

STANDARD FOR PRIVATE MATERNITY HOME

Name of Facility:

Address:

If comply tick (✓) Yes, if not tick (✗) No. Please add comment for any explanation.

| PROVISION | ITEM | YES | NO | COMMENT |
|-------------|-------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| | INFRASTRUCTURE & EQUIPMENT | | | |
| | Location | | | |
| R.50(1) | Free from undue noise (<i>no disturbance to patients & staff</i>) | | | |
| R.50(2) | Not exposed to excessive smoke, foul odours or dust. | | | |
| R.336(1)(b) | Avoid outpatient traffic through inpatient areas | | | |
| R.51 | Construction prevents entrance and harbourage of rodents and insects | | | |
| | Signs and labels | | | |
| R.60 | Proper signage and labelling system | | | |
| S.108 | Not to mislead the public on the type or nature of facilities or services | | | |
| | Patient transport | | | |
| R.121(1) | Arrangement for patient transport | | | |
| R.121(2) | Ill patient shall be transported by properly equipped and staffed ambulance (<i>refer requirements for ambulance</i>) | | | |
| R.237(1) | Vehicle used to transport patients without pre-hospital or nursing care is exempted from ambulance requirements | | | |
| R.237(3) | Vehicle used both as transport and ambulances are required to comply with such requirements | | | |
| | Ramp | | | |
| R.52(6)(a) | Size ≥1.1m wide | | | |
| R.52(6)(a) | Landing ≥1.8m wide | | | |
| R.52(6)(b) | Non skid surface | | | |
| R.52(6)(c) | Handrails (<i>where necessary</i>) | | | |
| R.52(6)(d) | Guardrails (<i>where necessary</i>) | | | |
| R.52(6)(e) | Slope not exceeding 1:16 | | | |
| R.52(6)(f) | Comply with Fire Services Department | | | |

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|--------------|------------------------------------------------------------------------------------------------|-----|----|---------|
| | Entrance and exit | | | |
| R.59(1) | Main entrance adjacent to lobby with minimum disturbance | | | |
| R.59(2) | Entrance designed for wheelchairs and stretchers | | | |
| R.59(3), (4) | Separate emergency entrance (<i>accessible to pedestrian, ambulance and traffic</i>) | | | |
| R.59(3), (5) | Separate service entrance (<i>close to storage room/area, elevators and kitchen</i>) | | | |
| R.59(3) | Separate patients and visitors entrance | | | |
| R.59(6) | Separate exit for deceased (<i>no obstruction</i>) | | | |
| | | | | |
| | Door | | | |
| R.54(1) | Size $\geq 1.2\text{m}$ wide (<i>for patient care</i>) | | | |
| R.54(2) | Patients' toilet and bathroom door $\geq 0.9\text{m}$ wide, not swing in, neither to corridor | | | |
| R.54(3) | Adequate size for large carts or bulk goods to pass through (<i>for entrance, store etc</i>) | | | |
| R.54(4) | All 2 way swing doors shall have vision panel | | | |
| R.54(5) | Clearance at the bottom of exterior door $\leq 0.6\text{cm}$ | | | |
| R.54(6) | All doors except closet doors shall not swing into the corridors | | | |
| | | | | |
| R.78 | Area for stretchers and wheelchairs | | | |
| | | | | |
| | Stairway | | | |
| R.52(5)(a) | Size $\geq 1.1\text{m}$ wide | | | |
| R.52(5)(a) | Landing $\geq 1.8\text{m}$ wide | | | |
| R.52(5)(b) | Non-skid surface | | | |
| R.52(5)(c) | Handrails (<i>both sides</i>) | | | |
| R.52(5)(d) | Guardrails (<i>where necessary</i>) | | | |
| R.52(5)(e) | Comply with Fire Services Department | | | |
| R.56(2) | No carpet | | | |
| | | | | |
| | Elevator (Lift) | | | |
| R.52(3)(a) | Clear opening $\geq 1.2\text{m}$ | | | |
| R.52(3)(a) | Size $\geq 1.5\text{m} \times 2.1\text{m}$ | | | |
| R.52(3)(a) | Capacity $\geq 1,500\text{ kg}$ | | | |

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| R.52(4) | DOSH certification (CF) | | | |
| R.52(2)(b) | ≥ 2 elevators (<i>if ≥ 60 beds on other than ground floor</i>) | | | |
| R.52(2)(c) | ≥3 elevators(<i>if ≥ 200 beds on other than ground floor</i>) | | | |
| R.122(2) | Kept in good repair and operating condition | | | |
| | | | | |
| | Corridor | | | |
| R.53(1) | Size ≥ 2.1m wide (<i>exceptions may be permitted for corridor limited to foot traffic in a single department</i>) | | | |
| R.53(2) | Handrails (<i>compulsory for patients with physical disabilities</i>) | | | |
| R.64(1) | No beds shall be placed in corridors | | | |
| | | | | |
| | Floor and wall | | | |
| R.56(1), 57(1) | Easy to wash and clean & non skid for floor | | | |
| R.56(1), 57(1) | Non-toxic (<i>safe</i>) | | | |
| | | | | |
| | Ceiling | | | |
| R.58(1)(a) | Height for air-conditioned room ≥ 2.4m | | | |
| R.58(1)(b) | Height for non air-conditioned room ≥ 3.0m | | | |
| R.58(4) | Non- toxic (<i>safe</i>) | | | |
| | | | | |
| | Window and ventilation | | | |
| R.55(1) | Window in all patient rooms except labour room | | | |
| R.89(1) | All rooms and areas adequately ventilated | | | |
| R.89(2) | Adequate ventilation system to provide 10 AC/hour without recirculation in rooms/areas with excessive heat, moisture, odours & contaminants originate | | | |
| R.89(4) | Fresh air supply intakes away from any source of contaminants or odours | | | |
| R.89(5) | Air discharge exhaust located to avoid cross circulation to air supply intakes or windows | | | |
| R.89(6) | Ventilation system to avoid contaminated air flow to patient, food preparation, clean or sterile areas | | | |
| R.89(7) | Air from rooms/areas likely to contain infectious micro-organisms or noxious gas shall be exhausted and not re-circulated through the normal air-conditioning system | | | |
| R.89(9) | All air supplied to sensitive room or areas shall be delivered at or near the ceiling of such room (LR, Nurseries) | | | |
| | | | | |

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| | Electrical supply | | | |
| R.83 | Appropriate and grounding type of electrical sockets | | | |
| R.84(1) | Adequate number of electrical sockets | | | |
| R.84(2) | Uninterrupted power supply to life support systems | | | |
| R.84(3) | No adaptors, extension cords or junction boxes | | | |
| R.85 | Adequate lighting fixtures for illumination in all areas | | | |
| R.86 | Circuit-breakers in all critical areas and located in or adjacent to the areas | | | |
| R.87(1) | Emergency power supply for the essential systems, equipment, rooms or areas (<i>call system, alarm system, critical areas, etc</i>) | | | |
| R.87(1)&(2) | Emergency power supply for the illumination (<i>exit signs, nurses' station, corridor etc</i>) | | | |
| R.87(6) | On site fuel storage to sustain emergency electrical generating equipment operation for eight hours. | | | |
| R.122(2) | Emergency lights are kept in good repair and operating condition | | | |
| | | | | |
| | Plumbing | | | |
| R.81(1) | Designed & installed, to be easily cleaned & maintained | | | |
| R.81(4) | Installation to prevent the possibility of cross connection between safe and unsafe water supplies or back siphonage | | | |
| R.81(6) | No floor trap in clean areas | | | |
| | | | | |
| | Hand washing facilities | | | |
| R.68(1) | Soap, appliance and sanitary hand drying facilities | | | |
| R.68(2) | All taps are patient-friendly | | | |
| R.68(3) | Hands-free taps (<i>for healthcare professional</i>) | | | |
| | | | | |
| | Refuse & hazardous waste | | | |
| R.91(1) | Kept in impervious, non-absorbent with close and tight-fitting lids & easily wash containers | | | |
| R.91(4) | Sufficient number of sound watertight containers with tight fitting lid | | | |
| R.92(1) | Separate handling of infectious and non-infectious waste at the point of generation | | | |
| R.92(2) | Proper disposal of infectious waste in designated containers | | | |
| R.92(3) | Handling of non infectious waste in accordance with good safety practice and related law | | | |
| R.92(4) | Handling all hazardous waste in accordance to relevant authority to protect persons and environment | | | |
| | | | | |

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|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| | Sewage and sewerage system | | | |
| R.90 | No exposed sewer line be located directly above working, storing or eating surfaces or areas or where medical or surgical supplies are prepared, processed or stored | | | |
| | | | | |
| | Available and displayed in a conspicuous area | | | |
| S.23 | A copy of Licence (for renewal of Licence) | | | |
| R. 11(1) | Organizational chart | | | |
| R.36 | Duty roster | | | |
| R.24(1)(a),(2) | Policy statement on staff identification | | | |
| R.24(1)(b) | Policy statement on billing procedures | | | |
| R.24(1)(c) | Policy statement on valid consent-requirement & manner | | | |
| R.24(1) (d)(ii) | Policy statement on patient's right for information on medical treatment and care & grievance procedure | | | |
| R.24(1)(d),(iii) | Policy statement on patient's right for medical report | | | |
| R.229(1) | Emergency call information (with contact number) | | | |
| | | | | |
| | Nurse station | | | |
| R.73(5) | 1 station : 36 beds | | | |
| R.64(3) | Distance ≤ 24.4m from patients' rooms | | | |
| R.73(2) | Area for writing patients' records & charts (<i>at or nearby</i>) | | | |
| R.73(4) | Clinical hand washing facilities (<i>at or nearby</i>) | | | |
| R.73(1)(a) | With a nurse call system from patients | | | |
| R.73 (1)(b) & (c), R.120 | Communication system available within & with other facilities in electronic system | | | |
| R.122(2) | Call systems are kept in good repair and operating condition | | | |
| R.73(2) | Medication preparation room or area (<i>at or nearby</i>) | | | |
| R.73(3) | Toilet with hand washing facility for staff (<i>nearby</i>) | | | |
| | | | | |
| R.43 | Appropriate patients' medical record system facilities | | | |
| | | | | |
| | Medicine preparation room or area | | | |
| R.74(1)(a) | Locked cabinet for dangerous drug | | | |
| R.74(1)(b) | Work space for preparation of medication | | | |
| R.74(1)(c) | Sink with hand washing facilities | | | |

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| R.74(2) | Refrigerator with thermometer and exclusively for pharmaceutical storage | | | |
| R.74(3) | No test reagents, general disinfectants, cleaning agents and similar products in this room or area | | | |
| | | | | |
| | Examination and treatment room | | | |
| R.54 | Doors size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.79(1)(a) | Dimension $\geq 3.0\text{m}$ | | | |
| R.79(1)(a) | Area $\geq 11.1\text{m}^2$ | | | |
| R.79(1)(b)(i) | Hand washing facility | | | |
| R.79(1)(b)(ii) | Examination light | | | |
| R.79(1)(b)(iii) | Storage for linen, supplies and equipment | | | |
| R.79(1)(b)(iv) | Examination & treatment couch | | | |
| R.79(1)(b)(v) | Screen or curtain for patient privacy | | | |
| R.79(2)(a),(b) | Located near nurses station or where patient care is provided or procedure is carried out | | | |
| R.49(3)(c)(v) | Contaminated equipment shall not be used for patients | | | |
| | | | | |
| R.20 | Resuscitation facilities | | | |
| 8th Schedule (c) | Ventilation assistance equipment (e.g. ambubag) | | | |
| (f) | Laryngoscope and endotracheal tubes | | | |
| (d) | ECG monitoring with cardiac defibrillator | | | |
| (g) | Suction equipment | | | |
| (b) | Oxygen | | | |
| (h) | Urinary catheters | | | |
| (i) | Drugs (<i>Adrenaline, Atropine, Steroid, S.Bicarb</i>) | | | |
| (e) | Intravenous therapy | | | |
| (j) | Basic obstetric supplies | | | |
| | | | | |
| | Blood Transfusion Facilities and Services | | | |
| S.59 (1) | Hospitals, maternity homes, surgical ambulatory centre and all facilities with regular emergency care services shall maintain proper blood storage facilities | | | |
| S.60 | Hospitals, maternity homes, surgical ambulatory centre and all facilities with regular emergency care services shall maintain a minimum blood supply in its premises at all | | | |

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| | times for its daily use or in a position to obtain blood quickly from others licensed or Government facilities | | | |
| S.59 (3) | Blood and blood products shall be stored in refrigerators | | | |
| | | | | |
| | Nourishment station or pantry | | | |
| R.80(1) | Sink with hand washing facilities | | | |
| R.80(1) | Serving equipment (<i>between schedule meals</i>) | | | |
| R.80(1) | Refrigerator | | | |
| R.80(1) | Storage cabinet | | | |
| R.80(2) | Source and preparation of ice used for patient service or treatment shall be clean and hygienic | | | |
| | | | | |
| | Clean utility room | | | |
| R.75(1) | At least one room per nurses' station | | | |
| R.75(1) | A counter and space for the storage | | | |
| R.75(2) | No hand washing sink | | | |
| R.75(3) | Air-conditioned room | | | |
| R.115 | Clean linen storage separate from laundry | | | |
| | | | | |
| | Soiled utility room | | | |
| R.76 | At least one room per nurses' station | | | |
| R.76 | Work counter | | | |
| R.76 | Waste receptacle | | | |
| R.76 | Soiled linen receptacle | | | |
| R.76 | Washing equipment | | | |
| R.76 | Clinical sink | | | |
| R. 81(2) | Double compartment sinks to clean utensil and equipment with adequate counter space on both sides and depth (<i>according to its function</i>) | | | |
| | | | | |
| | Janitor's closet | | | |
| R.77(1)(a) | Sink (<i>preferably with a floor receptor with mixing taps</i>) | | | |
| R.77(1)(b) | Hook strip for mop handle | | | |
| R.77(1)(c) | Shelf for cleaning material | | | |
| R.77(1)(d) | Waste receptacle with impervious linear | | | |

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| R.77(1)(e) | Hand washing facility | | | |
| R.77(2) | Adequate space for mop, bucket & cleaning equipment | | | |
| | | | | |
| | Housekeeping | | | |
| R.93 | Housekeeping services properly operated & maintained to provide a pleasant, safe and sanitary environment | | | |
| R.96 | Availability & properly maintained equipment for cleaning | | | |
| R.98 | Cleaning compound and hazardous substance are labelled and stored in safe places | | | |
| R.100 | No dry dusting and sweeping | | | |
| | | | | |
| | Patient room / ward | | | |
| | Total number of room (single, double etc) | | | |
| | Total number of bed according to the rooms | | | |
| R.62(1) | Separated for male and female (≥ 12 year-old) | | | |
| R.54 | Doors size ≥ 1.2 m & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition ≥ 2.4 m, if not ≥ 3.0 m) | | | |
| R.63(1) | Patient room dimension ≥ 3.0 m | | | |
| R.63(1) | Area for single bedded room ≥ 10.0 m ² | | | |
| R.63(2) | Clear space between sides/foot of bed from walls ≥ 0.9 m | | | |
| R.63(2) | For multiple bedded room: 1.5m between beds | | | |
| R.66(2) | Separate locker for each patient | | | |
| R.67(2) - (5) | Bed head lamp/toilet lights/night lights | | | |
| R.71 | A nurse call system (<i>within easy reach of each bed</i>) | | | |
| R.66(3) | Cubicle curtains with built-in curtain tracks | | | |
| R.68 | Hand washing facilities | | | |
| R.49(3)(c)(iv) | Patient with infectious and communicable diseases shall not be admitted with non - infectious or non-communicable diseases | | | |
| R.64(1) | No beds shall be placed in corridors or other than patient room areas except in case of emergency | | | |
| R.64(3) | Distance from nurses' station ≤ 24.4 m | | | |
| | | | | |
| | Toilet facilities | | | |
| R.54(2) | Clear opening for patients' toilet door ≥ 0.9 m & not swing inward, neither into corridor | | | |

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|-------------|--------------------------------------------------------------------------------------------------------|-----|----|---------|
| R.69(1) | Ratio 1 toilet: 4 beds; adjacent or within patients' room. | | | |
| R.69(2) | Disabled person-friendly (<i>fit in wheel chairs</i>) with: | | | |
| (a) | Incombustible waste-paper receptacle with removable impervious liner | | | |
| (b) | Grab bar | | | |
| (c) | Nurse call system | | | |
| (d) | Hand washing facilities | | | |
| R.69(3) | Toilet for healthcare professional in each patient care unit | | | |
| R.427 | Separate toilets for male and female staff | | | |
| R.56(2) | No carpet | | | |
| | | | | |
| | Bathing facilities | | | |
| R.70(1) | Ratio 1 shower : 4 beds | | | |
| R.70(2) | Grab bar | | | |
| R.70(2) | Nurse call system | | | |
| R.70(3) | Adequate space to fits in wheelchair | | | |
| R.54(2) | Clear opening for patient's bathroom door $\geq 0.9\text{m}$ & not swing inward, neither into corridor | | | |
| 56(2) | No carpet | | | |
| R.112(2) | No laundry conducted here | | | |
| | | | | |
| | Labour room | | | |
| | Total number of room (single, double etc) | | | |
| R.54 | Door size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R. 55(1) | No window / <i>window sealed added with curtain</i> | | | |
| R. 58(1)(c) | Ceiling height $> 2.7\text{m}$ with special ceiling-mounted light | | | |
| R. 138(1) | Dimension $\geq 3.7\text{m}$ | | | |
| R. 138(1) | Clear area $\geq 17\text{m}^2$ | | | |
| R. 56(2) | No carpet | | | |
| | Equipment and facilities include: | | | |
| R.139(2) | Portable incubator | | | |
| R.139(1) | Equipment and supplies for : | | | |

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|------------------------|------------------------------------------------------------------------------------------------|-----|----|---------|
| | - normal SVD supplies | | | |
| | - immediate care of normal newborn : - | | | |
| | 1. suction apparatus | | | |
| | 2. radiant warmer* | | | |
| | 3. oxygen | | | |
| R.140(c)(ii) | Resuscitation facilities for:- | | | |
| | - mothers | | | |
| | - infants | | | |
| R.244(2)(b)(iv) | Pharmaceutical refrigerator for vaccines | | | |
| | | | | |
| | Natural birthing room (if provided) | | | |
| R.140(a) | Dedicated corridor | | | |
| R.54 | Door size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.140(b) | Minimum 1.5m clear space at the sides and foot of bed | | | |
| R.140(c)(iv) | Window / natural lighting | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.140(c)(i) | Enclosed storage cabinets for supplies and equipment used in SVD and immediate care of newborn | | | |
| R.140(c)(iii) | Hand washing facilities / scrub / clinical sink | | | |
| R.140(c)(v) | Nurses' call system | | | |
| | | | | |
| | First stage room (if provided) | | | |
| R.54 | Door size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.141(a) | Located close to labour room and postpartum unit | | | |
| R.141(b) | Accessible to visitors | | | |
| R.141(c) | Dimension $\geq 3.7\text{m}$ | | | |
| R.141(c) | Clear area $\geq 17\text{m}^2$ | | | |
| | | | | |
| | Obstetric recovery room (if provided) | | | |
| R.54 | Door size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |

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| R.143(3), 141(c) | Dimension $\geq 3.7\text{m}$ | | | |
| R.143(3), 141(c) | Clear area $\geq 17\text{m}^2$ | | | |
| | | | | |
| | Newborn nursery | | | |
| R.149(1) | Facilities with obstetric or midwifery care or newborn care shall include a newborn nursery with ancillary facilities | | | |
| R.150 | No traffic through and adjacent to post partum patients room | | | |
| R.152(1) | A control area to serve as a work space and nursery entry | | | |
| R.153 | Provision for viewing newborn from outside nursery | | | |
| R.151(1) | Sufficiently large for bassinets | | | |
| R.151(2) | Well lighted | | | |
| R.89(10) | Ventilation | | | |
| (a) | Air exchange $\geq 12\text{ach}$ | | | |
| (b) | Filter with 95% in the retention of particles with a pre-filter of 25% efficiency rate | | | |
| (c) | Positive air pressure relative to adjacent rooms or areas | | | |
| | Nursery equipments | | | |
| R.155 (a) | Easily cleaned bassinet for each newborn | | | |
| R.151(1) | Bassinets from walls $\geq 15.2\text{cm}$ | | | |
| R.151(1) | Between bassinets $\geq 0.3\text{m}$ | | | |
| R.151(1) | Aisles for passageways $\geq 0.9\text{m}$ wide | | | |
| R.155(b) | Storage compartment (in bassinets or on individual table) | | | |
| R.155(c) | Incubator or warmer | | | |
| R.155(d) | CPR equipment | | | |
| R.155(f) | Weighing scale | | | |
| R.155(g) | Gas outlets (oxygen, compressed air) 1 : 4 bassinets | | | |
| R.155(h) | Clinical hand washing facilities | | | |
| R. 158 | Newborn examination area, adjacent to nursery: 1 area ≥ 24 bassinets | | | |
| R.155(e) | Diaper, soiled linen and waste receptacles with foot controls and disposable impervious liners | | | |
| | | | | |
| | Newborn feeding | | | |
| R.164 | A breastfeeding room within a newborn nursery unit | | | |

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|-------------|-------------------------------------------------------------------------------------------|-----|----|---------|
| | A milk formula preparation room | | | |
| R.168(1)(a) | Located within a newborn nursery unit | | | |
| R.168(1)(b) | Separate clean and dirty areas | | | |
| R.168(1)(c) | Clean area for preparation, thermal heating & storage | | | |
| R.168(2) | Work counter | | | |
| R.168(2) | Sink | | | |
| R.168(2) | Thermal heating equipment | | | |
| R.168(2) | Refrigerator with equipment | | | |
| R.168(3) | No cabinets above the milk preparation area | | | |
| | Commercial milk formula service | | | |
| R. 169 | Clean area for receiving and storing milk formula | | | |
| R. 169 | Soiled area for used feeding equipment | | | |
| | | | | |
| | Staff facilities | | | |
| R. 425 | Commensurate with the type, scope and capability | | | |
| R. 426 | Rest room or area with pantry | | | |
| R. 428 | Separate prayer room & ablution area for male & female | | | |
| R. 429 | Library or resource centre for continuing healthcare professional education | | | |
| | | | | |
| | Public Amenities | | | |
| R. 419 | Commensurate with the type, scope and capability | | | |
| R. 420 | Separate toilets for male and female | | | |
| R. 420 | Toilet for disable (<i>where feasible</i>) | | | |
| R. 420 | Room or area for nappy change | | | |
| R. 421 | Easily accessible public telephone within the facility | | | |
| R. 422 | Cafeteria does not hinder patient care activities (<i>if available</i>) | | | |
| R. 423 | Breastfeeding room with nappy change facilities | | | |
| R. 424 | Clean and separated prayer room and ablution area for male and female (<i>optional</i>) | | | |
| | | | | |
| | Body-holding room | | | |
| R. 417(2) | Dedicated entrance to avoid transfer through public areas | | | |

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|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| | Separate facilities for Muslim and non-muslim bodies (Refrigerator)* | | | |
| R. 417(1) | Separated from other rooms or areas | | | |
| R. 418(2) | Well-ventilated body-holding room | | | |
| | | | | |
| | Overall findings | | | |
| S.16(1)(a) | Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates | | | |
| S.16(1)(b) | Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith | | | |
| R.122(2) | Infrastructure and all equipment are kept in good repair and operating condition | | | |
| R.122(2) | Sterilizers are kept in good repair and operating condition | | | |
| R.122(2) | Anaesthetic machines are kept in good repair and operating condition | | | |
| R.122(2) | Furnaces are kept in good repair and operating condition | | | |
| | | | | |
| | STANDARD & REQUIREMENT (DOCUMENTATION) | | | |
| | Organization & Management | | | |
| S.2 | Person responsible (<i>for body corporate only</i>) | | | |
| S.32,R.12, 144 | Person in charge (<i>Qualified, trained & experienced</i>) | | | |
| R.144(2) | If licensee is not a registered midwife, the person in charge shall be a RMP with qualification and experience in obstetrics and gynaecology | | | |
| R.144(3) | If licensee is a registered midwife, the person in charge shall be a RMP with qualification and experience in obstetrics and gynaecology or a registered nurse with qualification, training and experience in midwifery | | | |
| R.144(4) | If the person in charge is a registered nurse with qualification, training and experience in midwifery, a visiting medical practitioner shall be appointed under subsection 6(3), Act 586 | | | |
| S.2 | Board of management (<i>authority & responsibility</i>) | | | |
| S.77 | Board of Management (2 from the Advisory committee) | | | |
| S.78-80 | Midwifery Advisory committee | | | |
| R.49(1) | Infection control committee | | | |
| R.11(2) | Plan of organization in writing (<i>specify the authority, responsibility and functions of each category of staff</i>) | | | |
| S. 62 & R.300 | Transfusion committee - to advise the licensee or PIC on matter relating to blood transfusion & assist in investigation blood transfusion reaction | | | |

| PROVISION | ITEM | YES | NO | COMMENT |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| R.124(1) | Establishment of nursing department if ≥ 6 SRN | | | |
| R.124(2)&(3) | Nursing departmental plan (<i>specify the authority, responsibility and functions of each category of staff</i>) | | | |
| | | | | |
| S.2 | Scope of services | | | |
| | Nursing care and midwifery care for women in labour or of women immediately after childbirth | | | |
| | For normal delivery | | | |
| | | | | |
| | Personnel | | | |
| | In accordance to the nature and scope of facilities & services provided | | | |
| R.13(1) | All healthcare professional are registered with proper qualification, training & experience | | | |
| R.25(b) | Name and professional status of staff providing care or treatment | | | |
| R.21(1)(a) | Written contract with the RMP & RDP | | | |
| R.21(1)(i), 14(1)(a) | Professional care by RMP & RDP (<i>list with current APC</i>) | | | |
| R.125(2)(a),(b) | Ratio ≥ 1 nursing staff (<i>plus personal aide</i>) to 2 patients & $\geq 45\%$ are SN | | | |
| R.125(4)(b) | SRN on duty at all time to plan, supervise and evaluate on nursing care | | | |
| R.125(4)(c), 147(2) | SRN with midwifery (Qualification/ APC) per shift | | | |
| R. 147(5) | Staff patient ratio (per shift) | | | |
| (a) | 1 registered midwife : 3 patient (first stage) | | | |
| (b) | 1 registered midwife : 1 patient (delivery)* | | | |
| (c) | 1 registered midwife : 4 patient (postpartum) | | | |
| R.163(3) | Dedicated nursing staff assigned to care of a newborn | | | |
| R.148(4) | Dedicated nursing staff for isolation room | | | |
| R.126 | Assistant nurse or community nurse shall be under the supervision SRN at all times | | | |
| R.129(1) | Personal care aide may provide care only as specified in Seventh Schedule | | | |
| R.129(2) | Personal care aide at all times supervised by SRN | | | |
| R.129(3) | 1 personal care aide : 14 patients | | | |
| S.2 | Technical staff (<i>medical laboratory technologist, scientific officer etc</i>) (<i>Qualified, trained & experienced</i>) | | | |
| R.49(4) | Appointed, trained and authorized infection control staff | | | |
| R.39(1) | Patient relations officer with job description | | | |
| R.93(2) | Housekeeping supervisor | | | |

| PROVISION | ITEM | YES | NO | COMMENT |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| R.123(1)&(2) | Maintenance supervisor | | | |
| | | | | |
| | Policies and standard operating procedures | | | |
| R.22 | Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel | | | |
| | - Policy on baby friendly | | | |
| | - Policy on husband friendly | | | |
| | - Others | | | |
| R.18(b) | Mother and baby provided with identification tag which contains:- | | | |
| | (i) mother's name in full | | | |
| | (ii) registration number of mother | | | |
| | (iii) birth date of the newborn | | | |
| | (iv) gender of baby | | | |
| R.21(1)(j) | Policy on supervision & training for housekeeping staff | | | |
| R.21(1)(h) | Policy on general maintenance | | | |
| R.93,95-97 | Organised housekeeping services planned (<i>cleaning method, germicide selection and cleaning equipment maintenance</i>) | | | |
| R.122(1) | Policy and procedure on organised maintenance programme for safety, welfare and comfort of the occupants in the entire facility | | | |
| R.21(1)(e) | Policy on maintenance of physical plant & equipment | | | |
| R.21(1)(a), 49 | Policy on infection control | | | |
| S.83(1),(4) | Contract & information on Managed Care Organisation | | | |
| R.21(1)(b) | Procedure for patient admission, discharge & transfer | | | |
| R.21(1)(c) | Procedure for patient registration, attendance & referral | | | |
| R.121(1) | Established arrangement for patient transport | | | |
| R.21(1)(k) | Policy on transportation of laboratory specimens | | | |
| R.21(1)(d) | Policy on Incident reporting | | | |
| S.36, R.38 – 41 | Updated policy and procedure on grievance mechanism | | | |
| R.21(2)(a) & (b) | Written policy available to all staff & review every 5 years | | | |
| R.116(1) | Valid contract or arrangement with commercial laundry services (<i>in house/ outsourced</i>) | | | |
| R.263(c) | Food Handling Certificate for premise with dietary service (<i>if applicable</i>) | | | |
| | Valid contract or arrangement on pest control | | | |

| PROVISION | ITEM | YES | NO | COMMENT |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| | Clinical practice guidelines | | | |
| R.22(1),(2) | In accordance to the facilities and services provided | | | |
| | - Management of shoulder dystocia | | | |
| | - Management of APH / PPH | | | |
| | - Management of eclampsia /MgSo4 therapy | | | |
| | - Management for diabetes in pregnancy - DIK regime | | | |
| | - Management of HIV / Hepatitis mother | | | |
| | - Handling of placenta | | | |
| | - Assisted delivery | | | |
| | - Others | | | |
| R.124(5) | Policy and procedure on patient's care for each category of nursing | | | |
| R.127(1) | Reviewed and revised procedures on nursing and personal care | | | |
| R.49(6) | Infection control directives or guidelines | | | |
| R.249 | Written policy and procedures for control, accountability, drug distribution, storage and quality assurance | | | |
| | | | | |
| | Records, registers, returns and books | | | |
| R.34 | Staff register | | | |
| R.13(3) | Temporary register for RMP & RDP with current APC | | | |
| R.30 | Patient's medical record register (<i>record the movement</i>) | | | |
| R.33 | Outpatient register | | | |
| R.29 | Admission and discharge register | | | |
| R.42 – 46 | Appropriate patients' medical record (refer 6 th Schedule) (Patient identification, relevant clinical details, details on the procedures including consent form etc) | | | |
| R.14(1)(a) | Patient care or treatment under professional care by RMP or RDP | | | |
| R.15(1) | Written orders for diagnostic procedure, medication or treatment by RMP or RDP | | | |
| R.15(3) | Verbal order shall be immediately recorded by relevant staff and countersigned by RMP or RDP within 24hours | | | |
| R.47 | Valid consent before any procedure shall be in writing | | | |
| R.18(a) | Suitable inpatient identification on admission | | | |
| R.25(a) | Patients' right to identify staff (uniform, badges etc) | | | |
| R.25(b) | Patients' right to know the name & professional status of staff providing care or treatment | | | |
| R.26(1)(a) | Patients' right to be informed on the estimated charges for services | | | |

| PROVISION | ITEM | YES | NO | COMMENT |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------|
| R.26(3) | Patients' right to obtain the itemised billing | | | |
| R.39(2) | Documented all complaints | | | |
| R.49(1),(2), (3) | Record and minutes on infection control programme and system (meeting \geq 3x/year) | | | |
| R.49(4)(b) | Documented infection control activities (+ on outbreak) | | | |
| R.37 | Statistical return (e-reporting) | | | |
| R.19(1) | Record on incident reporting & 6 monthly statistical return | | | |
| R.87(7) | Record of test on electrical generating system (\geq 30min/weekly) and monthly test under load condition | | | |
| | | | | |
| | Program and activities on quality | | | |
| S.74(1),(2) | Information on quality programme and activities | | | |
| R.127(3) | Periodically evaluate of the adequacy in term of patient, nursing and personal care needs (<i>with head of nursing</i>) | | | |
| R.127(2) | Continuous evaluation plan of nursing & personal care | | | |
| R.132(2) | Continuous evaluation plan of medical assistant care | | | |
| S.72 | Mortality assessment committee at facility level (<i>optional</i>) | | | |
| | | | | |
| | Overall findings | | | |
| S.16(1)(c) | Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters | | | |

| | |
|---------------------------|---------------------------|
| Comments: | |
| Recommendation: | |
| Prepared by: | Verified by: |
| (Name & Stamp) | (Name & Stamp) |
| Date : | Date: |