

## **SPECIFIC REQUIREMENTS FOR HEALTH CENTRE**

A Health Centre shall be defined as a facility with the following minimum requirements as listed in sections A to G below:

**A. Personnel**

**B. Services**

**C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities**

**D. Equipment Devices and Supplies**

**E. Safety and Security**

**F. Schedules**

**G. Records**

**A. Personnel**

The minimum qualification for the practitioner in charge shall be

- At least one Physician Assistant (must have at least five years post qualification experience and to be in good standing with the Medical and Dental Council of Ghana).

Additional staff

- At least one Mid wife
- At least two professional Nurses / Nurse Practitioners/ Midwives (in good standing with Nursing and Midwifery Council.)

**B. Services**

- Minor Ailment Treatment
- Provision of basic health care services
- Primary Health Care services
- Non-invasive services
- Health promotion and preventive services
- Maternal and Child Health Services
  - Long term Family Planning

- Antenatal care
- Postnatal services
- Expanded Program on Immunisation
- Reproductive and Child Health Services (RCH)
- Prevention of Mother to Child Transmission Care (PMCTC)
- Normal deliveries only (No caesarian sections)
- Eye care (optional)
- Mental Health (optional)
- Dispensary
- Basic Laboratory equipped to provide basic laboratory services (RDT, Fasting Blood Sugar, HIV screening, pregnancy tests, Hb, Basic Chemistry)
- Any other requirement that may be prescribed by the Board.

**C. Premises- Physical Design, Layout, Furnishing and Ancillary Facilities**

- Information desk
- Waiting and/or reception area of at least 4 x 3 metres size with seating facilities, a reception table, a registration table, medical record keeping facilities, a wheel chair/patients' trolley, adequate ventilation, a weighing scale and stadiometer for heights;
- Triage Area
- Nurses Bay
- A consulting room of at least 4 x 3 metres with an examination couch, a wash hand basin, table and chairs, and adequate ventilation;
- A treatment room of at least 2 x 3 metres with instruments cabinet,
- Accident and Emergency room
- Maternity wards with beds, lockers and over-bed-table for each bed, fetal stethoscope, commode
  - i. Lying in room with beds

- ii. Labour room -The labour room must have a delivery bed, infusion stand, delivery lamp and delivery set, oxygen system, resuscitative equipment, suction machine,
- Male, female, children wards
  - Sluice room with adequate water supply
  - Basic laboratory equipped to provide basic laboratory services
  - Eye care
  - Mental health
  - Medical records department with up to date records
  - Dispensary
  - Adult beds
  - Washable floors with drains
  - Clean patients' toilet facilities with adequate water supply;
  - Adequate general water supply
  - Constant electricity supply with alternative power supply in good working condition
  - Any other requirement that may be prescribed by the Board.

#### **D. Equipment, Devices and Supplies**

- Thermometer
- Stethoscope,
- Sphygmomanometer,
- Diagnostic set,
- Glucometer
- Weighing scale (for adults and babies);
- Stadiometer
- Fetoscope
- Dressing trolley/tray with cotton swab, needles and syringes, galipot dressing, forceps needle holder, antiseptics and disinfectants, gauze/bandages, disposable gloves, injection trolley and equipment, wash hand basin and dressing stool;

- Emergency tray containing needles and syringes, scalp vein needles, iv giving set, injection hydrocortisone, injection adrenaline, 5% dextrose, normal saline, injection aminophylline, gloves;
- Suture Kit containing needles, nylon, analgesics, iodine, gauze etc.
- Resuscitative equipment to include ambubag, oxygen masks, oxygen, oxygen trolley, suction machine (auto or pedal), resuscitative table, oropharyngeal tube, disposable gloves, needle & syringe, 50% dextrose, scalp vein needle 21G, 23G, I/V giving set, normal saline, dextrose saline and drip stand;
- Sterilizer/autoclave;
- Adult hospital bed
- Wheelchair(s)
- Stretcher(s)
- Patient trolley(s)
- Procedures for processing (transport, disposal) of used medical devices, supplies and equipment
- Any other requirement that may be prescribed by the Board.

## **E. Safety and Security (Refer to Sections 1 to 9 below)**

### **1. Structural**

- a. Unobstructed access to facility
- b. Easily accessible to the disabled and aged
- c. Parking area
- d. Roof, walls and ceiling intact
- e. Windows and Doors for facility intact with mosquito netting
- f. Outer wall
- g. Facilities for storage of outer garments and personal items away from work area
- h. Adequate working space
- i. Clear separation of different general areas (reception, registration, consulting, treatment, observation areas and wards)

- j. Separate work and storage areas are provided within the facility for processes/procedures, administration tasks and associated paperwork/reference material.

## **2. General**

- a. Non-slip floors
- b. Unobstructed walkways, paths and corridors
- c. Adequate illumination
- d. Adequate ventilation

## **3. Signage**

- a. Department/Unit Identification signs
- b. Directional signs
- c. Warning signs
- d. Health promotion/preventive posters (HIV, Malaria, Tuberculosis etc.)
- e. Emergency evacuation diagram clearly displayed in all areas
- f. Entry and exit signs
- g. Hazard/safety signage on entrance/s clearly visible and contains information including:
  - i. Authorized access only
  - ii. No food or drink allowed
  - iii. Physician Assistant details
  - iv. Mid-wife contact details

## **4. Hygiene and Sanitation**

- a. Fairly distributed number of pedal operated dust bins
- b. Means of decontamination of hands
- c. Posters on appropriate handwashing technique
- d. Posters on appropriate use of toilet facilities
- e. Signs for disposal of different types of waste
- f. Cleaning time tables for all rooms, offices and bathrooms

## **5. Protective Clothing and Gear**

- a. Aprons
- b. Masks

- c. Gloves
- d. Covered shoes/delivery boots/wellington boots
- e. Patient gowns
- f. White coats for medical personnel
- g. Provision for washed and clean linens

## **6. Biohazards**

- a. Procedures for handling, storage, treatment, transportation and disposal of waste (colour codes for different waste etc)
- b. Sharps disposal
- c. Consumables disposal
- d. Biological waste disposal
- e. Incineration procedures for biological waste
- f. Protocols and procedures for managing accidents with sharps
- g. Protocols and procedures for managing cross contamination

## **7. Emergency**

- a. Exit doors clearly marked and can be opened from inside (not padlocked)
- b. Exit doors unobstructed from inside and outside the building
- c. Fire equipment (fire blanket, extinguisher) is accessible and clear of obstruction
- d. Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.
- e. Fire exit and escape (for structures 2 storey and above) clearly marked and devoid of obstruction.
- f. Smoke detectors are working and clear of obstruction.
- g. A first aid kit is located in the near vicinity.
- h. Safety shower and emergency eye wash station is functional and easily accessible.
- i. 'Experiments in Progress' are labeled with procedures outlining response in case of emergency

## **8. Biosafety**

- a. Procedures in place to account for all samples, reagents or materials

- b. Protocol and procedures for prevention of spread of infectious diseases
- c. Protocol and procedures for managing patients with infectious diseases
- d. A supply of disinfectant for decontamination purposes is available and is clearly labelled.
- e. Instructions for dilution of disinfectant clearly displayed (e.g chlorine solution)
- f. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
- g. A supply of hospital grade antiseptic for washing hands is available in treatment areas

#### **9. Biosecurity**

- a. All samples, reagents, liquids are appropriately stored in appropriate storage vessels and clearly labelled
- b. There are locks on fridges and freezers
- c. All surfaces (including furniture) within the facility are smooth, impermeable to water and resistant to any decontaminant materials.
- d. There are appropriate pest control procedures in place (spraying, weeding etc.)
- e. All windows and walls are intact and sealed and there are no gaps.

#### **F. Schedules**

- Preventive maintenance schedules for the building housing the facility together with fixtures
- Preventive maintenance scheduled for equipment used in the facility
- Standard Operation Procedures
- Fire practices, drills, fire alarm tests and their results and action taken where applicable
- Any other applicable schedule or drill.

#### **G. Records**

- Facility equipment records;

- National health insurance scheme claim forms and other records;
- Facility inspection records;
- Waste tracking log book;
- Occupational log books to record results of all staff investigations;
- Log books for recording accidents and injuries at the facility;
- Log books for recording potential and actual infections.
- Routine (monthly/quarterly) data on ailments/illnesses/conditions reported at the facility
- Any other relevant records prescribed by the board