

General Requirements for licensing health facilities under Act 829

1. Overview

Section 11 of Act 829 (2011) provides:

- 1) *That a person shall not operate a facility unless the facility is licensed under this Act.*
- 2) *That a person shall not operate equipment in a facility specified in the First Schedule (see below) unless the facility in which the person operates is licensed under this Act.*

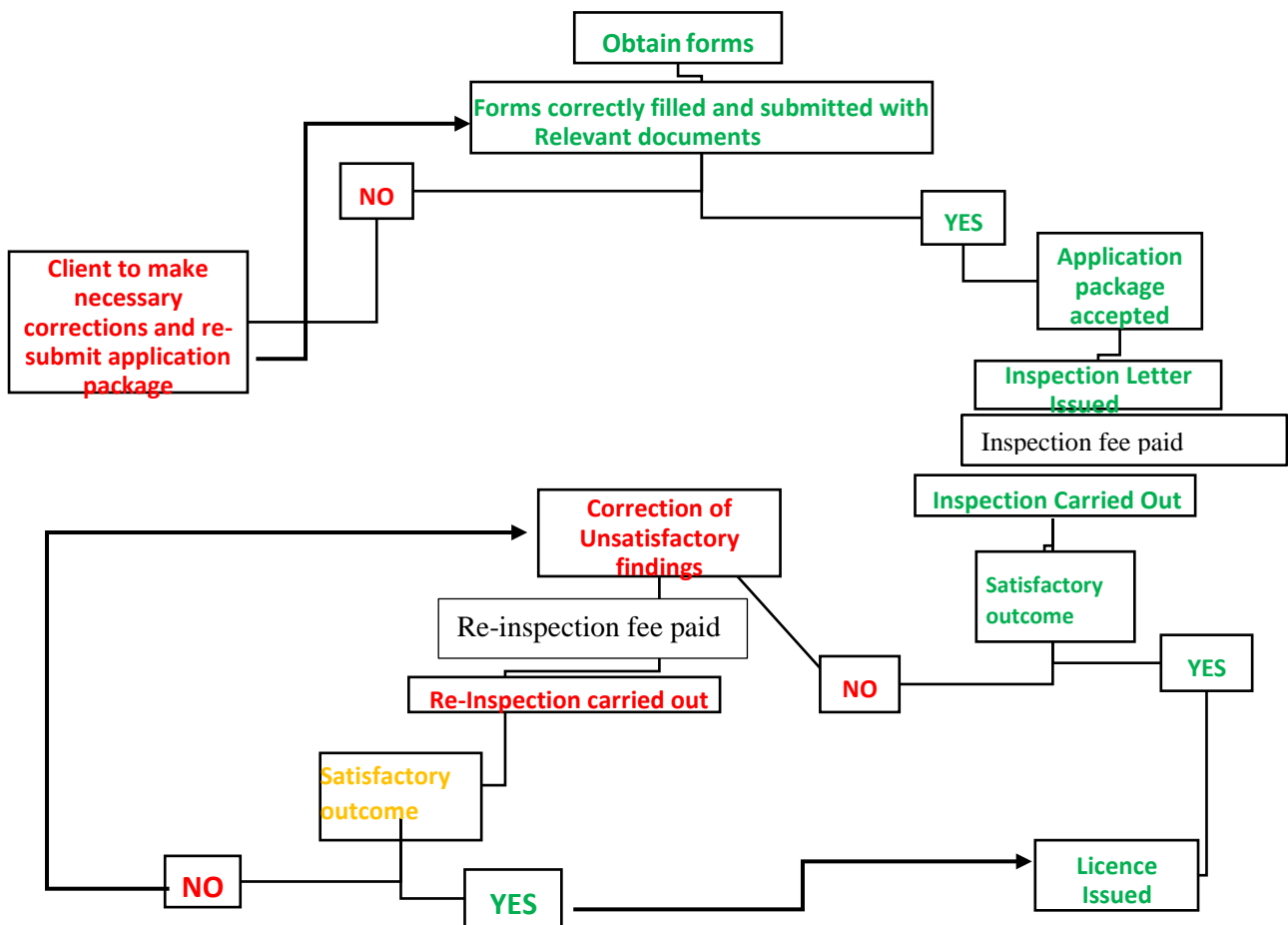
2. Facilities to be licensed by HeFRA under ACT 829 as outlined in the First Schedule of Act 829

- *Medical and Dental (Health centers, clinics and hospitals)*
- *Eye care clinic*
- *Convalescent and nursing homes*
- *Geriatric homes*
- *Maternity homes*
- *Occupational therapy clinic*
- *Physiotherapy clinics*
- *Dental technology laboratory*
- *Clinical and biomedical laboratory*
- *Medical assistant clinic*
- *Diagnostic – imaging technology clinic*
- *Pharmacies and chemical shops*
- *Osteopathy clinic*
- *Prosthetics and orthotics clinic;*
- *And any other healthcare clinic or premises that may be determined by the Minister.*

3. The licensing process is as follows:

- i. Obtain a free application form from any of the offices of HeFRA or download form from our website (www.hefra.gov.gh)
- ii. Complete application form and attach relevant documents.
- iii. Submit the completed application form with all attachments and pay the approved registration fee.

- iv. HeFRA staff will verify the forms and attached documents.
- v. After a successful verification an inspection letter would be issued to the facility for an inspection to be carried out at a charge.
- vi. If the inspection outcome is satisfactory, a licence would be issued to enable the facility to operate.
- vii. If the inspection outcome is unsatisfactory, a period of time is given to the facility to address the identified issues for a re-inspection at a charge.
- viii. If the outcome of the inspection is satisfactory, a licence would then be issued.



The registration process:

(1) Visit HeFRA offices around the country in order to secure an approved application form. The form can also be downloaded from our website. www.hefra.gov.gh

(2) Complete the application form and attach the following documents to the application form (Act 829 section 12(2a-2j))

- (a) *The block plan of the facility for the practice;*
- (b) *If applicable, a preliminary approval from the District/Municipal/Metropolitan planning authority of the District/Municipal/Metropolitan Assembly on the suitability of the land and facility to be used for the practice;*
- (c) *Clearance from the Environmental Protection Agency.*
- (d) *Plans for the disposal of medical waste;*
- (e) *Copies of certificates of proposed practitioners in the practice and proof of their (up-to-date) registration with the appropriate professional bodies;*
- (f) *A list of the types of services to be rendered;*
- (g) *A list of equipment in the practice with their technical specifications (in accordance with the type of service to be rendered in the facility).*
- (h) *Evidence of financial capability for the ownership and operation of the practice applied for (audited accounts, statement of account, letters from bank etc.).*
- (i) *The prescribed fee (as approved by the appropriate Authority).*
- (j) *Any other requirement specified by the Board.*

Additionally, applicants shall provide

- (1) Original copies of business registration Certificates from the Registrar General's Departments, if applicable.
- (2) Approved certification for facilities with X-Ray imaging from the Nuclear Regulatory Authority.

Evidence of submission of *health service data to the Ministry of Health every 3 months or as directed by the Minister* (existing facilities only).

(3) A clearance certificate from Ghana Fire service

(4) A yearly retention fee will be paid in order to retain the name of the facility in the health facilities register at a fee approved by the appropriate Authority.

Application by non-citizen

Section 13 of Act 829 (2011)

1) A person who is not a citizen may apply to the Agency to own or operate a practice in a facility if that person;

(a) possesses a valid work permit issued by the Minister for the Interior ,

(b) is registered with the appropriate regulatory professional body in Ghana

(c) has at least five years post qualification experience in a recognized institution of relevance to the profession of the practice,

(d) has a Ghanaian professional in a similar discipline as a business partner; and

(e) has fulfilled any other conditions set by the Board.

(2) A person who is not a citizen shall not own or operate a facility unless that person has practised in the profession in the country for at least one year in a recognised institution.

NOTE: A licence issued ... shall be displayed in a prominent place which is accessible to patients and clients in the premises of the practice. (Act 829 Section 19)

HeFRA Head Office

Office Location: 13, 5th Circular Road (near Free Zones Authority building), Cantonments, Accra.



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HeFRA REGIONAL OFFICES

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