

## **SPECIFIC REQUIREMENTS FOR A PSYCHIATRIC CLINIC**

A Psychiatric Clinic shall be defined as a facility with the following minimum requirements under sections A to I below:

- A. Personnel**
- B. Services**
- C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities**
- D. Equipment Devices and Supplies**
- E. Wards (if applicable)**
- F. Catering (If wards are provided)**
- G. Safety and Security**
- H. Schedules**
- I. Records**

### **A. Personnel**

The minimum qualification for the practitioner in charge shall be

- At least one Psychiatrist (should be in good standing with the Medical and Dental Council of Ghana).

Additional staff

- At least two professional Mental Health Nurses (in good standing with Nursing and Midwifery Council.)

### **B. Services**

- Treatment for psychiatric illnesses
- Drug and Alcohol Rehabilitation
- Counselling
- Minor Surgical procedures such as suturing
- Health promotion and preventive services
- Dispensary services
- Basic laboratory services (RDT, Hb, Basic Chemistry)

- Emergency Services Support
  - First Aid training
  - First Aid box maintenance
  - Emergency Care service & referral system
  - Comprehensive emergency plan development
- Any other requirement that may be prescribed by the Board.

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

- Information desk
- Waiting and 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/Room
- A consulting room of at least 4 x 3 metres with an examination couch, a wash hand basin, thermometer, good light source, stethoscope, diagnostic set, sphygmomanometer, table and chairs, and adequate ventilation;
- A treatment room of at least 2 x 3 metres with instruments cabinet,
- Observation ward with minimum of 2 beds, locker and over-bed table for each bed, ward screen(s)
- Male, female wards
- Sluice room with adequate water supply
- Medical records department with up to date records
- Dispensary
- Adult beds
- Washable floors with floor drain
- Clean patients' toilet and bath 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);
- Stadiometer
- Sterilizer/autoclave
- 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 including ambubag, oxygen masks, oxygen trolley, suction machine (auto or pedal) and drip stand;
- 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. Wards (if applicable)**

- Handwashing facilities (e.g. veronica bucket etc) at the entrance to each ward
- Separate Wards for males, females and children
- Each ward to have beds, ward screens and drip stands
- Each bed to have locker and over-bed table
- Clean bathing facilities to be provided for each ward with adequate water supply
- Clean toilet facilities to be provided for each ward with adequate water supply
- Any other requirement that may be prescribed by the Board.

#### **F. Catering (if wards are provided)**

- Catering facilities or agreement to be made with an approved catering facility certified by the Ghana FDA for all clinics/hospitals with wards
- Food hygiene and food safety certificates for all catering staff
- Provision of breakfast lunch and dinner
- Designed menus for different dietary requirements
- Crockery, cutlery and napkins
- Food covers for delivery of cooked meals to patients
- Trolleys and trays for food delivery
- Clean washable floors with drains
- Clean walls with light paint
- Windows and doors intact without gaps
- Washable counter tops for food preparation areas without cracks
- Adequate water supply
- Storage facilities for cooked and raw food (fridges, freezers, shelves and cupboards)
- Clear Separation of areas for handling raw and cooked food
- Covered trash cans for disposal of food items
- Any other requirement that may be prescribed by the Board.

#### **G. Safety and Security (Refer to Sections 1 to 10 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 with good security lighting system
- 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 (Mental illnesses and disorders)
- 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. Psychiatrists 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. Food Hygiene and Safety**

- a. Appropriate storage and handling of food and drink;
- b. Prevention of contamination of food and drink;
- c. Handling and storage of utensils;
- d. Cleaning schedules for food preparation areas
- e. Calibration and maintenance of food thermometers

#### **6. Protective Clothing and Gear**

- a. Aprons
- b. Masks
- c. Gloves
- d. Patients Gowns
- e. White coats for medical personnel
- f. Restraints
- g. Provision for washed and clean linens

#### **7. 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

#### **8. 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.

#### **9. Biosafety**

- a. Procedures in place to account for all samples, reagents or materials
- b. A supply of disinfectant for decontamination purposes is available and is clearly labelled.
- c. Instructions for dilution of disinfectant is clearly displayed e.g chlorine solution
- d. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
- e. A supply of hospital grade antiseptic for washing hands is available at exits.

#### **10. Biosecurity**

- a. Security arrangements are in place and various applicable areas have clearly marked restricted access e.g. sections for storage of restricted drugs.
- b. All surfaces (including furniture) within the delivery rooms are smooth, impermeable to water and resistant to any decontaminant materials.
- c. There are appropriate pest control procedures in place (spraying, weeding etc.)
- d. All windows and walls are intact and sealed and there are no gaps.

### **H. 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.

#### **I. Records**

- Facility equipment records;
- National health insurance scheme claim forms and other records;
- Facility inspection records;
- Patient medical examination reports;
- 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