

CONDITIONS FOR THE GRANT OF LICENCE TO PRIVATE HOSPITALS

1. GENERAL

1.1 This Ministry reserves the right to:

- (i) visit the private health institution and be satisfied with all provisions made for the care of patients in different specialities of medicine at any time;
- (ii) lay down any condition which it may deem necessary for the proper functioning of the clinic and for the enhancement of health care delivery; and
- (iii) revoke the licence issued to a private health institution in case any conditions set by the Ministry is not met or the Private Health Institution Act 1989 has been contravened with.

1.2 In the case of the establishment of a new health institution, appropriate clearances should have been obtained from local authorities and other Ministries concerned.

1.3 No major extension, alteration or improvement should be made to the building without prior approval of the Permanent Secretary, Ministry of Health & Quality of Life.

1.4 Provisions should be made for:

- (i) An adequate water supply of good quality;
- (ii) Adequate ventilation and lighting;
- (iii) Appropriate pedal-operated bins whenever required
- (iv) Proper disposal of solid, liquid and gaseous wastes as approved by this Ministry;

- (v) A suitable incinerator for disposal of all pathogenic wastes located on a site approved by this Ministry and which will not cause smell or smoke nuisance;
- (vi) Puncture proof containers to be used for disposal of pathogenic wastes before being incinerated; and
- (vii) A stand- by generator.

1.5 **Charges** for services provided at the private hospital should be affixed in a conspicuous place for the information of the public.

2 PREMISES

2.1 The premises should be properly fenced, properly maintained and be in conformity with sanitary requirements.

2.2 Suitable and adequate facilities including proper accommodation for the proper treatment of patients should be provided.

3. OPERATING THEATRE UNIT AND MATERNITY UNIT

3.1 An operating theatre in a private hospital should be properly equipped and planned so that adequate control can be exercised and it should be accommodated with all its required facilities such as proper recovery room or area, theatre change room and sterile supply unit. The operating theatre and all equipment, installations and facilities should at all times be maintained in good condition to the satisfaction of the Permanent Secretary.

3.2 A maternity unit should provide for adequate facilities such as facilities for nursery, for infant specialized care and labour unit.

3.3 Where angioplasty services are provided, back-up facilities under the same roof for cardiac surgery should be available to cater for emergencies.

4. **STAFFING**

4.1 A health institution should have adequate, qualified and competent staff for the proper treatment of patients during day and night duty.

4.2 The very minimum number of nurses required should be at least to the ratio of one Nurse for every six patients during day duty and one Nurse for every twelve patients during night duty and the ratio of Auxiliary Nurse to Nurse should be at least three to one.

4.3 The operating theatre nursing staff should consist, in the performance of any major operation, of at least three Nurses and one Assistant Nurse at any point in time.

4.4 All medical practitioners employed by the private hospital, be it on a long-term, short-term, or ad-hoc basis, including visiting medical practitioners and foreign medical practitioners, should be currently registered under the Medical Council Act 1999.

4.5 The private hospital should inform and obtain the approval of this Ministry whenever there is/are foreign doctors operating at the private hospital as well as their speciality/discipline.

4.6 At least one Resident Medical Practitioner should be on the premises at any point in time.

4.7 No doctor employed in the public sector who is not authorized to undertake private practice should be allowed to do so at the private hospital.

4.8 **Monthly returns** of all medical and nursing staff providing treatment at the private hospital should be submitted to this Ministry within the 10th day of the following month.

4.9 Doctors in the public service who have been granted the privilege of private practice should not be allowed to work in private clinics during working hours and whenever they are on casual or sick leave and “on call”.

5. ENVIRONMENTAL HEALTH

5.1 Patients, personnel, visitors and members of the public should be protected against radiological, micro-biological, chemical and any other hazard likely to be injurious to health.

5.2 The delivery rooms and operating theatres should be kept clean and be closed whenever there is suspicion of an infection and remain closed until active disinfecting measures have been undertaken to the satisfaction of the Sanitary Authority.

5.3 Cross-contamination must be kept to a minimum and adequate care should be taken during the handling of specimen or pathogenic materials.

5.4 All soiled linen should be washed in hot water to prevent contamination.

5.5 The kitchen should comply with sanitary requirements. All staff engaged in food preparation should have a basic knowledge of food hygiene and possess a medical certificate issued by the Sanitary Authority in conformity with the Public Health Act.

6. PHARMACY/DISPENSARY SERVICES

6.1 The dispensary should be under the charge of a suitably qualified and experienced person acceptable to the Permanent Secretary. All pharmaceutical products should be kept safely, under proper control and dealt with according to the provisions of the Pharmacy Act 1983, the Psychotropic Substances Act 1974 and the Dangerous Drugs Act 1986 whichever law applies.

7. REGISTERS AND MEDICAL RECORDS

7.1 Appropriate registers as directed by this Ministry such as register for casualty and outpatient, register for patients admitted to and discharged from the private hospital; register for patients admitted to the operating theatre, register for obstetric patients and a medical record for each patient should be kept safely.

8. FIRE SAFETY

8.1 The head of the health institution should be in possession of a Fire Certificate in respect of premises used and issued by the Fire Services. Provisions should be made for a proper fire security system to ensure the protection of staff and patients.

9. SUBMISSION OF GENERAL/STATISTICAL INFORMATION

9.1 Monthly returns of medical statistics as required by the Permanent Secretary of this Ministry should be submitted within one month to the close of the period.

9.2 An annual list of various fees charged by the health institution in respect of services provided should be submitted.

9.3 In cases of complaints/representations from the press or the public, the head of health institution should collaborate with this Ministry in the conduct of an enquiry.

10 TRANSPORT- AMBULANCE SERVICE

10.1 All clinics should be equipped with a full-fledged ambulance service.