



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS SURVIVING IN TERMS OF

Hospitals and Health Facilities Act 36 of 1994
section 39(2)(c)

Regulations Regarding Private Hospitals

Government Notice 19 of 1958

(OG 2124)

came into force on date of publication: 1 February 1958

The Regulations Regarding Private Hospitals were originally made in terms of section 53 of the State Hospitals Ordinance 49 of 1957, which was repealed by the Hospitals and Health Facilities Act 36 of 1994. Pursuant to section 39(2)(c) of the Hospitals and Health Facilities Act 36 of 1994, the Regulations Regarding Private Hospitals are deemed to have been made under that Act. Please note that in terms of these regulations, 1 British Pound (£1) is equivalent to 2 Namibian Dollars (N\$2). Additionally, there are 20 shillings in a pound and there are also 240 pence in a pound of British currency. The abbreviation "s" refers to shillings and the abbreviation "d" refers to pence.

ARRANGEMENT OF REGULATIONS

[These regulations do not have headings.]

SCHEDULE

- A. APPLICATION FOR REGISTRATION OF A PRIVATE HOSPITAL
- B. FORM OF APPLICATION FOR RENEWAL OF REGISTRATION AS A PRIVATE HOSPITAL
- C. CERTIFICATE OF REGISTRATION OF A PRIVATE
- D. REPORT ON INSPECTION OF PRIVATE HOSPITAL
- E. REPORT ON RE-INSPECTION OF A PRIVATE HOSPITAL
- F. PRIVATE HOSPITAL: REGISTER OF PATIENTS

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G. PRIVATE HOSPITAL: MATERNITY REGISTER.

The Administrator has been pleased by virtue of the powers in him vested by section 46(6) of the State Hospitals Ordinance, 1957 (No. 49 of 1957), to make the following regulations to be of force and effect from the 1st March, 1958.

All applications for certificates of registration for private hospitals shall be made as follows -

1. Every person who applies for the registration of a private hospital shall transmit to the Secretary for South West Africa a duly completed application in the form shown in Schedule A hereto, accompanied by a fee of One Pound (£1).

Every such person shall produce proof that the person who will be in charge of the private hospital is either a registered medical practitioner or is registered as a general medical and surgical nurse or as a midwife or has conducted a private hospital registered by the Secretary for South West Africa before the publication of these Regulations; provided that consideration may be given by the Secretary for South West Africa to an application in the form of Schedule A for an unregistered nurse or midwife to be in charge of a hospital to be established or opened in a place where the Secretary for South West Africa is satisfied that no suitable nursing or maternity facilities exist.

2. The Secretary for South West Africa may, in his discretion and when it is in the public interest so to do, permit the accommodation of maternity cases only in a hospital where the person in charge possesses only midwifery qualifications and of general medical and surgical cases only where the person in charge possesses only general qualifications; provided that any registered proprietor of a hospital who is aggrieved by such a decision may appeal to the Administrator, within fourteen days of the publication of such decision in the *Official Gazette*.

3. The Secretary for South West Africa may refuse to issue a certificate of registration if he is satisfied that the requirements of these regulations have not been fulfilled and that the premises and equipment provided are not adequate and suitable for the purposes of the hospital; provided that any registered proprietor who is aggrieved by such a decision may appeal to the Administrator within fourteen days of the publication of such decision in the *Official Gazette*.

4. Applications for the annual renewal of the certificate of registration shall be made in the form of Schedule B. hereto during the month of December immediately preceding the year in respect of which a registration certificate is required. The application shall be accompanied by a fee of One Pound (£1).

5. (1) Upon the acceptance of an application for registration, the Secretary for South West Africa shall issue to the registered proprietor a certificate of registration in the form of Schedule C hereto. Such a certificate shall expire not later than the 31st day of December of the year in respect of which it was issued.

(2) The certificate of registration shall at all times be prominently displayed at the entrance to or in the entrance hall of the private hospital in respect of which it was issued, and its display or use in or in respect of any other private hospital shall be an offence.

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6. The registered proprietor of a private hospital shall report to the Secretary for South West Africa immediately in writing any change in the particulars furnished in Schedules A or B hereto in respect of the current certificate of registration.

7. Every person in charge of a private hospital shall furnish to the inspecting officer all information which may be required in respect of Schedules D and E hereto regarding the management of such hospital and the care and treatment of the patients therein and all registers, clinical records, temperature charts and other records of patients shall be open to inspection by such officer.

8. Every person in charge of a private hospital shall keep in chronological order and up to date -

- (i) a general register of patients (not Maternity) in the form shown in Schedule F hereto;
- (ii) a register of maternity cases in the form shown in Schedule G hereto.

9. Every person in charge of a private hospital which is in receipt of financial assistance from the Administration of South West Africa shall furnish at any time such other information or particulars as may be required regarding the hospital or the patients treated or staff employed therein.

SCHEDULE A

SOUTH WEST AFRICA

APPLICATION FOR REGISTRATION OF A PRIVATE HOSPITAL

(Section 46 of Ordinance No. 49 of 1957.)

To the Secretary for South West Africa,
 WINDHOEK.

1. Name of hospital
2. Date established or opened
3. Classes of patient admitted (maternity, surgical, medical, general, tubercular, etc.)
4. Situation of premises (state locality or town, also name and number of street, if any
5. Tenure on which premises held by proprietor
6. Registered owner of property
7. Proprietor of hospital and all persons financially interested therein; if partnership, give list of partners (names and addresses to be given throughout)
8. General nature and construction of buildings
9. Water supply
10. Sanitary arrangements (state If provided with water closets and sewerage; If not, state number and nature of sanitary conveniences and system of disposal of night soils, slop water, dressings, etc.
11. Provision in case of fire (state nature and means of protecting patients and staff against risks of fire
 - (a) Fire escapes
 - (b) Fire-extinguishing appliances and apparatus
12. Particulars of wards or rooms used for patients:

Number	Length	Breadth	Height	Number of Windows	Number of Beds	Remarks
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- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 13. Particulars of -
 - (a) Operating theatre
 - (b) Bathrooms
 - (c) Lavatories
 - (d) Sluice rooms
 14. Particulars of mortuary
 15. Number and size of sleeping and other rooms for staff, including person in charge (state number sleeping in each room).....
 16. Number of persons (if any) other than patients and staff residing or accommodated on premises:

Adult males

Adult females

Children

Total
 17. Particulars of person in charge: Name, age, sex, race, qualifications, nursing experience and, if registered with the South African Medical Council, date and number of certificates of registration
 18. Medical staff (state names of all medical practitioners and general arrangements for medical attendance on patients)
 19. Other staff, exclusive of person in charge -
 - (a) Names and qualifications of trained nurses
 - (b) Number of student nurses or pupil midwives
 - (c) Number of nursing assistants
 - (d) Other staff (domestic)

	Male	Female	Total
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 20. Arrangements (if any) for training and instruction of student nurses, pupil midwives and nursing assistants
 21. Is hospital recognised by Nursing Council as training institution for nurses or midwives?
- Place
- Date Signature of Proprietor

Note - On completion, this form, together with the registration fee of One Pound (£1) must be posted to the Secretary for South West Africa, Windhoek.

SCHEDULE B

SOUTH WEST AFRICA

FORM OF APPLICATION FOR RENEWAL OF REGISTRATION AS A PRIVATE HOSPITAL

in terms of Section 46 of Ordinance No. 49 of 1957.

1. Name of Institution

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2. Postal address
3. Was registration certificate granted for previous calendar year?
4. If registration was granted, what conditions were imposed?
5. To what extent have these conditions (mentioned under 4) been satisfied?
6. Have any changes been effected at the hospital since the last certificate of registration was granted? (See notes at foot of form).
7. Are any changes contemplated to be carried out within the next twelve month's? If so specify

.....
Signature of Proprietor.

Date

Place

Note - On completion, this form, together with the registration fee of one pound (£1) must be posted to the Secretary for South West Africa, Windhoek.

See Item 6 above.

Notes.

- (a) Changes in staff (qualifications of new appointees should be specified).
- (b) Additional buildings erected (additional number of beds should be stated).
- (c) Additional activities (specify).
- (d) General changes (specify).

SCHEDULE C

SOUTH WEST AFRICA
CERTIFICATE OF REGISTRATION OF A PRIVATE
HOSPITAL FOR THE CALENDAR YEAR 19

By virtue of the provisions of Section 46 of the State Hospitals Ordinance, 1957, authority is hereby granted to the proprietor to the

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In the Magisterial District of
South West Africa, to conduct such institution as a hospital during the twelve months ending

.....
subject to the following conditions -

(1) Subject to the provisions of subsection (5) of Section 46 of the Ordinance, the maximum number of patients who may be accommodated in the abovementioned hospital at any one time shall be -

Europeans

Non-Europeans

(2) The fee of £1 prescribed under subsection (3) of Section 46 of the Ordinance has been paid.

Dated at Windhoek, South West Africa, this day of 19

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Secretary for South West Africa

SCHEDULE D

SOUTH WEST AFRICA
REPORT ON INSPECTION OF PRIVATE HOSPITAL.
(In terms of Section 46 of Ordinance No. 49 of 1957).

1. GENERAL / ALGEMEEN.

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- (i) Name of private hospital
 - (ii) Registered proprietor
 - (iii) Full names of person in charge and qualifications
 - (iv) Extent and nature of grounds
 - (v) General nature and construction of buildings
 - (vi) Is general design of building suited to the purpose of a private hospital?
 - (vii) Are the walls of rooms used for patients painted, colour-washed or papered?
 - (viii) Are premises used for any purpose other than a private hospital?
 - (ix) Is the drainage system satisfactory?
 - (x) Water supply
 - (xi) How are the grounds and backyard kept?
2. ACCOMMODATION AND SERVICE FOR PATIENTS.
- (i) Does accommodation comply generally with particulars furnished In Schedule A of the Regulations?
 - (ii) Size of each ward with number of beds to each ward.....
 - (iii) If admitted, what are arrangements for -
 - (a) Infectious cases
 - (b) Serious operation cases
 - (c) Maternity cases
 - (iv) Anaesthetic room
 - (v) Operating theatre and/or labour ward -
 - (a) Ventilation
 - (b) Flooring
 - (c) Equipment
 - (d) Sterilizers, etc.
 - (vi) Dispensary -
 - (a) How are medicines, ointments, etc., kept?
 - (b) Are habit-forming drugs kept?
 - (c) If yes, what records are kept to show the quantity thereof and how and when they are dispensed?
 - (vii) Ventilation and lighting (state conditions generally).
 - (viii) Has every room got cross-ventilation?
 - (ix) Cleanliness. Is sterilization and storage of dressings and equipment satisfactory?
 - (x) Sanitary conveniences and arrangements generally, type, number, etc.
 - (xi) Provision and methods for cleaning bed-pans
 - (xii) Method of disinfection and disposal of Infectious discharges, soiled dressings, etc.
 - (xiii) Disposal of refuse and sewage
 - (xiv) Bathrooms: Number and condition
 - (xv) Precautions against fire and evacuation of patients
3. NURSING STAFF
- (i) Name of matron or person in charge
 - (ii) Names of other qualified staff
 - (iii) Number of student nurses
 - (iv) Number of pupil midwives
 - (v) Number of nursing assistants
 - (vi) Other staff (domestic)

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Europeans
Others

4. STAFF ACCOMMODATION -

- (i) State if sleeping and living accommodation Is satisfactory and sufficient, separate from patients and used by staff only
 - (a) Nursing staff
 - (b) Domestic staff
- (ii) Are sanitary conveniences and bathrooms sufficient and separate from those of patients: Give number
 - (a) Nursing staff
 - (b) Domestic staff
- (iii) Accommodation for night staff
- (iv) Is accommodation for European and Native staff separate?
- (v) Is there a separate sanitary convenience for non-European staff?

5. RESIDENTS OTHER THAN PATIENTS AND STAFF

- (i) Number of adults
Number of children
- (ii) Is accommodation 'sufficient and satisfactory?
- (iii) Do they interfere with the functions of the establishment?
- (iv) Do these residents pay for board and lodging?

6. KITCHEN

Are utensils and crockery in good order?

7. FOOD STORAGE AND PANTRIES

8. LINEN

- (a) Is there sufficient for size of private hospital?
- (b) Are laundry arrangements satisfactory?

9. MEDICAL STAFF

10. REGISTERS

- (i) Are registers kept as prescribed by the regulations?
- (ii) Are entries up to date?

11. TRAINING FACILITIES

- (i) By whom is instruction given?
- (ii) Is establishment recognised by the South African Nursing Council as a training centre?

12. MORTUARY ACCOMMODATION

13. SCALE OF CHARGES

14. Is CERTIFICATE OF REGISTRATION displayed as prescribed by the regulations?

15. REMARKS (on general supervision and management of establishment).

16. RECOMMENDATIONS

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Inspected 19.....

Inspecting Officer

SCHEDULE E

SOUTH WEST AFRICA

REPORT ON RE-INSPECTION OF A PRIVATE HOSPITAL

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1. Centre Date of Inspection
2. Name and address of private hospital
3. (a) Name and qualifications of person in charge at date of inspection (reasons for any difference from register to be given)
- (b) Proprietor
4. (a) Number of wards Number of beds In each
- (b) Number of beds European Non-Europeans
- Maternity
- Medical
- Surgical
- Children
- (c) Number of patients admitted from to
- Maternity General
- Number of operations: Minor Major
- Number of in-patients days
5. (a) Number, names, race and qualifications of trained nursing staff
- (b) Number and race of untrained nursing staff
- (c) Number and race of domestic staff
6. Condition of -
- (a) Wards
- (b) Nursery
- (c) Theatre
- (d) Labour Ward
- (e) Bathrooms
- (f) Sanitary conveniences and sluices
- (g) Kitchen Pantry
- (h) Linen
- (i) Crockery
- (j) Staff quarters -
- (1) Nursing staff
- (2) Domestic staff
- (k) Yard and refuse bins
- (l) Drainage system
7. (a) Method of sterilisation
- (b) Method of disposal of infected material
8. (a) Method of infant-feeding
- (b) Diets of patients
9. Changes since last inspection (including measurements of new wards and number of beds in each) .
10. Are habit-forming drugs kept in stock?
11. Is there a resident medical officer?
12. What type of records are kept?
13. Are the registers complete and up to date?
14. Is the certificate of registration displayed?

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15. Comments on running of home

16. Recommendations

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Date 19.....

Signature of Inspecting Officer

