## 9. Financial & Administrative Controls

Digital payments only policy enforced.

Daily reconciliation of transactions.

Annual financial audit recommended.



## 10. Equipment Maintenance & Biomedical Safety

Medical equipment inspected monthly.

Calibration records maintained.

Faulty equipment removed from service immediately.



## 11. Waste Management & Environmental Health

Sharps disposed in puncture-resistant containers.

Medical waste separated from general waste.

Environmental cleanliness inspections conducted weekly.



## 12. Quality Assurance & Audit Systems

Quarterly clinical audits conducted.

Patient satisfaction surveys collected.

Continuous improvement action plans implemented.



## 13. Data Protection & Confidentiality

Patient records secured physically and electronically.

Access limited to authorized personnel.

Compliance with Ghana Data Protection Act.



## 14. Reporting to Public Health Authorities

Mandatory reporting of notifiable diseases.

Timely submission of required health statistics.

Cooperation with public health inspections.

