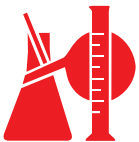
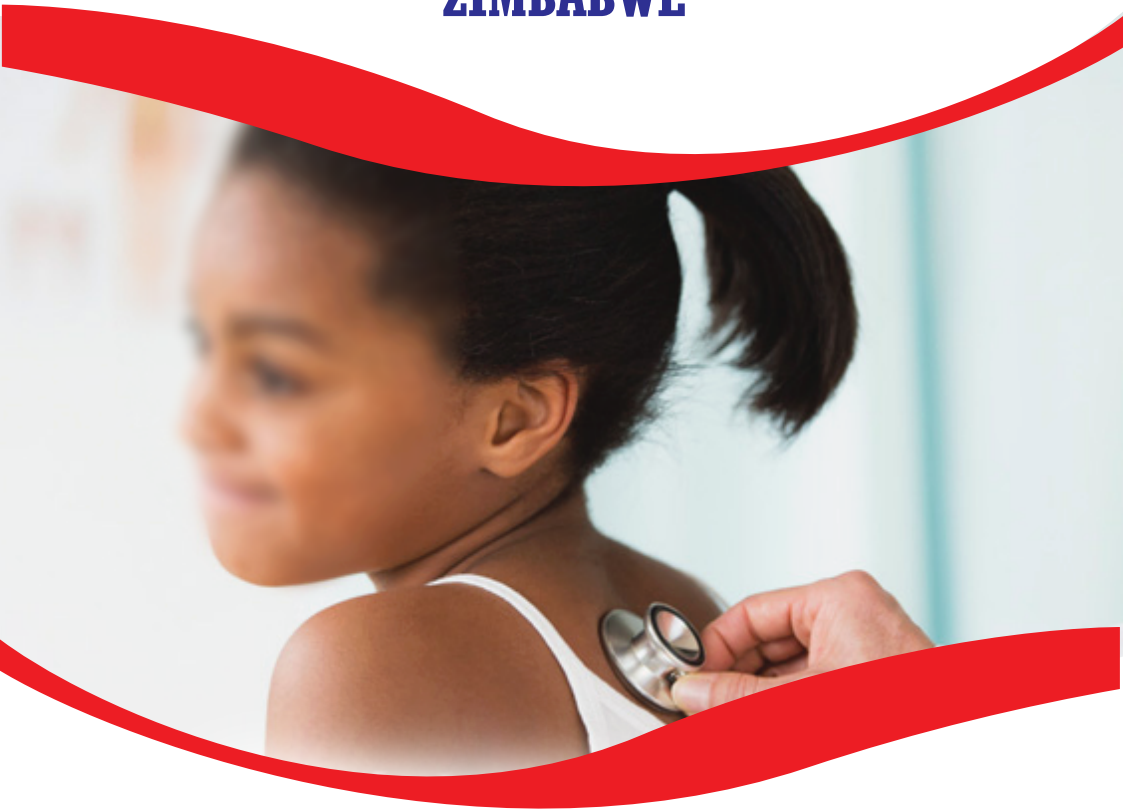




HEALTH PROFESSIONS AUTHORITY ZIMBABWE



HEALTH INSTITUTION REGISTRATION, INSPECTION AND RENEWAL MANUAL

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1 | INTRODUCTION

1.1 | TITLE

This document may be cited as Health Profession Authority (HPA) Registration, Inspection and Renewal Manual. The document is an improvement of the Statutory Instrument 132 of 1995, which outlined the Registration of Health Institutions Requirements.

1.2 | INTERPRETATION OF TERMS

In this Registration, Inspection and Renewal Manual:

“Clinic” (or outpatient clinic or ambulatory care clinic) means:

- a) A health care facility that is primarily devoted to the care of outpatients.
- b) Clinics can be privately operated or publicly managed and funded, and typically cover the primary health care needs of populations in local communities and can admit inpatients for overnight stays.
- c) Some clinics grow to be institutions as large as major hospitals, while retaining the name “clinic.”

“Hospital” means:

- a) A health care institution providing patient treatment by specialized staff and equipment, under a medical doctor as the practitioner in charge. Hospitals are largely staffed by professionals such as physicians, surgeons and nurses.

“HPA”- means Health Professions Authority

“Health Institution”- means:

- a) Any hospital, clinic, medical laboratory, consultation room or other premises or part thereof which is used by a health practitioner for any purpose connected with the diagnosis, treatment, mitigation or prevention of illnesses, injury or disability or abnormal physical or mental state or the symptoms thereof in human beings;
- b) Any premises in or on which a pharmacist practices or carries on business as such;

- c) Any premises in or on which medicine, as defined in the Medicines and Allied Substance Control Act (Chapter 15:03) is manufactured.

“Health Practitioner”- means any person in respect of whose profession or calling a register is kept in terms of the Health Professions Act.

“Health Practitioner in Charge”- means a qualified registered health practitioner who applies for registration on behalf of the Health Institution and has the responsibility and accountability for the day to day clinical operations of the institution.

“Registration Fee” – means the amount payable on application.

“Health Institution File” - means the information package created from the documents received from the respective council and any other documents added by the Health Professions Authority that relate to the particular Health Institution.

1.3. AIMS AND OBJECTIVES OF THE REGISTRATION, INSPECTION AND RENEWAL OF HEALTH INSTITUTIONS MANUAL

The aims and objectives of this Manual shall be:

- a) To highlight the registration process of Health Institutions.
- b) To highlight the different types of inspections.
- c) To highlight the minimum requirements for the different types of Health Institutions.
- d) To highlight the licence renewal process.

2 | REGISTRATION OF A HEALTH INSTITUTION

2.1 REGISTRATION PROCESS OF PRIVATE INSTITUTIONS

- a) After acquiring the premises and making all the necessary renovations.
- b) Get the premises inspected by the local authority Health Department and get a positive Health Report.
- c) Take the Health Report, the practitioner in charge’s valid practising certificate and qualifications, two (2) passport size photos and go to the practitioner’s council and apply to register the facility.

- d) Once the council's Practice Control Committee has met and approved the application, they will forward the application to HPA for the Health Institution to be registered. Applicants are not allowed to start operations until after the HPA inspection and registration.
- e) After HPA receipt of the application from the relevant council, they shall inform the applicant to come in and fill in a Registration Form and pay the registration fee. (The fee will depend on the category of the Health Institution).
- f) The application papers from the Council shall be attached together with the Registration Form to create an "HPA Health Institution File".
- g) The HPA shall conduct an inspection of the health institutions within two (2) weeks of receiving the application in the order they were received. (First come, first served).
- h) An urgent inspection may be conducted for an additional fee.

2.2 REGISTRATION PROCESS OF GOVERNMENT, MISSION AND LOCAL AUTHORITY INSTITUTIONS

- a) Inspection of premises by the local authority Health Department and get a favourable Health Report
- b) Bring the Health report, the practitioner in charge's valid practising certificate and qualifications, 2 passport size photos to HPA and apply for registration of the facility.
- c) The facility shall pay a registration fee that will depend on the category of the Health Institution.
- d) HPA Inspectors will inspect the facility within 2 weeks of receipt of application form and write a report for consideration by the Registration Committee.
- e) If all is well, the facility will be issued with an HPA licence which will need to be renewed every year. Renewal fees also vary with the type of facility.

2.3 CATEGORIES OF HEALTH INSTITUTIONS

See appendix I for the different types of Health Institutions.

2.4 REGISTRATION OF A HEALTH FACILITY WITH MORE THAN ONE (1) UNIT/DEPARTMENT.

Hospitals and clinics with more than one (1) unit or department (for example Dental, X-ray, Pharmacy) will be registered under one licence as the units/departments compliment the health delivery services of that facility. Only in cases where the facility sublets the unit/department to an independent service provider will the unit require separate registration. All additional units after the initial registration will require a separate registration fee and inspection prior to use.

2.5 CHANGE OF PREMISES

Registration certificates are not transferable. When the practitioner moves premises from one place to another, they have to restart the application process from the inspection of premises, via the council until it gets to the HPA. Even if a practitioner moves into premises that have been registered before by a different practitioner, the new practitioner will have to go through the registration process.

2.6 SHARING OF PREMISES

Practitioners may register their premises as individuals or as partners operating from the same physical/local address, depending on their situation as defined below:

a) Health practitioners with the same qualifications sharing premises .

When two (2) or more health practitioners of the same qualification have a room each in the same premises and share the reception, their premises would be registered as one entity. The Health Institution will be issued one (1) Registration Certificate bearing the names of both practitioners. The partners shall share the liabilities of the practice.

b) Health practitioners from different councils sharing premises.

When 2 health practitioners from different councils have rooms in the same premises and share the reception (e.g. a medical doctor and a Radiographer or Sonographer), their rooms are registered as separate Health Institutions.

Extra requirements for medical practitioners

c) General Medical Practitioner and Specialist Practitioner

When a General Medical Practitioner and Specialist Practitioner have a room each in the same premises, the rooms will be registered as separate Health Institutions. Each room will be issued with own Registration Certificate.

d) Specialist Medical Practitioners sharing premises

When two (2) or more Specialist Medical Practitioners share premises and have a common reception, they are issued with one (1) Registration Certificate bearing the names of both practitioners; and they shall share the liabilities of the practice.

3 | RENEWAL OF HEALTH INSTITUTION CERTIFICATE

3.1 VALIDITY OF THE HPA REGISTRATION CERTIFICATE

The Registration Certificate is valid for a calendar year, that is, it is valid up to the 31st of December of that year. Late payments will attract a penalty fee. If the Health Institution has defaulted in payments, there will be a 100% non-compliance fee for every year not paid.

3.2 CHANGES IN THE PRACTITIONER IN CHARGE

In health institutions where the practitioner in charge changes, before the new practitioner may be added on to the certificate, the relevant council must be informed about the change first. The change shall be effected at HPA only when a letter has been received from the relevant council approving the changes.

A representative of the health institution shall fill in a Material Change form indicating the changes being made, and pay the material change fee. NB- the new practitioner in charge may not fill in the Material change form. The new practitioner in charge's current practising certificate and photo must be attached to the application form.

Special notes for pharmacies: when the directorship has changed, the Pharmacist Council of Zimbabwe (PCZ) must be informed of the change and the change will only be effected at HPA once a letter has been received from the PCZ accepting the changes.

4. | INSPECTIONS

4.1 INITIAL INSPECTIONS

These are inspections conducted for Health Institutions applying for registration with the HPA to assess if they meet the minimum requirements of their category.

- a) Two (2) Health Professions Authority (HPA) Inspectors shall conduct the inspection within two (2) weeks of receiving the application at HPA.
- b) Inspectors shall use specific guidelines for the type of Health Institution i.e. pharmacy or surgery. (See appendix II for minimum requirements for different institutions)
- c) The typed inspection report shall be ready within seven (7) days from the date of inspection.
- d) The inspection report shall be tabled at the next HPA Registration Committee meeting, which sits once a month.
- e) The Health Institution application is either:
 - *Approved for registration with the HPA or*
 - *Requested to attend to the noted shortfalls prior to registration with the HPA.*
- f) The practitioners in charge of the Health Institutions shall be informed in writing of the outcome of the Registration Committee meeting in writing.
- g) For those asked to attend to shortfalls prior to registration, the Health Institution shall have to inform the HPA in writing when they have attended to the shortfalls so that a follow-up visit may be conducted.
- h) Where possible, a follow-up inspection shall be conducted. If all shortfalls have been attended to, the inspectors will recommend registration which will be approved by either the full Registration Committee or by the Registration Committee chairperson resulting in the registration of the Health Institution.
- i) When a follow-up visit is not possible at the time, as the case with some out of Harare institutions with minor shortfalls, the Registration Committee shall rely on the Health Institution's written word and proceed to register the Health Institution pending verification at a later stage.

At the later stage when the follow-up inspection is done and Inspectors find out that the practitioner had misinformed the Authority and had not attended to the shortfalls; the practitioner shall be asked to meet all costs incurred.

When the registration of an institution is approved, the Registration Certificate shall be available within one (1) week from date of approval.

4.2 ROUTINE INSPECTIONS

These are inspections conducted for existing Health Institutions to check if standards are being maintained. The HPA ideally would like to inspect each premise yearly before the issuing of the new Registration Certificate.

- a) Two (2) Health Professions Authority (HPA) Inspectors shall conduct the inspection.
- b) The Inspectors shall use specific guidelines for the type of Health Institution i.e. pharmacy or surgery.
- c) The typed inspection report shall be ready within seven (7) days from the date of inspection.
- d) The inspection report shall be tabled at the next HPA Registration Committee meeting, which sits once a month.

4.3 JOINT INSPECTIONS

These are usually done after the recommendation of the HPA Registration Committee.

- a) This is when one (1) council representative and the HPA Inspectors conduct an inspection of a particular Health Institution together/jointly.
- b) The Inspectors shall use specific guidelines for the type of Health Institution i.e. pharmacy or surgery.
- c) The typed inspection report shall be ready within seven (7) days from the date of inspection.
- d) The inspection report shall be tabled at the next HPA Registration Committee meeting, which sits once a month.
- e) All inspectors shall have input in the report and recommendations.

4.4 MULTIDISCIPLINARY INSPECTIONS

These are usually done after the recommendation of the HPA Registration Committee.

- a) Depending on the size and services offered at the health facility, either all councils or the relevant councils will be asked to nominate an inspector for the upcoming multi-discipline inspection. The inspectors are usually nominated on the basis of their expertise and experience in the subject matter.
- b) The Inspectors shall use specific guidelines for the type of Health Institution i.e. pharmacy or surgery.
- c) The typed inspection report shall be ready within seven (7) days from the date of inspection.
- d) The inspection report shall be tabled at the next HPA Registration Committee meeting, which sits once a month.
- b) All inspectors shall have input in the report and recommendations.

4.5 INVESTIGATIVE INSPECTIONS

These are inspections conducted following a complaint of either malpractices or substandard premises from the public or other health professionals. At the inspection, the intention will be to carry out an investigation on matters raised and also check on the general condition of the Health Institution.

- a) Depending on the type and size of the Health Institution, the following inspection may be done:
 - *The HPA Inspectors may conduct the inspection.*
 - *A Joint inspection.*
 - *A multi- disciplinary inspection.*
- b) The Inspectors shall use specific guidelines for the type of Health Institution i.e. pharmacy or surgery.
- c) The typed inspection report shall be ready within seven (7) days from the date of inspection.
- d) The inspection report shall be tabled at the next HPA Registration Committee meeting, which sits once a month.

4.6 FOLLOW-UP INSPECTIONS

The main agenda will be to check on the progress made to attend to the highlighted shortfalls since the last inspection. The inspection is usually conducted by the HPA Inspectors only.

4.7 VERIFICATION INSPECTIONS

These are inspections conducted by either HPA inspectors only or jointly with other council representatives. The main agenda will be to check the Health Institutions' registration status.

5 | SHORTFALLS AND PRESCRIBED TIME FRAME TO RECTIFY THEM

Depending on the criticality of the shortfalls, the practitioners are usually given from two (2) weeks to a month in which to attend to the shortfalls. For those critical shortfalls, a shorter time frame is given to rectify the shortfalls.

It is the practitioner in charge's responsibility to attend to the shortfalls within the given time frame; and inform the HPA in writing once all shortfalls have been attended to so that a follow-up visit/inspection may be conducted.

6 | CLOSURES

6.1 REASONS FOR CLOSURES

HPA avoids closure by all possible means but will be forced to close for the following reasons only:

- a) When the Health Institutions poses health hazards to the public. When a Health Institution poses health hazards to the public, such institutions shall be closed with immediate effect in the interest of the public.
- b) When the Health Institution fails to meet minimum requirements. This happens when a health Institution has been advised to take steps to meet the registration and minimum requirements within a given time frame and they have not done so.

6.2 CLOSURE PROCEDURE

- The Registration Committee meets and considers the report.
- The Registration Committee shall then recommend the closure.
- The Secretary General shall write a Show Cause Letter to the institution. This letter gives the practitioner specific time in which to make a presentation and show cause why their institution should not be closed.
- The outcome of the Show Cause Letter shall be submitted to the Executive Committee who then makes the final decision to close.

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APPENDIX I

CATEGORIES OF HEALTH INSTITUTIONS

CLASS A

Clinics (up to 50 beds)
Consulting rooms (Specialist)
Consulting rooms with theatres
Dental surgeries (Specialist)
Diagnostic X-ray rooms
Emergency rooms
Hospitals with 101 beds and above
Hospital with 51-100 beds
Hospital with up to 50 beds
Industrial clinics
Manufacturing Pharmaceuticals/Wholesalers
Maternity homes (outpatients)
Maternity hospital
Medical research laboratories
Multidisciplinary medical laboratories
Nursing homes
Optical and dispensing rooms
Radiological centres
Retail pharmacy
Ultra-sound scanning rooms

CLASS B

Clinics (out patients only)
Dental surgeries (general practice)
Consulting rooms (general practice)
Rehabilitation centres
Medical laboratory collection point
MCT clinics
Mobile clinics
Psychological rooms
Single discipline medical laboratories

CLASS C - (Government, Local Authority and Mission Hospitals)

Clinics (out patients only)
Hospital 51-100 beds
Hospital 101 beds and above

Fees for each Health Institution depend on its class and type of practise.

APPENDIX II

MINIMUM REQUIREMENTS- FOR ALL TYPES OF HEALTH INSTITUTIONS

General

- A health practitioner must only practice on registered Health Institutions. *(Section 99 of the Health Professions Act – Chapter 27:19 of 2000).*
- A health practitioner should practice with a valid practising certificate. *(Section 92 of the Health Professions Act – Chapter 27:19 of 2000).*
- A health practitioner should display the HPA licence and relevant professional council practising certificates and the local authority licences in a conspicuous position. *(Section 106 (i) of the Health Professions Act – Chapter 27:19 of 2000).*
- Failure to display HPA Certificate will result in a fine.

Front Entrance

- Access for wheelchairs.

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.

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.

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.

Power Backup

- Appropriate and adequate backup power.

Water Backup

- Adequate means of water backup.

PLEASE NOTE:

- **Practitioners should not to open their premises until they have been registered with the Health Professions Authority.**
- **Facilities with the following shortfalls shall be registered while they attend to the shortfalls within a week as the items are not critical and will not affect the functioning of the facilities:**
 - *Bin liners*
 - *Liquid soap and appropriate non-usable hand drying facilities.*
 - *Proof of medical waste disposal.*
 - *Screens and footstools.*
 - *Displaying the practitioner in charge's practising certificate.*
- **Where facilities are considered grossly inadequate (failing to meet the minimum requirements), the Health Institution shall be closed.**
- **For Routine Inspections, practitioners are usually given a month in which to attend to the noted shortfalls.**

APPENDIX III

MINIMUM REQUIREMENTS- MEDICAL CONSULTING ROOMS

Other requirements are as stated under requirements for all types of Health Institutions.

Consulting room

- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Ceiling- 2.6m to 3m off the floor.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Desk, doctor's chair and 2 chairs (for patient and a relative). Chairs must be covered with washable material.
- Couch.
- Footstool.
- Screens.
- Suitable linen and proper laundry arrangements and disinfections.
- 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
- Emergency tray
 - 50% Dextrose x 2 vials
 - Adrenaline x 2 vials
 - Calcium Chloride
 - Sodium Bicarbonate
 - Midazolol (dormicum)
 - Hydrocortisone x vials
 - Prednisolone
 - Stemetil x 2 vials
 - Oxygen cylinder with connectors, tubing and mask.
 - Oropharyngeal airways (3 sizes- infants, paediatrics, adults)
 - Bag valve mask (BVM) for adult
 - Transparent masks (various sizes)
 - Automated electrical defibrillator (optional)
 - Cannulas (various sizes)
 - Fluid giving sets
 - Vacolitres (Normal Saline)
- Sharps box (for those without treatment room)

- Equipment to have:
 - *Trial frame and trial set/phoropter*
 - *Slit lamp*
 - *Vertometer/lensmeter*
 - *Tonometer*
 - *Retinoscope and ophthalmoscope*
 - *Sphygmomanometer*
 - *Stethoscope*
 - *Fetoscope*
 - *Bathroom scale*
 - *Glucometer*
 - *Tape measure*
 - *Wheel Chair*
 - *Heater*
 - *Auroscope*
 - *Fundoscope*
 - *Gloves*
 - *Other diagnostic equipment suitable for the practice.*
- Reference books- electronic books are acceptable, EDLIZ and ARV Guidelines, BNF, TB Manuals.
- X-ray viewing box.

Treatment Room (optional)

Depending with the practice, this may be incorporated into the consulting room

- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch with screen and foot stool.
- Dressing trolley with sterile dressing packs, suture pack, gloves etc.
- Emergency tray.
- Sharps box.
- Autoclave machine/ arrangements for sterilization of instruments.
- Drip stand.
- 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.

APPENDIX IV

MINIMUM REQUIREMENTS- DENTAL CONSULTATION ROOMS

Other requirements are as stated under “Minimum Requirements for all types of Health Institutions (Appendix I).

Consulting Room/ Procedure Room

- Room size 21m²
- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Desk with Medical Practitioner’s chair and two (2) chairs for the patient and a relative. Chairs must be covered with washable material.
- Reclining dental chair.
- Two (2) stools for the practitioner and the assistant (adjustable).
- Emergency tray
 - 50% Dextrose x 2 vials
 - Adrenaline x 2 vials
 - Calcium Chloride
 - Sodium Bicarbonate
 - Midazolol (dormicum)
 - Hydrocortisone x vials
 - Prednisolone
 - Stemetil x 2 vials
 - Oxygen cylinder with connectors, tubing and mask.
 - Oropharyngeal airways (3 sizes- infants, paediatrics, adults)
 - Bag valve mask (BVM) for adult
 - Transparent masks (various sizes)
 - Automated electrical defibrillator (optional)
 - Cannulas (various sizes)

- Fluid giving sets
- Vacolitres (Normal Saline)
- Sharps box
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- Suitable facilities for washing and cleansing instruments.
- Camera and monitor screen (optional).

Facilities Necessary for Dental Procedures to be Performed

- Work counters with underneath cupboards for storage of supplies.
- X-ray machine
- X-ray viewing box
- Autoclave machine

APPENDIX V

MINIMUM REQUIREMENTS - PHARMACY

Other requirements are as stated under “Minimum requirements for all types of Health Institutions (Appendix I).

Front Shop (Optional)

- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Provision of measuring/controlling temperature and humidity.
- All working surfaces to be of smooth, impervious and washable material.
- Secure shelves away from light and moisture (for packing/displaying over the counter items).
- Appropriate record keeping system.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

Dispensary Area

- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Secure shelves away from light and moisture (for packing/displaying over the counter items).
- All working surfaces to be of smooth, impervious and washable material.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Stainless sink for preparations
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- Dangerous Drug Cupboard
 - A fixed and lockable drug cupboard
 - Updated registers corresponding with medicines in stock.
- Reference Books and Acts
 - Edliz
 - ARV guidelines
 - BNF 55th edition
 - Medicines and Allied Subsistence's Control Act
 - The Drugs Control Act
 - Statutory Instruments (Printed)
- Fridge for medicines and vaccines.
- Fridge thermometer.
- Appropriate prescription temperature recording system.
- Pestle and mortar.
- Measuring cylinders/beakers (at least one (1) for external and (1) for oral preparations).
- Adequate counting trays and spatulas.
- Sharps box.

- Balancing scale.
- Appropriate prescription recording system.
- Dispensing register.

APPENDIX VI

MINIMUM REQUIREMENTS - OPTICAL ROOMS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Consulting Room

- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Ceiling.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Desk.
- Practitioner/Optician's chair.
- 2 Chairs (for patient and a relative). Chairs must be covered with washable material.
- 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.
- Diagnostic equipment suitable for the practice.
- Reference books.

APPENDIX VII

MINIMUM REQUIREMENTS - MATERNITY HOME

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Early Labour Ward

- Adequate ventilation and lighting provided by both natural and artificial means.
- Standard hospital bed and mattress.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Bench under bed.
- Infusion stand, single hook.
- Foot stool, one step.
- Dressing trolley, small.
- Patient trolley with mattress and side rails.
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).

Equipment

- Sphygmomanometer
- Stethoscope, binaural
- Stethoscope, foetal pinnard
- Foetal detector, Doppler
- Suction machine- single bottle, electric.
- Scale- bathroom type
- Glucometer
- Urine test kit
- Haemoglobin meter
- Tape measure/pelvimetry
- Oxygen cylinder- complete
- Adult wheel chair
- Heater

- Emergency tray
 - 50% Dextrose x 2 vials
 - Adrenaline x 2 vials
 - Calcium Chloride
 - Sodium Bicarbonate
 - Midazolol (dormicum)
 - Hydrocortisone x vials
 - Prednisolone
 - Stemetil x 2 vials
 - Oxygen cylinder with connectors, tubing and mask.
 - Oropharyngeal airways (3 sizes- infants, paediatrics, adults)
 - Bag valve mask (BVM) for adult
 - Transparent masks (various sizes)
 - Automated electrical defibrillator (optional)
 - Cannulas (various sizes)
 - Fluid giving sets
 - Vacolitres (Normal Saline)

Labour Ward

- Delivery bed - mackintosh
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Bedside locker
- Bassinet with mattress on trolley
- Baby weighing scale
- Clock- battery operated
- Infusion stand, single hook
- Foot stool, one step
- Dressing trolley, small
- Kick about receptacle
- Mobile lamp, angle poise
- Stand, single bowl
- Revolving stool
- Sterile packs- sterilization equipment
- Wash hand basin
 - Connected to running tap water

- *Splash back tiles*
- *Liquid soap*
- *Non-reusable hand drying facilities (i.e. paper towels).*

Equipment

- Cardiocotograph
- Stethoscope, binaural
- Stethoscope, foetal pinnard
- Sphygmomanometer
- Resuscitation kit, manual
- Resuscitation- baby warning system
- Oxygen cylinder- complete
- Oxygen unit- wall mounted and piped
- Vacuum unit- wall mounted and piped
- Vacuum extractor
- Suction machine- single bottle, electric.
- Foetal heart detector
- Vacuum piped outlet
- Oxygen pipe outlet
- Cervical dilation chart
- Apgar score chart
- Tape measure
- Plastic aprons
- Prevention of Parents to Child Transmission (PPTCT) of HIV medicines

Nursery Equipment

- Bassinets with mattress, on trolley
- Baby bath, mobile
- Room thermometer
- Baby weighing scale
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes

Nursery Intensive Care Unit

- Infant incubator
- I.C.U paediatric ventilator
- Apnoea alarm

- Pulse oximeter
- Infusion pump, volumetric
- Syringe pump
- Baby weighing scale
- Room thermometer
- Resuscitator- infant set, manual
- Oxygen units- wall mounted and piped
- Vacuum units- wall mounted and piped
- Phototherapy area

Furniture

- Dressing trolley
- Infusion rods
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Utility trolley
- Clean linen trolley
- Dirty linen trolley or single canvas bag
- Medicine trolley
- Vacuum piped outlet
- Oxygen pipe outlet

Postnatal Ward

- Standard hospital bed with mattress
- Bed side locker
- Bed lifter
- Bench under bed
- Bassinet with mattress on trolley
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Clean linen trolley
- Clock- battery operated
- Infusion stand, single hook
- Infusion stand, double hook
- Over bed table (cardiac table)
- Foot stool, one step
- Dressing trolley, small

- Medicine trolley
- Food Bain-marie trolley
- Patient records trolley
- Adult wheel chair
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).

Equipment

- Sphygmomanometer
- Stethoscope, binaural
- Examination lamp- angle poise, mobile
- Oxygen cylinder , complete with attachments
- Oxygen cylinder , spare
- Haemoglobin meter
- Sluice room

Ambulance Transport

- Arrangement for transportation of patients with complications to nearest hospital

Staffing

- At least 2 midwives who are on permanent employment
- The centre should be covered by a Medical officer
- * **PCNs and nurse aides should not do deliveries**

APPENDIX VII

MINIMUM REQUIREMENTS - IMAGING ROOMS

Other requirements are as stated under “Minimum requirements for all types of Health Institutions (Appendix I).

Examination Room

- Door 1 ½ size sliding doors to allow wheelchairs.
- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Ceiling
- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch
- Footstool
- Screens
- 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
- Separate resting room
- Gel

X-ray Room

- Size 6 x 3 x 3m
- Door 1 ½ size to allow wheelchairs.
- Walls brought to a smooth, impervious and washable finish
- Impervious and non-slippery floors.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Lead lined doors
- Protective screen for radiographers
- Daylight marker
- Gowns for patients
- Monitoring disks for staff
- X-ray warning signs

Accessories

- Lead lined aprons
- Lead lines strips

- Lead lined rubber gloves
- Foam pads
- Sand bags
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Hanger for aprons.

Dark Room

- Size 3 x 3 x 3m
- Walls must be brought to a smooth, impervious and washable finish.
- Impervious and non-slippery floors.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Hopper
- Hatch
- Safe light
- Active mark
- Actinic marker
- Extractor fan
- Extraction jar
- Basin for rollers
- Protective clothing
- Change rooms, cubicles for patients
 - Screened
 - Mirrors
 - Lockers

APPENDIX IX

MINIMUM REQUIREMENTS - INDUSTRIAL CLINIC

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Consulting Room

- Impervious and non-slippery floors.
- Ceiling- dust proof type.
- Adequate ventilation and lighting provided by both natural and artificial means.

- Desk, doctor's chair and 2 chairs (for patient and a relative). Chairs must be covered with washable material.
- Examination couch and footstool.
- Screens or heavy curtains.
- Suitable linen and proper laundry arrangements and disinfections.
- Sharps box
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- Emergency tray with register/checklist of medicines
 - 50% Dextrose x 2 vials
 - Adrenaline x 2 vials
 - Calcium Chloride
 - Sodium Bicarbonate
 - Midazolol (dormicum)
 - Hydrocortisone x vials
 - Prednisolone
 - Stemetil x 2 vials
 - Oxygen cylinder with connectors, tubing and mask.
 - Oropharyngeal airways (3 sizes- infants, paediatrics, adults)
 - Bag valve mask (BVM) for adult
 - Transparent masks (various sizes)
 - Automated electrical defibrillator (optional)
 - Cannulas (various sizes)
 - Fluid giving sets
 - Vacolitres (Normal Saline)
- Diagnostic equipment relevant to the practice.
- Reference books.

Treatment Room (Can be used as consulting room or procedure room)

- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch with screen and foot stool.
- Dressing trolley with sterile dressing packs, suture pack, gloves, injections etc.

- Emergency tray register/checklist of medicines
- Sharps box.
- Autoclave machine/ arrangements for sterilization of instruments.
- Drip stand.
- Resuscitation equipment.
- 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.
- Lockable cabinet from which medicines may be dispensed.

Observation Room

- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch with linen, screen and foot stool.
- Drip stands.
- Oxygen cylinder and necessary attachments.
- Sharps box.
- 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.

Ambulance Transport

- Arrangement for transportation of patients with complications to nearest hospital.

APPENDIX X

MINIMUM REQUIREMENTS - PHYSIOTHERAPY ROOMS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Treatment Room

- Ceiling- accepted height and condition.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Walls must be brought to a smooth, impervious and washable finish.
- Impervious and non-slippery floors.
- Treatment rooms for children with cerebral palsy, delayed milestones etc. may have carpeting.
- Practitioner's desk and chair. Two chairs for patient and a relative, covered with washable material.
- Reference books
- Plinth
- Footstool
- Screens to allow privacy
- Clean and suitable linen
- Trolleys
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- * NB: Neighbouring treatment rooms may share a sink.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

Equipment

- Appropriate exercise and electrotherapy equipment for the type of treatment practice.
- Appropriate mobility aids.
- Goniometer, patella hammer, tape measure and massage oil.

- Stethoscope.
- First aid kit box.
- Examination gloves.

APPENDIX XI

MINIMUM REQUIREMENTS - OCCUPATION THERAPY ROOMS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Occupational practises are different in the nature of their specialities. Below is a general practice. Occupational Therapists intending to specialize will require additional equipment in line with their specialist.

Treatment Room

- Adequate ventilation and lighting provided by both natural and artificial means.
- Impervious and non-slippery floors.
- Walls must be brought to a smooth, impervious and washable finish.
- Ceiling
- Minimum 4 chairs
- Treatment table
- Plinth
- Universal exercise
- Assessment tools standardised and non-standardised (at least five of the following):
 - Goniometer
 - Dynamometer
 - Sensation testing kit
 - Tape measure (3m)
 - Pinch gauge
 - Visual perceptual assessment kit
 - Hand function test kit
 - Motor proficiency test kit
 - Cognitive assessment kit

- Activity based treatment equipment (at least five of the following):
 - Shoulder wheel
 - FEPS machine
 - Sander and stand
 - Skate board
 - OB help arm
 - Therapeutic balls (minimum set of 3 different sizes)
 - Pulley system
 - Sensory re-education kit
 - Board game
 - Hand exercising activities e.g. therapeutic putty, digiflex set, power web set, etc.
- A variety of toys for different children needs
- 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

APPENDIX XII

MINIMUM REQUIREMENTS - LABORATORY

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Premises

- Main laboratory minimum space – 15m² per room. Laboratory design and equipment arrangement should be compatible.
- Floors- non-absorbent, non-slippery and easily washable.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Provision to prevent unauthorized access to the laboratory.
- Patient reception and bleeding room – separate from other room. To cater for disabled people.
- Work benches- non-absorbent and easily washable.

- Separate incompatible activities i.e. office and laboratory work.
- Storage facilities.
- Examination and processing of highly infectious material to be carried out in appropriate containment level laboratories.
- Media preparation room (microbiology) - separate from rest of laboratory.
- Sharps boxes at each working area.
- Separate patients and staff toilets.
- Staff kitchen/tea room with sink– for meals and teas.

Environment

- Controlled lighting, temperature and ventilation – as per relevant act
- Adequate control of:
 - Radioactivity
 - Dust
 - Electro-magnetic disturbances
 - Radiation
- Stable electrical supply (including back up)
- Vibration levels
- Noise levels
- Security
- Location of laboratory shall comply with local authority laws.
- Constant supply of clean water, power supply and backup.
- Use of environmentally friendly reagents and methods.

Safety

- Recruitment of qualified and competent staff responsible for safety
- Employ pest control measures methods to prevent vermin, insects and other pests
- Provide the following items:
 - Safety Manual/Handbook
 - Guideline Operating Procedures
 - Work instructions
- Personal Protective Equipment (PPE) i.e. gloves, respirators, safety shoes, laboratory coats
- Disinfectants at appropriate concentrations for various uses
- Biological Safety cabinets.

- Guidelines procedures for decontamination (where applicable)
- Maintained Eye-Wash facilities
- Serviced fire extinguisher
- Facilities for containment and disposal of waste
- Procedure for management of accidents i.e. spill kit
- Maintained first aid kit equipment and items
- Specimen collection and handling, transportation, reception and referral to other laboratories in accordance with adequate safety measures (outlined in safety manual, local and international regulations).
- Well documented procedure for decontamination of equipment and laboratory surfaces.
- Sufficient safety notices and labelling of laboratory environment.
- Well documented procedure for dealing with exposure of staff to hazardous material
 - *Vaccination*
 - *Immunization protocol*
 - *Post – exposure prophylaxis (PEP)*
- Policies and procedures for relevant vaccination and medical examinations for staff. (Adequate consent and counselling must be provided).
- Procedure for appropriate use and disposal of obsolete equipment.
- Procedure for action in the event of fire (fire drill/control).
- Procedure for action in event of major spillage of dangerous chemicals or clinical materials.
- Clean, uncluttered and well maintained work areas (have good housekeeping procedures).
- Gases, acids and alcohols used in laboratory or testing site must be kept in safety containment areas in accordance with existing laws and regulations.
- Procedure for disposal of health care waste.

Quality Assurance

- Workable internal quality control systems- able to verify that best intended quality is achieved.
- Participation in external quality assurance programmes for each analyte and keep records.
- Evaluation of internal and external quality assurance
- Program for calibration and validation of measuring systems.

- Detailed SOPs for all diagnostic tests.

Equipment Management

- Sufficient and appropriate service to equipment.
- Established procedures for procurement and management of equipment:
- Specifications and selection
- Training
- Maintenance, service and repair
- Recording of commissioning, details of machine, services, instrument failure and subsequent corrective action.

APPENDIX XIII

MINIMUM REQUIREMENTS - ACCIDENT AND EMERGENCY UNITS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

STRUCTURAL FEATURES

Patient Waiting Area

- Dedicated minimum area 90m²: with sitting as appropriated.
- Shared
- Patients' comforts: TV, reading material, refreshment dispenser, telephone access.
- Litter bins

Examination Cubicles

- Minimum area per cubicle 6m²
- Examination couch, desk, chair
- Wash hand basin, towel rail/dispenser

Resuscitation Room

- Minimum area 12m²
- 3m bedhead wall space
- Adjacent to ambulance entrance area
- Clinical basin, handless taps, towel rail/dispenser
- Oxygen and Suction : per bed (piped)

- Oxygen and Suction : per bed (cylinder/portable with control apparatus)
- Temperature control (warm) : Air condition or wall – mounted heater
- Electrical supply : 4 x switched socket outlets per bed
- Clock
- Emergency call system for staff

Procedure Room

- Minimum area 12m²
- 3m bedhead wall space
- Clinical basin, handless taps, towel rail/dispenser
- Oxygen and Suction per bed (piped)
- Oxygen and Suction per bed (cylinder/portable)
- Electrical supply
- 4 x switched socket outlets per bed

Resuscitation Room/Examination Cubicle/Procedure Room

- Minimum area 12m²
- 3m bedhead wall space
- Adjacent to ambulance entrance area
- Clinical basin, handless taps, towel rail/dispenser
- Oxygen and Suction per bed (cylinder/portable with control apparatus)
- Temperature control (warm): Air condition or wall mounted heater
- Electrical Supply: 4 x switched socket outlets
- Clock
- Emergency call system (for staff)

Observation Ward

- Single Ward (15m² minimum)
- Two or more beds (6m² per bed minimum -1m between each bed minimum)
- Adequate ventilation and lighting provided by both natural and artificial means.
- Artificial light for general area, individual bed lighting, night lighting in adjacent corridors, dimmable
- Nurse Call System
- Wall – mounted bell push at bed head with light operated in corridor at ward door and at Management Base. Clearly audible tone
- Electrical outlets

- 2 x switched socket outlets per bed, minimum
- 1 x switched socket outlet per bed minimum
- Bed lighting, individual patient controlled
- Oxygen and Suction
 - Piped suction and oxygen -1 outlet with apparatus per bed
 - Oxygen cylinder/portable suction with apparatus: minimum 1 set per four beds
- Wash hand basin
 - 1 per ward, with handless taps, hot and cold running water
 - 1 per ward, with hot and cold running water
- Toilets
 - 1 per 6 patients, minimum, with hand basin
 - Hot and cold running water, towel rail/ dispenser

EQUIPMENT

Examination Cubicles

- BP Machine manual
- Diagnostic set
- Procedure light
- Piped light
- Piped oxygen flow meter device – per cubicle
- Oxygen cylinder with regulator and flow meter – 1 set per four cubicles

Resuscitation Room

- Treatment trolley
- BP machine
- BP machine, automatic
- Diagnostic set
- Pulse oximeter
- Foot stool (step up)
- Surgeon's stool
- Infusion stand/ceiling book
- Procedure light – theatre type
- Procedure light simple
- X-Ray viewing panel
- Piped oxygen flow meter device –per cubicle
- Oxygen cylinder with regulator and flow meter – 1 set per four cubicle

- Piped suction controller
- Suction machine, portable
- Emergency Trolley as set out on page 4 with defibrillator
- Procedure Packs
 - CVP Insertion
 - Tracheostomy
 - Chest drain

Procedure Room

- Treatment trolley or theatre table
- BP machine
- BP machine, automatic
- Foot stool (step up)
- Surgeon's stool
- Infusion stand/ceiling hook
- Procedure light – theatre type
- X-Ray viewing panel
- Piped oxygen flow meter device – per cubicle
- Oxygen cylinder with regulator and flow meter – 1 set per 4 cubicles
- Piped suction controller
- Suction machine portable
- Emergency Trolley as set out on Page 4 – without defibrillator
- Anaesthetic machine, simple

Common to Unit

- Refrigerator – dedicated to medicines and vaccines
- Wheel chairs – adequate number for demand
- Patient trollies – adequate number for demand

APPENDIX XIV

MINIMUM REQUIREMENTS - MOBILE CLINICS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

- Minimum requirements to be the same as for the fixed practices.

APPENDIX XV

MINIMUM REQUIREMENTS - AMBULANCES

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Reception

- Washable, impervious and non-slippery floor.
- Desk and chairs for receptionist

Call Room

- Washable, impervious and non-slippery floor.
- Walls to be brought to a smooth, impervious and washable finish.
- Ceiling
- Adequate ventilation and lighting provided by both natural and artificial means.
- Desk and chair
- Call system
- 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
- Bed and appropriate linen for person on call

Vehicles

- A couch with clean linen.
- Life pak defibrillator.
- First aid response bag with the following items medicines, cannulae, giving sets, vacolizers, diazepam and frusemide.
- A drug reference book
- Oxygen cylinders
- Nebulizer
- Suction machine

- Intubation equipment for the adults and children.
- Face masks and ambu bag.
- Catheters
- Spinal board and a scoop
- Ambulance partitioning to separate the driver and the patient
- Functional ambulance beacon and siren
- Stretcher

Service Area

- Area for servicing vehicles
- Car servicing records
- Wash bay- for decontaminating the vehicles

APPENDIX XVI

MINIMUM REQUIREMENTS - CLINIC

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Consulting Rooms

- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type
- Adequate ventilation and lighting provided by both natural and artificial means
- Desk, doctor's chair and 2 chairs (for patient and a relative). Chairs must be covered with plastic or washable impervious material
- Examination couch and double step stool
- Screens or heavy curtains
- Suitable linen and proper laundry arrangements and disinfections.
- Sharps box
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Wash hand basin
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).

- Emergency tray with register/checklist of drugs
- Diagnostic equipment relevant to the practice
- Reference books

Treatment room (Can be used as consulting room or procedure room)

- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch with screen and foot stool.
- Dressing trolley with sterile dressing packs, suture pack, gloves, injections etc.
- Emergency tray register/checklist of drugs
 - 50% Dextrose x 2 vials
 - Adrenaline x 2 vials
 - Calcium Chloride
 - Sodium Bicarbonate
 - Midazolol (dormicum)
 - Hydrocortisone x vials
 - Prednisolone
 - Stemetil x 2 vials
 - Oxygen cylinder with connectors, tubing and mask.
 - Oropharyngeal airways (3 sizes- infants, paediatrics, adults)
 - Bag valve mask (BVM) for adult
 - Transparent masks (various sizes)
 - Automated electrical defibrillator (optional)
 - Cannulas (various sizes)
 - Fluid giving sets
 - Vacolitres (Normal Saline)
- Sharps box
- Autoclave machine/ arrangements for sterilization of instruments
- Drip stand
- Resuscitation equipment
- 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
- Lockable cabinet from which drugs may be dispensed

APPENDIX XVII

MINIMUM REQUIREMENTS - ULTRA SOUND SCAN

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Examination Room

- Impervious and Washable, impervious and non-slippery floors
- Walls to be brought to a smooth, impervious and washable finish.
- A ceiling
- Adequate ventilation and lighting provided by both natural and artificial means.
- An ultrasound machine
- A couch provided with clean linen
- The screen was on rail
- No change for patients
- A stepping stool
- Wiping paper and the gel
- 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

APPENDIX XVIII

MINIMUM REQUIREMENTS - VOLUNTARY COUNSELLING AND TESTING SITES

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Counselling Room/s

- Walls painted with light coloured washable paint
- White washed ceiling

- Washable, impervious and non-slippery floors
- Adequate ventilation and lighting provided by both natural and artificial means.
- Wash hand basin with splash back tiles, liquid soap and 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.
- Desk and chair and two chairs for the patient and relative, covered with washable material
- Lockable cupboard with HIV/AIDS testing kits, clean linen and consumables which were well arranged in the cupboard.
- Standing scale was in place.
- Sharps container.

APPENDIX XIX

MINIMUM REQUIREMENTS - CRITICAL CARE UNIT (ICU)

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Staffing

- RGN in charge- ICU trained
- At least 1 RGN per patient at all times (at least 30% ICU trained)
- Nurse aides
- Physiotherapist ICU experienced- 24 hour availability.

Fittings

- Adequate ventilation and lighting provided by both natural and artificial means.
- Artificial light to be of correct colour and temperature, with dimming facilities. Separately controllable individual bed lighting.
- Wash hand basin with handleless taps
- Telephone line for medical use
- Intercom with adjustable volume to related areas- staff rest rooms
- Medicine storage and administration facilities
- Patients notes storage facility
- Emergency trolley

- Electrical sockets (3-4 per bed)
- Refrigerator for storage of medicines- with thermometer and Appropriate prescription temperature recording system
- Staff rest room

Additional Support

- Sterilization facilities
- Laboratory services - 24 hours
- Kitchen

EQUIPMENT

Monitoring Equipment

- ECG monitor
- Pressure monitor with transducers
- Sphygmomanometer, manual or automatic- 1 per bed
- Oximetry with plethysmograph display
- Glucometer or equivalent
- Activated coagulation monitor or whole blood clotting application
- Apnoea alarm

System Support Equipment

- ICU Ventilator with PEEP, heated humidifier and air/ O2 mixer
- CPAP with air/O2 mixer
- Resuscitator, manual

Other Equipment

- Beds- adjustable height, head end tilt up or down
- Infusion controller
- Syringe pump
- Suction controller, with – 66.6Kpa & 40l/min
- Defibrillator
- Procedure light, high intensity, pivot
- Warming blanket, electrical, water or forced air
- Haemoglobinometer
- Diagnostic set (ophthalmoscope, auroscope etc.)
- Bronchoscope, flexible fiberoptic
- Chest drainage & suction apparatus

- Stethoscope
- Clock
- Spirit level
- Spirometer

Emergency Trolley - 1 per unit

- Defibrillator
- Laryngoscope x (with small, medium and large blades)
- Endotracheal tubes, selection of sizes
- Tracheostomy tubes, selection of sizes
- Endotracheal tube introducer
- Magills forceps
- Mouth gag and wedge
- Lignocaine solution 4% or 10% metered spray
- Mackintosh spray or equivalent
- Mosquito forceps with protected jaw
- Tracheostomy dilator
- Strapping for ETT
- Tracheostomy tape
- Suction machine with suitable tubing
- Resuscitation drugs (with list and check dates for expiry). As per list agreed by users- see EDLIZ for guidelines).
- Syringes and needles
- Infusion sets, IV cannulae, including CVC sets
- Resuscitator with catheter mounts and masks
- Chest drain pack , emergency

APPENDIX XX

MINIMUM REQUIREMENTS - THEATRE

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Duty Station

- To be within in the restricted area
- Desk and chairs for staff

Change Room

- Separate change rooms for male and female practitioners
- Lockable cupboards for storage of practitioners' belongings
- A cupboard for storage of medicines including antibiotics.
- A lockable dangerous drug cupboard with dangerous drugs and a register.
- Sterile theatre linen for the day's allocation was neatly packed in shelves
- Gumboots and head gear
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Door to lead directly into the restricted area

RESTRICTED AREA

Scrub Area

- Wash hand basins with splash back tiles and elbow tapes
- Scrubbing solutions
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- To be separated from theatre by swing doors.

Main Theatre

- Area to be restricted by a demarcated area.
- Walls to be continuous, smooth and impervious.
- Floors must be smooth, continuous, impervious and non-slippery.
- Minimum area of 29m²

Equipment

- Theatre lights- independent battery backup (UPS), luminaire to comply with BS4533: Section 103.2:1986, Para 4)
- X – Ray view screen
- Air conditioner – filtered to 5 micron@20% efficiency
- Gases- Nitrogen, Oxygen, Compressed air and vacuum.
- Operating table
- Anaesthetic ventilator
- Electro surgical apparatus (diathermy)
- Clock with sweeping second hand/digital seconds
- Refrigerator dedicated to theatre

- BP machine
- Thermometer
- Oxygen failure alarm/device
- ECG monitor
- Emergency trolley with:
 - Defibrillator
 - Laryngoscopes (small, medium and large)
 - Endotracheal tubes – various sizes
 - Endotracheal tube introducer
 - Strapping for ETT
 - Tracheostomy tubes – selection tubes
 - Tracheostomy dilator
 - Tracheostomy tape
 - Magills forceps
 - Mouth gag and wedge
 - Lignocaine solution 4% or 10% metered spray
 - Mackintosh spray or equivalent
 - Mosquito forceps with protected jaw
 - Suction machine with tubing
 - Syringes and needles
 - Infusion sets, IV cannulae, CVC sets
 - Resuscitator with catheter mounts and masks
 - Chest drain pack
 - Resuscitation medicines accompanied by a register for monitoring of use.
- Kick about bowls
- Two (2) washable stools
- A sharps container
- A Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
- Step stool

Recovery Room

- To be within the restricted area
- One bed per operating room
- Oxygen and suction machine
- Emergency call system

- Movable screens
- Adequate lighting
- Drip stand
- Wash hand basin
 - Connected to running tap water
 - Handless tapes
 - 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

Equipment

- Ventilator
- ECG monitor
- BP machine
- Pulse oximeter
- Clock with sweeping second hand/digital seconds
- Insulated/warming blanket

Cleaning and Disposal Room

The room must be dedicated to the operating suite:

- A sluice hopper was provided
- Deep bowl stainless steel sink/slop hopper connected to running tap water supplies and splash back tiles
- Cleaning detergents

Sterilization Room

Room to be adjustment to operating suite

- Sterilizing machine
- Surgically clean instruments

Sanitary Facilities

- Separate water closets for females and males
- 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

Power Back-Up

- A standby generator/UPS facility

Water Back-Up

- Means of water back up connected to the main water system

Fire Extinguishers

- Ordinary paper and electrical fire fighting apparatus.

APPENDIX XXI

MINIMUM REQUIREMENTS - PHARMACEUTICAL WHOLESALERS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

General

- A health practitioner must only practice on registered Health Institutions (*Section 99 of the Health Professions Act – Chapter 27:19 of 2000*)
- A health practitioner should practice with a valid practising certificate (*Section 92 of the Health Professions Act – Chapter 27:19 of 2000*)
- A health practitioner should display the HPA licence, relevant professional council practising certificates and the local authority licences in a conspicuous position (*Section 106 (i) of the Health Professions Act – Chapter 27:19 of 2000*)

Grounds

- Grounds to be established and maintained so as to minimize entry of dust, soil and other contaminants into the building.
- To be maintained in an orderly condition- free of accumulated waste, dirt and debris.

- Waste to be collected in proper and closed containers and disposed off regularly.

Reception/Waiting Area

- Adequate space for the purpose.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Floors must be impervious and non-slippery.
- Walls must be brought to a smooth, impervious and washable finish.

Buildings

- Floors must be impervious and non-slippery.
- Walls must be brought to a smooth, impervious and washable finish.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Sufficient space for orderly receipt, warehousing and dispatching of goods.
- Provision for receiving and dispatching bays, both areas must be protected from dust, dirt and rain.
- Provision for protection for the "goods" (pharmaceuticals and other products handled by wholesaler), from contamination and deterioration, including exposure to excessive heat and direct sunlight.
- Provision for quarantine area for isolation of faulty packs and recalled goods when necessary.
- Free of rodents, vermin, birds, pets and pests.
- Sufficient security, clean and well maintained.
- Means of monitoring/controlling temperature or humidity.

Facilities

- Storage of goods should be off the floor.
- Storage of goods must be compatible with the storage conditions specified on their labels.
- Controlled storage environments- deep freezers and fridge temperatures should be monitored. To have thermometers and appropriate prescription temperature recording systems.
- Fridges should be fitted with signals to indicate when the refrigerator has failed. The signals should only allow resetting by authorized personnel only.
- Should temperatures have deviated from the required level for an extended period. The wholesaler must consult the manufacturer for suitability of the products for use or disposal.
- Thermometers to be calibrated on regular basis to ensure accuracy.

- Provide special storage for poisons, drugs of addiction and other categories of goods as required by applicable legislation.
- Separate manufacture and repacking or handling of toxic elements from other products.

APPENDIX XXII

MINIMUM REQUIREMENTS - NATURAL THERAPIST

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I).

Consulting Rooms

- Space must be adequate to suit the practice +/- 9m².
- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type
- Adequate ventilation and lighting provided by both natural and artificial means.
- Desk, doctor's chair and 2 chairs (for patient and a relative). Chairs must be covered with plastic or washable impervious material.
- Examination couch and double step stool if couch is taller than 70cm
- Screens or heavy curtains
- Suitable linen and proper laundry arrangements and disinfections.
- Hygienic storage of Acupuncturist's needles
- Sharps box
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Wash hand basin in the room or nearby.
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
- Non-reusable hand drying facilities (i.e. paper towels).
- Diagnostic equipment relevant to the practice
- Reference books
- Equipment (Optional)
 - Computer
 - Printer
 - Scale

Treatment Room (optional)

Can be used as consulting room or procedure room

- Adequate ventilation and lighting provided by both natural and artificial means.
- Couch with screen and foot stool.

APPENDIX XXIII

MINIMUM REQUIREMENTS - ORTHOPAEDIC PRACTICE

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I)

The following rooms are recommended: reception/waiting area, consulting/fitting room and laboratory.

Consulting rooms

- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type
- Adequate ventilation and lighting provided by both natural and artificial means.
- Practitioner's desk and chair
- Chairs for patient and a relative. Chairs must be covered with plastic or washable impervious material.
- Examination couch and double step stool
- Screens or heavy curtains
- Suitable linen and proper laundry arrangements and disinfections.
- Sharps box
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
- Non-reusable hand drying facilities (i.e. paper towels).
- Relevant equipment – scale, sphygmomanometer, stethoscope, tape measure, dish, plaster of paris cutter.
- Full length mirror.
- Examination gloves.

- Adjustable parallel bars.
- First aid kit.

Laboratory

- Plastics oven.
- Grinding machine (hand or fitted).
- Drilling machine (hand or fitted).
- Work bench.
- Bench vice.
- Assorted hand tools.

APPENDIX XXIV

MINIMUM REQUIREMENTS - REHABILITATION PRIVATE PRACTICE

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I)

Staff

- Practitioner in charge.
- Receptionist/Administration assistant.
- Cleaner.

Treatment room

- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Examination couch and double step stool.
- Suitable linen and proper laundry arrangements and disinfections. (Towels, pillow, sheets, and pillowcases).
- Screens or heavy curtains for privacy.
- Posture mirror.
- Therapy table.
- First aid kit.
- Sand bags- 1kg, 2kg, 3kg and 4kg.
- Dum bells.

- Hot/cold packs.
- Electric kettle.
- Cooler box or refrigerator.
- Massage creams or oils.
- Trolley.
- Wheel chair.
- Parallel bars.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Wash hand basin- optional and can use one nearby.
 - Connected to running tap water
 - Splash back tiles
 - Liquid soap
 - Non-reusable hand drying facilities (i.e. paper towels).
- Shower/tub and toiletries.

APPENDIX XXV

MINIMUM REQUIREMENTS - CHIROPODISTS/PODIATRISTS

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I)

Treatment Room

- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Wheel chair.
- Parallel bars.
- Suitable patient and Chiropodist chairs.
- Instrument trolley and suitable tray for sterile instruments.
- Adequate storage of sterilization fluids for the skin, (antiseptics and other relevant materials).
- Clean towels one for each patient.
- Record keeping system.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

- Sharps box.
- Wash hand basin- optional and can use one nearby.
 - *Connected to running tap water*
 - *Splash back tiles*
 - *Liquid soap*
 - *Non-reusable hand drying facilities (i.e. paper towels).*
- Toiletries.

APPENDIX XXVI

MINIMUM REQUIREMENTS - HEALTH FOOD SERVICES PRIVATE PRACTICE

Other requirements are as stated under "Minimum requirements for all types of Health Institutions (Appendix I)

Recommended Facilities

- Reception.
- Counselling room.
- Storeroom.

Essential Equipment

- Washable, impervious and non-slippery floors.
- Ceiling- dust proof type.
- Adequate ventilation and lighting provided by both natural and artificial means.
- Chairs and desk.
- Examination couch and double step stool.
- Suitable linen and proper laundry arrangements and disinfections. (Towels, pillow, sheets, and pillowcases).
- Screens or heavy curtains for privacy.
- Scales – bathroom and baby scales.
- Muac tape.
- Household measuring equipment.
- Ration scale.
- Calculator.
- Sample food dummies.
- Food pyramid charts.

- Food composition table.
- Information, education and communication material.
- Current calendar.
- Secure filling cabinet.
- Glucometer.
- Sharps box.
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Wash hand basin- optional and can use one nearby.
 - *Connected to running tap water*
 - *Splash back tiles*
 - *Liquid soap*
 - *Non-reusable hand drying facilities (i.e. paper towels).*