

THE UNITED REPUBLIC OF TANZANIA

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY
AND CHILDREN**



HEALTH QUALITY ASSURANCE DIVISION

BASIC STANDARDS FOR HEALTH FACILITIES

VOLUME 4

HOSPITAL AT LEVEL III & IV AND SPECIALISED CLINICS AT LEVEL III

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FOREWORD

Development of Health Services in Tanzania Mainland has come a long way. The first efforts were established by the German Colonial Government and later taken over by British Colonial Government. During that time, health services were mainly owned by the state with limited number of private for profit services provided in major towns while not-for-profit services were provided in rural areas by Voluntary Agencies including Religious Institutions.

After Independence (1961) and the Arusha Declaration (1967) health care facilities were re-directed towards rural areas and universal free medical services for all Tanzanians were declared. As a result of a policy of equitable distribution of health facilities, the number of health facilities increased significantly from 1961 to 1991. Hospitals increased from 98 to 175, Health Centres from 22 to 276, and Dispensaries from 875 to 3,014. On the other hand, the nationalization of some private health facilities in 1970 retarded the growth of the private sector. The government collaboration with Not-for-Profit Organizations was also limited. In 1977, private medical practice for-profit was banned through the establishment of the Private Hospitals Act No. 6 and its Regulations. Some of For-Profit Health Facilities were opened under the umbrella of “approved organizations”. Later, the importance of private health care delivery was recognized with enactment of the amendment of Private Hospitals Act, No. 26 of 1991. This has resulted in increase in the number of health facilities in the country that was further enhanced with the start of Primary Health Services Development Programme (PHSDP) in 2007.

The PHSDP (2007-2017) aims at promoting access to basic health care for all as well as empowering and involving the community in the provision of health services. Specifically, the PHSDP aims at having a dispensary at each village, a health centre at each ward, a district hospital at each LGA level and upgrade regional hospitals to provide referral services while the specialized hospitals are to provide super specialized services. According to HMIS, up to 2014 there were 6,804 health facilities comprising of 256 hospitals (103 are owned by the Government, 103 are Faith Based Organizations, 38 Private and 12 are owned by the Parastatal Organizations); 709 health centres (458 belong to the Government, 154 Faith Based Organizations, 71 Private and 26 Parastatal); and 5,839 dispensaries (4251 are owned by the Government, 766 are Private, 613 Faith Based, and 209 Parastatal) in Tanzania Mainland.

The expansion of the health infrastructure necessitated the Ministry of Health, Community Development, Gender, Elderly and Children (by then Ministry of Health in 1996) to take initiative to establish guideline standards for health facilities. The BSHFs (2015) update the requirements contained in the guideline standards for health facilities (1996) based on developments in the health sector in terms of policy, guidelines, resource requirements and technology. The BSHFs are grouped into five volumes from community level to national level. The inputs covered in these volumes have financial implication to all stakeholders. Health facilities are required to use BSHFs as a reference tool for their strategic planning, yearly planning and operational budget.

These BSHFs Volume Four (4) will be used by all stakeholders in Government, Private for Profit and Not for Profit Organizations to guide them in establishment and

running of Zonal, Specialized and National Referral Hospitals and Specialised Clinics at Level III. The standards will also help the hospitals to participate in accreditation system. Therefore, the Ministry of Health, Community Development, Gender, Elderly and Children urges all stakeholders to use these standards consistently when planning to establish or running the Zonal, National, Super Specialized Hospitals and Specialised Clinics at Level III.



Ummy A. Mwalimu (MP)

**MINISTER OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY
AND CHILDREN**

ACKNOWLEDGEMENT

The BSHFs reflect the Vision and Mission of the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC). They focus on what needs to be in place at all levels of care (from Community/Household level to Hospital at Level IV) to meet the vision.

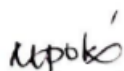
Development of the standards is a product of an extensive consultation that started in 2011 with coordination of the Health Quality Assurance Division – through the Health Services Inspectorate and Quality Assurance Section, and the Curative Services Division – through the Hospital Reforms Unit and the Coordinator of Palliative and Rehabilitation Services in the Non Communicable Diseases and Substance Abuse Section. The Standards for Rehabilitation Medicine Services involved extensive consultations with the Experts in Physiotherapy, Prosthetics and Orthotics, Occupational Therapy, and Speech and Language Therapy from the following organisations – Association of Prosthetists and Orthotists in Tanzania (APOT), Association of Physiotherapists in Tanzania (APTA), Tanzania Occupational Therapists Association (TOTA), Muhimbili National Hospital (MNH), Kairuki Hospital, Muhimbili Orthopaedic Institute (MOI), Mwananyamala Regional Referral Hospital, and London Health Centre. The tireless coordination efforts facilitated experts from various organizations and within the MoHCDGEC to provide inputs that have culminated in printing of the standards.

The MoHCDGEC would like to acknowledge the contributions of experts from the following organizations:

i. Association of Private Health facilities in Tanzania (APHFTA);	xvii. National Health Laboratory Quality Assurance Training Centre;
ii. Bagamoyo District Council;	xviii. Optometry Council;
iii. Baraza Kuu la Waislamu wa Tanzania (BAKWATA);	xix. PharmAccess International;
iv. Christian Social Services Commission (CSSC);	xx. Pharmacy Council;
v. Eastern Zonal Health Resource Centre – Morogoro;	xxi. Prime Minister’s Office Regional Administration and Local Government;
vi. Environment Health Practitioners Council;	xxii. Private Health Laboratories Board;
vii. Hubert Kairuki Memorial University;	xxiii. Private Hospital Advisory Board;
viii. Jhpiego;	xxiv. Tanzania Association of Radiographers (TARA);
ix. Mbeya Referral Hospital;	xxv. Tanzania National Nursing Association (TANNA);
x. Medical Association of Tanzania (MAT);	xxvi. Tanzania Nursing and Midwifery Council (TNMC) and
xi. Medical Laboratory Scientists Association of Tanzania (MeLSAT);	xxvii. Tanzania Public Health Association (TPHA).
xii. Medical Radiology and Imaging Professionals Council;	xxviii. Tanzania-Netherlands project to Support AIDS control – Mwanza Region;
xiii. Medical Women Association of Tanzania (MEWATA);	xxix. Tumbi Regional Referral Hospital;
xiv. Ministry of Health, Community, Development, Gender, Elderly and	xxx. London Health Centre
	xxxi. Hubert Kairuki Memorial Hospital
	xxxii. Muhimbili Orthopaedic Institute
	xxxiii. Mwananyamala Regional Referral

Children –Departments, Sections, Units and Programmes; xv. Muhimbili National Hospital; xvi. National Health Insurance Fund;	Hospital xxiv. Tanzania Occupational Therapists Association (TOTA) xxv. Association of Physiotherapists in Tanzania (APTA) xxvi. Association of Prosthetists and Orthotists in Tanzania (APOT)
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Lastly but not least, the Ministry would like to thank all stakeholders (Public, Private-for-Profit, and Not-for-Profit) that will consistently use these BSHFs. I reiterate sincere appreciation from MoHCDGEC to everyone who in one-way or another contributed to drafting, finalization and printing of the standards.



Dr. Mpoki M. Ulisubisya
PERMANENT SECRETARY (HEALTH)

DEFINITION OF TERMS

"Acceptable standard"	Means a standard acceptable to the competent authorities of the United Republic of Tanzania
"Approved authority"	Means an appointed or approved authority by the Government of Tanzania to oversee institutionalization of the guidelines.
"Compliance"	Means to act or provide in accordance with the requirements or recommendations of these guidelines or referenced standards or regulations.
"Disabled facilities"	Means facilities that are designed for use by disabled individuals in accordance to Tanzania disability act.
"Egress"	A safe means of escape in the event of an emergency (usually fire).
"En-suite"	Means a room fitted out with a shower, a water closet and a basin/mirror combination. It does not necessarily open directly off a bedroom. Variations are "fully" and "semi-assisted" types. It is acknowledged that this is not the true definition from a dictionary.
"Health care facility"	Means the physical aspects of the health care development e.g. the buildings and associated infrastructure.
"Fully assisted facilities "-	Are facilities (toileting, showering, bathing etc.) that are designed to facilitate patient's assistance by two staff members
"The government"	Means the Government of the United Republic of Tanzania.
"Guidelines"	Means a collection of requirements that describes a minimum level of facility provision and recommendations. Some are mandatory and others may be non-mandatory
"Partially assisted facilities"	Means facilities (toileting, showering, bathing etc.) that are designed to facilitate a patient's assistance by one staff member.
"Patient Care Area"	Means a unit designed for care of a patient to provide for accommodation, recreation, dining and holding of patients including a ward and treatment area".
"Radiographer"	(Medical Imaging Technologist) – means a person eligible to operate major x-ray equipment under the direction and supervision of a licensed Radiologist.
"Treatment Area"	An area within a patient care area such as an operating Theatre and the rooms that are used for recovery, minor procedures, resuscitation, intensive care and coronary care from which a patient may not be readily moved".
"Facilities operation"	Anything to do with a routine and or emergency operation of the buildings, their services and equipment, including but not limited to: health and safety of users, economy of operation, control of access to starting and stopping and adjustment of control settings.
"Facilities maintenance"	Everything to do with maintaining facilities to provide safe and reliable performance as well as the required standards of presentation.

ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
APOT	Association of Prosthetists and Orthotists in Tanzania
APTA	Association of Physiotherapists Tanzania
BSHSWFs	Basic Standards for Health and Social Welfare Facilities
CCU	Coronary Care Unit
CSSD	Central Sterile Supply Department/Units
CTC	Care and Treatment Centre
DCS	Division of Curative Services
DH	District Hospital
DHIRC	District Health Infrastructure Rehabilitation Component
EIA	Environmental Impact Assessment
eMTCT	Elimination of Mother – to - Child Transmission
EWIS	Emergency Warning and Intercom Systems
FBO	Faith Based Organisation
HIV	Human Immunodeficiency Virus
HMT	Hospital Management Team
HVAC	Heating, Ventilation, Air-conditioning Services
ICT	Information and Communication Technology
ICU	Intensive Care Unit
IEC	Information, Education and Communication
IEE	Institution of Electrical Engineers
IMCI	Integrated Management of Child Illness
IPC	Infection Prevention and Control
ITN	Insecticide Treated Nets
IV	Intravenous
LGAs	Local Government Authorities
MDAs	Ministries, Departments and Agencies
MNH	Muhimbili National Hospital
MoHCDGEC and Children	Ministry of Health, Community Development, Gender, Elderly and Children
MOI	Muhimbili Orthopaedic Institute
MSD	Medical Store Department
MUHAS	Muhimbili University of Health and Allied Sciences
NCDSA	Non-Communicable Diseases and Substance Abuse
NEHCIP-Tz	National Essential Health Care Intervention Package in Tanzania
NEMC	National Environmental Management Council
NGOs	Non Governmental Organisations
OPD	Out Patient Department
PHAB	Private Hospitals Advisory Board
PHSDP	Primary Health Services Development Programme
PO-RALG	President's Office – Regional Administration and Local Government
POP	Plaster of Paris
PP	Planning Permission
PPE	Personal Protective Equipment
PPM	Planned Preventive Maintenance
RCH	Reproductive and Child Health
RRH	Regional Referral Hospital

SDGs	Standard Design Guidelines
SGs	Standard Guidelines
SOP	Standard Operating Procedure
STI	Sexually Transmitted Infections
TENS	Trans-cutaneous Electrical Nerve Stimulation
TOTA	Tanzania Occupational Therapists Association
VCT	Voluntary Counselling and Testing
VCT	Voluntary Counselling and Testing
WC	Water Closet

INTRODUCTION

Health Sector Reform advocates for access to quality health services for all. Equity concerns are emphasized with making essential health services available from the household level while the referral system renders advanced care accessible to those in need.

To facilitate the efforts of both public and private health facilities and stakeholders in delivering quality health services, the MoHCDGEC is compiling the required basic health facility standards at each level of the Tanzanian Health System to address the 3 main issues:

- To respond to the health needs of the population in consistent with national health care delivery coverage plan (accessibility, equity, and sustainability).
- To meet the current and future public health challenges (Communicable and non-communicable diseases, and also Health Care Financing, HRH).
- To ensure that each level is properly planned and well equipped to implement the corresponding interventions with the required level of quality service.

The lists of interventions to be performed (Services and Management) are defined by the NEHCIP-Tz. The NEHCIP-Tz dictates the basic standards in nature, in quality and quantity, as healthcare intervention is a complex procedure that requires specific inputs to be performed satisfactorily using following planning requirements:

- Premises
- Staffing
- Administration & Management
- Office & ICT equipment
- Telemedicine, Communication and Health Information
- Transport
- Medical equipment
- General Medical Equipment
- Dental services
- Laboratory
- Radiology and Imaging
- Medicine and Supplies
- Housekeeping
- Water, Sanitation and Waste Management.
- Engineering Services

The resulting basic healthcare facility standards have been presented into four (4) volumes as follows:

Volume 1: Community/Household Level.

Volume 2: Dispensary; Health Centre; Stand alone Dental Clinic (run by Dental Therapist, ADO); and Stand alone Rehabilitation Medicine Facilities (Physiotherapy, Prosthetics and Orthotics, Occupational Therapy, and Speech and Language Therapy) Level.

Volume 3: Level I and II Hospitals, Level 1 Clinics (Medical Clinic, GP-Clinic, Polyclinics, Comprehensive Dental Clinic run by MO, DO, etc.); and Level 2 Clinics (Specialised Clinics Run by Medical Specialists).

Volume 4: Level III and IV Hospitals; and Level 3 Clinics (run by Super Specialists).

The inputs covered in these volumes translate into financial terms. This is to indicate that the “Basic Standard for Health Facilities” is a reference tool for health facilities in their strategic and annual planning exercises, as well as Operational Budget.

Volume 4 defines the minimum requirements for establishing/operating Hospitals at Level III and IV Hospitals; and Level 3 Clinics (i.e., Super Specialised Clinics run by a Super Specialists). This volume is particularly targeted to all stakeholders including respective hospital/facility leaders and Hospital Management Team (HMT), developers, planners and designers, licensing and supervisors as well as policy makers to guide them towards reaching national standards effectively and efficiently.

This Volume is organised into two parts as follows:

- Part One – Basic Standards for Hospitals at Level III and Level IV
- Part Two – Stand Alone Facilities at Level III

PART ONE: HOSPITAL AT LEVEL III AND IV

CHAPTER 1.0: GENERAL REQUIREMENTS FOR LEVEL III&IV HOSPITALS

1.1 Overview

Zonal and National hospitals are found at the top of the referral pyramid. They provide specialized and super-specialized care to referred patients from regional referral hospitals; provide technical support to regional Referral Hospitals including outreach. They organize and coordinate referrals to other super specialised hospitals and abroad.

1.1.1 Definitions of Hospital at Level III

1.1.1.1 **Referral Hospital at Zonal level** is a health facility, which has a capacity to provide **all five core specialized** (General Surgery, Dental, Obstetrics and Gynaecology, Internal Medicine and Paediatrics and Child Health) and **at least eight super specialized services** to both outpatients and in-patients. These hospitals may also be used as teaching hospitals for health personnel and as research centre.

1.1.1.2 **Level III Hospital is divided into two sub-levels IIIA and IIIB as follows:**

1.1.1.2.1 **Level IIIA** has bed capacity of **120 – 400**.

1.1.1.2.2 **Level IIIB** has bed capacity of **401 to 600** and also shall serve a defined population area of 3,000,000 to 5,000,000 people.

1.1.1.3 Minister responsible for health matters has a mandate to designate one of the referral hospitals at zonal level to be the Zonal Referral Hospital.

1.1.2 Definitions of hospital at level IV

1.1.2.1 **Referral Hospital at National Level** is the health facility, which has capacity to provide **twenty or more super specialized care in all five-core specialities** (General Surgery, Dental, Obstetrics and Gynaecology, Internal Medicine, and Paediatrics and Child health).The bed capacity for hospital at level shall be 600 and above.

1.1.2.2 **Super Specialized Hospital at National Level** is the health facility, which has the capacity to provide super specialized care in the selected specialties at a level equivalent to National Hospital. Currently there are five such hospitals namely Muhimbili Orthopaedic Institute (MOI), Ocean Road Cancer Institute (ORCI), Mirembe Mental Hospital (MMH) and Isanga Correction Centre (ICC); Kibong'oto Infectious Diseases Hospital (KIDH) and Jakaya Kikwete Cardiac Institute (JKCI). For public facilities at this level the bed capacity shall be from 100 and above. For private facilities at this level the bed capacity shall be at least 50 beds. The facilities must have at least three super specialists in the core specialization that the facility offers.

1.2 Ownership

2.1.1 The owner has to be a Licensed Health Care provider or registered organisation/company and supervised by a Licensed Health Care provider.

2.1.2 The Minister responsible for Health shall publish in a Government Gazette, the hospital to operate as Zonal, Specialised or National Hospital as per these Standards.

1.3 Staffing and operating environment

- 1.3.1 The health facility must employ the minimum number of health workers according to these guidelines.
- 1.3.2 A suitable buildings must be available to cater for the establishment of a Zonal, Specialised or National Hospital
- 1.3.3 The health facility should be located in an environment that is conducive and free from noises and other disturbances. Places such as bar, petrol station and market areas should be avoided.
- 1.3.4 No person shall operate a zonal, Specialised or referral hospital at national level, without approval by appropriate authority.
- 1.3.5 The facility should have adequate supply of safe water, adequate space, effective ventilation and adequate lighting system for the rooms offering different kinds of services.
- 1.3.6 The facility should have toilets, shower or bathrooms that are disability friendly.
- 1.3.7 The facility should have equipment, supplies and structures compliant with IPC guidelines.
- 1.3.8 The health facility should always use various guidelines issued by the MoHSW from time to time.
- 1.3.9 The health facility must have essential equipment and supplies before offering different kinds of services. Also it shall ensure periodic calibration, verification, validation and maintenance of all medical equipment.
- 1.3.10 There should be an established effective communication and referral system for the facility.
- 1.3.11 The facility shall keep records on patients and other health information and produce reports on disease morbidity and mortality promptly as required by the MoHSW
- 1.3.12 All health professionals shall abide with health professionals Code of conduct and respective scope of practice. High-risk cases should be identified early and referred immediately to a facility, which can handle such cases competently.
- 1.3.13 The costing mechanisms for various health services provided should be made available to the MoHSW on demand. Patients have the full right to get an invoice with full details on how the total cost is reached. Each charged component must be shown separately and not only the total final cost.
- 1.3.14 Safety and security system of the building should be observed (Visitor Management/visiting hours, access control, security light, CCTV (Option), cash safety, alarms) and the facility should be fenced
- 1.3.15 There should be fire extinguishers, fire escape routes, escape signage, fire detection suppression, and storage of combustibles

CHAPTER 2.0: LICENSURE

2.1 Application

- 2.1.1 Registered organization/company requested to operate a new hospital with a status of Zonal, Specialised or Referral Hospital at National level shall consult the appropriate organ on the plant design conformity with these standards before starting construction or renovation work.
- 2.1.2 Registered organization/company desiring to operate a Zonal, Specialised or Referral Hospital at National level shall:
- Apply to the appropriate organ on prescribed forms;
 - Pay the prescribed fee and
 - Provide additional information if requested.
- 2.1.3 The first pre-licensing inspection shall be conducted by the appropriate organ upon application.
- 2.1.4 An application for a license or change in service shall be denied if the applicant cannot demonstrate that the premises, products, personnel and health care services are fit and adequate in accordance with these standards.
- 2.1.5 The appropriate organ shall consider an applicant's prior history in operating a health care facility in all the regions of the country in making licensure decision. Any evidence of licensure violations representing serious risk of harm to patients shall be considered by the appropriate organ, as well as any record of criminal convictions representing a risk of harm to the safety or welfare of patients.

2.2 Renewal of license

A license, unless suspended or revoked or under consideration in pending case, shall be renewable annually and the hospital shall submit an application for license renewal to the appropriate organ before the expiration date of the current license.

- 2.2.1 Every applicant who needs to renew a license shall:
- a) Apply to the CHMT in the prescribed form;
 - b) Pay the prescribed license renewal fee; and
 - c) Provide additional information or document upon written request by the CHMT.
- 2.2.2 The CHMT may conduct background checks on the applicant or licensee to determine its suitability or capability to operate or to continue operating a health care facility. Background checks shall consist of, but not be limited to, the following:
- a) Verification of licensure status;
 - b) Verification of educational credentials;
 - c) Verification of residency status;
- 2.2.3 The CHMT shall renew a license for the hospital in substantial compliance with the applicable laws, guidelines and these standards.

2.3 Disciplinary actions

- 2.3.1 The appropriate organ may suspend or revoke a license or order closure of a service/ unit within the hospital or order removal of patients from that hospital where it finds that there has been a substantial failure to comply with prescribed standards.
- 2.3.2 Without prejudice to grounds of suspension provided under relevant laws, the appropriate organ shall take the relevant action in any of the following grounds:
- a) Where the hospital is legally suspended;
 - b) Where the hospital fails to practice medical ethics;

- c) Where the hospital fails to allow inspection pursuant to relevant law and these Standards;
- d) Where the head of the hospital and key staff members are convicted of a serious offence involving the management or operation of the hospital, or which is directly related to the integrity of the facility or the public health or safety;
- e) Where the hospital fails to implement or fulfil comments and corrections given by the appropriate organ;
- f) Where the hospital has shown any act which constitutes a threat to the public health or safety;
- g) Where the hospital allows a practitioner, who has been suspended by appropriate organ from practicing his profession;
- h) Where the hospital fails to observe laws relating to health services and these standards;
- i) Where the hospital fails to submit relevant information required under these standards.

CHAPTER 3.0: MANAGEMENT OF ZONAL, SPECIALISED AND NATIONAL REFERRAL HOSPITALS

3.1 General overview

3.1.1 In providing health care services, hospitals face a number of management challenges such as:

- Efficient use of available resources
- Meeting client needs and expectation
- Dedication of the personnel
- Strategic planning for sustainability/progressiveness
- Integration in the national health system e.g., vertical programs

3.1.2 To address these challenges, modern management practices should be applied. These practises should be oriented towards a positive user-provider interaction with reference to the following basic concerns:

- Involvement of the stakeholders: clients/users, local enterprises (corporate social responsibility), other health facilities within the catchment area, facility staff, local authorities, based on a shared vision.
- Client-oriented services: set in the expression of the mission and core values driven by quality improvement mechanisms.
- Accountability with the corresponding autonomy: applied to the facility as an entity as well as to each individual staff.
- Transparency: Clients should be provided with information regarding their rights and responsibilities.
- Performance according to evidence-based processes: standard operating procedures, flow charts, algorithms
- Performance linkage: applied to the facility as an entity as well as to each individual staff.
- Business-like management for finances and stocks: planning/budgeting, expenditure protocol, accounting practices, reporting, monitoring.
- Social concerns: equitable access to care, exemption mechanisms
- Safety: safe procedures, safe disposal of facility wastes
- Planned preventive maintenance:

3.2 Recommended Good practice for Zonal, Specialised and National Referral Hospitals

Below are general practices that are expected to be found at facility level:

3.2.1 Governance

3.2.1.1 Hospital resources both human and non-human shall be managed by Hospital Management Teams (HMTs). HMT is accountable to a higher body known as Hospital Governing Board in which the stakeholders including the community served are represented. The role of Hospital Governing Board is to provide overall guidance to the hospital management team based on shared vision, mission and core values.

3.2.1.2 Responsibilities of the governing body should be well defined and known to the facility management.

3.2.2 Autonomy and Accountability

3.2.2.1 The Facility (and its management team) is responsible in managing its resources and organizing the services.

3.2.2.2 Facilities shall abide to the laid down policy guidelines, rules and regulations of the respective council.

3.2.3 Planning

3.2.3.1 Based on the shared Vision and Mission, the required resources must be stipulated in a 5-year Strategic Plan and in an annual Comprehensive Hospital Operational Plan.

3.2.3.2 Plans shall be based on evidence from data generated during service delivery and other pertinent observations in the community.

3.2.4 Human Resources

3.2.4.1 Through its successive planning cycles the facility aims at achieving and sustaining the right skill mix of personnel per establishment. Adequate funding for recruitment, retention mechanisms, and continuing professional development are necessary.

3.2.4.2 Modern human resource management practices are expected comprising not less than: (1) endorsed job-description for each staff, (2) yearly performance appraisal and (3) reward/sanction scheme.

3.2.5 Client Service Charter

3.2.5.1 Services should be client oriented; the facility shall sustain high-level standard of ethical conduct amongst the personnel.

3.2.5.2 The Client Service Charter, particularly clients' rights should be adhered and known to clients.

3.2.6 Communication

3.2.6.1 The HMT shall maintain transparent and efficient communication with the personnel, clients and stakeholders and to organize effective ways for the clients feedback.

3.2.6.2 Information related to service provision should be displayed /or made available to clients.

3.2.7 Quality of Care

3.2.7.1 Continuous quality improvement mechanisms shall be institutionalized in the Facility, and coordinated with the supportive supervision from the higher level.

3.2.7.2 A primary focus of health care should be on safety of both internal and external clients as well as on effectiveness of care.

3.2.8 Data Management

3.2.8.1 The health facility shall pay attention to all data collection systems. The data collection should be appropriate, timely, accurate, complete and retrievable.

3.2.8.2 The data collected should be processed to inform the HMT and other stakeholders to support evidence-based decision making.

3.2.9 Supplies and Stocks

3.2.9.1 The HMT should put in place mechanisms to check and monitor quantity and quality of medicines and supplies upon delivery as well as during usage.

3.2.9.2 The mechanism should also be able to proactively minimize stock-outs of medicines and supplies by monitoring status of stocks and planned orders.

3.2.10 Maintenance

3.2.10.1 The facility shall be accountable for getting the best of its assets over time.

3.2.10.2 Planned Preventive Maintenance (PPM) principles should apply to all assets of the facility for example: premises, buildings, medical equipment and vehicles.

3.2.11 Waste Disposal

3.2.11.1 The management should ensure that waste disposal is done in compliance to respective council regulations.

3.2.11.2 The principles of Infection Prevention Control should be applied during collection and disposal of waste.

3.2.12 Transport

3.2.12.1 Transport is a vital resource for the hospital due to their multiple roles. In order to adequately manage referral services, a hospital must have at least one ambulance (preferably a four- wheel-drive).

CHAPTER 4.0: HUMAN RESOURCE MANAGEMENT

4.1 General requirements

- 4.1.1 The hospital shall have a focal person who carries out the major functions of Human Resource Management (HRM).
- 4.1.2 Each service units of the hospital shall maintain a sufficient number of staff with the qualifications, training and skills necessary to meet patient needs.
- 4.1.3 No health professional shall practice his/her profession in the hospital without having professional license from the appropriate organ. The hospital shall ensure that all health professionals recruited by the hospital are licensed as per the registration and licensing requirement of the appropriate organ.
- 4.1.4 Each hospital shall ensure and maintain evidence of current active licensure, registration, certification or other credentials for employees and contract staff prior to staff assuming job responsibilities and shall have procedures for verifying that the current status is maintained.
- 4.1.5 Whenever a licensed health-care professional is terminated as a result of a job-related incident, the hospital shall refer a report of the incident to the appropriate professional disciplinary organ.
- 4.1.6 Every health professional shall report to the hospital whenever he/she is infected with contagious diseases. The hospital shall also establish a mechanism for screening health professionals with contagious diseases. The health professional shall not practice his/her profession during the period of such infection and his/her rights provided under the relevant employment law and the hospital human resource manual shall be respected.
- 4.1.7 Each person involved in direct patient care shall have an occupational health screening by a physician or other qualified health professional prior to entering active status and at least once every five (5) years thereafter. A health professional shall not conduct health examination for himself/ herself.
- 4.1.8 Immunization against communicable disease shall be required of all employees and all other persons who routinely come in contact with patients or patient areas. Immunizations shall be in accordance with current national immunization guidelines.
- 4.1.9 Each hospital shall maintain a current employment record for each staff. The record shall contain, at a minimum, information on credentials, health examination (fitness for duty), work history, current job description, and evidence of orientation, in-service education/training and copies of annual evaluation.
- 4.1.10 All health professionals shall abide to health professionals Code of conduct and respective scope of practice.
- 4.1.11 There shall be a policy or procedures for all health professionals to report any suggestive signs of abuse of vulnerable clients and substance abuse by patients under their care or other staff.

4.2 Staffing level Zonal, Specialised and National Referral Hospitals

- 4.2.1 Staffing for hospital should be consistent with the current guidelines of MoHSW staffing levels. The development of staffing levels has considered many factors amongst them being the type of services provided at the hospital, number of shifts and workload, type of equipment used and skills mix required to deliver quality services.

4.3 Job description and orientation for Zonal, Specialised and National Referral Hospitals

- 4.3.1 All staff shall be provided with current written job descriptions and be oriented to their specific responsibilities at appointment.
- 4.3.2 The job description shall include the title and grade of the position, specific function of the job, job requirement, reporting mechanism, evaluation criteria and description of job site and work environment.
- 4.3.3 The orientation program for all employees shall include three levels of orientation: facility wide, service unit and job specific.
- 4.3.4 Orientation to facility policies, including all environmental safety programs, infection control and quality improvement shall be provided
- 4.3.5 Each hospital shall provide and maintain evidence of an orientation program for all new staff and, as needed, for existing staff who are given new assignments. The orientation program shall include:
 - a) Job duties and responsibilities;
 - b) Hospital sanitation and infection control programs;
 - c) Organizational structure within the hospital;
 - d) Patient rights and responsibilities;
 - e) Patient care policies and procedures relevant to the job;
 - f) Personnel policies and procedures;
 - g) Emergency procedures;
 - h) The Disaster preparedness plan; and
 - i) Reporting requirements for abuse, neglect or exploitation.

4.4 Occupational Health and Safety

- 4.4.1 The hospital shall institute systems and processes that minimize employees' risks, protect employees and provide access to care when needed.
- 4.4.2 The hospital shall ensure that:
 - a) There is staff assigned to coordinate occupational health and safety activities,
 - b) There are policies and procedures that define components of occupational health and safety,
 - c) There is training for staff on occupational health and safety.
 - d) There is communication means to staff on risks and prevention measures or interventions.
 - e) All employees have access to full pre-employment health screening.
 - f) All employees are provided with immunization services to protect against infectious/communicable diseases such as Hepatitis B.
 - a) There is a system in place to address injuries that could lead to the transmission of blood-borne viruses (needle stick and other injuries). The system shall include:
 - measures to prevent needle stick and other injuries,
 - training on infection prevention techniques,
 - sharps risk reduction,
 - provision of post-exposure prophylaxis services as per national PEP guidelines,
 - working hours and duty hours.
- 4.4.3 The hospital shall provide personal protective equipment (please refer to national Infection Prevention and Control guidelines).

4.5 Standards of Dress

- 4.5.1 Hospital personnel must be in approved uniforms when they are on duty
- 4.5.2 Dressing of health workers should be in accordance with the standards appropriate to their duties.
- 4.5.3 Health worker should comply with the following:
 - Footwear shall be safe, supportive, clean, and non-noise producing.
 - No open toe shoes shall be worn.
 - Artificial nails are prohibited. Natural nails must be kept short and jewellery must be kept to a minimum.
- 4.5.4 Hair must be dressed in a way that prevents contamination and does not present a safety hazard.
- 4.5.5 The dressing shall not interfere with service provision.
- 4.5.6 The hospital shall be responsible for providing employee identification badges that shall be worn at all times while at work and be easily visible, with name, profession and department facing outward.

4.6 Professional Development

- 4.6.1 The hospital shall ensure that staffs receive training in order to perform assigned job responsibilities competently.
- 4.6.2 Each staff member shall receive on-going Continuing Professional Development (CPD) to maintain or advance his or her skills and knowledge
- 4.6.3 The CPD shall be relevant to the setting in which they work as well as to the continuing advancement of the hospital.
- 4.6.4 The hospital shall decide the type and level of training for staff in accordance with National CPD guideline developed by various authorities.
- 4.6.5 The hospital shall provide and maintain evidence of CPD for staff. A record shall be maintained including dates, topics, CPD providing institute and participants.

CHAPTER 5.0: PREMISES (PHYSICAL FACILITY STANDARDS)

5.1 Location of Zonal, Specialised and National Referral Hospitals

5.1.1. Premises shall be located in a safe area with special attention to:

- a) Size and shape of the site, topography, drainage, soil conditions, utilities available, natural features, orientation of the site (north, south, east, west), vegetation, trees and plantings,
- b) Availability of water (preferably year-round), power,
- c) Cost of acquiring the site and ownership of the site,
- d) Current or planned roads nearby and closeness to a village or community center (market or school), Ease of access for the population to be served,
- e) Potential methods of waste disposal,
- f) Cultural factors that may adversely affect utilization (for example, a site near a burial ground),
- g) Risk of floods or earthquakes, and
- h) The amount of room for expansion.

5.1.2 The hospital should not be in same building with living premises, hotel, bar/restaurant, petrol stations, hair salon and other entertainment activities.

5.2 Construction requirements

5.2.1 Layout

5.2.1.1 The site plan (layout) should establish the basis for both current and future development.

5.2.1.2 It must show all current and possible future elements including: compass points, direction of prevailing winds, property boundaries, scale, topography and contour lines, existing trees, rock outcroppings, streams, and other bodies of water, Structures already on or adjacent to the site, roadways, paths, direction to the nearest village or community centre, traffic routes for vehicles and people on the site, parking and delivery areas, direction of future expansion, locations of ablution areas, water supply and sanitation, covered walkways and drainage of surface water.

5.2.1.3 The surrounding of the hospital must provide a suitable landscaping scheme to ensure that the outdoor spaces become pleasant areas for patients to view from their beds and in which patients, visitors and staff may relax.

5.2.2 Parking Area

5.2.2.1 The hospital should have adequate parking for bicycles, motor cycles, and motor vehicles within the hospital, including provisions for disability friendly parking.

5.2.2.2 The parking should have proper zoning for staff, visitors, outpatients, and emergency and delivery vehicles. Emergency, delivery and service vehicles should be provided with a separate parking near the emergency unit and service areas respectively;

5.2.2.3 All parking should be located away from inpatient areas so as to reduce noise and air pollution;

5.2.2.4 All parking areas, for staff and visitors, should be well-lit and secured

5.2.2.5 Effective turning vision and adequate signage should be provided

5.2.3 **Communication**

Hospital should provide for effective and efficient system of communications to provide appropriate health services or support health service provision over a distance. The following are some areas to be included:

5.2.3.1 **Telephone system:** Efficient telephone system both internal and external (fixed or mobile telephone, radio call) should be provided to cater for administration and patient services.

5.2.3.2 **Information technology:** The hospital should take advantage of convenience and effectiveness of information technology; therefore it should procure and install information technology system (email, websites)

5.2.3.3 **Nurse Call System:** Nurse call system should be provided to allow patients to call for assistance at each bed position, in patient's toilets, bathrooms, showers and other appropriate treatment areas.

5.2.3.4 **Alarms:** Availability of alarm system interfaces to be used in cases of emergency should be considered.

5.2.4 **Construction Materials**

Selection of construction materials should draw attention to all relevant laws, regulations, rules, codes, standards and other guidelines applicable to Tanzania building industry and the health sector. Premises should be constructed from long-lasting materials free of health hazards (e.g., asbestos, lead-based paint) in order to provide a solid and sound shelter as specified in the specific area.

5.2.5 **Ventilation, Air Conditioning and lighting**

5.2.5.1 All rooms shall have sufficient number and appropriate size of windows to allow natural light and ventilation where applicable, in accordance with the prevailing health facility construction guidelines and Infection prevention and Control (IPC) Guidelines for Health Care Services in Tanzania.

5.2.5.2 When installed, Heating, Ventilating and Air-conditioning (HVAC) systems should meet the requirement of the National IPC Standards and should achieve the following minimum conditions:

- a) Provide specific required temperatures and a relative humidity of 50-60%,
- b) Provide minimal acceptable ventilation rates as required in specific areas,
- c) The ventilation system should be designed and balanced to provide the pressure relationships as required in the specific department/ area of use.
- d) The ventilation systems serving sensitive areas, like operating theatres, delivery rooms, nurseries and sterile rooms, must be equipped with at least two filter beds in which case air supply and air exhaust systems must be operated mechanically.

5.2.5.3 All areas shall be adequately illuminated by either natural or artificial light to facilitate activities and safe movement corresponding with the purposes of each area.

5.2.6 **Surfaces**

5.2.6.1 **Floors:** Floor coverings must be easy to clean and resistant to disinfection procedures. This applies to all areas in patient care environments. Treatment Areas should not be carpeted. In both Patient and Treatment Areas, the flooring should be easily cleaned and in good repair. Floors in areas used for food preparation or food assembly should be water resistant and greaseproof to

comply with the Food Hygiene Regulations. Floor surfaces, including joints in tiles in such areas, should be resistant to food acids (epoxy grout). In all areas subject to frequent wet cleaning methods, floor materials should not be physically affected by germicidal cleaning solutions. In areas where frequent traffic flow of people, trolleys and stretchers, floors shall wear resistant and non slippery.

5.2.6.2 Skirting: Wall bases in Kitchens, Operating and Bathing Rooms, Clean and Dirty Utility Rooms, CSSU areas and other areas subject to frequent wet cleaning methods should be made integral with the floor, tightly sealed against the wall, and constructed without voids.

5.2.6.3 Walls: Other than special treatments included as feature face work in public or staff relaxation areas, wall finishes should be scrubbable, and in the immediate vicinity of plumbing fixtures, should be smooth and water-resistant. Interior design/colour in all areas where patient observation is critical, colours shall be chosen that do not alter the observer's perception of skin colour.

5.2.6.4 Ceiling: All exposed ceilings and ceiling structures in areas occupied by patients or staff, and in food preparation or food storage areas, should be finished so as to be non porous and readily cleanable with equipment routinely used in daily housekeeping activities. Ceilings in operating and delivery Rooms, postnatal, and Sterile Processing Rooms should be monolithic from wall to wall without fissures, open joints, or crevices that may retain or permit passage of dirt particles. The minimum clear ceiling height in occupied areas, corridors and passages shall be 2700mm. minimum ceiling heights for operating rooms with ceilings mounted equipment shall be 3000 mm. MRI,CT Scan and X-rays ceilings should abide with atomic energy commission

5.2.6.5 Openings: Openings comprising of doors, windows and vents are located in the building to provide for physical access to and escape from a building, create views to the outside, admit daylight, and facilitate natural ventilation. Design, size and position of openings in a building are the factors that should be considered during the design.

5.2.6.6 Doors Size: In general, clear door openings to rooms which may be accessed by stretchers (including wheeled bed stretchers), wheelchairs or handicapped persons (including employees), shall be of a minimum size of 1000 mm. Clear door openings in corridors shall suit the requirements of traffic and equipment movement and shall be greater than 1200mm. The minimum dimensions of clear door openings to inpatient bedrooms in new areas shall be 1200mm wide and 2030mm high, to ensure clearance for the movement of beds.

5.2.6.6.1 Construction: Doors shall be constructed to meet the following minimum criteria: All corridors doors shall swing in opposite directions from each other (see figure below) and they should have a minimum width that will be specified depending on the use, and associated equipment;

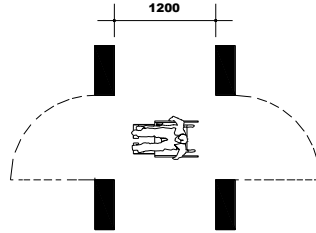


Figure 1: Corridor Doors Swing in Opposite Directions

To facilitate mopping, doorjambs should have sanitary stops 8 inches above floor level. If the locking system is not electromagnetically controlled, exterior doors shall be provided with door locks that are controlled by a key from the outside and they should also allow egress from inside by turning the lever handle.

At stairways, doors and hardware for exit doors shall lead directly to the exterior and for interior doors shall be provided with inside and outside door handles free at all times.

Doors to patients' wards and/ or observation rooms shall not be lockable from inside the ward and they shall be provided with double handles to allow for disabled use; clear door openings in corridors *shall* suit the requirements of traffic and equipment movement but *shall* not be less than 1200mm. Consideration must be given to the size of furniture and special equipment that is to be delivered via these access ways.

All doors between corridors and rooms or spaces subject to constant patient or staff occupancy, except elevator doors, shall be of the single or double leaf swing type as shown in Figure 2. All doors in corridors shall swing in the direction of the egress.

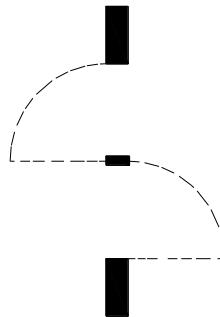


Figure 2: Double Leaf Swing Type Door

Glazed panels shall be provided in doors where visual observation for reasons of safety, security or patient observation is required, but in fire doors the size must comply with the Tanzania fire and safety regulations.

Rooms which contain baths, showers and/or water closets *shall* be equipped with doors and hardware which will permit emergency access from the outside, also provide privacy and should have fittings for disabled.

5.2.6.7 Windows: Windowsills for patients' wards shall be a minimum of 900mm above the finished floor level, to allow for outside view even when lying down level. Windows should be openable and be provided for ease of washing from within the building and letting in ventilation in non-air conditioned spaces. All rooms regularly occupied by patients or staff should have glazed windows to achieve external views, and where possible, they should be provided with natural light and ventilation. In psychiatric units, windows shall be glazed with laminated

tempered or wired glass: the glass shall have a minimum thickness of 11mm; where applicable, mosquito screens shall be provided to all windows.

5.2.6.8 **Corridor:** In areas where regular trolley and stretcher movement is expected, the minimum corridor width shall be 2100mm. The optimum corridor width is 2350mm.

5.2.6.9 **Lightning Protection:** All buildings must be equipped with adequate lightning protection as provided by Code of Practice for Protection of Structures against lightning.

5.2.6.10 **Maintenance:** All premises and installations should be in a good state of maintenance and a life cycle costing that allows good operation. Maintenance should be a key factor in the design of any health capital investment project. When planning premises and equipment the following factors should consider:

- a) Materials and items should require a minimum of maintenance, or be maintained by simple means.
- b) During planning for procurements of equipment and plant, adequate spare parts should be included for 3 years maintenance and service. Further service contracts with suppliers should be proposed and funded where possible.
- c) Small workshops and maintenance stores should be provided at all facilities.

5.2.6.11 **Water Supply:** The hospital must be provided with an adequate, clean and safe water supply suitable for consumption, ablution and engineering purposes. Alternative sources of water like harvesting rainwater and wells should be considered. All service rooms must have water points in relation to patient number with accessories for hand-washing with elbow operated taps as stipulated in the IPC Standards for Health Care Services.

5.2.6.12 **Storage facilities:** Hospital shall have adequate and secure storage facility for pharmaceutical, food, and equipment and supplies.

5.2.6.13 **Ablution Facilities:** Toilets and bathrooms should be adequate according to the number of patients /clients. The doors must have the door opening outwards with non- slippery floor. Special consideration should be given to disability friendly facilities.

5.2.6.14 **User-Friendly Features for Physically challenged**

All areas of the premises shall comply with the Persons with Disability Act No. 9, (2010), and the National Policy on Disability of 2004 which stipulates the minimum requirements for user friendly facilities for physically challenged:

- The toilets for physically challenged people shall have following minimum requirements:
 - At least one separate unisex with a maximum travel distance of 40 metres
 - Adapted toilets shall be installed with an effective emergency alert to users
 - Support rails to facilitate lifting and stability
- The flooring shall be of slip resistant material.
- For access, the facility shall provide for wheeled movement by providing ramps and lifts

5.3 **Premises for Zonal, Specialised and National Referral Hospitals –schedule of accommodation**

5.3.1 Schedule of Accommodation and Functional Relationship

5.3.2 Hospitals should have enough rooms according to the specifications given in these standards.

5.3.3 Tables in annex 1 describe the number and size of rooms required for Zonal, Specialised and National Referral Hospitals.

5.4 Infection Prevention and Control (IPC)

5.4.1 The Hospital shall conform to the requirement of IPC Guideline for Healthcare Facilities. Premises should be designed to prevent spread of Infection (communicable diseases) through various routes.

5.4.2 Healthcare facilities should provide for respiratory hygiene/cough etiquette in waiting and service provision areas for patients and visitors: Design of traffic flow and activity pattern should regulate the flow of visitors, patients and staff in order to prevent disease transmission in healthcare facilities.

5.4.3 Special units (Theatres, Labour Ward, ICU, CSSD, Laboratory) should be divided into unrestricted, Transition, Semi restricted and Restricted zones defined by the activities performed.

5.4.4 Isolation rooms should be provided to separate immune-compromised or infectious patients from other patients. Personal Protective Equipment (PPE) Bays should be provided immediately outside all Isolation Rooms

5.4.5 Hand hygiene facilities (hand washing, hand rub and surgical hand scrubbing) should be provided to prevent hand-borne infections

5.4.6 To achieve infection control, the design should facilitate: prevention of patients/clients from nosocomial infections (hospital-acquired or healthcare related infections), Protection of healthcare providers (HPs) from occupational infections, Protection of communities from infectious diseases and prevention of environmental pollution.

5.4.7 On the issue of highly contagious diseases the hospital should have adequate knowledge of such a disease, way of handling the affected and have the authority of implementing/facilitating implementation of all the necessary treatment/ containment processes. The Zonal, Specialised and National level hospitals are expected to provide technical support to lower level facilities.

5.5 Safety and Security for Zonal, Specialised and National Referral Hospitals

5.5.1 Security System

5.5.1.1 The hospital should provide Security services including: Access control and tracking systems, Door intercommunication systems, Duress systems, Intrusion detection systems, Parking control systems, Safes and strong rooms, Security staff location, Security information systems, Security lighting, Security hardware, barriers, screens and fencing, Video surveillance systems, ability to observe Waiting Areas, design of reception counters, choice of glazing, location of security office, location and installation of duress alarms in high risk areas and where staff may work alone in isolation, location and installation of CCTV systems, design of waiting rooms, provision of escape routes, location of service panels and resistance of building materials to assault. Escape gates/exits should be provided for emergency evacuation. Reference assembly point should be identified labelled and be known by all staff.

5.5.2 Fire Safety

5.5.2.1 Health facility's premises, services and equipment shall be designed and constructed in accordance with the requirements outlined in the Fire Code of Tanzania. The guidelines address and cover the following design elements in health facilities:

5.5.2.2 Compartmentalization; Egress (in/outlet); Fire and smoke barriers/doors; Fire resistant construction; Fire detection and alarm systems; Fire suppression systems (automatic and manual); Electrical protection; Emergency lighting; Brigade access; Building clearances, and other fire safety related design should be considered. Where possible the hospital should be insured against fire.

5.5.3 **Occupational Health and Safety**

5.5.3.1 Premises should fully be in compliance with the Occupational Health and Safety Act of 2003, the designers shall take liability to the design and installation of specific equipment recommended in the guidelines for use at workplaces of the Zonal, Specialised and National Referral Hospitals. Special attention has to be given to ensure safety against ionizing energy and highly contagious diseases likely to be encountered in these hospitals. The Occupational Health and Safety Act of 2003 should be consulted

5.5.4 **Electrical System**

5.5.4.1 Hospitals shall have reliable power source.

5.5.4.2 In addition, hospitals shall have alternative source of power in case of outage such as standby generator or solar systems.

CHAPTER 6.0: SERVICE STANDARDS

6.1 Service standards for Zonal, Specialised and National Referral Hospitals

6.1.1 Patient flow

- 6.1.1.1 The hospital shall have a written protocol for patient flow which at least describes the following:
- The presence, roles and responsibility of a receptionist at the gate
 - Triaging of patients
 - Direction signs to all services areas
 - The procedures of payment for services
- 6.1.1.2 The hospital shall follow its written patient flow procedures
- 6.1.1.3 Service areas shall be labeled in bold at a recognizable location
- 6.1.1.4 The office layout shall be arranged in a way that facilitate easy access to various services areas
- 6.1.1.5 The hospital shall have runners to facilitate patient flow

6.1.2 General medical services

- 6.1.2.1 The hospital should provide the following functions:
- Outpatient and inpatient Services,
 - Casualty/emergency preparedness and response services
 - Diagnostic services,
 - Health Education and Promotion and
 - Community Outreach Services within its catchment area,
 - Specialized clinics.
- 6.1.2.2 The provider at OPD shall perform the following:
- a) Medical and social history;
 - b) Physical examination including at least:
 - Vital signs (blood pressure, pulse rate, respiratory rate, temperature) and body weight,
 - Clinical examination pertinent to the illness.
 - c) Diagnosis and differential diagnosis;
 - d) Request diagnostic investigations.
- 6.1.2.3 The range of relevant treatment options and the clinical impression shall be fully described to client and/or their families and documented accordingly.
- 6.1.2.4 The hospital shall have equipment that can facilitate diagnosis and management of outpatient conditions. See the list of equipment in annex 2

6.1.3 General surgical services

- 6.1.3.1 The hospital shall provide surgical services where applicable.
- 6.1.3.2 The hospital shall have protocols for surgical procedures
- 6.1.3.3 The hospital shall have surgical equipment that can support provision of safe and effective surgical interventions as listed in Annex 2

6.1.4 RMNCH services (Gynaecology, Obstetrics, Neonatal, Paediatrics)

- 6.1.4.1 The hospital shall provide obstetric services 24 hours a day.

- 6.1.4.2 The hospital shall provide RMNCH services during regular working hours which include:
- ANC and PMTCT services;
 - Immunization service;
 - Growth monitoring services;
 - Sick baby clinic/ under five clinic services;
 - Comprehensive Family planning services;
 - Health education.
 - Comprehensive emergency obstetrics care
- 6.1.4.3 RMNCH room shall have the equipment as listed in Annex 2

6.1.5 Super-Specialty services

- 6.1.5.1 In addition to general health services provision, the zonal, national hospitals shall provide the following specialized services such as Gastroenterology, Chest, Cardiac, Nephrology, Neurology, Orthopaedic and traumatology, Paediatric surgery, Oncology.
- 6.1.5.2 The super specialized hospital shall be able to provide at least one super specialty medical service.
- 6.1.5.3 Specifications for zonal, national and super specialized hospitals are outlined in the annex 1.

6.1.6 Emergency services

- 6.1.6.1 The zonal, national, specialized and super specialty hospitals shall have emergency department equipped with necessary resources such as human and medical equipment and supplies to provide urgent medical care as listed in annex 2.

6.1.7 Oral Health services

- 6.1.7.1 The zonal, national, specialized and super specialty hospitals shall provide complete oral services such as dental checkups, teeth cleaning, composite white filling, microscopic root canal treatment, oral and maxillofacial surgery, dental implant, prosthodontics, periodontal surgery, orthodontics, paedodontics, temporal mandibular joint surgery with high quality by dental surgeon specialist. Specifications and human resources requirement is shown in annex 3.

6.1.8 Mental Health services

- 6.1.8.1 The zonal, national, specialized and super specialty hospitals shall have facilities and specialized personnel to offer mental services that are secure and address safety of the clients. Specifications and human resources requirement is shown in annex 3.

6.1.9 Laboratory services (Pathology, General Laboratory, Mortuary, Blood Bank)

- 6.1.9.1 The laboratory shall have written policies and procedures which include at least the following:

- Procedure manuals (Standard Operating Procedures) or guidelines for all tests and equipment
 - Report times for results (Established turnaround time)
 - Quality assurance and control processes
 - Inspection, maintenance, calibration, and testing of all equipment
 - Management of reagents, including availability, storage, and testing for accuracy
 - Procedures for collecting, identifying, processing, and disposing of specimens
 - Normal ranges for all tests
 - Laboratory safety program, including infection control
 - There shall be documentation of quality control data (internal and external quality control), calibration report, refrigerator readings and so on.
- 6.1.9.2 The hospital shall have standardized data collection instruments including at least the following:
- Laboratory request forms
 - Laboratory report forms
 - Laboratory specimen and results registers
 - Quarterly/monthly reporting forms including
 - Summary of tests conducted
 - Summary of tests referred
 - Summary of quality assurance report
 - Equipment and supplies inventory registers
 - Quality assurance record forms
 - Referral forms
- 6.1.9.3 The laboratory shall follow Standard Operating Procedures (SOPs) and conduct routine quality assessments to ensure reliable and cost-effective testing of patient specimens.
- 6.1.9.4 The right patient with the right request form shall be identified during collection and delivery of result.
- 6.1.9.5 Safe disposal of samples and other health laboratory waste shall be in line with standards prescribed under national infection prevention and control guidelines.
- 6.1.9.6 The laboratory shall have an autoclave for sterilization of instruments
- 6.1.9.7 No eating, drinking, smoking or other application of cosmetics in laboratory work areas or in any area where workplace materials are handled.
- 6.1.9.8 No storage of food and drink in the laboratory (may be stored in the rest area)
- 6.1.9.9 Approved protective equipment must be worn within the laboratory work area and removed before leaving the laboratory work area.
- 6.1.9.10 The laboratory shall have biosafety cabinet for working safely with contaminated materials.
- 6.1.9.11 The laboratory shall have adequate space and a safe environment (kept organized and clean) to perform testing. It must provide adequate lighting, ventilation, water, waste and refuse disposal. Precautions must be taken to prevent cross contamination.
- 6.1.9.12 Facilities shall provide a suitable environment to prevent damage, deterioration, loss or unauthorized access.
- 6.1.9.13 The laboratory shall be located and designed to:

- Provide suitable, direct access for patients
 - Allow reception of deliveries of chemicals
 - Allow safe disposal of laboratory materials and specimens.
- 6.1.9.14 The laboratory facilities shall meet at least the following:
- The laboratory shall have a reliable supply of running water. At least two sinks shall be provided in each room, one for general laboratory use and the other reserved for hand washing and at least 10000L reserve tank in case of interruption.
 - Continuous power supply
 - Working surface covered with appropriate materials
 - Suitable stools for the benches. Bench tops shall be impervious to water and resistant to moderate heat and the organic solvents, acids, alkalis, and chemicals used to decontaminate the work surface and equipment.
 - Internal surfaces, i.e. of floors, walls, and ceilings shall be :
 - Smooth, impervious, free from cracks, cavities, recesses, projecting ledges and other features that could harbor dust or spillage
 - Easy to clean and decontaminate effectively
 - Constructed of materials that are non-combustible or have high fire-resistance and low flame-spread characteristics
 - Lockable doors and cupboards
 - Closed drainage from laboratory sinks (to a septic tank or deep pit)
 - Separate toilets/latrines for staff and patients
 - Emergency of safety services such as deluge showers and eye-wash stations, fire alarm systems and emergency power supplies shall be included in the laboratory services design specifications
- 6.1.9.15 See the list of equipment at the Laboratory Room in Annex 2

6.1.10 Pharmaceutical services

- 6.1.10.1 Guidelines and Standard operating procedure for dispensing and medication use counseling shall be available to ensure patients' safety and correct use of medications. The rational use of medicines should be adhered.
- 6.1.10.2 Good reporting practices should be adhered i.e. ordering in time and producing data of good quality.
- 6.1.10.3 The hospital should stock medicines and supplies according to the current National Essential Medicines List
- 6.1.10.4 The hospital shall be responsible for providing adequate and appropriate storage facility for medicines and medical supplies thus ensuring the quality of medicines and avoiding expiration in health facilities.
- 6.1.10.5 Hospital Management Team shall allocate adequate financial resources for medicines. The hospital therapeutics committee shall ensure that medicines are used correctly and safely.
- 6.1.10.6 The HMT shall be responsible for monitoring timely ordering of medicines and essential supplies from appropriate certified/proved suppliers.
- 6.1.10.7 The HMT shall be responsible for ensure good storage principles are adhered within the hospital

- 6.1.10.8 The Hospital Therapeutics Committee shall establish a list of medicines for treating conditions common to that hospital setting and with the support of HMT ensure that they are used correctly and safely.
- 6.1.10.9 There shall be good pharmaceutical management (good dispensing practice, FIFO, FEFO, disposal of unfit and expired drugs etc.) as per current standards.
- 6.1.10.10 There shall be record keeping of the medicines and other pharmaceutical supplies as per current standards

6.1.11 Infection Prevention and Control

- 6.1.11.1 All procedures performed shall comply with the national infection prevention and control guidelines.
- 6.1.11.2 The hospital shall maintain guidelines and standard operating procedures for the following
 - a) Hand hygiene
 - b) Transmission-based precautions
 - c) Post-Exposure Prophylaxis programming (PEP) for both occupational and non-occupational exposures
 - d) Personal protective equipment
 - e) Waste management
- 6.1.11.3 The hospital shall have procedures in place to minimize crowding and manage the flow of patients, visitors and care givers.
- 6.1.11.4 The hospital shall train all staff on Post Exposure Prophylaxis Management.
- 6.1.11.5 The hospital shall provide regular education on infection prevention and control practice to staff, patients, and as appropriate, to family, visitors and caregivers.
- 6.1.11.6 The hospital shall have the following adequate supplies and equipment needed for Waste management as shown in annex 2

6.1.12 Support services (Housekeeping, Laundry, Technical Services)

- 6.1.12.1 All areas of hospital including the building and grounds shall be kept clean, orderly and kept free from pests, rodents and animal nuisance.
- 6.1.12.2 The hospital shall maintain adequate supply of clean linen at all times and ensure proper washing and storage.
- 6.1.12.3 The hospital shall conduct preventative maintenance for all facilities and operating systems.
- 6.1.12.4 There shall be written SOPs for procedures to guide services provision
- 6.1.12.5 Housekeeping equipment or supplies used for cleaning in isolation or contaminated areas shall not be used before it has been properly cleaned and decontaminated.
- 6.1.12.6 There shall be frequent cleaning of floors, walls, woodwork and window as per national IPC guidelines and standards.
- 6.1.12.7 Accumulated waste material and rubbish shall be removed at frequent intervals as per national IPC guidelines and standards.
- 6.1.12.8 Flammable cleaning agents must be stored in area specifically designed for such storage.
- 6.1.12.9 The laundry shall have separate areas for:

- Collection of soiled linens.
 - Washing,
 - Drying
 - Ironing
 - Clean linen storage and mending area.
- 6.1.12.10 The designated officer shall plan, organize, co-ordinate, control and monitor all housekeeping, maintenance and laundry activities.
- 6.1.12.11 The following staff shall be available
- Electrician,
 - Plumber,
 - Mason,
 - Painter.
 - Biomedical technician
 - Laundry staff
 - Housekeepers

6.1.13 Health Promotion services

- 6.1.13.1 The hospital shall plan, schedule, coordinate, lead, monitor health promotion activities
- 6.1.13.2 The hospital shall have written policy guidelines and procedures for health promotion. This shall include:
- a) Implementing as a part of the overall quality improvement system, aiming at improving health outcomes for patients, relatives, staff and community.
 - b) Identifying responsibilities for the process of implementation, evaluation and regular review of the policy.
 - c) Allocating resources to the processes of implementation, evaluation and regular review of the policy.
 - d) Enlightening of the health promotion policy.
 - e) Ensuring the availability of procedures for collection and evaluation of data in order to monitor the quality of health promotion activities.
 - f) Ensuring that staff has relevant competences to perform health promotion activities and supports the acquisition of further competences as required.
 - g) Ensuring the availability of the necessary infrastructure, including resources, space, equipment, etc. in order to implement health promotion activities.
 - h) Providing reliable information, education and communication (IEC) and behavioral change communication (BCC) service to the general population on major health burden issues according to the country health profile,
- 6.1.13.3 The hospital shall ensure that health professionals, in partnership with patients, systematically assess needs for health promotion activities.
- 6.1.13.4 The hospital shall provide patients with information on significant factors concerning their disease or health condition and health promotion interventions are established in all patient pathways.
- 6.1.13.5 The hospital management shall establish conditions for the development of the hospital as a healthy workplace.
- 6.1.13.6 The hospital shall have a planned approach to collaborate with other health service levels and other institutions and sectors on an ongoing basis.

- 6.1.13.7 The health promotion committee shall highlight specific issues such as:
- Health Promoting hospital as partners in the health care chain / network and in healthy alliances; and
 - Investing in health for the future by promoting the health of children and youth.
- 6.1.13.8 There shall be personnel to coordinate health promotion activities in the hospital.
- 6.1.13.9 The respective medical services for health promotion to be performed by the staff shall be specified in their job descriptions
- 6.1.13.10 The hospital shall have the following:
- Printed material (Posters, Brochures, Leaflets, Newspaper, Health bulletin)
 - Audio visual materials (Optional)
 - Mini media (Optional)
 - Radio
 - Tape-recorder
 - Public health journals
 - Information desk (Optional)

6.1.14 Medical Records

- 6.1.14.1 Medical record shall be maintained in written form for every patient seen at all points of care.
- 6.1.14.2 The hospital shall maintain individual medical records in a manner to ensure accuracy, privacy, confidentiality and easy retrieval.
- 6.1.14.3 The medical information of a patient during ambulance service including medication administered shall be documented and attached into the medical record.
- 6.1.14.4 The hospital shall establish a master patient index with a unique number for each patient.
- 6.1.14.5 Each document that contains a medical record shall have appropriate identification.
- 6.1.14.6 The hospital shall have a written policy and procedure that are reviewed at least once every three years which include at least:
- Procedures for record completion
 - Conditions and procedures for releasing medical information
 - Procedures for the protection of medical record information against the loss, tampering, alteration, destruction, or unauthorized access and use.
- 6.1.14.7 When a medical record is taken out and returned to the record room it shall be documented to create a good tracking mechanism
- 6.1.14.8 All entries in the patient's medical record shall be written legibly in permanent ink, dated, and signed by the custodian/recording person.
- 6.1.14.9 The medical record forms shall be prepared in line with the national guideline and approved by the hospital management.
- 6.1.14.10 Each medical record shall at least contain the following information:
- a) Identification (name, age, sex, address)
 - b) History, physical examination, investigation results and diagnosis

- c) Medication, procedure and consultation notes
 - d) Name and signature of treating physician
 - e) Consent form where applicable which shall be signed by the patient. In case where someone other than the patient signs the forms, the reason for the patient's not signing it shall be indicated on the face of the form, along with the relationship of the signer to the patient.
- 6.1.14.11 There shall be a mechanism to make medical records with appointment ready for use and return seen cards back to the central medical record room within 24hrs.
- 6.1.14.12 The patient's death shall be documented in the patient's medical record.
- 6.1.14.13 Original medical records shall not leave hospital premises unless they are under court order or in order to safeguard the record in case of a physical plant emergency or natural disaster.
- 6.1.14.14 If a patient or the patient's legally authorized representative requests, in writing, a copy of the medical record shall be given.
- 6.1.14.15 If the patient is provided with medical certificates, copies of certificates and other records shall be documented and/or recorded on the original medical record
- 6.1.14.16 If the hospital ceases to operate, the appropriate organ shall be notified in writing about how and where medical record will be stored at least 90 days prior to cessation of operation. The patient choice on where to transfer his/her medical record shall be respected. Patient will get information from the appropriate organ regarding the location of their medical records.
- 6.1.14.17 The hospital shall establish a procedure for removal of inactive medical records from the central medical record room.
- 6.1.14.18 Medical records shall be destroyed as per the law by using techniques that are effective enough to assure confidentiality of medical records. However, records, which are active for more than ten years shall not be destroyed.
- 6.1.14.19 There shall be a separate medical record room
- 6.1.14.20 The medical record room shall have adequate space to accommodate the following:
- a) Central filing space
 - b) Work space
 - c) Archive space
 - d) Supply/Storage room
- 6.1.14.21 The medical record room shall have adequate light and ventilation
- 6.1.14.22 The medical record room shall be built far from fire sources
- 6.1.14.23 There shall be a room for archiving dead files until they are permanently destroyed
- 6.1.14.24 There shall be full-time custodian/medical record personnel (Health Information Technician) with basic computer skill and ability to organize medical records responsible for medical records management. Additional staffs like card sorter and runner may be available to perform patient registration, retrieving, filing and recording chart location may be.
- 6.1.14.25 The Medical record room shall have:
- Shelves

- Master patient index boxes
- Master Patient Index (MPI) Cards
- Computer
- Cart
- Ladder
- Patient folder
- Log book
- Fire extinguisher

CHAPTER 7.0: CLIENT RIGHTS AND RESPONSIBILITIES

7.1 External Clients Rights

Every patient shall at least have the following rights,

- 7.1.1 To receive reasonable, respectful and safe access to health services by competent personnel that the hospital is required to provide according to these standards;
- 7.1.2 To receive treatment and medical services without discrimination based on race, age, colour, religion, ethnicity, national or social origin, sex, disabilities, diagnosis, source of payment or other status;
- 7.1.3 To retain and exercise to the fullest extent possible all the constitutional and legal rights to which the patient is entitled by law;
- 7.1.4 To be informed of the names and functions of all clinical practitioners who are providing direct care to the patient. These people shall identify themselves by introduction or by wearing a name tag;
- 7.1.5 To receive, to the extent possible, the services of a translator or interpreter, if any, to facilitate communication between the patient and the hospital personnel if the patient cannot understand the working language;
- 7.1.6 To receive from the patient's clinical practitioner(s) an explanation of his or her complete medical condition, recommended treatment, risk(s) of the treatment, expected results and reasonable medical alternatives in terms that the patient understands. If this information shall be detrimental to the patient's health, or if the patient is not capable of understanding the information, the explanation shall be provided to his or her next of kin or guardian and be documented in the patient's personal medical record;
- 7.1.7 To refuse medication and treatment and to be informed of the medical consequences of refusing treatment provided that he/she is mentally clear except conditions which are threatening the public health. The hospital shall develop a procedure on the management of the cases of patients who refuse treatment.
- 7.1.8 To be informed if the hospital has authorized other health care and educational institutions to participate in the patient's treatment. The patient also shall have a right to know the identity and function of these institutions, and may refuse to allow their participation in the patient's treatment;
- 7.1.9 To be informed by the attending clinical practitioner about any continuing health care requirements after the patient's discharge from the hospital.
- 7.1.10 To be transferred to another health facility only for one of the following reasons, with the reason recorded in the patient's medical record:
 - a) The transferring hospital is unable to provide the type or level of medical care appropriate for the patient's needs.
 - b) The transfer is requested by the patient, or by the patient's next of kin or guardian when the patient is mentally incapacitated or incompetent;
- 7.1.11 To be treated with courtesy, consideration, and respect for the patient's dignity and individuality i.e. the right to care that respects the patient's personal values and beliefs;
- 7.1.12 To be free from physical and mental abuse, neglect, sexual harassment, violence and exploitation;

- 7.1.13 To have personal and physical privacy during medical treatment and personal hygiene functions, such as bathing and using the toilet, unless the patient needs assistance for his or her own safety. The patient's privacy shall also be respected during other health care procedures and when clinical personnel are discussing with the patient;
- 7.1.14 To get confidential treatment. Information in the patient's records shall not be released to anyone outside the health center except the followings;
 - a. If the patient has approved the request,
 - b. If another health care facility to which the patient was transferred requires the information,
 - c. If the release of the information is required and permitted by law.
 - d. If the patient's identity is masked
- 7.1.15 To know the price of services and procedures,
- 7.1.16 To have prompt access to the information contained in the patient's medical record as per the medical record section stated under these standards, unless the clinical practitioner prohibits such access as detrimental to the patient's health, and explains the reason in the medical record. In that instance, the patient's next of kin or guardian shall have a right to see the record. This right continues after the patient is discharged from the hospital for as long as a copy of the record is kept;
- 7.1.17 To obtain a copy of the patient's medical record, as per the standards set under the medical record section of these standards
- 7.1.18 To receive a medical certificate;
- 7.1.19 To present his or her suggestion or grievances, without fear of retribution, to the hospital staff member designated by the center to respond to questions or grievances about patient rights and to receive an answer to those grievances within a reasonable period of time without discrimination.
- 7.1.20 To be informed and participate in decisions relating to their care and participates in the development and implementation of a plan of care and any changes.

7.2 External Clients Responsibilities

- 7.2.1 Every patient shall have the following responsibilities:
 - a) To provide, to the best of the patient's knowledge, accurate and complete information regarding past medical history and issues related to the patient's health, including unexpected changes, to the health professional responsible for the patient's care;
 - b) To follow the course of treatment and instructions proposed by the attending clinical practitioner or to accept the consequences if treatment instructions is refused;
 - c) To report any changes in his/her condition or anything that appears unsafe to the responsible health professional;
 - d) To be considerate of the rights of other patients and to respect their privacy;
 - e) To respect their caregivers;
 - f) To fulfill the financial obligations as promptly as possible;
 - g) To keep all appointments and notify hospital or the appropriate person when unable to do so;

- h) To observe the hospital policies and procedures, including those on smoking, alcohol or drug addiction, cellular phones, noise and visitors;
 - i) Be considerate of the hospital facilities and equipment and to use them in such a manner so as not to abuse them;
 - j) Not to litter the hospital premises.
 - k) To sign on “Against Medical Advice Notice” if he / she refuses the recommended treatment or intervention.
- 7.2.2 The list of a patient’s rights and responsibilities shall be posted at various places of the health enter premises.

7.3 Internal Clients Rights

Internal clients have the following rights

- 7.3.1 Receive a measure of caring from colleagues, the public, employers and external clients
- 7.3.2 Recognition of his/her competencies and potentials as well as respect for his/her human actions.
- 7.3.3 Advancement to professional development.
- 7.3.4 Practice in an environment that allows her/him to act in accordance with professional standards and authorized scopes of practice.
- 7.3.5 Negotiate the condition of employment, either as individuals or collectively in all practice settings.
- 7.3.6 Work environment that is safe to himself or herself and to his patients/clients.
- 7.3.7 Fair compensation for his/her work consistent with their knowledge, experience and professional responsibility.
- 7.3.8 Advocate for patients/clients
- 7.3.9 Get rest, leisure time and family life

7.4 Internal Clients Responsibilities

Every internal client has the following responsibilities,

- 7.4.1 To provide reasonable, respectful and safe access to health services;
- 7.4.2 To provide treatment and medical services without discrimination based on race, age, colour, religion, ethnicity, national or social origin, sex, disabilities, diagnosis, source of payment or other status;
- 7.4.3 To retain and exercise to the fullest extent possible all the constitutional and legal rights to which the patient is entitled by law;
- 7.4.4 To inform the clients the names and functions of all clinical practitioners who are providing direct care to the patient.
- 7.4.5 To provide explanations of client’s complete medical condition, recommended treatment, risk(s) of the treatment, expected results and reasonable medical alternatives in terms that the patient understands. If this information shall be detrimental to the patient's health, or if the patient is not capable of understanding the information, the explanation shall be provided to his or her next of kin or guardian and be documented in the patient's personal medical record;
- 7.4.6 To respect client’s right to refuse treatment.

- 7.4.7 To inform external clients about any continuing health care requirements after discharge from the hospital.
- 7.4.8 To refer external clients to another health facility
- 7.4.9 To treat the external clients with courtesy, consideration, respect, dignity and individuality.
- 7.4.10 To handle the external client free from physical and mental abuse, neglect, sexual harassment, violence and exploitation;
- 7.4.11 To ensure privacy and confidentiality during medical treatment and personal care
- 7.4.12 To inform external clients the price of services and procedures,
- 7.4.13 To provide prompt access to the information;
- 7.4.14 To accept and respond external clients' suggestion or grievances, within a reasonable period of time without discrimination.
- 7.4.15 To provide informed decisions relating to their care, implementation of a plan of care and any changes.

CHAPTER 8.0 REHABILITATION MEDICINE SERVICES FOR LEVEL III AND IV HOSPITALS

8.1 Prosthetics and Orthotics Services at level IV Hospitals

8.1.1 Human Resources

Minimum staffing level for a Prosthetic and Orthotics facility should be as specified below:

CADRE	REQUIREMENT
Prosthetists and Orthotists (Cat I) (BSc)	6
Prosthetist and Orthotists (Cat II) (Dip)	10
Prosthetist and Orthotists (Cert)	6 (4-Pro, 2-Orth)
Medical Attendant	4
Footwear technician	6
Physiotherapist	2
Wheelchair Technician	6
Cashier	2
Receptionist	2
Store keeper	3
Security guard	4

8.1.2 Equipment

Minimum number of required equipment is as specified below:

SN	ITEM	REQUIRED NUMBER
1.	Examination beds	8
2.	Chairs	8
3.	Tables	2
4.	Tool Cabinets and Working bench	16
5.	Router machine	6
6.	Lamination machine	4
7.	Welding machine with accessories	2
8.	Jig saw	6
9.	Vertical band saw	2 -Wooden, 1- Metal
10.	Wheelchairs	10
11.	Oven	5
12.	Suction system	1
13.	Vertical drilling machine (fixed)	6
14.	Hand drilling machine	4
15.	Vertical belt sander	4
16.	Vice	20
17.	Walking frames	4
18.	Parallel bar	6
19.	Alignment jig	4
20.	Grinder machine	2
21.	Heat gun	10
22.	Oscillating Machine (POP Cut)	10
23.	Trimming machine	2
24.	Leather Sewing Machine	4

25.	Sintering machine	2
26.	Water system suction machine	4

8.1.3 Rooms for Services Provision

A facility for Prosthetic and Orthotics should have at least rooms as follows:

- i. Patient waiting area
- ii. Reception and records room
- iii. Office (Manager)
- iv. Changing room
- v. Plaster taking room
- vi. Plaster modification room
- vii. Fitting room
- viii. Gait training room
- ix. Machine room
- x. Lamination and plastic room
- xi. Storage room
- xii. Main working area
- xiii. MYO electric room
- xiv. Seminar room
- xv. Toilets (Male, female, staff and disabled)

8.1.4 Specific Requirements for the Rooms

Rooms in a Prosthetic and Orthotics facility must fulfil the following:

SN	ROOM	REQUIREMENT	REQUIRED NUMBER
1.	Patient waiting area	Notice board	2
		Waiting seats/ benches	30
		Clock	1
		Wheelchairs	10
2.	Reception and records room	Table and chair	1
		Shelves/file cabinet	1
3.	Office (Manager)	Table and chairs	1
		Shelves	1
4.	Changing room (Male/Female)	Lockers	10
5.	Plaster taking room	Examination beds	4
		Screens	4
		Trolley	4
		Hands washing basin with running water	1
6.	Plaster modification room	Table (That can accommodate 4 bench Vices)	2
		Hands washing basin with running water	1
		Soap dispenser	1
		Alcohol handrub	1
		Waste bin with liners	1

7.	Fitting room	Examination bed	4
		Trolley	2
		Compensation blocks (0.5-14cm)	10
		Stools (adjustable)	4
		Hands washing basin with running water	1
		Soap dispenser	1
		Alcohol handrub	1
		Waste bin with liners	1
8.	Gait training room	Parallel bars	4
9.	Machine room	Router machine	6
		Vertical band saw	3
		Vertical belt sander	4
		Vertical drilling machine	4
		Grinder machine	2
		Trimming machine	2
10.	Lamination and plastic room	Oven	2
		Lamination machines	2
		Bench Vice	4
		Tables and chairs	1
		Water system suction machine	2
		Sintering machine	2
11.	Storage room	Shelves	2
12.	Main working area	Tool Cabinets and Working benches	1
		Vertical drilling machine	2
		Hands washing basin with running water	1
		Soap dispenser	1
		Alcohol handrub	1
		Waste bin with liners	1
		Linen cupboard	1
13.	MYO electric room	Table	1
		Chair	2
		MYO electric tool kit	1
		Computer	1
14.	Seminar room	Tables, chairs and projector	1
15.	Toilets	Male, Female, staff and disabled	3

8.1.5 Location

Location	Safe area at least 200M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Should be away from crowded areas i.e. shopping malls, markets, business centres
	Wheelchair/stretchers accessible

8.2 Prosthetics and Orthotics Services at level III Hospitals

8.2.1 Human Resources

Minimum staffing level for a Prosthetic and Orthotics facility should be as specified below:

Cadre	Requirement For Level IIIB	Requirement For Level IIIA
Prosthetists and Orthotists (Cat I) (BSc)	6	4
Prosthetist and Orthotists (Cat II) (Dip)	10	6
Prosthetist and Orthotists (Cert)	6 (4-Pro, 2-Orth)	4 (3-Pro, 1-Orth)
Medical Attendant	4	3
Footwear technician	6	3
Physiotherapist	2	2
Wheelchair Technician	6	4
Cashier	2	2
Receptionist	2	2
Store keeper	3	2
Security guard	4	2

8.2.2 Equipment

Minimum number of required equipment is as specified below:

SN	Item	Required Number
1.	Examination beds	8
2.	Chairs	8
3.	Tables	2
4.	Tool Cabinets and Working bench	16
5.	Router machine	6
6.	Lamination machine	4
7.	Welding machine with accessories	2
8.	Jig saw	6
9.	Vertical band saw	2 -Wooden, 1- Metal
10.	Wheelchairs	10
11.	Oven	5
12.	Suction system	1
13.	Vertical drilling machine (fixed)	6
14.	Hand drilling machine	4
15.	Vertical belt sander	4
16.	Vice	20
17.	Walking frames	4
18.	Parallel bar	6
19.	Alignment jig	4
20.	Grinder machine	2
21.	Heat gun	10

22.	Oscillating Machine (POP Cut)	10
23.	Trimming machine	2
24.	Leather Sewing Machine	4
25.	Sintering machine	2
26.	Water system suction machine	4

8.2.3 Rooms for Services Provision

A facility for Prosthetic and Orthotics should have at least rooms as follows:

- i. Patient waiting area
- ii. Reception and records room
- iii. Office (Manager)
- iv. Changing room
- v. Plaster taking room
- vi. Plaster modification room
- vii. Fitting room
- viii. Gait training room
- ix. Machine room
- x. Lamination and plastic room
- xi. Storage room
- xii. Main working area
- xiii. MYO electric room
- xiv. Seminar room
- xv. Toilets (Male, female, staff and disabled)

8.3 Physiotherapy Services at level IV Hospitals

8.3.1 Human Resources

Minimum staffing level for a physiotherapy facility should be as specified below:

SN	Cadre	Requirement
1	Physiotherapist (Holder of Diploma/Degree)	15
2	Medical Attendant	2
3	Receptionist	1

NOTE: In a long-term plan at national level all physiotherapists should be a holder of degree and above.

8.3.2 Equipment

Minimum number of required equipment is as specified below:

SN	Equipment/Machines	Required
1	Electrotherapy machines (e.g., IF, US, SWD, TENS, Shockwave therapy, Wax bath, Hydrocollator, Laser Therapy, LIPUS, Biofeedback, Cryotherapy, Infrared, Microwave Therapy, UV Radiation, CPM).	10
2	Examination beds	10

SN	Equipment/Machines	Required
3	Chairs and desk	10
4	Wheelchair	6
5	Walking aids (sticks, walking frame, crutches, rollator)	6
6	Measuring tape	10
7	Reflex hammer (Patellar hammer)	10
8	Blood pressure machine	3
9	Stethoscope	6
10	Thermometer	1
11	Goniometer	10
12	X-ray viewer	2
13	Plaster sheer for removing POP	2
14	Mat	3
15	Playing tools and toys (Box of various toys more than 10)	1
16	Corner chair, standing frame and stairs	5
17	Wall bars (Single section, 270*86cm)	3
18	Cushions (Round pillows, wedges, U-pillow, etc.)	5
19	Stationary bicycle	3
20	Tread mill	3
21	Tilting table	1
22	Set of pulleys fixed on the wall	1
23	Automatic traction kit	1
24	Parallel bars	2
25	Weighing scale	2
26	Posture Mirror	3
27	Equipment Trolley	6
28	Educational materials (e.g., Anatomical charts/ models/skeleton)	4
29	Treatment stools (adjustable)	6
30	Therapeutic exercise equipment (e.g., balance board, re-education board, resistive band, Bobath balls, etc.)	10

8.3.3 Rooms for Services Provision

A facility for physiotherapy should have at least three (3) rooms as follows:

- i. Reception and records room
- ii. Physiotherapy Treatment Area (Adequate to accommodate at least 5 Treatment Cubicles)
- iii. Therapeutic Gymnasium
- iv. Toilets (3 – Male, female and disabled)

8.3.4 Specific Requirements for the Rooms

Rooms in a physiotherapy facility must fulfil the following:

SN	Room	Requirement	Required Number
1.	Reception and Records.	Office table and chair	1
		Notice board	2
		Waiting seats	30
		Lockable cabinets	2
		Clock	1
2.	Physiotherapy Treatment Area	Table and chair	10
		Privacy screen/curtains	1
		Washing hands basin with running water	1
		Soap dispenser	1
		Alcohol handrub	1
		Waste bin with liners	1
		Linen cupboard	1
3.	Therapeutic Gymnasium	All therapeutic equipment	-
4.	Toilets	Toilets	3

8.3.5 Location

Location	Safe area at least 200M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Should be away from crowded areas i.e. shopping malls, markets, business centres
	Wheelchair/stretchers accessible

8.4 Physiotherapy Services in a Level III Hospital

8.4.1 Human Resources

Minimum staffing level for a physiotherapy facility should be as specified below:

SN	Cadre	Requirement For Level IIIB	Requirement For Level IIIA
1	Physiotherapist (Holder of Dip/Degree)	10	5
2	Medical Attendant	2	2
3	Receptionist	1	1

NOTE: In a long-term plan at Zonal level all physiotherapists should be a holder of degree and above.

8.4.2 Equipment

Minimum number of required equipment is as specified below:

SN	Equipment/Machines	Requirement
1	Electrotherapy machines (e.g. IF, US, SWD, TENS, Shockwave therapy, Wax bath, Hydrocollator, Laser Therapy, LIPUS, Biofeedback, Cryotherapy, Infrared, Microwave Therapy, UV Radiation, CPM)	8
2	Examination beds	8
3	Chairs and desk	8
4	Wheelchair	4
5	Walking aids (sticks, walking frame, crutches, rollator)	4
6	Measuring tape	8
7	Reflex hammer (Patellar hammer)	8
8	Blood pressure machine	2
9	Stethoscope	3
10	Thermometer	1
11	Goniometer	8
12	X-ray viewer	1
13	Plaster sheer for removing P.O.P	1
14	Mat	3
15	Playing tools and toys	1 (Box of various toys more than 10)
16	Corner chair, standing frame and stairs	5
17	Wall bars (Single section, 270*86cm)	3
18	Cushions (Round pillows, wedges, U-pillow, etc.)	5
19	Stationary bicycle	3
20	Tread mill	2
21	Tilting table	1
22	Set of pulleys fixed on the wall	1
23	Automatic traction kit	1
24	Parallel bars	2
25	Weighing scale	2
26	Posture Mirror	2
27	Equipment Trolley	4
28	Educational materials (e.g., Anatomical charts/ models/skeleton)	3
29	Treatment stools (adjustable)	5
30	Therapeutic exercise equipment (e.g., balance board, re-education board, resistive band, Bobath balls, etc.)	8

8.4.3 Rooms for Services Provision

A facility for physiotherapy should have at least three (3) rooms as follows:

- i. Reception and records room
- ii. Physiotherapy treatment area (Adequate to accommodate at least 5 Treatment Cubicles)

- iii. Therapeutic Gymnasium
- iv. Toilets (3 – Male, female and disabled)

8.4.4 Specific Requirements for the Rooms

Rooms in a physiotherapy facility must fulfil the following:

SN	Room	Requirement	Requirement For Level IIIB	Requirement For Level IIIA
1.	Reception and Records.	Office table and chair.	1	1
		Notice board	2	2
		Waiting seats	25	20
		Lockable cabinets	2	2
		Clock	1	1
2.	Physiotherapy Treatment Area	Table and chair	10	5
		Privacy screen/curtains	1	1
		Washing hands basin with running water	1	1
		Soap dispenser	1	1
		Alcohol handrub	1	1
		Waste bin with liners	1	1
		Linen cupboard	1	1
3.	Therapeutic Gymnasium	All therapeutic equipment	-	-
4.	Toilets	Toilets	3	3

8.4.5 Location

Location	Safe area at least 200M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Should be away from crowded areas i.e. shopping malls, markets, business centres
	Wheelchair/stretchers accessible

8.5 Occupational Therapy Facility in a Level IV Hospital

8.5.1 Human Resources

Minimum staffing level for an occupational therapy facility should be as specified below:

SN	Cadre	Requirement
1	Occupational therapist (Diploma Holder)	30
2	Occupational Therapist Officer (BSc/MSc, PhD holder)	20
3	Nurses	
4	Carpenter	2
5	Artisan	2
6	Medical attendants	2
7	Receptionist	2

8	Community health workers	2
9	Security guard	2

NOTE: In a long-term plan at national level all occupational therapists should be a holder of diploma and above.

8.5.2 Occupational Therapy Services Offered

S/N	Service
1.	Purposeful Activity – Evaluation of the effectiveness of purposeful activity as a motivating therapeutic medium, as opposed to non- purposeful activity. Purposeful activities include those that have an inherent goal and are relevant and meaningful to the person, beyond the function required to carry out the activity
2.	Leisure/recreation therapy – intervention designed to improve the performance, uptake or participation in hobbies, leisure or recreational activities
3.	Instrumental activities of daily living – intervention designed to optimise performance in activities in and around the home such as cleaning, laundry and meal preparation. Also known as extended or secondary activities of daily living.
4.	Basic activities of daily living -Interventions designed to improve or enable self-maintenance such as showering, dressing, toileting, and eating. Also known as personal or primary activities of daily living.
5.	Movement training – interventions designed to elicit or improve motor control. Includes motor relearning, constraint induced movement therapy, and facilitation techniques such as PNF, Brunnstrom, Bobath and functional electrical stimulation (FES)
6.	Home visits/home programmes – interventions designed to be carried at home
7.	Exercise/strength training – interventions designed to improve or maintain general health and fitness, such as strength training, therapeutic exercises, and aerobic and fitness training
8.	Ergonomics –interventions designed to improve the fit between the person and task at work or home. Also referred to as human factors, or human engineering.
9.	Developmental therapy -Interventions designed to facilitate development for children and adults. Includes neurodevelopmental therapy, sensory integration and vestibular stimulation.
10.	Creative therapies -Interventions using creative modalities such as music, dance therapy, art, and craft.
11.	Counselling -Interventions that use interpersonal relationships to provide support and enable people to resolve crises, increase their ability to solve problems and make decisions.
12.	Consumer education -Educational interventions for clients, their careers, family or parents intended, to enhance, for example, skills and knowledge, or to change behaviour and attitudes.
13.	Complementary therapies -Includes therapies such as aromatherapy, horticultural therapy, and pet therapy.
14.	Community living skills -Interventions designed to improve or enable the performance of community living skills such as shopping, banking, budgeting, and use of public transport or driving.

S/N	Service
15.	Carers -Interventions designed, for example, to improve the performance, function or quality of life of informal or formal carers. Includes support groups, education and training.
16.	School visits – intervention designed to be carried at school
17.	Work visits – interventions designed to be carried at workplace
18.	Rehabilitation services
19.	Health Promotion/risk assessment – interventions aimed at promoting health or preventing illness/disability
20.	Work simplification technique
21.	Energy conservation training – intervention designed to help the client in reducing energy expenditure during activities. (e.g. prioritize activities of the day, plan and organize activities, pace yourself, deep breathing exercise, sit to work whenever you can, assistive devices compensate and listen to your body)
22.	Soft tissue therapy - Interventions designed to prevent, reverse or reduce contractures, pain or stiffness. Includes interventions such as prolonged muscle stretching, massage, and myofascial techniques.
23.	Service delivery - Evaluation of methods and models of service delivery for example, individual vs. groups, hospital vs. community care, peer-led programs, and length of interventions.
24.	Equipment prescription
25.	Physical modalities/orthotics splinting – interventions using physical modalities such as splinting, casting, orthotics, pressure garments, compression bandaging, scar management, techniques, transcutaneous electrical stimulation (TENS), functional electrical stimulation (FES), EGM, Hydrotherapy and biofeedback
26.	Cognitive training -Interventions designed to improve or optimise cognitive skills, including memory, orientation, attention, reasoning and problem solving. Includes cognitive development, remediation of cognitive skills, and compensatory strategies such as diary use
27.	Case management - A service model referring to the assignment of a healthcare provider to coordinate and provide individualised service delivery.
28.	Behavioural interventions -Interventions designed to modify behaviour. Strategies for children and adults are included.
29.	Perception – intervention designed to develop or remediate a person’s perceptual skills (that is the ability to recognise and interpret sensory stimuli)
30.	Home modification/access – intervention designed to enhance performance, minimise or prevent risks and hazards, or improve mobility in the home, property, workplace, or health facility. Include, for example, ramps, rails and stair- climbers
31.	Wheelchair training
32.	Assistive technology / adaptive equipment -Item, piece of equipment, or product system used to maintain or improve a client’s functional ability (e.g., computer, environmental control unit, wheelchair, seating and basic self-care equipment).
33.	Hand therapy – includes all aspects of hand therapy intervention such as splinting, passive and active exercises and mobilisation
34.	Feeding and swallowing training

S/N	Service
35.	Vocational retraining/work - Interventions designed to improve work potential or performance. Includes vocational retraining, occupational rehabilitation, workplace/industrial issues, volunteering, and occupational health and safety training and education.
36.	Social skills (assertiveness training, anger management and conflict resolution
37.	Sensation (sensory retraining, desensitisation, sensory integrative therapy and the use of sensory modalities)
38.	Relaxation/stress management (intervention designed to reduce anxiety, muscular tension and stress. Includes all forms of relaxation and stress management techniques such as muscular relaxation, and the use mental strategies (e.g. imagery)
39.	Psychosocial techniques – such as cognitive- behavioural therapy (CBT), anger management, group discussion, social skill training and relaxation training.
40.	Play – therapeutic use of play or interventions designed to develop play skills.
41.	Positioning – refers to the positioning of a person or a part of his or her body for therapeutic purposes

8.5.5 Equipment

Minimum number of required equipment is as specified below:

SN	Requirement	Minimum Required Number
1.	Physical modalities –e.g., transcutaneous electrical nerve stimulation (TENS), functional electrical stimulation (FES), EMG,	1 equipment for each
2.	Examination beds	1
3.	Chairs and desk	2 chairs and table
4.	Wheelchair	2
5.	Measuring tape	2
6.	Blood pressure machine	2
7.	Thermometer	2
8.	Goniometer (of different size)	1
9.	Plaster sheer for removing P.O.P	1
10.	Mat	2
11.	Playing tools and toys	Must have different toys
12.	Corner chair	1
13.	Standing frame	1
14.	Stairs	1
15.	Walking frame	1
16.	Wall bars	1
17.	Round pillows and Bobath balls	1
18.	Stationary bicycle	1
19.	Tread mill	1
20.	Tilting table	1
21.	Arm skate – assist arm range of motion in stroke patient	1

22.	Automatic traction kit	1
23.	Corner chair – demonstrating positioning to CP child	
24.	Parallel bar	1
25.	Weighing scale	1 set
26.	Thermoplastics materials for fabricating splints	2 pieces
27.	Bathing and hygiene items e.g. commode,	

8.5.6 Specific Requirements for the Rooms

Rooms in an occupational therapy facility must fulfil the following:

SPECIFIC MEDICAL EQUIPMENT		
1.	Reception And Records.	One office table and chair.
		One notice board
		Four waiting seats
		Shelves
		Clock
		Table and chair
		One bucket foot
		Washing hands basin
		Soap dispenser
		Waste bin with liners
		Linen cupboard
2.	Recreation	Computer
		Television Set
		Radio (with accessories e.g., DVD ROM, Deck etc.
		Table games
3.	Rooms	Tailoring room
		Kitchen room
		Laundry room
4.	Playing grounds	Adult Playing ground
		Children playing ground with hammock e.g., swings, sliding etc.
5.		Garden

8.5.7 Infrastructure

S/N	Scoring Attributes	Type Of Item	Required Number
1	OPD Services	Consultation rooms	1
2	Medical records	Room with adequate space	1
3	Reception area and waiting areas	Spacious well ventilated rooms adequate to accommodate reasonable number of patients, relatives	1
5	Offices for Occupational therapists.	Rooms	1

S/N	Scoring Attributes	Type Of Item	Required Number
6	Instruments preparation and storage room		1
7	Office for In-Charge Officer		1
8	Changing Room	Male and female	2
9	Stores		1
10	Environmental sanitation (waste disposal),	Space and facilities, either on site or through contractual arrangements, shall be provided for the sanitary storage and disposal of healthcare waste	
11	Water closet (toilets)	Sanitary facilities (W/C) for staffs and patients	3
12	Main source of power	National grid system	
13	Alternative energy source	Generator, Solar, etc. (specify)	
14	Reliable Source of water	-local authority -Drilled well	
15	Sterilization facilities	Sterilization room with equipment	1
16	Therapy room		2
17	Sensory integration room		1

8.5.9 Location

Location	Safe area at least 200M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Should be away from crowded areas i.e. shopping malls, markets, business centres
	Wheelchair/stretchers accessible

8.6 Occupational Therapy Facility in a Level III Hospital

8.6.1 Human Resources

Minimum staffing level for an occupational therapy facility should be as specified below:

SN	Cadre	Requirement For Level IIIB	Requirement For Level IIIA
1	Occupational therapist (Diploma Holder)	20	20
2	Occupational Therapist Officer (BSc/MSc/PhD holder)	15	15
3	Nurses		
4	Carpenter	1	1
5	Artisan	1	1
6	Medical attendants	2	2

SN	Cadre	Requirement For Level IIIB	Requirement For Level IIIA
7	Receptionist	1	1
8	Community health workers	2	2
9	Security guard	2	2

NOTE: In a long-term plan at Zonal level all occupational therapists should be a holder of diploma and above.

8.6.2 Occupational Therapy Services Offered

S/N	Service
1.	Purposeful Activity – Evaluation of the effectiveness of purposeful activity as a motivating therapeutic medium, as opposed to non-purposeful activity. Purposeful activities include those that have an inherent goal and are relevant and meaningful to the person, beyond the function required to carry out the activity
2.	Leisure/recreation therapy – intervention designed to improve the performance, uptake or participation in hobbies, leisure or recreational activities
3.	Instrumental activities of daily living – intervention designed to optimise performance in activities in and around the home such as cleaning, laundry and meal preparation. Also known as extended or secondary activities of daily living.
4.	Basic activities of daily living -Interventions designed to improve or enable self-maintenance such as showering, dressing, toileting, and eating. Also known as personal or primary activities of daily living.
5.	Movement training – interventions designed to elicit or improve motor control. Includes motor relearning, constraint induced movement therapy, and facilitation techniques such as PNF, Brunnstrom, Bobath and functional electrical stimulation (FES)
6.	Home visits/home programmes – interventions designed to be carried at home
7.	Exercise/strength training – interventions designed to improve or maintain general health and fitness, such as strength training, therapeutic exercises, and aerobic and fitness training
8.	Ergonomics –interventions designed to improve the fit between the person and task a at work or home. Also referred to as human factors, or human engineering.
9.	Developmental therapy -Interventions designed to facilitate development for children and adults. Includes neurodevelopmental therapy, sensory integration and vestibular stimulation.
10.	Creative therapies -Interventions using creative modalities such as music, dance therapy, art, and craft.
11.	Counselling -Interventions that use interpersonal relationships to provide support and enable people to resolve crises, increase their ability to solve problems and make decisions.
12.	Consumer education -Educational interventions for clients, their careers, family or parents intended, to enhance, for example, skills and knowledge, or to change behaviour and attitudes.
13.	Complementary therapies -Includes therapies such as aromatherapy, horticultural therapy, and pet therapy.

S/N	Service
14.	Community living skills -Interventions designed to improve or enable the performance of community living skills such as shopping, banking, budgeting, and use of public transport or driving.
15.	Carers -Interventions designed, for example, to improve the performance, function or quality of life of informal or formal carers. Includes support groups, education and training.
16.	School visits – intervention designed to be carried at school
17.	Work visits – interventions designed to be carried at workplace
18.	Rehabilitation services
19.	Health Promotion/risk assessment – interventions aimed at promoting health or preventing illness/disability
20.	Work simplification technique
21.	Energy conservation training – intervention designed to help the client in reducing energy expenditure during activities. (e.g. prioritize activities of the day, plan and organize activities, pace yourself, deep breathing exercise, sit to work whenever you can, assistive devices compensate and listen to your body)
22.	Soft tissue therapy - Interventions designed to prevent, reverse or reduce contractures, pain or stiffness. Includes interventions such as prolonged muscle stretching, massage, and myofascial techniques.
23.	Service delivery - Evaluation of methods and models of service delivery for example, individual vs. groups, hospital vs. community care, peer-led programs, and length of interventions.
24.	Equipment prescription
25.	Physical modalities/orthotics splinting – interventions using physical modalities such as splinting, casting, orthotics, pressure garments, compression bandaging, scar management, techniques, transcutaneous electrical stimulation (TENS), functional electrical stimulation (FES), EGM, Hydrotherapy and biofeedback
26.	Cognitive training -Interventions designed to improve or optimise cognitive skills, including memory, orientation, attention, reasoning and problem solving. Includes cognitive development, remediation of cognitive skills, and compensatory strategies such as diary use
27.	Case management - A service model referring to the assignment of a healthcare provider to coordinate and provide individualised service delivery.
28.	Behavioural interventions -Interventions designed to modify behaviour. Strategies for children and adults are included.
29.	Perception – intervention designed to develop or remediate a person’s perceptual skills (that is the ability to recognise and interpret sensory stimuli)
30.	Home modification/access – intervention designed to enhance performance, minimise or prevent risks and hazards, or improve mobility in the home, property, workplace, or health facility. Include, for example, ramps, rails and stair- climbers
31.	Wheelchair training
32.	Assistive technology / adaptive equipment -Item, piece of equipment, or product system used to maintain or improve a client’s functional ability (e.g., computer, environmental control unit, wheelchair, seating and basic self-care equipment).

S/N	Service
33.	Hand therapy – includes all aspects of hand therapy intervention such as splinting, passive and active exercises and mobilisation
34.	Feeding and swallowing training
35.	Vocational retraining/work - Interventions designed to improve work potential or performance. Includes vocational retraining, occupational rehabilitation, workplace/industrial issues, volunteering, and occupational health and safety training and education.
36.	Social skills (assertiveness training, anger management and conflict resolution
37.	Sensation (sensory retraining, desensitisation, sensory integrative therapy and the use of sensory modalities)
38.	Relaxation/stress management (intervention designed to reduce anxiety, muscular tension and stress. Includes all forms of relaxation and stress management techniques such as muscular relaxation, and the use mental strategies (e.g. imagery)
39.	Psychosocial techniques – such as cognitive- behavioural therapy (CBT), anger management, group discussion, social skill training and relaxation training.
40.	Play – therapeutic use of play or interventions designed to develop play skills.
41.	Positioning – refers to the positioning of a person or a part of his or her body for therapeutic purposes

8.6.3 Equipment

Minimum number of required equipment is as specified below:

SN	Requirement	Minimum Required Number
1.	Physical modalities –e.g., transcutaneous electrical nerve stimulation (TENS), functional electrical stimulation (FES), EMG,	1 equipment for each
2.	Examination beds	1
3.	Chairs and desk	2 chairs and table
4.	Wheelchair	2
5.	Measuring tape	2
6.	Blood pressure machine	2
7.	Thermometer	2
8.	Goniometer (of different size)	1
9.	Plaster sheer for removing P.O.P	1
10.	Mat	2
11.	Playing tools and toys	Must have different toys
12.	Corner chair	1
13.	Standing frame	1
14.	Stairs	1
15.	Walking frame	1
16.	Wall bars	1
17.	Round pillows and Bobath balls	1
18.	Stationary bicycle	1
19.	Tread mill	1

20.	Tilting table	1
21.	Arm skate – assist arm range of motion in stroke patient	1
22.	Automatic traction kit	1
23.	Corner chair – demonstrating positioning to CP child	1
24.	Parallel bar	1
25.	Weighing scale	1 set
26.	Thermoplastics materials for fabricating splints	2 pieces
27.	Bathing and hygiene items e.g. commode,	

8.6.4 Specific Requirements for the Rooms

Rooms in an occupational therapy facility must fulfil the following:

Specific Medical Equipment		
1.	Reception And Records	One office table and chair.
		One notice board
		Four waiting seats
		Shelves
		Clock
		Table and chair
		One bucket foot
		Washing hands basin
		Soap dispenser
		Waste bin with liners
		Linen cupboard
2.	Recreation	Computer
		Television Set
		Radio (with accessories e.g., DVD ROM, Deck etc.
		Table games
3.	Rooms	Tailoring room
		Kitchen room
		Laundry room
4.	Playing grounds	Adult Playing ground
		Children playing ground with hammock e.g., swings, sliding etc.
		Garden

8.6.5 Infrastructure

S/N	Scoring Attributes	Type of Item	Required Number
1	OPD Services	Consultation rooms	1
2	Medical records	Room with adequate space	1
3	Reception area and waiting areas	Spacious well ventilated rooms adequate to accommodate reasonable	1

S/N	Scoring Attributes	Type of Item	Required Number
		number of patients, relatives	
5	Offices for Occupational therapists.	Rooms	1
6	Instruments preparation and storage room		1
7	Office for In-Charge Officer		1
8	Changing Room	Male and female	2
9	Stores		1
10	Environmental sanitation (waste disposal),	Space and facilities, either on site or through contractual arrangements, shall be provided for the sanitary storage and disposal of healthcare waste	
11	Water closet (toilets)	Sanitary facilities (W/C) for staffs and patients	3
12	Main source of power	National grid system	
13	Alternative energy source	Generator, Solar, etc. (specify)	
14	Reliable Source of water	-local authority -Drilled well	
15	Sterilization facilities	Sterilization room with equipment	1
16	Therapy room		2
17	Sensory integration room		1

8.6.6 Location

Location	Safe area at least 200M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Should be away from crowded areas i.e. shopping malls, markets, business centres
	Wheelchair/stretchers accessible

8.7 Speech and Language Therapy Services

8.7.1 Introduction

Speech-language pathology services are those services necessary for the diagnosis and treatment of swallowing (dysphagia), speech-language, and cognitive-communication disorders that result in communication disabilities. Speech-language pathologists treat disorders of speech sound production (e.g., articulation, apraxia, dysarthria), resonance (e.g., hypernasality, hyponasality), voice (e.g., phonation quality, pitch, respiration), fluency (e.g., stuttering), language (e.g., comprehension, expression, pragmatics, semantics, syntax), cognition (e.g., attention, memory, problem solving,

executive functioning), and feeding and swallowing (e.g., oral, pharyngeal, and esophageal stages). (ASHA, 2007).¹

A communication disorder is impairment in the ability to receive, send, process, and comprehend concepts of verbal, nonverbal, and graphic symbol systems (ASHA, 1993)². A communication disorder may be evident in the processes of hearing, language, and/or speech. A communication disorder may range in severity from mild to profound. It may be organic or functional in nature. It may be congenital or acquired. Individuals may demonstrate one or any combination of communication disorders. A communication disorder may result in a primary disability or it may be secondary to other disabilities.

Assessment, Diagnosis, Treatment, Referral Speech-language pathology services can be grouped into two main categories: 1) diagnostic or evaluative services, and 2) therapeutic services. Speech-language treatment is appropriate for deficits resulting from injury, illness, congenital anomaly, or developmental conditions, and may be habilitative or rehabilitative in nature.

Individuals of all ages are eligible for speech-language pathology services when their ability to communicate and/or swallow effectively is reduced or impaired or when there is reason to believe (e.g., risk factors) that treatment would prevent the development of a speech, language, communication, or feeding and swallowing disorder; reduce the degree of impairment; lead to improved functional communication skills and/or functional feeding and swallowing abilities; or prevent the decline of communication and/or swallowing abilities.”

Speech and language therapy session requirement

Speech and language therapy are of two types, 1) one to one therapy 2) group therapy. One session should take at least 45 minutes depending on the state/mood of the patient/clients. One session per time should be conducted in a maximum silence single room. This requirement should be taken into account when a health facility is setting room spaces for Speech and language services provision.

8.7.2 Speech and Language Therapy Facility in a Level IV Hospital

8.7.2 Human Resources

Minimum staffing level for Speech and Language therapy facility should be as specified below:

SN	Cadre	Requirement
1	Speech and Language Therapist/pathologist	4
	Assistant speech and Language Therapy/pathology	6
2	Medical Attendant/Receptionist	2

¹ ASHA- American Speech-Language-Hearing Association (2007). Speech –language Pathology Medical review Guidelines

² ASHA- American Speech-Language-Hearing Association (1993). Speech –language Pathology Medical review Guidelines

8.7.3 Speech and Language Services Offered

Assessment, Diagnosis, Treatment, Referral Speech-language pathology services can be grouped into two main categories:

- 1) Diagnostic or evaluative services and
- 2) Therapeutic services. Speech-language treatment is appropriate for deficits resulting from injury, illness, congenital anomaly, or developmental conditions, and swallowing (dysphagia) may be habilitative or rehabilitative in nature.

8.7.4 Equipment

Minimum number of required equipment is as specified below:

SN	Equipment / Assessment & Therapy Materials	Requirement
1	Furniture:	
	High tables (one for each Therapy & office room)	3
	Low tables (one for each therapy room)	2
	Adult chairs (table chairs), three for each therapy room	6
	Paediatric chairs (two for each Therapy room)	4
	Four drawer locking filling cabinet	1
	Lockable cupboard	1
	Shelves for toy & book library	1
	Benches for waiting area	4
	Office chairs	3
	Hand washing facilities in each room	√
	Wall mirror in each Therapy room	√
	Easily cleaned flow mat/carpet for one for each individual and group Therapy room (medium size)	3
	Fan/air condition in each room	√
	Sign for doors	√

6	Reference/Resource Books:	
	○ Aphasia	1 copy
	○ Verbal auditory habilitation	1 copy
	○ Voice disorders	1 copy
	○ Articulation & phonology disorder	1 copy
	○ Apraxia	1 copy
	○ Dysarthria	1 copy
	○ Cerebral palsy	1 copy
	○ Autistic spectrum disorder	1 copy
	○ Dysphagia	1 copy
	○ Behavioural disorder	1 copy
	○ Stammering	1 copy
	○ Cluttering	1 copy
	○ Down syndrome	1 copy
	○ Laryngectomy	1copy
	○ Specific Language impairment	1copy
	○ Cognitive/learning difficulties	1copy

8.7.5 Space

A facility for Speech and Language Therapy should have at least:

- a) Two assessment/Therapy (quite) rooms for individual sessions with one side mirror
- b) One group Therapy room with one side mirror
- c) One office room
- d) One storage room
- e) Adequate and well ventilated & equipped waiting/reception area
- f) Three Toilets
- g) Environmental sanitation (waste disposal)
- h) Main source of power and Alternative energy source
- i) Reliable Source of water

8.7.6 Environmental Attributes

Scoring Attributes	Types of Item	Required Item
FACILITY PREMISES	Location	Safe area at least 50M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Layout	Adequate space for future expansion, Accessibility to motor vehicle
	Car parking	Adequate parking, disability friendly parking and walkways
	Communication	Telephone, Internet connection
	Status of the Building	The Building should have no leaking roof, well painted and clean without cracks, windows with mosquito screening Lighting (Natural or Artificial) suitable to specific service area
	Surfaces	Floors (preferably tiles) must be easy to clean, non-

Scoring Attributes	Types of Item	Required Item
		slippery and resistant to disinfection procedures
		Skirting's should be made integral with the floor, tightly sealed against the wall
		Walls scrub able smooth and water resistant
	Disability user friendly features	All areas should comply with the persons with Disability Act No 9,(2010) and the national policy on disability of 2004(ramps/rails and toilets)
	Safety and security	The health facility should have appropriate security system and standard fire safety mechanism in accordance to fire code of Tanzania (fire extinguishers and sand buckets).
Occupation Health and Safety	Premise should comply with Occupational Health and Safety Act of 2003.	

8.7.2 Speech And Language Therapy Facility in a Level III Hospital

8.7.2.1 Human Resources

Minimum staffing level for Speech and Language therapy facility should be as specified below:

SN	Cadre	Requirement For Level IIIB	Requirement For Level IIIA
1	Speech and Language Therapist/pathologist	3	3
	Assistant speech and Language Therapy/pathology	4	4
2	Medical Attendant/Receptionist	2	2

8.7.2.2 Speech And Language Services Offered

Assessment, Diagnosis, Treatment, Referral Speech-language pathology services can be grouped into two main categories:

- 1) Diagnostic or evaluative services and
- 2) Therapeutic services. Speech-language treatment is appropriate for deficits resulting from injury, illness, congenital anomaly, or developmental conditions, and swallowing (dysphagia) may be habilitative or rehabilitative in nature.

8.7.2.3 Equipment

Minimum number of required equipment is as specified below:

SN	Equipment / Assessment & Therapy Materials	Requirement
1	FURNITURES	
	High tables (one for each Therapy & office room)	2
	Low tables (one for each therapy room)	2
	Adult chairs (table chairs), three for each therapy room	4
	Paediatric chairs (two for each Therapy room)	4
	Four drawer locking filling cabinet	1

	Lockable cupboard	1
	Shelves for toy & book library	1
	Benches for waiting area	4
	Office chairs	3
	Hand washing facilities in each room	√
	Wall mirror in each Therapy room	√
	Easily cleaned flow mat/carpet for one for each individual and group Therapy room (medium size)	3
	Fan/air condition in each room	√
	Sign for doors	√
2	STATIONARY <ul style="list-style-type: none"> ○ Diary ○ Ledger/hard back notebook for data collection ○ Plain papers ○ Lined paper ○ Manila folders ○ Ring binders ○ Laminating pouches ○ Plastic pockets for ring binders ○ Forms: case history, referral, report ○ SLT headed paper ○ Stapler ○ Hole punch ○ Ruler ○ Marker pens ○ Writing pens ○ Writing pencil ○ Coloured pencils ○ Crayon 	
3	Electronic Equipment: <ul style="list-style-type: none"> ○ Laptop ○ Printer ○ Laminating machine ○ Video camera ○ Voice recorder 	1 1 1 1 1
4	Wheelchair	1
5	Assessment/Therapy Materials: <ul style="list-style-type: none"> ○ PICTURE CARDS: noun, verb, preposition, sequencing ○ IMAGINARY PLAY TOYS: cooking set, family dolls, ○ SOFT TOYS: brush/comb, cars, trains, animals, etc. ○ PROBLEM SOLVING TOYS: jigsaws, shape sorter, posting shapes, stacking/nesting ○ CONSTRUCTION TOYS: wooded/plastic blocks ○ FINE MOTOR/MANIPULATION TOYS: threading 	

	<ul style="list-style-type: none"> ○ beads, sensory stimulation ○ SOUND/NOISE MAKERS: drums, rattles/shakers, windmills, bells, xylophone ○ BLOWING TOYS: bubbles, whistles, windmills, straws etc. ○ GAMES: pop up pirate, Mr & Mrs potato head, lotto, scrabble, word finding, matching etc. ○ BOOKS: picture books, story books ○ DYSPHAGIA ASSESSMENT: tongue depressor, torch, gloves, stethoscope ○ Standardized Assessment Tools 	
6	<p>Reference/Resource Books:</p> <ul style="list-style-type: none"> ○ Aphasia ○ Verbal auditory habilitation ○ Voice disorders ○ Articulation & phonology disorder ○ Apraxia ○ Dysarthria ○ Cerebral palsy ○ Autistic spectrum disorder ○ Dysphagia ○ Behavioural disorder ○ Stammering ○ Cluttering ○ Down syndrome ○ Laryngectomy ○ Specific Language impairment ○ Cognitive/learning difficulties 	<ul style="list-style-type: none"> 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy

8.7.2.4 Infrastructure

A facility for Speech and Language Therapy should have at least:

- a) Two assessment/Therapy (quite) rooms for individual sessions with one side mirror
- b) One office room
- c) One storage room
- d) Adequate and well ventilated & equipped waiting/reception area
- e) Three Toilets
- f) Environmental sanitation (waste disposal)
- g) Main source of power and Alternative energy source
- h) Reliable Source of water

8.7.2.5 Environmental Attributes

Scoring Attributes	Types of Item	Required Item
Facility Premises	Location	Safe area at least 50M from hazardous environment, e.g., bar, filling station or any areas prone to natural disasters such as floods
	Layout	Adequate space for future expansion, Accessibility to motor vehicle
	Car parking	Adequate parking, disability friendly parking and walkways
	Communication	Telephone, Internet connection
	Status of the Building	the Building should have no leaking roof, well painted and clean without cracks, windows with mosquito screening
		Lighting (Natural or Artificial) suitable to specific service area
	Surfaces	Floors (preferably tiles) must be easy to clean, non-slippery and resistant to disinfection procedures
		Skirting's should be made integral with the floor, tightly sealed against the wall
		Walls scrub able smooth and water resistant
	Disability user friendly features	All areas should comply with the persons with Disability Act No 9, (2010) and the national policy on disability of 2004 (ramps/rails and toilets)
Safety and security	The health facility should have appropriate security system and standard fire safety mechanism in accordance to fire code of Tanzania (fire extinguishers and sand buckets).	
Occupation Health and Safety	Premise should comply with Occupational Health and Safety Act of 2003.	

PART TWO: STAND ALONE FACILITIES AT LEVEL III

CHAPTER 9.0: STAND ALONE FACILITIES AT LEVEL III

9.1 Super-Specialized Clinic

- 9.1.1 Is a health facility, which offers Super-specialized health services **strictly to Outpatient basis** by a Super-Specialist.
- 9.1.2 Services offered are preventive, diagnostic and curative, which depend on the respective super-specialties (Cardiac, Nephrology, Dialysis, IVF, Day Care Surgery, Abdominal Radiology, Radiology, Anaesthesiology etc.); but the complete range of services within the specified specialty, should be offered. See the list of super-specialities at annex 4.
- 9.1.3 No in-patient is allowed.
- 9.1.4 **Ownership:** Government or licensed super specialist or registered organization/company.
- 9.1.5 **Service Supervisor:** Super-Specialist,
- 9.1.6 **Regulatory Authority:** Private Hospital Advisory Board

9.2 Radiology And Imaging Facility

- 9.2.1 This is a facility authorised to offer any of the following services or a combination of the following services:
- Echocardiogram
 - Electrocardiography (ECG)
 - Ultra-sonography scan
 - Radiography services
 - Mammography
 - Computerized tomography (CT Scan)
 - Magnetic Resonance Imaging-MRI
 - Radionuclide Services (Nuclear Medicine)
- 9.2.2 **Ownership:** Registered Medical Radiology and Imaging Professional or registered organization/company
- 9.2.3 **Supervising Professional:** Registered Medical Radiology and Imaging Specialist
- 9.2.4 **Regulatory Authority:** Medical Radiology and Imaging Professionals Council /TAEC/Private Hospitals Advisory Board

9.3 Autonomous Laboratory (Stand alone Laboratory)

- 9.3.1 These are facilities registered by the Private Health Laboratory Board (PHLB) to provide laboratory diagnostic services.
- 9.3.2 Services offered shall depend on the level of Health Laboratory services as per the National Health Laboratory Policy and Standard Guidelines.
- 9.3.3 These are divided into the following main categories:
- 9.3.3.1 **Clinical Disciplines**
1. Hematology and Blood Transfusion Services
 2. Microbiology and Immunology
 3. Parasitology and Medical Entomology
 4. Clinical Chemistry and Serology
 5. Histopathology, Morbid Anatomy and Cytology

6. Molecular Biology and Genetics
 7. Public Health Laboratory Investigations
- 9.3.3.2 Laboratory Supportive Services**
1. Quality Assurance and continuous quality improvement
 2. Health Care Technical Services
 3. Operational Research
 4. Health Promotion and Education
 5. Management of Laboratory Diagnostic Supplies
- 9.3.4 **Staffing** will be as per the National Health Laboratory Policy and Standard Guidelines.
- 9.3.5 There are Equipment shall depend on the level of Health Laboratory services as per the National Health Laboratory Standard Guidelines, National Operational Plan and National Health Laboratory Strategic Plan.
- Equipment for Basic Laboratory test (e.g. Diagnostic Light Microscopy)
 - Rapid Diagnostic Test (e.g. Malaria Rapid Diagnostic Test, HIV Rapid Test)
 - Point of care Diagnostic Equipment (e.g. Glucometer, Hemoglobinometer, etc.)
 - Low volume Diagnostic Equipment (e.g. Low volume Chemistry Analyzer)
 - Medium volume Diagnostic Equipment (e.g. Medium volume Chemistry Analyzer)
 - High volume Diagnostic Equipment (e.g. High volume Chemistry Analyzer)
 - Molecular Biology Diagnostic Test (e.g. PCR)
 - Engineering safety devices (e.g. Biological safety cabinet)
 - Personal Protective Equipment (PPE)
 - Waste disposal equipment (e.g. Waste containers, Incinerator, etc.)
- 9.3.6 Laboratory Design shall depend on the level of Health Laboratory services and Biosafety containment levels as per the WHO Biosafety and Bio-security Manual, Biosafety in Microbiology and Biomedical Laboratories (BMBL) and National Health Laboratory Standard Design.
- 9.3.7 **Ownership:** Registered laboratory practitioner or registered organization/company.
- 9.3.8 **Supervising Professional:** Registered Laboratory Practitioner
- 9.3.9 **Regulatory Authority:** Private Health Laboratory Board, Health Laboratory Practitioners Council

9.4 Autonomous Diagnostic Centre (Stand Alone Diagnostic Centre)

- 9.3.10 These are facilities, which provide both Laboratory and Radiology and Imaging Services.
- 9.3.11 Services offered shall depend on the level of Health Laboratory services and the Radiology and Imaging Center detailed under Diagnostic Services.
- 9.3.12 Staffing shall depend on the level of Health Laboratory services and the Radiology and Imaging Center detailed under Diagnostic Services.
- 9.3.13 Equipment shall depend on the level of Health Laboratory services and the Radiology and Imaging Center detailed under Diagnostic Services.

9.3.14 Diagnostic Facility Design shall depend on the level of Health Laboratory services and the Radiology and Imaging Center detailed under Diagnostic Services.

4.1.1.1 **Ownership:** Registered Medical Radiology and Imaging Professional and Registered laboratory practitioner or registered organization/company.

9.3.15 **Supervising Professional:** Registered Medical Radiology and Imaging Professional or Medical Laboratory Practitioner

9.3.16 **Regulatory Authority:** PHAB, TAEC, PHLB, MRIPC, HLPC

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ANNEXES

Annex 1 (a) Staffing level for hospital at level III (Zonal Level)

Level III Hospital is a health facility that has a capacity to provide all five core specialized (General Surgery, Dental, Obstetrics and Gynaecology, Internal Medicine and Paediatrics) and at least eight super specialized services to both outpatients and in-patients. Level III hospitals are divided into two sub-levels as follows:

- **Level IIIA:** The bed capacity shall be 120-400 and staffing as shown in the table.
- **Level IIIB:** The bed capacity shall be 400-600 and staffing as shown in the table.

Table: Staffing level for Level IIIA Hospital

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)	
Management	Executive Director	1	The number of directors for Private facilities will be determined by the Hospital Board	
	Director of Administration	1		
	Director Surgical Services	1		
	Director of Medical Services	1		
	Director of OBS & GYN	1		
	Director of Nursing Services	1		
	Personal Secretary	1		
	Health Secretary	1		Over 600 staff both professional and support staff for public facilities
	Health Economist	1		
	Human Resource Officer	1		
	Record Management assistant	1		
	Office attendant	1		
	Telephone Operator	1		
	Librarian	1		
Librarian Assistant	1			
Finance	Accountant	1	2 collection points at the main hospital 3 shifts per day	
	Assistant Accountant	1		
	Accounts Assistant	3		
Procurement	Procurement and Supplies Officer	1	5 supplies sections 2stores	
	Supplies Assistant	1		
	Medical attendant	1		

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
Social Welfare	Social Welfare Officer	1	11 Wards at the main hospital wing 5 wards 1 rehabilitation village Average of 80-100 patients for exemptions
Medical records	Medical Recorder	8	Average of 600 per day 4 Shifts per day 3 medical record session
	Medical Attendant	1	Serves more than 10 officers
Information technology and Engineering Section	ICT Officer	1	2 hospital wing 30 data collection points 70 computers
	ICT Technician	2	
	Data entry Operator	3	
	Biomedical Engineer	1	
	Biomedical Technician	2	
	Electrical Engineer	1	
	Electrical Technicians	2	
	Civil Engineer	1	
Civil Technicians	2		
OUT PATIENTS			
Emergence and casualty	Specialist (Emergence Medicine)	1	4 sections 11 consultation rooms average of 200 clients per day 1 casualty ward 3 shifts per day average of 10-15 emergence cases per day
	Medical officer	8	
	Nursing officer	8	
	Assistant nursing officer	12	
	Medical attendant	12	
PHYSIOTHERAPY			
Physiotherap	Physiotherapist	3	6 service sections

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
y	Occupational therapist	2	Average of 10 patients per day
	Medical Attendant	3	
INTERNAL MEDICINE			
Internal medicine	Super Specialists (e.g. Nephrology, Haematology, Cardiology, Dermatology, Rheumatology, Gastroenterology, etc.)	2	3 wards 82 beds NO/ANO to patient ratio 1:8 8 consultation room 2 special clinic per day 3 shifts per day
	Physician	1	
	Medical Officer	2	
	Nursing Officer	2	
	Assistant Nursing Officer	2	
	Medical Attendant	10	
CTC Services	Nursing Officer	1	Average of 170 clients per day 5 Service Stations
	Assistant Nursing Office	2	
	Medical Attendant	2	
Renal Dialysis Unit	Nursing Officer	1	At least 3 renal dialysis machines,
	Assistant Nursing Officer	3	
	Medical Attendant	3	
PAEDIATRICS			
Paediatrics	Super Specialists (e.g. Neonatologist, Cardiologist, Oncologist etc.)	2	2 hospital wings 3 shifts per day 79 bed and 70 cots NO/ANO to patient ratio 1:8 15 cube for babies NO/ANO to patients ratio 1:3 ICU services for children with 3 beds NO/ANO to patient ratio 1:1
	Paediatrician	1	
	Medical Officer	2	
	Nursing Officer	2	
	Assistant Nursing officer	2	
	Medical Attendant	10	

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
SURGERY			
Surgery	Surgeon (Cardio-thoracic, Neurosurgery, Urology, Paediatrics Surgery, Plastic Surgery)	2	For each super specialty and each general specialty there should be an additional NO and ANO for the clinic
	Surgeon	1	
	Nursing Officer	2	
	Assistant Nursing Officer	2	
	Medical Attendant	4	
Central Sterilization and Supplies Department	Nursing Officer	1	3 working zones 250 trays per day
	Assistant Nursing Officer	3	
	Medical Attendant	6	
Minor Theatre	Nursing Officer	1	2 operating room 3 shifts per day
	Assistant Nursing Officer	2	
	Medical Attendant	4	
ICU	Nursing Officer	3	6 beds 3 shifts per day Nurse to patient ration 1:1
	Assistant Nursing Officer	15	
	Medical Attendant	7	
Major Theatre	Nursing Officer	7	4 operating room 3 shifts Average of 10 operation per day
	Assistant Nursing Officer	15	
	Anaesthesiologist	1	
	Anaesthetists	4	
	Medical Attendant	6	
DENTAL UNIT			
Dental	Dental Specialist (Maxillofacial Surgeon, Pediatrics, dentist, restorative dentist)	1	3 consultation room 1 Dental Laboratory 1 X-ray machine
	Dental surgeon	1	
	Assistant Nursing Officer	1	
	Medical Attendant	2	

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
	Dental Technician/Technologist	1	
GYNAECOLOGY AND OBSTETRICS			
Gynaecology and Obstetrics	Super Specialist (Oncology, Reproductive Biology, Perinatal Medicine, Tubal Microsurgery)	1	Average of 300 hundreds patients per day Average of 120 patient per day Nurse to patient ratio 1:8 6 consultation rooms Average of 10 operation per day including emergence deliveries 3 shifts per day
	Gynaecologist	1	
	Medical Officer	2	
	Nursing Officer	4	
	Assistant Nursing Officer	11	
	Medical Attendant	18	
RCH	Nursing Officer	1	RCH clinic daily 6 services stations
	Assistant Nursing Officer	2	
	Medical attendant	2	
Gynaecology and Obstetrics Theatre	Nursing officer	1	
	Assistant Nursing Officer	4	
	Medical attendant	2	
EYE SERVICES			
Ophthalmology	Super specialist (Retina Surgeon)	1	Average of 30-40 patients per day 4 Wards with 32 beds Nurse to patient ratio 1:8 Average of 20 eye operations per week 2 consultation room 3 shifts per day
	Ophthalmologist	1	
	Assistant Medical Officer (Ophthalmologist)	1	
	Optometrist	1	
	Nursing Officer	1	
	Assistant Nursing Officer (Ophthalmic Nurse)	2	
	Medical attendant	8	
PSYCHIATRY			

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
Psychiatry	Psychiatrist	1	
	Clinical Psychologist	1	
	Medical Officer	1	
	Nursing Officer	1	
	Assistant Nursing Officer (Psychiatrist Nurse)	2	
	Medical Attendant	1	
	Occupational therapist	1	
LABORATORY INVESTIGATION			
Laboratory	Laboratory Scientist	3	6 units 3 shifts per day Number of specimen per day 100 - Haematology 100 - Immunology 50 - Microbiology 80 - Parasitology 100 - Clinical chemistry 50 – Histopathology
	Laboratory Technologist	6	
	Assistant Laboratory Technologist	3	
	Medical Attendant	4	
	Pathologist	1	
RADIOLOGY SERVICES			
Radiology	Radiologist	1	
	Radiography Officer	1	
	Radiographer	3	
	Medical Physicist	1	
	Radiology Nurse	2	
	Medical attendant	2	
PHARMACEUTICAL SERVICES			
Pharmacy	Pharmacist	2	3 shifts per day Average of 1200 prescription per day
	Pharmaceutical Technologist	6	
Total		346	

Table: Staffing level for Level IIIB Hospital

Function	Cadre	Minimum Number	Criteria (staffing level will depend on patient flow)
Management	Executive Director	1	The number of directors for Private facilities will be determined by the Hospital Board Over 600 staff both professional and support staff for public facilities
	Director of Administration	1	
	Director Surgical Services	1	
	Director of Medical Services	1	
	Director of OBS & GYN	1	
	Director of Nursing Services	1	
	Personal Secretary	7	
	Health Secretary	3	
	Health Economist	1	
	Human Resource Officer	2	
	Record Management assistant	8	
	Office attendant	10	
	Telephone Operator	8	
	Librarian	2	
Librarian Assistant	6		
Finance	Accountant	3	2 collection points at the main hospital 3 shifts per day
	Assistant Accountant	6	
	Accounts Assistant	12	
Procurement	Procurement and Supplies Officer	2	5 supplies sections 2 stores
	Supplies Assistant	3	
	Medical attendant	7	
Social Welfare	Social Welfare Officer	4	11 Wards at the main hospital wing 5 wards 1 rehabilitation village Average of 80-100 patients for exemptions
Medical records	Medical Recorder	24	Average of 600 per day 5 Shifts per day 3 medical record session
	Medical Attendant	10	Serves more than 10 officers
Information technology and Engineering Section	ICT Officer	3	2 hospital wing 60 data collection points 70 computers
	ICT Technician	3	

	Data entry Operator	6	
	Biomedical Engineer	1	
	Biomedical Technician	2	
	Electrical Engineer	1	
	Electrical Technicians	2	
	Civil Engineer	1	
	Civil Technicians	2	
OUT PATIENTS			
Emergency and casualty	Specialist (Emergency Medicine)	3	4 sections 11 consultation rooms average of 200 clients per day 1 casualty ward 3 shifts per day average of 10-15 emergency cases per day
	Medical officer	15	
	Nursing officer	10	
	Assistant nursing officer	23	
	Medical attendant	12	
PHYSIOTHERAPY			
Physiotherapy	Physiotherapist	9	6 service sections Average of 10 patients per day
	Occupational therapist	6	
	Medical Attendant	3	
INTERNAL MEDICINE			
Internal Medicine	Super Specialists (e.g. Nephrology, Haematology, Cardiology, Dermatology, Rheumatology, Gastroenterology, etc.)		
	Physician	16	3 wards 82 beds NO/ANO to patient ratio 1:8 8 consultation room 2 special clinic per day 3 shifts per day
	Medical Officer	16	
	Nursing Officer	10	
	Assistant Nursing Officer	21	
	Medical Attendant	30	
CTC Services	Nursing Officer	2	
	Assistant Nursing Office	10	
	Medical Attendant	4	
Renal Dialysis	Nursing Officer	2	At least 3 renal dialysis

Unit	Assistant Nursing Officer	3	machines,
	Medical Attendant	3	
PAEDIATRICS			
Paediatrics	Super Specialists (e.g. Neonatologist, Cardiologist, Oncologist etc.)	2	2 hospital wings 3 shifts per day
	Paediatrician	3	79 bed and 70 cots NO/ANO to patient ratio 1:8
	Medical Officer	8	
	Nursing Officer	20	15 cube for babies NO/ANO to patients ratio 1:3
	Assistant Nursing officer	50	ICU services for children with 3 beds NO/ANO to patient ratio 1:1
	Medical Attendant	53	
SURGERY			
Surgery	Surgeon (Cardio-thoracic, Neurosurgery, Urology, Paediatrics Surgery, Plastic Surgery)	6	For each super specialty and each general specialty there should be an additional NO and ANO for the clinic
	Surgeon	8	
	Nursing Officer	22	
	Assistant Nursing Officer	10	
	Medical Attendant	35	
Central Sterilization and Supplies Department	Nursing Officer	4	3 working zones 250 trays per day
	Assistant Nursing Officer	15	
	Medical Attendant	12	
Minor Theatre	Nursing Officer	3	2 operating room 3 shifts per day
	Assistant Nursing Officer	8	
	Medical Attendant	8	
ICU	Nursing Officer	6	6 beds 3 shifts per day Nurse to patient ration 1:1
	Assistant Nursing Officer	15	
	Medical Attendant	11	
Major Theatre	Nursing Officer	7	4 operating room 3 shifts Average of 10 operation per day
	Assistant Nursing Officer	15	
	Anaesthesiologist	2	
	Anaesthetists	4	

	Medical Attendant	12	
DENTAL UNIT			
Dental	Dental Specialist (Maxillofacial Surgeon, Paediatrics, Dentist, Restorative Dentist)	3	3 consultation room 1 Dental Laboratory 1 X-ray machine
	Dental surgeon	3	
	Assistant Nursing Officer	1	
	Medical Attendant	3	
	Dental Technician/Technologist	2	
GYNAECOLOGY AND OBSTETRICS			
Gynaecology and Obstetrics	Super Specialist (Oncology, Reproductive Biology, Perinatal Medicine, Tubal Microsurgery)	4	Average of 300 hundreds patients per day Average of 120 patient per day Nurse to patient ratio 1:8 6 consultation rooms Average of 10 operation per day including emergence deliveries 3 shifts per day
	Gynaecologist	3	
	Medical Officer	12	
	Nursing Officer	23	
	Assistant Nursing Officer	74	
	Medical Attendant	89	
RCH	Nursing Officer	4	RCH clinic daily 6 services stations
	Assistant Nursing Officer	8	
	Medical attendant	4	
Gynaecology and Obstetrics Theatre	Nursing officer	1	
	Assistant Nursing Officer	4	
	Medical attendant	2	
EYE SERVICES			
Ophthalmology	Super specialist (Retina Surgeon)	10	Average of 30-40 patients per day 4 Wards with 32 beds Nurse to patient ratio 1:8 Average of 20 eye operations per week 2 consultation room 3 shifts per day
	Ophthalmologist	6	
	Assistant Medical Officer (Ophthalmologist)	4	
	Optometrist	6	
	Nursing Officer	8	
	Assistant Nursing Officer (Ophthalmic Nurse)	15	
	Medical attendant	15	
PSYCHIATRY			
Psychiatry	Psychiatrist	2	
	Clinical Psychologist	1	
	Medical Officer	1	
	Nursing Officer	6	

	Assistant Nursing Officer (Psychiatrist Nurse)	20	
	Medical Attendant	1	
	Occupational therapist	1	
LABORATORY SERVICES			
Laboratory	Laboratory Scientist	6	6 units
	Laboratory Technologist	11	3 shifts per day
	Assistant Laboratory Technologist	16	Number of specimen per day
	Medical Attendant	8	100 - Haematology
	Pathologist	1	100 - Immunology 50 - Microbiology 80 - Parasitology 100 - Clinical chemistry 50 - Histopathology
RADIOLOGY SERVICES			
Radiology	Radiologist	4	
	Radiography Officer	7	
	Radiographer	10	
	Medical Physicist	1	
	Radiology Nurse	4	
	Medical attendant	4	
PHARMACEUTICAL SERVICES			
Pharmacy	Pharmacist	6	3 shifts per day
	Pharmaceutical Technologist	24	Average of 1200 prescription per day
TOTAL		1120	

Annex 2 Staffing Level for Hospitals at level IV (Super Specialized Hospital at National Level)

Staffing Level – Super Specialised Hospital at National Level

GROUP	CADRE	Minimum
Directors	Executive Director	1
	Director of Administration	1
	Medical Director	1
	Nursing Director	1
Specialists	Super Specialist	16
	Specialists Medical	41

GROUP	CADRE	Minimum
Medical Officers	Medical Doctors	54
Nursing Officer	Assistant Nursing Officer	114
	Assistant Nursing Officer (Theatre)	30
	Assistant Nursing Officer (Critical Care)	30
	Assistant Nursing Officer (Emergency Care)	20
	Nursing Officer	65
	Nursing Officer (Critical Care)	25
	Nursing Officer (Theatre)	30
	Nursing Officer (IPC)	3
	Nursing Officer (Matron)	1
Laboratory Personnel	Laboratory Scientist	3
	Laboratory Technologist	6
	Assistant Laboratory Technologist	2
Physiotherapist		25
Radiologist and Radiographer	Radiographer	8
	Radiographer technician	2
	Radiologist	2
Pharmacy personals	Pharmaceutical Technologist	4
	Pharmacy	2
Nutritionist		1
Occupational Therapist		2
Orthopaedic Technologist		5
Orthotist/Prosthetics		6
Environmental Health Officer		1
Health Secretary		1
Medical recorder		18
Non-medical	Accountant	6

GROUP	CADRE	Minimum
professionals	Accounts assistant	16
	Administrative Officer	1
	Ass. Supplies Officer	1
	Assistant Internal Auditor	2
	Assistant Social welfare Officer	2
	Assistant supplies officer	2
	Chief accountant	1
	Chief internal auditor	1
	Human resource officer	5
	Human resource director	1
	ICT manager	1
	Public relations officer	1
	Shoe Maker	8
	Social welfare Officer	3
	Statistician	2
	Supplies officer	8
ICT officer	6	
Support Staff	Medical attendants	154
	Personal secretary	10
	Record management assistant	5
	Receptionist/ Telephone Operator	2
	Office Attendants	11
	Driver	6
Total		776

Staffing Level – Orthopaedic Special Hospitals

GROUP	CADRE	PROPOSED
Directors	Executive Director	1
	Director of Administration	1
	Medical Director	1
	Nursing Director	1
Specialist	Consultant	16
	Specialist Medical Doctor	41
Medical Officers	Medical Doctors	54
Nursing officer	Assistant Nursing Officer	114
	Assistant Nursing Officer (Theatre)	30
	Assistant Nursing Officer (Critical care)	30
	Assistant Nursing Officer (emergence care)	20
	Nursing Officer	65
	Nursing Officer (Critical Care)	25
	Nursing Officer (Theatre)	30
	Nursing Officer (IPC)	3
	Nursing Officer (Matron)	1
Laboratory Personnel	Laboratory Scientist	3
	Laboratory Technologist	6
	Assistant Laboratory Technologist	2
Physiotherapist		25
Radiologist and Radiographer	Radiographer	8
	Radiographer technician	2
	Radiologist	2
Pharmacy personals	Pharmaceutical Technologist	4
	Pharmacy	2
Non-medical professionals	Nutritionist	1
	Occupational Therapist	2

GROUP	CADRE	PROPOSED
	Orthopaedic Technologist	5
	Orthotist/ Prosthetist	6
	Environmental Health Officer	1
	Health Secretary	1
	Medical recorder	18
	Accountant	6
	Accounts assistant	16
	Administrative Officer	1
	Ass. Supplies Officer	1
	Assistant Internal Auditor	2
	Assistant Social welfare Officer	2
	Assistant supplies officer	2
	Chief accountant	1
	Chief internal auditor	1
	Human resource officer	5
	Human resource director	1
	ICT manager	1
	Public relations officer	1
	Shoe Maker	8
	Social welfare Officer	3
	Statistician	2
	Supplies officer	8
	ICT officer	6
Support Staff	Medical attendants	154
	Personal secretary	10
	Record management assistant	5
	Receptionist/ Telephone Operator	2
	Office Attendants	11

GROUP	CADRE	PROPOSED
	Driver	6
Total		776

TB and Leprosy Specialised Hospital

Function	Cadre	Proposed number
Specialist	Physician	4
Medical officer	Medical officer	20
Nurses	Assistant nursing Officer	83
	Assistant nursing officer (councillor)	3
	Nursing officer	47
	Nursing officer (counsellor)	3
	Nurses	42
Laboratory technologist	Laboratory technologist (haematology)	1
	Laboratory technologist (histology)	2
	Laboratory technologist (microbiology)	2
	Laboratory technologist (parasitology)	2
Radiology and radiographer	Radiologist	1
	Radiographer	4
Pharmacy	Pharmaceutical technologist	5
	Pharmacist	2
Eye care services	Ophthalmologist	1
	Nursing officer (ophthalmologist)	2
	Optometrist	2
Environmental health	Environmental health officer	1
	Assistant Environmental health officer	1
	Assistant technologist	5
	Technician	2
Biomedical personnel	Biomedical engineering	1
	Biomedical technician	2
Sonographer	Sonographer	1
Health secretary	Health secretary	2
Medical recorder	Medical recorder	5

Function	Cadre	Proposed number
	Medical records officer	1
Nutritionist	Nutritionist	1
Medical attendants	Medical attendants	47
Mortuary attendants	Mortuary attendant	3
Non-medical professionals	Accountant	1
	Accounts ass.	3
	Anaesthetist	4
	Artisan	4
	Assistant accountant	2
	Assistant supplies officer	3
	Human resources officer	1
	ICT Technician	2
	Library assistant	1
	Procure and supplies officer	2
	Social welfare officer	2
Support staff	Catering officer	1
	Cook	5
	Dhobi	6
	Driver	4
	Personal secretary	2
	Telephone operator	2
TOTAL		302

Staffing Level for Oncology Specialized Hospital

Department/Function	Cadre	Proposed number
Director	Executive Director	1
Specialist	Surgical oncologist	3
	Gynaecologist	2
	Haematologist	1
	Medical oncologists	4
	Microbiologists	1
	Nuclear medicine physician	2
	Nuclear Medicine physicist	1
	Nuclear Medicine technologist	4
	Paediatric oncologists	4
	Pathologist	2
	Physician	4
	Physicist	3
	Radiation oncologist	4
	Specialist (Public Health	1
	Sub total	37
Medical Officers	Medical Officer	29
	Medical Officer (MPH)	1
	Sub-total	30
Nurses	Assistant Nursing Officer	121
	Nursing Officer	62
	Nursing Officer (MPH)	1
	Nursing Officer (PHN)	9
	Nursing Officer (Critical care nurse)	4
	Sub –total	197
Laboratory Personnel	Laboratory Technologists	14
	Laboratory scientists	4
	Sub total	18
Anaesthetist	Anaesthetist	4
Dosimetrist	Dosimetrist	2
Epidemiologist	Epidemiologist	1
Health Officer	Health Officer	1
Artisan	Artisan	2
Biomedical engineer	Bio –medical engineer	2
Biostatistician	Biostatistician	1
Nutritionist	Nutritionist	1
Pharmaceutical Personnel	Assistant Pharmacist Technician	1
	Nuclear Pharmacist	1
	Pharmacist	1
	Pharmacist Assistant	1
	Pharmacist Technician	2
	Pharmacist Technologist	1
	Sub total	7

Department/Function	Cadre	Proposed number
Physiotherapist	Physiotherapist	1
Radiotherapist and Radiographers	Radiographer	8
	Radiologist	1
	Radiotherapist	20
	Radiotherapy clerk	1
	Sub-total	39
M & E Specialist/Epidemiologist	M & E Specialist/Epidemiologist	1
Medical Attendant	Medical Attendant	70
Medical recorder	Medical recorder	12
Mortuary Attendant	Mortuary Attendant	4
	Sub-Total	88
Technician	ICT Technician	1
	Technician (Dark room)	1
	Technologist (Mould room)	2
	Sub- Total	4
Non- Medical Professionals	Public relation Officer	1
	ICT Officer	1
	Accountant	3
	Accounts Assistant	3
	Chief Accountant	1
	Chief Internal auditor	1
	Human Resource Officer	2
	Internal auditor	1
	Librarian Assistant	1
	Librarian Attendant	1
	Planning officer	2
	Procurement & Supplies officer	1
	Procurement & Supplies assistant	1
	Social scientist	1
	Social Welfare officer	5
Sub total	26	
Support staff	Drivers	10
	Catering officer	1
	Nutritionist	1
	Cook	9
	Cook Attendant	4
	Office Attendant	5
	Office management secretary	3
	Personal secretary	5
	Sub total	37
	Total	489

Mental Specialized Hospital

FUNCTION	CADRE	PROPOSED NUMBER
Directors	Director of hospital services	2
Specialist	Addiction Speciality	1
	Forensic Psychiatrist	2
	Psychiatrist	3
	Psychologist	3
	Sub Total	9
Medical officer	Medical officer	28
Dentists	Assistant Dental Officer	1
	Dental Officer	1
	Sub Total	2
Health Secretary	Health Secretary	1
Laboratory Personnel	Laboratory Technologist	4
	Assistant Laboratory Technologist	8
	Laboratory Scientist	1
	Subtotal	13
Nurses	Assistant Nursing Officer	395
	Assistant Nursing Officer (Psychiatry)	4
	Assistant Occupational Therapist	2
	Hospital Matron	2
	Nursing Officer	30
	Nursing Officer Psychiatry	2
	Subtotal	435
Medical Recorder	Medical Recorder	6
Biomedical Professionals	Biomedical Technician	1
Pharmaceutical Personnel	Assistant Pharmaceutical Technologist	9
	Pharmaceutical technologist	6
	Pharmacist	3
	Subtotal	18
Radiologist and Radiographers	Radiographer	6
	Radiologist	1
	Subtotal	7
Occupational and Physiotherapist	Assistant Occupational Therapist	6
	Assistant Physiotherapist	2
	Occupational Therapist	2
	Physiotherapist	1
	Subtotal	11
Sonographer	Sonographer	2

FUNCTION	CADRE	PROPOSED NUMBER
Optometry Assistant	Optometry Assistant	1
Environmental Health Officers	Assistant Environmental health Officer	2
	Environmental Health Officer	1
	Subtotal	3
Medical Attendants	Medical attendants	145
Mortuary Attendant	Mortuary attendants	2
Artisan	Assistant Technician (carpentry)	2
	Assistant Technician (Plumber)	2
	Assistant Technician (Welding)	2
	Assistant Technician (Electrical)	2
	Assistant Technician (Manson)	3
	Assistant Technician (paint)	3
	Assistant Technician (shoe Making)	2
	Assistant technician (tailors)	2
	Subtotal	18
Non-Medical Professionals	Accountant	1
	Accountant Assistant	4
	Agricultural Field Assistant	2
	Assistant Accountant	2
	Assistant Agricultural Officer	2
	Assistant Librarian	2
	Carpenter	2
	Librarian	1
	Social Welfare Officer	4
	Sub-total	20
Support Staff	Catering Officer	1
	Cook	6
	Data Entry Operator	4
	Dhobi	2
	Drivers	4
	Office Attendant	2
	Personal Secretary	3
	Record Management Assistant	4
	Tailor	4
	Subtotal	30
Total		762

Annex 3 Staffing level for hospital at IV (National Hospital)

Cadre	Proposed
Executive Director	1
Deputy Executive Director-clinical services	1
Deputy Executive Director- Administration	1
Director of Surgical Services	1
Director Medical Services	1
Director of clinical support Services	1
Director Nursing	1
Director Technical services	1
Director of Human Resource and Administration	1
Director Information, communication and Technology	1
Director Of Finance and Planning	1
Accounts and finance staff	80
Administrative and Human Resource Officer	17
Adult Cardiologist	4
Anaesthesiologist	8
Assistant Laboratory Technologist	14
Assistant Nursing Officers	1,628
Audiologist	6
Automobile Artisan	3
Biomedical Engineers	4
Biomedical technician	2
Boiler operators	4
Cardiac Anaesthesiologist	6
Cardiologist(Adult)	10
Cardiothoracic Surgeon	12
Cardiovascular Centre Operational Manager	1
Cardiovascular Pharmacist	2
Carpenters	10
Chief Internal Auditor	1
Civil Engineer	2
Civil Technicians	5
Claims Officers	5
Cleaners	48
Clinical Audiologists	4
Clinical Biochemistry	2
Clinical Pharmacist	8
Data Entry Clerks	2
Data Manager	1
Dental Officer	8
Dieticians/Nutritionists	2

Cadre	Proposed
Draft man, Civil	1
Drainage	10
Drivers	48
ECG Technicians	4
Electrical Engineer	4
Electrical Technicians	5
Electronics Technicians	2
Enrolled Nurses	624
Environmental Technician	1
Estate Manager	1
Estate Officer	1
Executive Assistant	1
Floor/Ward Clerks	4
Gardener	20
Gynaecologist	2
Haematologist	4
Head, Legal unit	1
Head, Procurement Management Unit	1
Head, Public Relations Unit	1
Head, Quality Improvement & Clinical Audit Unit	1
Teaching, Research & Consultancy Coordination Unit	1
Health attendants	737
Health Laboratory Technician	2
Health Officers	3
Health Recorders	40
Health Recorders & Information Officers	10
Health Records Technicians	20
Histopathologist	6
ICT Officer	14
ICT Technician	8
Incinerator operators	3
Industrial Relation Officers	2
Intensivist	8
Internal auditor	8
Janitors	5
Laboratory Scientist	15
Laboratory Technologist	60
Laboratory Technician	1
Legal Officer	1
Masons	11
Masons Technicians	11
Mechanical Engineers	1
Mechanical Technician	4
Medical Attendants	29

Cadre	Proposed
Medical Attendants (Health Attendants)	50
Medical Officer Cardiac	8
Medical Officer Gastro	4
Medical Officer HIV Clinic	8
Medical Officer Renal	6
Medical Officer TB ward/ clinic	4
Medical Officers	235
Medical Record Officers/ Technicians	6
Medical Specialist	14
Microbiologists	3
Mortuary attendants	10
Nurses	22
Nursing Officers	918
Obstetrician/gynaecology	16
Occupational therapist	35
Office attendants	53
Ophthalmologists	16
Optometrist	6
Paediatrician Cardiologist	12
Paediatrician	34
Painters	10
Parasitologist	2
Pathologists	8
Personal secretary	30
Pharmaceutical Technologist	44
Pharmaceutical Technicians	4
Pharmacist	25
Phlebotomists	3
Physician	8
Physiotherapists	30
Planning Officers	3
Plumbers	12
Police Auxiliaries/ Security guards	36
Procurement and supplies officers	11
Prosecutors	6
Psychiatrist	14
Public relation officer	1
Quality Manager	1
Quantity Surveyor	1
Radiographer	33
Radiologist	27
Registry clerk	14
Secretary	3
Social welfare officers	2

Cadre	Proposed
Sonographer	2
Specialist	34
Specialist-dentistry	12
Speech therapist	4
Stores department	18
Super specialist	8
Super-specialist – Emergency	20
Super specialist - Gynaecologist	8
Super Specialist Internal Medicine	28
Super specialist – Paediatrics	28
Super specialist –Psychiatrist	12
Super specialist – Surgeon	12
Super specialist- (Anaesthesia)	14
Super specialist (Emergency Medicine)	8
Support Technician	2
Surgeon	31
System Administrator	2
Technician Automobile	2
Technician water	1
Telephone operator	9
Telephone Technician	2
Transport Officer	2
Water pump operators	20
Grand	5,691

Annex 4 (a): Schedule of accommodation of hospitals at level III (Referral Hospital at Zonal level)

Administration Department

S/N	Functional Space	Size (meter)	Required Number
1	Reception	3.6x4.8	1
2	Waiting room	3.6x4.8	1
3	Director General Office	5.4x4.8	1
4	General Office- mails, secretarial services, health workers personal records	5.4x4.8	2
5	Health Secretary Office	3.6x4.8	1
6	Planning and finance Office	3.6x4.8	3
7	Secretary offices	3.6x4.8	2
8	Head Nursing and housekeeping office	3.6x4.8	1
9	Head social work office	3.6x4.8	1
10	Legal office	3.6x4.8	1
11	Public relation office	3.6x4.8	1
12	Human resource office	3.6x4.8	3

S/N	Functional Space	Size (meter)	Required Number
13	Quality improvement unit	3.6x4.8	1
14	ICT OFFICE	3.6x4.8	1
15	Directors offices	3.6x4.8	4
15	Toilets	3.6x2.4	2
16	Meeting room (150 people)	15.0x10.0	1
17	Tea room	3.6x4.8	1
18	Library/resource centre	15.0x10.0	1
19	Computer room	3.6x4.8	1

Human Resource

S/N	Functional Space	Size (meter)	Required Number
1	Director office	7.2x7.2	1
2	Secretary office	3.6x2.7	1
3	Recruitment and Training Department	7.2x5.2	2
4	Head training office	3.6x2.7	1
5	Staff office	3.6x4.8	1
6	Administration Department	3.6x4.8	1
7	Security	3.6x4.8	2
8	Registry	3.6x4.8	1
9	Registry Confidential	3.6x4.8	1
10	Estate office housing issues	3.6x4.8	1
11	Compensation and industrial relations department	3.6x2.7	1
12	Head compensation	3.6x2.7	1
13	Staff office	3.6x2.7	1
14	Pay roll	3.6x2.7	1
15	Staff Toilets and bathroom	2.0x2.4	2

ICT

S/N	Functional Space	Size (meter)	Number Required
1	Head ICT	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.8	2
4	Telephone office	3.6x2.7	1
5	Tea room	3.6x4.8	1
6	Toilet female & male	2.0x2.4	2
7	Head medical record	3.6x4.8	1

Finance and Planning

S/N	Functional Space	Size (meter)	Number Required
1	Director office	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Budget and planning	3.6x4.2	1

4	Chief accountant	3.6x4.2	1
5	Accountant	3.6x4.2	1
6	Claim office	3.6x4.2	1
7	Cash office	3.6x4.2	2
8	Revenue office	3.6x4.2	1

Legal Office

S/N	Functional Space	Size (meter)	Number Required
1	Chief legal officer office	3.6x4.2	1
2	Staff office	3.6x4.2	1
3	Secretary	3.6x2.7	2

Public Relation Office

S/N	Functional Space	Size (meter)	Number Required
1	Public relation officer	3.6x4.2	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.2	1

Public Health and Research

S/N	Functional Space	Size (meter)	Number Required
1	Head of Department	3.6x4.8	1
2	Staff from core function	3.6x4.8	2
3	Tea room	3.6x4.2	1
4	Staff toilet female and male	2.4x3.6	1
5	Quality improvement unit	2.4x3.6	1
6	HQI office	3.6x4.8	1
7	Staff office (IPC, NUTRITION, 5S-KAIZEN)	3.6x4.8	1
8	Staff toilet and changing room female and male	2.4x3.6	2

Internal Audit

S/N	Functional Space	Size (meter)	Number Required
1	Internal auditor officer	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.8	1

Social Work Department

S/N	Functional Space	Size (meter)	Number Required
1	In-charge office	3.6x4.8	1
2	Exception office	3.6x2.7	1
3	Staff office	3.6x4.8	3
4	Staff affairs office	3.6x2.7	1

5	Staff toilets, bathroom and changing room male &female	2.4x3.6	2
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Emergency Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception, registration and records room	7.2x4.8	1
2	Waiting area	7.2x4.8	1
3	Ambulance Crew	3.6x4.8	1
4	Triage room	3.6x4.8	2
5	Nurse's office	3.6x4.8	1
6	Casualty room resuscitation room	3.6x4.8	2
7	Cardio-pulmonary Resuscitation room	3.6x4.8	2
8	Treatment room/ Observation room	3.6x4.8	6
9	Nurses' station	3.6x4.8	2
10	Male changing room	2.4x4.8	2
11	Female changing room	2.4x4.8	2
13	Minor theater	6.0x4.8	2
14	Sluice room	2.4x3.6	2
15	Clean Utility	2.4x3.6	2
16	Consultation room	3.6x4.8	3
17	Staff lounge/Tea room	3.6x4.8	1
18	Emergence theatre	6.0x6.0	2
19	Public bathroom & Toilets for male and female patients	3.6x4.8	2
20	Staff toilets	3.6x4.8	2
21	Assisted toilet for hand capped	1.8x2.4	2
22	Executive lounge (optional)	7.2x4.8	1
23	Pharmacy	7.2x4.8	1
24	Library	7.2x4.8	1
25	Sub Store equipment	7.2x4.8	1
26	Isolation room	3.6x4.8	2
27	Sub store linen	3.6x4.8	1
28	Cleaners room	3.6x4.8	1
29	Ambulance bay	3.6x7.2	1

Outpatient Department

General

S/N	Functional Space	Size (meter)	Number Required
1	Reception	7.2x4.8	1
2	Waiting Room	10.8x4.8	2
3	Meeting Room	7.2x4.8	1

4	Nursing Officer's Office	3.6x4.8	1
5	Pharmacy (OPD & CTC)	15 x15	1
7	Toilets (male, female, handicapped) patients	3.6x4.8	2
8	Payment	7.2x4.8	2
9	Medical record	10.8x4.8	2
10	General Consultation/clinic room	3.6x4.8	30
11	Tea Room	3.6x4.8	1
12	Staff changing rooms/ toilets including handicapped unit	3.6x4.8	2
13	Social Welfare Office	3.6x4.8	1
14	Endoscope room	3.6x4.8	1

Dental Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	3.6x4.8	1
2	Waiting room	7.2x4.8	1
3	Nurse station	3.6x4.8	1
4	Consultation /dental surgery room	3.6x4.8	20
5	Major theatre	8.0x8.0	2
6	Minor theatre	6.0x4.8	2
7	Workshop	7.2 x4.8	1
8	Store	7.2 x4.8	1
9	Patients Toilet	7.2 x4.8	1
10	X-ray room	3.6x4.8	1
11	Tea room	3.6x4.8	1
12	Doctors room	3.6x4.8	3
13	Secretary office	3.6x4.8	1
14	Meeting room	3.6x4.8	1
15	Library	3.6x4.8	1
16	Dental laboratory	3.6x4.8	4
17	Utility room	3.6x4.8	1
18	Staff toilets	3.6x4.8	2

CTC and VCT Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records /Triage room	3.6x4.8	2
2	Nurses station	3.6x4.8	1
3	Doctors rooms	3.6x4.2	2
4	Laboratory/phlebotomy room	7.2x4.8	1
5	Consultation room	3.6x4.2	5
6	VCT counselling room	3.6x4.2	2
7	VCT waiting lounge	7.2x4.8	1

8	Toilets-male, female and handicapped patients	3.6x4.8	2
9	Staff toilet and changing room	3.6x4.8	2
10	Dispensing room	3.6x4.8	1
11	Sluice room	2.x 4.8	1

EYE & ENT Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	3.6x4.8	2
2	Waiting room	7.2x4.8	2
3	Eye Consultation room	3.6x4.8	3
4	Refracting room	3.6x4.8	2
5	Eye workshop	3.6x4.8	1
6	Eye minor surgery room	7.2x4.8	2
7	Clean utility	1.8x2.4	2
8	ENT Consultation room	3.6x4.8	3
9	ENT Examination room	3.6x4.8	1
10	Changing room	1.8x2.4	2
11	Nurse station	3.6x4.8	4
12	Toilets-male, female and disabled patients	3.6x4.8	2
13	Toilets-staff, male and female	3.6x4.8	2
14	ENT minor surgery room	6.0x6.0	2
15	Doctors rooms	3.6x4.8	2
16	Tea room	3.6x4.8	1
17	Sluice rooms	2.4x4.8	2
18	Scrub rooms	2.4x4.8	2

RMNCH

S/N	Functional Space	Size (meter)	Number Required
1	Waiting lounge	7.2x4.8	1
2	Reception and record	3.6x4.8	1
3	Weighing, Patient vitals room	7.2 x4.8	1
4	Consultation room (Antenatal, under five, Postnatal)	3.6x4.8	6
5	Family Planning and min lap	3.6x4.8	2
6	Counselling & Testing room	3.6x4.8	3
7	Immunization	3.6x4.8	1
8	Cancer screening room	3.6x4.8	1
9	Adolescent room	3.6x4.8	1
10	Refrigeration	2.4x4.8	1
11	Satellite Laboratory	3.6x4.8	1
12	Obstetric ultrasound room with toilet	3.6x4.8	2

13	Tea room	3.6x4.8	1
14	Doctors' office	3.6x4.8	4
15	Store	3.6x4.8	1
16	Staff toilets and bathroom	3.6x4.8	2
17	Toilets and bathroom - male, female, handicap	3.6x4.8	2
18	Sluice room	2.4x3.6	1
19	Cleaners room	3.6x4.8	1
20	Staff lounge	3.6x4.8	1
21	In charge office	3.6x4.8	1
22	Sub Pharmacy	7.2x4.8	1

Clinical and Surgical Services Operating Theatre

S/N	Functional Space	Size (meter)	Number Required
1	Reception room	3.6 x4.8	1
2	Pre-operative room	3.6 x4.8	1
3	Pre changing room- male, female	3.6 x4.8	4
4	Changing rooms- male, female	3.6x4.8	4
5	Scrubbing room	3.6x3.6	2
6	Patient waiting room	3.6 x4.8	2
7	Major operating theatre (2 theatre per Surgical specialty)	10.0x10.0	2 x No. of Specialties
8	Minor theatre	6.0x6.0	2
9	Sterilization and packing	3.6 x4.8	2
10	Recovery room- male, female (4 to 8 pts)	3.6 x4.8	2
11	Clean utility (according to theatre rooms)	3.6 x4.8	1
12	Dirty utility (according to theatre rooms)	2.4x4.8	1
13	Sluice room (according to theatre rooms)	3.6x4.8	2
14	Nurses' station	3.6x4.8	1
15	Nurse manager office	3.6x4.8	1
16	Anaesthesia office	3.6x4.8	1
17	Anaesthesia rooms according to theatres	3.6x4.8	1
18	Surgeons office	3.6x4.8	2
19	Tea room	3.6x4.8	1
20	Meeting room	7.2x4.8	1

21	Medicines, store,	3.6x4.8	1
22	Theatre instruments and supplies store	3.6x4.8	1
23	Temporary blood storage store	3.6x4.8	1
24	Linen store	3.6x4.8	1
25	Cleaners room	3.6x4.8	1
26	Machine/gas room	3.6x4.8	1
27	Staff Toilet- male, female	3.6x4.8	2

ICU (by clinical departments)

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	3.6x4.8	1
2	Visitors lounge	3.6x4.8	1
3	ICU ward 2 rooms	15x7.2	2
4	Intensive care Room NICU	12x7.2	1
5	Intensive care Room PICU	12x7.2	1
6	Nurse station	3.6x4.8	1
7	Toilets for male and female staff	3.6x3.6	2
8	Sluice room	2.4x4.2	2
9	Changing room	3.6x4.2	2
10	Store (medical supplies)	3.6x4.2	1
11	Utility room	3.6x4.2	2
12	Intensive therapist room	3.6x4.2	1
13	Cleaners room	1.8x3.6	1
14	Doctors lounge	7.2x4.2	1
15	Patient room en suite	3.6x4.2	2
16	Public Toilets for male and female patients	3.6x4.2	1
17	On duty Doctors' office	3.6x4.2	1
18	HOD office	3.6x4.2	1
19	Nurse in charge office	3.6x4.2	1

Internal Medicine

S/N	Functional Space	Size (meter)	Number Required
1	Conference Room for Internal Medicine	7.2x15.4	1

Neurology Unit

S/N	Functional Space	Size (meter)	Number Required
1	Reception	3.6x2.7	2
2	Nurse's Station	3.6x4.2	2
3	Admission room	3.6x4.2	2

4	Sluice room	2.4x4.2	2
5	Kitting room	2.4x4.2	2
6	Store equipment &supplies	3.6x4.2	2
7	Treatment room	3.6x4.2	2
8	Linen room	3.6x4.2	2
9	Dirty utility room	2.4x4.2	2
10	Toilets -patients (male & female)	3.6x2.4	4
11	Patients Bathrooms (male& female) and friendly disabled patients	3.6x2.4	4
12	Toilet & Changing room-staff	3.6x2.4	2
13	Tea room	3.6x4.2	1
14	Doctors' room	3.6x4.2	1
15	In charge room	3.6x4.2	1
16	Staff lounge	3.6x4.2	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.2	1
19	Cleaners room	3.6x2.4	1

Gastroenterology Unit

S/N	Functional Space	Size (meter)	Number Required
1	Reception	3.6x4.2	2
2	Nurse's Station	3.6x4.2	2
3	Admission room	3.6x4.2	2
4	Sluice room	2.4x4.2	2
5	Kitting room	2.4x4.2	2
6	Store equipment &supplies	3.6x4.2	2
7	Treatment Room	3.6x4.2	2
8	Linen room	3.6x4.2	2
9	Dirty utility room	2.4x4.2	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms(male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x4.2	2
13	Tea room	3.6x4.2	1
14	Doctors' room	3.6x4.2	1
15	In charge room	3.6x4.2	1
16	Staff lounge	3.6x4.2	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Kitchen Department			
1	Cooking Area	4.8 x 7.2	1
2	Food Store	7.2x7.2	1
3	Equipment Store	2.4 x 3.6	1
4	Food Preparation	2.4 x 3.6	1
5	Cold Storage	1.8 x 2.4	1
6	Dry Store	1.8 x 2.4	1
7	Vegetable Store	1.8 x 2.4	1
8	Changing Room	2.4 x 4.2	2
9	Wash up	2.4 x 3.6	1
10	Outside Cooking	4.8 x 6.0	1
11	Utensil Store	2.4 x 3.6	1
12	Chef Office	3.6 x 4.2	1
13	Nutritionist	3.6 x 4.2	1
14	Cleaners Room	1.8 x 2.4	1
Laundry Department			
1	Reception	3.6x4.2	1
2	Dirty Linen	3.6x4.2	1
3	Washing	4.8 x 6.0	1
4	Mending / Ironing	3.6x4.2	1
5	Clean Linen Store	3.6x4.2	1
6	Office	3.6x4.2	1
7	Changing room	2.4 x4.2	2
8	Drying Area	7.2 x 14.4	1
9	Laundry Store	3.6x4.2	1
10	In charges office	3.6x4.2	1
11	Cleaners Room	1.8 x 2.4	1
Stores Department			
1	Office of the Incharge	3.6x4.2	1
2	General Materials	5.4 x 8.4	1
4	Miscellaneous Storage	5.4 x 6.0	1
5	Flammable materials Storage	3.6x4.2	1
6	Medical Gas	2.4 x 3.6	1
7	Cleaners Room	1.8 x 2.4	1
Technical Services			
1	Office of the In Charge	3.6 x4.2	1
2	Workshop (Electric, Plumbing and Carpentry)	3.6 x 4.2	3
3	Biomedical Workshop	3.6 x 4.2	2
4	Control Room	3.6 x 4.2	1
5	Changing Rooms / Toilets	2.4 x 4.2	2
6	Cleaners Room	1.8 x 2.4	1
7	Equipment Store	3.6 x 4.2	1
Radiology and Imaging Department			
1	Waiting	7.2x4.2	1

2	Reception	3.6 x 4.2	1
3	X-ray room	4.8 x 4.2	2
4	Screening Room (Barium)	6.0x6.0	1
5	Control Room	1.8 x 2.4	1
6	Dark room	3.6x2.4	1
7	CT Scan Room	5.1 x7.2	1
8	CT Scan Control	2.4 x 3.0	1
9	Fluoroscopy	3.6 x 4.2	1
10	MRI Room	5.1 x7.2	1
11	EEG	3.6 x 4.2	1
12	Radiologist & Radiographer Offices	3.6 x 4.2	2
13	Echo cardiogram Room	3.6x4.2	1
14	Ultrasound room with toilet	3.6x4.2	1
15	Staff changing room	2.4 x4.2	2
16	Viewing/ Reading Room	3.6x4.2	1
10	Store	3.6 x4.2	1
11	Cleaners Room	1.8 x 2.4	1
Physiotherapy Department			
1	Waiting	4.2 x 7.2	1
2	Registration	3.6 x 4.2	1
3	Consultation	3.6 x 4.2	8
4	Exercise Area	4.2 x 9.6	4
5	Office of the In charge	3.6 x 4.2	2
6	Procedure Rooms	3.6 x 4.2	8
7	Gymnasium	4.2 x 9.6	1
8	Light Weight Exercises	4.2 x 9.6	2
9	Staff Lounge	4.2 x 7.2	1
10	Pantry	2.4 x 3.6	1
11	Equipment Store	4.2 x 3.6	1
12	Staff Changing	2.4 x 4.2	4
13	Patient Toilets	1.2 x 4.2	4
14	Assisted Toilet	1.5 x 2.4	4
15	Cleaners Room	1.8 x 2.4	1
Laboratory Department			
1	Phlebotomy	3.6 x7.2	1
2	Sample preparation	3.6 x7.2	1
3	Haematology	3.6 x7.2	1
4	Clinical Chemistry	3.6 x7.2	1
5	Parasitology/ Bacteriology	3.6 x4.2	1
6	Histology	3.6 x7.2	1
7	Serology	3.6 x4.2	1
8	Molecular Biology	3.6 x 4.2	2
9	Blood Bank	3.6 x7.2	1
10	Staff Changing	2.4 x4.2	2

11	Reception	3.6x4.2	1
12	Waiting	7.2 x4.2	1
13	In charge's Office	3.6 x 4.2	1
14	Staff Room	4.2 x 4.8	1
15	Quality Officer	3.6 x 4.2	1
16	Sterilization	3.6 x 4.2	1
17	Specimen Collection	3.6 x3.6	1
18	Blood Transfusion	3.6 x 3.6	1
19	Sample Toilet	1.2 x 4.2	2
20	Data Room	3.6 x 3.6	1
21	Bulk Store	4.2 x 7.2	1
22	Sterile Store	1.8 x2.4	1
23	Donors Waiting	6.0x6.0	1
24	Observation Post Donation	6.0x4.0	1
25	Cleaners Room	1.8 x 2.4	1
CSSD Department			
1	Receiving	4.2 x.4.2	1
2	Dirty Store	4.2 x.4.2	1
3	Sorting and packing	4.2 x.4.2	1
4	Decontamination and cleaning area	4.2 x.4.2	1
5	Changing Rooms	2.4 x4.2	2
6	Scrubbing room	1.8 x 2.4	1
7	Sterilization room	7.2 x7.2	1
8	Sterile store	3.6 x7.2	1
9	Staff lounge	3.6x4.2	1
10	Store	7.2x4.2	1
11	Issuing	4.2 x.4.2	1
12	Cleaners Room	1.8 x 2.4	1
Mortuary Department			
1	Store for Consumables	2.4 x 4.2	1
2	Post Mortem	6.0 x 4.8	1
3	Body Wash	4.2 x 4.8	1
4	Attendants office	3.6 x 4.2	1
5	Mortuary in charge Office	3.6 x 4.2	1
6	Viewing Room	4.2 x 4.8	1
7	Body storage room	7.2x7.2	1
9	Staff Changing	2.4 x4.2	2
10	Waiting bay	7.2 x4.2	1
11	Scrub	1.8 x2.4	1
12	Sluice	1.8 x2.4	1
13	Clean Utility	1.8 x2.4	1
14	Cleaners Room	1.8 x 2.4	1
Inpatient Department: Medical Wards, Surgical Wards and Isolation Ward (Two each, one for male and one for female)			

1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	1
3	Medicine Store	1.8 x 2.4	1
4	Linen Store	1.8 x 3.6	1
5	Treatment	3.6 x 4.2	1
6	Pantry	2.4 x 3.0	1
7	Assisted Bath/ Toilet	1.5 x 2.4	1
8	Staff Changing	2.4 x 4.2	2
9	Toilets and bathrooms per ward (male and female) patients	7.2 x 4.8	1
10	Consultation/	3.6x4.2	1
11	Sluice room	1.8 x 2.4	1
12	Clean Utility	1.8 x 2.4	1
13	Dirty Utility	1.8 x 2.4	1
14	Surgical wards	30.6x7.2	4
15	Medical wards	30.6x7.2	4
16	Isolation ward	30.6x7.2	4
17	Cleaners Room	1.8 x 2.4	1
Obs/Gyn Department			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	2
3	Medicine Store	1.8 x 2.4	2
4	Linen Store	1.8 x 2.4	2
5	Treatment	3.6 x 4.2	2
6	Pantry	2.4 x 3.0	2
7	Assisted Bath	1.5 x 2.4	2
8	Staff Changing	2.4 x 4.2	2
9	Patients toilets and bathrooms per ward	7.2 x 4.8	1
10	Consultation	3.6 x 3.6	2
11	Sluice	1.8 x 2.4	2
12	Clean Utility	1.8 x 2.4	2
13	Dirty Utility	1.8 x 2.4	2
14	Admission	3.6 x 4.2	2
15	Labour room	3.6 x 4.2	6
16	6 Bed Antenatal Ward	7.4 x 6.0	6
17	2 Bed Antenatal Ward With Toilet	4.8 x 5.7	6
18	1 Bed Antenatal Ward With Toilet	5.1 x 4.2	6
19	6 Bed Post-natal Ward	7.4 x 6.0	6
20	2 Bed Postnatal Ward With Toilet	4.8 x 5.7	6
21	1 Bed Postnatal Ward With	5.1 x 4.2	6

	Toilet		
22	Nursery	5.4 x 6.0	1
23	6 Bed GYN Ward	7.4 x 6.0	6
24	2 Bed Gyn Ward With Toilet	4.8 x 5.7	6
25	1 Bed Gyn Ward With Toilet	5.1 x 4.2	6
26	Cleaners Room	1.8 x 2.4	1
27	OBYS Theatre		
Paediatric Ward			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	1
3	Medicine Store	1.8 x 2.4	1
4	Linen Store	1.8 x 3.6	1
5	Treatment	3.6 x 4.2	1
6	Pantry	2.4 x 3.0	1
7	Assisted Bath/ Toilet	1.5 x 2.4	2
8	Staff Changing	2.4 x 4.2	2
9	Patients toilets and bathrooms	7.2 x 4.8	1
10	Consultation	3.6x4.2	1
11	Sluice room	1.8 x 2.4	1
12	Clean Utility	1.8 x 2.4	1
13	Dirty Utility	1.8 x 2.4	1
14	6 Bed Ward – Above Five	7.4 x 6.0	6
15	2 Bed Ward With Toilet - Above Five	4.8 x 5.7	6
16	1 Bed Ward With Toilet – Above Five	5.1 x 4.2	6
17	6 Bed Ward – Under Five	7.4 x 6.0	6
18	2 Bed Ward With Toilet - Under Five	4.8 x 5.7	6
19	1 Bed Ward With Toilet – Under Five	5.1 x 4.2	6
20	Incubation ward (Neonates)	12.6x7.2	1
22	Cleaners Room	1.8 x 2.4	1
Mental Health Ward			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	1
3	Examination room	3.6 x 4.2	1
4	Consultation room	3.6 x 4.2	1
5	Seclusion room	3.6 x 4.2	2
6	Assisted Bath	1.5 x 2.4	2
7	Staff Changing	2.4 x 4.2	2
8	Patients Toilets	1.2 x 4.2	2
9	Sluice	1.8 x 2.4	2
10	Clean Utility	1.8 x 2.4	2

11	Dirty Utility	1.8 x 2.4	2
12	Admission Room	3.6 x 4.2	2
13	6 Bed Ward	7.4 x 6.0	6
14	2 Bed Ward With Toilet	4.8 x 5.7	6
15	1 Bed Ward With Toilet	5.1 x 4.2	6
16	Group therapy	3.6 x 4.2	1
17	Cleaners Room	1.8 x 2.4	1
Waste Management			
1	High tech Incinerator	4.6x3.4	1
2	Placenta pit	4.5x4.5	1
3	Waste storage bay and office	7.0x7.0	1

Annex 4 (b): Schedule of accommodation of hospitals at level IV (Super Specialized Hospital at National Level)

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
Administration Department			
1	Meeting Room for 100 people	10.5x10.5	1
2	Reception	3.6x4.2	2
3	Nursing Officer's Office	3.6x4.2	1
4	Finance, Administration	3.6x4.2	1
5	Assisted Toilet	1.5 x 2.4	1
6	Staff Toilets	1.2x 3.6	4
7	Library and Computers	12x8.5	1
8	Office for the Secretaries	3.6x4.2	2
9	Librarian Office	3.6x4.2	1
10	Accounts Office	3.6x4.2	1
11	General Office	5.4x4.2	1
12	Tea Room	10.8x4.2	1
13	Social Welfare Office	3.6x4.2	1
14	MTUHA	3.6x4.2	1
15	ICT	3.6x4.2	1
16	Cleaners Room	1.8 x 2.4	1
17	Security Room	3.6 x 4.2	1
18	Visitors Waiting	9.6 x 9.6	1
Outpatient Department			
1	Waiting area (reception, Consultation, injection, dressing)	10.8x4.2	2
2	Reception and records	3.6x4.2	2
3	Consultation rooms	3.6x4.2	15
4	Assisted Toilet	1.5 x 2.4	1
5	Patient Toilets	1.2x4.2	4

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
6	Staff changing room/ toilets	2.4 x4.2	2
7	Injection Room	3.6 x4.2	1
8	Dressing room	3.6 x4.2	1
9	Dirty Utility	1.8 x 2.4	1
10	Clean Utility	1.8 x 2.4	1
11	Sluice	1.8 x 2.4	1
12	Observation room	3.6x4.2	2
13	Triage	3.6x4.2	2
14	Cleaners Room	1.8 x 2.4	1
15	Medical Records	4.2 x 9.6	1
16	Payment Office	3.6 x 4.2	1
Pharmacy Department			
1	Waiting	3.6x4.2	1
2	Dispensing	3.6x4.2	1
3	Sub Store	3.6x4.2	1
4	Drug Main store	24 x10	1
5	Pharmacy Office	3.6x4.8	1
6	Goods Receiving/ Issue	3.6x4.8	1
7	Cold storage area	7.2x5.8	1
8	Restricted Drug Store	2.4 x 1.8	1
9	Changing Room	2.4 x4.2	2
10	Pharmacist Office	3.6x4.8	1
11	Cleaners Room	1.8 x 2.4	1
Dental Department (If applicable for dental)			
1	Waiting	3.6x4.2	1
2	Reception and records	3.6x4.2	1
3	Nurse	3.6x4.2	1
4	Consultation room	3.6x4.2	10
5	Surgery Room	3.6x4.2	1
6	Sterilization room	3.6x4.2	1
7	Doctors Office	3.6x4.2	2
8	Dental Laboratory (Polishing, Technologist, and Store rooms)	3.6x4.2	3
9	Sterilization room	3.6x4.2	1
10	Dental Imaging room	3.6x4.2	1
11	Workshop and storage	7.2 x4.2	1
12	Toilet	3.6x4.2	1
13	Changing Room	2.4 x4.2	2
14	Sluice	1.8 x 2.4	1
15	Dirty Utility	1.8 x 2.4	1
16	Clean Utility	1.8 x 2.4	1

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
17	Cleaners Room	1.8 x 2.4	1
Kitchen Department			
1	Cooking Area	4.8 x 6.0	1
2	Food Store	7.2x7.2	1
3	Equipment Store	2.4 x 3.6	1
4	Food Preparation	2.4 x 3.6	1
5	Cold Storage	1.8 x 2.4	1
6	Dry Store	1.8 x 2.4	1
7	Vegetable Store	1.8 x 2.4	1
8	Changing Room	2.4 x 4.2	2
9	Wash up	2.4 x 3.6	1
10	Outside Cooking	4.8 x 6.0	1
11	Utensil Store	2.4 x 3.6	1
12	Chef Office	3.6 x 4.2	1
13	Nutritionist	3.6 x 4.2	1
14	Cleaners Room	1.8 x 2.4	1
Laundry Department			
1	Reception	3.6x4.2	1
2	Dirty Linen	3.6x4.2	1
3	Washing	4.8 x 6.0	1
4	Mending / Ironing	3.6x4.2	1
5	Clean Linen Store	3.6x4.2	1
6	Office	3.6x4.2	1
7	Changing room	2.4 x4.2	2
8	Drying Area	7.2 x 14.4	1
9	Laundry Store	3.6x4.2	1
10	In charges office	3.6x4.2	1
11	Cleaners Room	1.8 x 2.4	1
Stores Department			
1	Office of the In charge	3.6x4.2	1
2	General Materials	5.4 x 8.4	1
4	Miscellaneous Storage	5.4 x 6.0	1
5	Flammable materials Storage	3.6x4.2	1
6	Medical Gas	2.4 x 3.6	1
7	Cleaners Room	1.8 x 2.4	1
Technical Services			
1	Office of the In Charge	3.6 x4.2	1
2	Workshop (Electric, Plumbing and Carpentry)	3.6 x 4.2	3
3	Biomedical Workshop	3.6 x 4.2	2
4	Control Room	3.6 x 4.2	1
5	Changing Rooms / Toilets	2.4 x 4.2	2

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
6	Cleaners Room	1.8 x 2.4	1
7	Equipment Store	3.6 x 4.2	1
Emergency Department			
1	Patient Toilets	7.2x4.2	2
2	Assisted Toilet	1.5 x 2.4	1
3	Reception and records	3.6 x4.2	1
4	Nurses station	4.2x4.2	1
5	Waiting area	7.2x 4.2	1
6	Changing room	2.4 x4.2	2
7	Scrub room	2.7x2.4	1
8	Minor surgery	4.8 x 6.0	1
9	Sluice room	2.7x2.4	1
10	Clean utility	2.7x2.4	1
11	Consultation room	3.6x4.2	2
12	Observation Cubicle for 4	9.6 x4.2	2
13	Resuscitation	3.6 x4.2	2
14	Casualty Room	9.6 x 4.2	1
15	In charges Office	3.6 x 4.2	1
16	Cleaners Room	1.8 x 2.4	1
Eye Department (If applicable)			
1	Waiting	3.6x4.2	1
2	Reception	3.6x4.2	1
3	Consultation room	3.6x4.2	3
2	Refracting room	6.0x4.2	1
3	Eye minor surgery room	6.0x4.8	2
4	Clean utility	1.8 x2.4	1
5	Scrub room	1.8 x2.4	1
6	Sluice room	1.8 x2.4	1
7	Eye workshop	3.6x4.2	1
8	Changing room	2.4 x4.2	2
9	Nurse station	3.6x4.2	1
10	Examination room	3.6x4.2	1
11	Patient Toilets	1.2x3.6	2
12	Cleaners Room	1.8 x 2.4	1
ENT Department (If applicable)			
1	Waiting	3.6x4.2	1
2	Reception	3.6x4.2	1
3	Consultation room	3.6x4.2	3
4	Clean utility	1.8 x2.4	1
5	Scrub room	1.8 x2.4	1
6	Sluice room	1.8 x2.4	1
8	Changing room	2.4 x4.2	2

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
9	Nurse station	3.6x4.2	1
10	Examination room	3.6x4.2	1
11	Patient Toilets	1.2x3.6	2
12	Cleaners Room	1.8 x 2.4	1
RCH Department (If applicable)			
1	Consultation room(Ante/postnatal)	3.6x4.2	6
2	Reception and record	3.6x4.2	1
3	Weighing and counselling	7.2 x4.2	1
4	Adolescent clinic	3.6 x 4.2	1
5	Staff Changing	2.4 x4.2	2
6	Immunization and refrigeration	3.6 x4.2	2
7	Gynaecologist consultation room	3.6x4.2	1
8	Paediatrician consultation room	3.6x4.2	1
9	Staff lounge	7.2 x4.2	1
10	Store	3.6x4.2	1
11	Toilets - Clients	1.2x4.2	2
12	Waiting Room	7.2x4.2	1
13	Family Planning	3.6x4.2	1
14	Side-Lab	3.6x4.2	1
15	Ultra-Sound	3.6x4.2	1
16	Counselling Room	3.6x4.2	1
17	Satellite Pharmacy	3.2x4.2	2
18	Office of In charge	3.6x4.2	1
19	Cleaners Room	1.8 x 2.4	1
Operating Theatre Department (If applicable)			
1	Transfer Bay	3.6x4.2	1
2	Nurses station	3.6x4.2	1
3	Sterilization and packing	3.6 x4.2	2
4	Clean utility	3.6 x4.2	1
5	Recovery room	9.6 x4.2	1
6	Anaesthesia	4.2 x 3.0	1
7	Sluice room	3.6x4.2	2
8	Operating Room	6.0 x 6.0	3
9	Scrub Up	1.8 x3.6	2
10	Changing room with toilets/bath	2.4 x4.2	4
11	Nurse office	3.6x4.2	1
12	Surgeons office	3.6x4.2	1

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
13	Anaesthetists Office	3.6x4.2	1
14	Tea room	7.2x4.2	1
15	Store	7.2x4.2	1
16	Sterile Store	3.6x4.2	1
17	Minor theatre	4.8 x 6.0	1
18	Cleaners Room	1.8 x 2.4	1
Radiology and Imaging Department			
1	Waiting	7.2x4.2	1
2	Reception	3.6 x 4.2	1
3	X-ray room	4.8 x 4.2	2
3	Screening Room (Barium)	6.0x6.0	1
4	Control Room	1.8 x 2.4	1
5	Dark room	3.6x2.4	1
6	CT Scan Room	5.1 x7.2	1
7	CT Scan Control	2.4 x 3.0	1
8	Fluoroscopy	3.6 x 4.2	1
9	EEG	3.6 x 4.2	1
10	MRI	5.1 x7.2	1
11	Radiologist & Radiographer Offices	3.6 x 4.2	2
12	Ultrasound room with toilet	3.6x4.2	1
13	Staff changing room	2.4 x4.2	2
14	Viewing/ Reading Room	3.6x4.2	1
15	Store	3.6 x4.2	1
Physiotherapy Department			
1	Cleaners Room	1.8 x 2.4	1
3	Waiting	4.2 x 7.2	;
4	Registration	3.6 x 4.2	1
5	Consultation	3.6 x 4.2	4
6	Exercise Area	4.2 x 9.6	2
7	Office of the In charge	3.6 x 4.2	2
8	Procedure Bed	3.6 x 4.2	4
9	Gymnasium	4.2 x 9.6	1
10	Light Weight Exercises	4.2 x 9.6	2
11	Staff Lounge	4.2 x 7.2	1
12	Pantry	2.4 x 3.6	1
13	Equipment Store	4.2 x 3.6	1
14	Staff Changing	2.4 x 4.2	2
15	Patient Toilets	1.2 x 4.2	2
16	Assisted Toilet	1.5 x 2.4	2
17	Cleaners Room	1.8 x 2.4	1
ICU Department			

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
1	Office of the In charge	4.2 x 3.6	1
2	Intensive Care Room (10 beds)	10.0 x 15.0	1
4	Intensive Care Room NICU	9.6 x 4.2	1
5	Intensive Care Room PICU	9.6 x 4.2	1
6	Gowning	4.2 x 3.6	1
7	Isolation Room	4.2 x 3.6	3
8	Nurse Station	4.2 x 3.6	3
9	Sluice Room	1.8 x 2.4	3
10	Clean Utility Room	1.8 x 2.4	3
11	Ward Store	1.8 x 2.4	3
12	Staff Changing Room M	2.4 x 4.2	3
13	Staff Changing Room F	2.4 x 4.2	3
14	Doctors Office	4.2 x 3.6	1
15	Day space / Lounge/ Discussion	4.2 x 7.2	1
16	Assisted Shower/ WC	2.4 x 4.2	3
17	Duty Room	4.8 x 5.7	1
18	Linen Store	1.8 x 2.4	3
19	Cleaners Room	1.8 x 2.4	1
20	Staff Lounge	4.2 x 7.2	1
21	Equipment Store	4.2 x 3.6	1
CSSD Department			
1	Receiving	3.6 x 4.2	1
2	Dirty Store	3.6 x 4.2	1
3	Sorting and packing	3.6 x 4.2	1
4	Decontamination and cleaning area	3.6 x 4.2	1
5	Changing Rooms	2.4 x 4.2	2
6	Scrubbing room	1.8 x 2.4	1
7	Sterilization room	4.8 x 7.2	1
8	Sterile store	3.6 x 3.6	1
9	Staff lounge	3.6 x 4.2	1
10	Store	7.2 x 4.2	1
11	Issuing	3.6 x 4.2	1
12	Cleaners Room	1.8 x 2.4	1
Mortuary Department			
1	Store for Consumables	2.4 x 4.2	1
2	Post Mortem	6.0 x 4.8	1
3	Body Wash	4.2 x 4.8	1
4	Attendants office	3.6 x 4.2	1
5	Mortuary in charge Office	3.6 x 4.2	1

S/N	FUNCTIONAL SPACE	SIZE (METER)	REQUIRED NUMBER
6	Viewing Room	4.2 x 4.8	1
7	Body storage room	7.2x7.2	1
9	Staff Changing	2.4 x4.2	2
10	Waiting bay	7.2 x4.2	1
11	Scrub	1.8 x2.4	1
12	Sluice	1.8 x2.4	1
13	Clean Utility	1.8 x2.4	1
14	Cleaners Room	1.8 x 2.4	1
1	Cleaners Room	1.8 x 2.4	1
Waste Management			
1	High tech Incinerator	4.6x3.4	1
2	Placenta pit	4.0x4.0	1
3	Waste storage bay and office	7.0x7.0	1

Wards and accompanied Units

S/N	Functional Space	Size (meter)	Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	1 per ward
3	Admission room	3.6x4.8	4
4	Sluice room	2.4x4.8	1 per ward
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Treatment Room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	2.4x4.8	2
10	Toilets -patients (male & female)	3.6x2.7	4
11	Patients Bathrooms(male& female)	3.6x2.7	4
12	Toilet & Changing room-staff	3.6x2.7	4
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1 per ward
15	In charge room	3.6x4.8	1 per ward
16	Staff lounge	3.6x4.8	1
17	Male & female ward	50.4x7.2	4
18	Counselling and testing	3.6x4.8	1

**Annex 4 (c): Schedule of accommodation of Hospitals at level IV hospitals
(Referral Hospital at National Level)**

Administration Department

S/N	Functional Space	Size (meter)	Required Number
1	Reception	3.6x4.8	1
2	Waiting room	3.6x4.8	1
3	Director General Office	5.4x4.8	1
4	General Office- - mails, secretarial services, health workers personal records	5.4x4.8	2
5	Health Secretary Office	3.6x4.8	1
6	Planning and finance Office	3.6x4.8	3
7	Secretary offices	3.6x4.8	2
8	Head Nursing and housekeeping office	3.6x4.8	1
9	Head social work office	3.6x4.8	1
10	Legal office	3.6x4.8	1
11	Public relation office	3.6x4.8	1
12	Human resource office	3.6x4.8	3
13	Quality improvement unit	3.6x4.8	1
14	ICT office	3.6x4.8	1
15	Directors offices	3.6x4.8	4
15	Toilets	3.6x2.4	2
16	Meeting room (150 people)	15.0x10.0	1
17	Tea room	3.6x4.8	1
18	Library/resource centre	15.0x10.0	1
19	Computer room	3.6x4.8	1

Human Resource

S/N	Functional Space	Size (meter)	Number Required
1	Director office	7.2x7.2	1
2	Secretary office	3.6x2.7	1
3	Recruitment and Training Department	7.2x5.2	2
4	Head training office	3.6x2.7	1
5	Staff office	3.6x4.8	1
6	Administration Department	3.6x4.8	1
7	Security	3.6x4.8	2
8	Registry	3.6x4.8	1
9	Registry Confidential	3.6x4.8	1

10	Estate office housing issues	3.6x4.8	1
11	Compensation and industrial relations department	3.6x2.7	1
12	Head compensation	3.6x2.7	1
13	Staff office	3.6x2.7	1
14	Pay roll	3.6x2.7	1
15	Staff Toilets and bathroom	2.0x2.4	2

ICT

S/N	Functional Space	Size (meter)	Number Required
1	Head ICT	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.8	2
4	Telephone office	3.6x2.7	1
5	Tea room	3.6x4.8	1
6	Toilet female & male	2.0x2.4	2
7	Head medical record	3.6x4.8	1

Finance and Planning

S/N	Functional Space	Size (meter)	Number Required
1	Director Office	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Budget and planning	3.6x4.2	1
4	Chief Accountant	3.6x4.2	1
5	Accountant	3.6x4.2	1
6	Claim Office	3.6x4.2	1
7	Cash Office	3.6x4.2	2
8	Revenue Office	3.6x4.2	1

Legal Office

S/N	Functional Space	Size (meter)	Number Required
1	Chief legal officer office	3.6x4.2	1
2	Staff office	3.6x4.2	1
3	Secretary	3.6x2.7	2

Public Relation Office

S/N	Functional Space	Size (meter)	Number Required
1	Public relation officer	3.6x4.2	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.2	1

Public Health and Research

S/N	Functional Space	Size (meter)	Number Required
1	Head of department	3.6x4.8	1
2	Staff from core function	3.6x4.8	2
3	Tea room	3.6x4.2	1
4	Staff toilet female and male	2.4x3.6	1
5	Quality improvement unit	2.4x3.6	1
6	HQI office	3.6x4.8	1
7	Staff office (IPC, NUTRITION,5S-KAIZEN)	3.6x4.8	1
8	Staff toilet and changing room female and male	2.4x3.6	2

Internal Audit

S/N	Functional Space	Size (meter)	Number Required
1	Internal auditor officer	3.6x4.8	1
2	Secretary	3.6x2.7	1
3	Staff office	3.6x4.8	1

Social Work Department

S/N	Functional Space	Size (meter)	Number Required
1	In-charge office	3.6x4.8	1
2	Exception office	3.6x2.7	1
3	Staff office	3.6x4.8	3
4	Staff affairs office	3.6x2.7	1
5	Staff toilets, bathroom and changing room male &female	2.4x3.6	2

Emergency Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception, registration and records room	7.2x4.8	1
2	Waiting area	7.2x4.8	1
3	Ambulance Crew	7.2x4.8	1
4	Triage room	7.2x4.8	2
5	Nurse's office	3.6x4.8	2
6	Casualty room resuscitation room	7.2x4.8	2
7	Cardio-pulmonary Resuscitation room	7.2x4.8	2
8	Treatment room/ Observation room	7.2x4.8	6
9	Nurses' station	3.6x4.8	2
10	Male changing room	2.4x4.8	2
11	Female changing room	2.4x4.8	2
13	Minor theater	6.0x4.8	4

14	Sluice room	2.4x3.6	2
15	Clean Utility	2.4x3.6	2
16	Consultation room	3.6x4.8	3
17	Staff lounge/Tea room	3.6x4.8	1
18	Emergency theatre	6.0x6.0	4
19	Public bathroom & Toilets for male and female patients	3.6x4.8	2
20	Staff toilets	3.6x4.8	2
21	Assisted toilet for hand capped	1.8x2.4	2
22	Executive lounge (optional)	7.2x4.8	1
23	Pharmacy	7.2x7.2	1
24	Library	7.2x7.2	1
25	Sub Store equipment	7.2x4.8	1
26	Isolation room	7.2x4.8	2
27	Sub store linen	3.6x4.8	1
28	Cleaners room	3.6x4.8	1
29	Ambulance bay	3.6x7.2	2

Outpatient Department General

S/N	Functional Space	Size (meter)	Number Required
1	Reception	7.2x7.2	1
2	Waiting Room	10.8x4.8	2
3	Meeting Room	7.2x7.2	1
4	Nursing Officer's Office	3.6x4.8	1
5	Pharmacy (OPD & CTC)	15 x15	1
7	Toilets (male, female, handicapped) patients	3.6x4.8	2
8	Payment	7.2x4.8	2
9	Medical record	10.8x4.8	2
10	General Consultation/clinic room	3.6x4.8	40
11	Tea Room	3.6x4.8	1
12	Staff changing rooms/ toilets including handicapped unit	7.2x4.8	2
13	Social Welfare Office	3.6x4.8	1
14	Endoscope room	3.6x4.8	1

Dental Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	7.2x4.8	1
2	Waiting room	7.2x7.2	1
3	Nurse station	7.2x4.8	1
4	Consultation /dental surgery room	3.6x4.8	25
5	Major theatre	8.0x8.0	4
6	Minor theatre	6.0x4.8	4
7	Workshop	7.2 x4.8	1
8	Store	7.2 x4.8	2
9	Patients Toilet	7.2 x4.8	1
10	X-ray room	7.2x4.8	1
11	Tea room	3.6x4.8	1
12	Doctors room	3.6x4.8	6
13	Secretary office	3.6x4.8	1
14	Meeting room	7.2x4.8	1
15	Library	7.2x4.8	1
16	Dental laboratory	7.2x7.2	4
17	Utility room	3.6x4.8	1
18	Staff toilets	3.6x4.8	2

CTC and VCT Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records /Triage room	3.6x4.8	2
2	Nurses station	3.6x4.8	1
3	Doctors rooms	3.6x4.2	2
4	Laboratory/phlebotomy room	7.2x4.8	1
5	Consultation room	3.6x4.2	7
6	VCT counselling room	3.6x4.2	5
7	VCT waiting lounge	7.2x4.8	1
8	Toilets-male, female and handicapped patients	7.2x4.8	2
9	Staff toilet and changing room	7.2x4.8	2
10	Dispensing room	3.6x4.8	1
11	Sluice room	2.x 4.8	1

EYE & ENT Department

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	7.2x4.8	2
2	Waiting room	7.2x4.8	2
3	Eye Consultation room	3.6x4.8	6
4	Refracting room	3.6x4.8	4
5	Eye workshop	7.2x4.8	2
6	Eye minor surgery room	7.2x4.8	2
7	Clean utility	1.8x2.4	2

8	ENT Consultation room	3.6x4.8	6
9	ENT Examination room	3.6x4.8	2
10	Changing room	7.2x4.8	2
11	Nurse station	3.6x4.8	4
12	Toilets-male, female and disabled patients	7.2x4.8	2
13	Toilets-staff, male and female	7.2x4.8	2
14	ENT minor surgery room	6.0x6.0	2
15	Doctors rooms	3.6x4.8	4
16	Tea room	3.6x4.8	1
17	Sluice rooms	2.4x4.8	2
18	Scrub rooms	2.4x4.8	2

RMNCH

S/N	Functional Space	Size (meter)	Number Required
1	Waiting lounge	7.2x4.8	1
2	Reception and record	7.2x4.8	1
3	Weighing, Patient vitals room	7.2 x4.8	1
4	Consultation room (Antenatal, under five, Postnatal)	3.6x4.8	10
5	Family Planning and min lap	3.6x4.8	4
6	Counselling & Testing room	3.6x4.8	6
7	Immunization	3.6x4.8	2
8	Cancer screening room	3.6x4.8	2
9	Adolescent room	3.6x4.8	2
10	Refrigeration	2.4x4.8	2
11	Satellite Laboratory	3.6x4.8	2
12	Obstetric ultrasound room with toilet	3.6x4.8	4
13	Tea room	7.2x4.8	1
14	Doctors' office	3.6x4.8	10
15	Store	7.2x4.8	1
16	Staff toilets and bathroom	3.6x4.8	2
17	Toilets and bathroom - male, female, handicap	3.6x4.8	2
18	Sluice room	2.4x3.6	1
19	Cleaners room	3.6x4.8	1
20	Staff lounge	3.6x4.8	1
21	In charge office	3.6x4.8	1
22	Sub Pharmacy	7.2x4.8	1

**Clinical and Surgical Services
Operating Theatre**

S/N	Functional Space	Size (meter)	Number Required
1	Reception room	3.6 x4.8	1
2	Pre-operative room	3.6 x4.8	1
3	Pre changing room- male, female	3.6 x4.8	4
4	Changing rooms- male, female	3.6x4.8	4
5	Scrubbing room	3.6x3.6	4
6	Patient waiting room	3.6 x4.8	2
7	Major operating theatre (2 theatre per Surgical specialty)	10.0x10.0	2 x No. of Specialties
8	Minor theatre	6.0x6.0	4
9	Sterilization and packing	3.6 x4.8	4
10	Recovery room- male, female (4 to 8 pts)	3.6 x4.8	4
11	Clean utility (according to theatre rooms)	3.6 x4.8	1
12	Dirty utility (according to theatre rooms)	2.4x4.8	1
13	Sluice room (according to theatre rooms)	3.6x4.8	2
14	Nurses' station	3.6x4.8	1
15	Nurse manager office	3.6x4.8	1
16	Anaesthesia office	3.6x4.8	1
17	Anaesthesia rooms according to theatres	3.6x4.8	1
18	Surgeons office	3.6x4.8	2
19	Tea room	3.6x4.8	1
20	Meeting room	7.2x4.8	1
21	Medicines, store	3.6x4.8	1
22	Theatre instruments and supplies store	7.2x4.8	1
23	Temporary blood storage store	3.6x4.8	1
24	Linen store	3.6x4.8	1
25	Cleaners room	3.6x4.8	1
26	Machine/gas room	3.6x4.8	1
27	Staff Toilet- male, female	3.6x4.8	2

ICU (by Clinical Departments)

S/N	Functional Space	Size (meter)	Number Required
1	Reception and records	3.6x4.8	1
2	Visitors lounge	7.2x4.8	1
3	ICU ward 2 rooms	15x7.2	4
4	Intensive care Room NICU	12x7.2	2
5	Intensive care Room PICU	12x7.2	2
6	Nurse station	3.6x4.8	2

7	Toilets for male and female staff	7.2x4.8	2
8	Sluice room	2.4x4.2	2
9	Changing room	7.2x4.8	2
10	Store (medical supplies)	7.2x4.8	2
11	Utility room	3.6x4.2	2
12	Intensive therapist room	7.2x4.8	1
13	Cleaners room	1.8x3.6	1
14	Doctors lounge	7.2x4.2	1
15	Patient room en suite	3.6x4.2	2
16	Public Toilets for male and female patients	7.2x4.8	1
17	On duty Doctors' office	3.6x4.2	1
18	HOD office	3.6x4.2	1
19	Nurse in charge office	3.6x4.2	1

Internal Medicine

S/N	Functional Space	Size (meter)	Number Required
1	Conference Room for Internal Medicine	10x15.4	1

Neurology Unit

S/N	Functional Space	Size (meter)	Number Required
1	Reception	3.6x2.7	2
2	Nurse's Station	3.6x4.2	2
3	Admission room	3.6x4.2	2
4	Sluice room	2.4x4.2	2
5	Kitting room	2.4x4.2	2
6	Store equipment &supplies	3.6x4.2	2
7	Treatment room	3.6x4.2	2
8	Linen room	3.6x4.2	2
9	Dirty utility room	2.4x4.2	2
10	Toilets -patients (male & female)	3.6x2.4	4
11	Patients Bathrooms (male& female) and friendly disabled patients	3.6x2.4	4
12	Toilet & Changing room-staff	3.6x2.4	2
13	Tea room	3.6x4.2	1
14	Doctors' room	3.6x4.2	1
15	In charge room	3.6x4.2	1
16	Staff lounge	3.6x4.2	1
17	Male & female ward	12.6x7.2	8
18	Counselling and testing	3.6x4.2	2
19	Cleaners room	3.6x2.4	1

Infectious Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Treatment Room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	2.4x4.8	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms (male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x2.7	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Dermatology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Treatment Room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	2.4x4.8	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms (male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x2.7	2
13	Tea room	7.2x5.2	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Haematology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x2.7	2
4	Sluice room	2.4x4.8	2
5	Kitting room	3.6x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Sterilization & Packing room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	3.6x4.8	2
10	Toilets -patients (male & female)	3.6x4.8	2
11	Patients Bathrooms (male& female)	3.6x4.8	2
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Diabetic and Endocrinology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Sterilization & Packing room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	3.6x4.8	2
10	Toilets -patients (male & female)	3.6x4.8	2
11	Patients Bathrooms (male& female)	3.6x4.8	2
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Nephrology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Treatment Room	3.6x4.8	2
8	Linen room	2.4x4.8	2
9	Dirty utility room	2.4x4.8	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms (male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Respiratory Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Treatment Room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	2.4x4.8	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms (male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Cardiology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Kitting room	2.4x4.8	2
6	Store equipment &supplies	3.6x4.8	2
7	Sterilization & Packing room	3.6x4.8	2
8	Linen room	3.6x4.8	2
9	Dirty utility room	3.6x4.8	2
10	Toilets -patients (male & female)	3.6x4.8	2
11	Patients Bathrooms (male& female)	3.6x4.8	2
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4

Burn Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	2.4x4.8	2
5	Treatment room	3.6x4.8	2
6	Kitting room	2.4x4.8	2
7	Store equipment &supplies	3.6x4.8	2
8	Linen room	3.6x2.7	2
9	Dirty utility room	2.4x4.8	2
10	Toilets –patients	3.6x2.4	4
11	Patients Bathrooms	3.6x4.8	4
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

Urology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	1
2	Nurse's Station	3.6x4.8	1
3	Admission room	3.6x4.8	2
4	Sluice room	3.6x4.8	2
5	Treatment room	3.6x4.8	2
6	Kitting room	3.6x4.8	2
7	Store equipment &supplies	3.6x4.8	2
8	Linen room	3.6x2.7	2
9	Dirty utility room	3.6x2.7	2
10	Toilets –patients	3.6x2.4	4
11	Patients Bathrooms	3.6x4.8	4
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	4
18	Counselling and testing	3.6x4.8	1

NHIF & IPPM Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception	3.6x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x2.7	2
4	Cleaners room	3.6x4.8	2
5	Sluice room	3.6x4.8	2
6	Treatment room	3.6x4.8	2
7	Kitting room	3.6x4.8	2
8	Store equipment &supplies	3.6x4.8	2
9	Linen room	3.6x2.4	2
10	Dirty utility room	3.6x2.4	2
11	Toilets –patients	3.6x2.4	4
12	Patients Bathrooms	3.6x2.4	4
13	Toilet & Changing room-staff	3.6x4.8	2
14	Tea room	3.6x4.8	1
15	Doctors' room	3.6x4.8	2
16	In charge room	3.6x4.8	1
17	Staff lounge	3.6x4.8	1
18	Male & female ward	12.6x7.2	4
19	Counselling and testing	3.6x4.8	1

Ophthalmology Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Reception		
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Sluice room	3.6x4.8	2
5	Treatment room	3.6x4.8	2
6	Kitting room	2.4x4.8	2
7	Store equipment &supplies	3.6x4.8	2
8	Linen room	3.6x2.4	2
9	Dirty utility room	3.6x2.4	2
10	Toilets –patients	3.6x2.4	4
11	Patients Bathrooms	3.6x2.4	4
12	Toilet & Changing room-staff	3.6x4.8	2
13	Tea room	3.6x4.8	1
14	Doctors' room	3.6x4.8	1
15	In charge room	3.6x4.8	1
16	Staff lounge	3.6x4.8	1
17	Male & female ward	12.6x7.2	1
18	Counselling and testing	3.6x4.8	1

Orthopaedic Unit

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Emergency room	7.2x4.8	2
2	Nurse's Station	3.6x4.8	2
3	Admission room	3.6x4.8	2
4	Treatment room	3.6x4.8	1
5	Sluice room	3.6x4.8	2
6	Sterilization & Packing room	3.6x4.8	1
7	Kitting room	3.6x4.8	1
9	Store equipment &supplies	3.6x4.8	1
10	Linen room	3.6x2.4	1
11	Dirty utility room	3.6x2.4	1
12	Toilets –patients	3.6x2.4	4
13	Patients Bathrooms	3.6x2.4	4
14	Toilet & Changing room-staff	3.6x2.4	2
15	Tea room	3.6x4.8	1
16	Doctors' room	3.6x4.8	1
17	In charge room	3.6x4.8	1
18	Staff lounge	3.6x4.8	1
19	Counselling and testing	3.6x4.8	1
2	Male & female ward	12.6x7.2	2

**Cardiac Department
OPD, CATHLAB, Inpatient (General Coronary)**

S/N	Functional Space	Size (meter)	Minimum Number Required
1	Waiting areas	7.2x7.2	1
2	Reception/registration	3.6x2.7	2
3	Sub waiting bays	7.2x5.2	2
4	Security room	3.6x2.7	2
5	Consultation room	3.6x4.8	6
6	Cashier office	3.6x4.8	1
7	Sub pharmacy	3.6x4.8	2
8	Machine room (Electrical)	3.6x4.8	1
9	Control room	3.6x4.8	1
10	Waiting room	3.6x4.8	1
11	Preparation room DSA	3.6x2.7	1
12	ECG	3.6x2.7	1
13	Stress exercise room	2.0x2.4	4
14	CCU treatment (Cath Lab)	7.2x5.2	4
15	Changing room	3.6x4.8	2
16	Sluice room	10.8x4.8	1
17	Nurse station	3.6x4.8	1
18	Store	12.6x7.2	4
19	X-ray	3.6 x4.8	2
20	Control room	3.6x4.8	2
21	Repair room	3.6x3.6	2
22	Power room	7.2 x4.8	1
23	Duty room	3.6 x4.8	1
24	ECO	7.2 x4.8	1
25	Lounge	3.6x2.7	1
26	Communication centre	3.6 x4.8	1
27	Doctor's Office	3.6x4.8	2
28	Admin. Office	3.6x4.8	3
29	Food supply	3.6x4.8	1
30	Changing room	3.6x4.8	1
31	Nurse station	3.6x4.8	2
32	General Ward	4.8x7.2	6
33	Patients toilets	3.6x2.7	1
34	Assisted bath	7.2x5.2	1
35	Dirty utility	2.4x3.6	1
36	Staff changing room and toilet	2.4x3.6	1

Gastroenterology Unit

S/N	Functional Space	Size (meter)	Number Required
1	Reception	3.6x4.2	2
2	Nurse's Station	3.6x4.2	2
3	Admission room	3.6x4.2	2
4	Sluice room	2.4x4.2	2
5	Kitting room	2.4x4.2	2
6	Store equipment &supplies	3.6x4.2	2
7	Treatment Room	3.6x4.2	2
8	Linen room	3.6x4.2	2
9	Dirty utility room	2.4x4.2	2
10	Toilets -patients (male & female)	3.6x2.7	2
11	Patients Bathrooms (male& female)	3.6x2.7	2
12	Toilet & Changing room-staff	3.6x4.2	2
13	Tea room	3.6x4.2	1
14	Doctors' room	3.6x4.2	1
15	In charge room	3.6x4.2	1
16	Staff lounge	3.6x4.2	1
17	Male & female ward	12.6x7.2	8
18	Counselling and testing	3.6x4.8	2

Pharmacy Department

1	Waiting	3.6x4.2	1
2	Dispensing	3.6x4.2	1
3	Sub Store	3.6x4.8	1
4	Drug Main store	24 x15	1
5	Pharmacy Office	3.6x4.8	2
6	Goods Receiving/ Issue	3.6x4.8	1
7	Cold storage area	7.2x5.8	1
8	Restricted Drug Store	2.4 x 3.6	1
9	Changing Room	2.4 x4.2	2
10	Pharmacist Office	3.6x4.8	2
11	Cleaners Room	1.8 x 2.4	1

Kitchen Department

1	Cooking Area	4.8 x 7.2	1
2	Food Store	7.2x7.2	1
3	Equipment Store	2.4 x 3.6	1
4	Food Preparation	2.4 x 3.6	1
5	Cold Storage	1.8 x 2.4	1
6	Dry Store	1.8 x 2.4	1
7	Vegetable Store	1.8 x 2.4	1
8	Changing Room	2.4 x 4.2	2
9	Wash up	2.4 x 3.6	1
10	Outside Cooking	4.8 x 6.0	1
11	Utensil Store	2.4 x 3.6	1

12	Chef Office	3.6 x 4.2	1
13	Nutritionist	3.6 x 4.2	1
14	Cleaners Room	1.8 x 2.4	1
Laundry Department			
1	Reception	3.6x4.2	1
2	Dirty Linen	7.2x4.8	1
3	Washing	7.2x7.2	1
4	Mending / Ironing	7.2x7.2	1
5	Clean Linen Store	7.2x7.2	1
6	Office	3.6x4.2	1
7	Changing room	2.4 x4.2	2
8	Drying Area	10 x 14.4	1
9	Laundry Store	7.2x4.8	1
10	In charges office	3.6x4.2	1
11	Cleaners Room	1.8 x 2.4	1
Stores Department			
1	Office of the Incharge	3.6x4.2	1
2	General Materials	10.0 x 8.4	1
4	Miscellaneous Storage	5.4 x 6.0	1
5	Flammable materials Storage	3.6x4.2	1
6	Medical Gas	7.2x7.2	1
7	Cleaners Room	1.8 x 2.4	1
Technical Services			
1	Office of the In Charge	3.6 x4.2	1
2	Workshop (Electric, Plumbing and Carpentry)	3.6 x 4.2	3
3	Biomedical Workshop	3.6 x 4.2	2
4	Control Room	3.6 x 4.2	1
5	Changing Rooms / Toilets	2.4 x 4.2	2
6	Cleaners Room	1.8 x 2.4	1
7	Equipment Store	3.6 x 4.2	1
Radiology and Imaging Department			
1	Waiting	7.2x4.2	1
2	Reception	3.6 x 4.2	1
3	X-ray room	4.8 x 4.2	4
4	Screening Room (Barium)	6.0x6.0	1
5	Control Room	1.8 x 2.4	1
6	Dark room	3.6x2.4	4
7	CT Scan Room	5.1 x7.2	2
8	CT Scan Control	2.4 x 3.0	2
9	Fluoroscopy	3.6 x 4.2	1
10	MRI Room	5.1 x7.2	1
11	EEG	3.6 x 4.2	2
12	Radiologist & Radiographer Offices	3.6 x 4.2	2
13	Echo cardiogram Room	3.6x4.2	2

14	Ultrasound room with toilet	3.6x4.2	2
15	Staff changing room	2.4 x4.2	2
16	Viewing/ Reading Room	3.6x4.2	1
10	Store	3.6 x4.2	1
11	Cleaners Room	1.8 x 2.4	1
Physiotherapy Department			
1	Waiting	4.2 x 7.2	1
2	Registration	3.6 x 4.2	1
3	Consultation	3.6 x 4.2	8
4	Exercise Area	7.2 x 9.6	4
5	Office of the Incharge	3.6 x 4.2	2
6	Procedure Rooms	3.6 x 4.2	8
7	Gymnasium	4.2 x 9.6	1
8	Light Weight Exercises	4.2 x 9.6	2
9	Staff Lounge	4.2 x 7.2	1
10	Pantry	2.4 x 3.6	1
11	Equipment Store	7.2x7.2	1
12	Staff Changing	2.4 x 4.2	4
13	Patient Toilets	1.2 x 4.2	4
14	Assisted Toilet	1.5 x 2.4	4
15	Cleaners Room	1.8 x 2.4	1
Laboratory Department			
1	Phlebotomy	8.0 x5.2	1
2	Sample preparation	7.2x4.8	1
3	Haematology	7.2x7.2	1
4	Clinical Chemistry	7.2x7.2	1
5	Parasitology/ Bacteriology	7.2x7.2	1
6	Histology	7.2x7.2	1
7	Serology	7.2x7.2	1
8	Molecular Biology	7.2x7.2	2
9	Blood Bank	7.2x7.2	1
10	Staff Changing	2.4 x4.2	2
11	Reception	7.2x7.2	1
12	Waiting	7.2 x4.2	1
13	In charge's Office	3.6 x 4.2	1
14	Staff Room	4.2 x 4.8	1
15	Quality Officer	3.6 x 4.2	1
16	Sterilization	3.6 x 4.2	1
17	Specimen Collection	3.6 x3.6	1
18	Blood Transfusion	7.2x7.2	1
19	Sample Toilet	1.2 x 4.2	2
20	Data Room	3.6 x 3.6	1
21	Bulk Store	4.2 x 7.2	1
22	Sterile Store	1.8 x2.4	1
23	Donors Waiting	6.0x6.0	1

24	Observation Post Donation	6.0x4.0	1
25	Cleaners Room	1.8 x 2.4	1
CSSD Department			
1	Receiving	4.2 x.4.2	1
2	Dirty Store	4.2 x.4.2	1
3	Sorting and packing	4.2 x.4.2	1
4	Decontamination and cleaning area	4.2 x.4.2	1
5	Changing Rooms	2.4 x4.2	2
6	Scrubbing room	1.8 x 2.4	1
7	Sterilization room	10.0 x7.2	1
8	Sterile store	3.6 x7.2	1
9	Staff lounge	3.6x4.2	1
10	Store	7.2x7.2	1
11	Issuing	4.2 x.4.2	1
12	Cleaners Room	1.8 x 2.4	1
1	Store for Consumables	2.4 x 4.2	1
2	Post Mortem	6.0 x 4.8	1
3	Body Wash	4.2 x 4.8	1
4	Attendants office	3.6 x 4.2	1
5	Mortuary in charge Office	3.6 x 4.2	1
6	Viewing Room	4.2 x 4.8	1
7	Body storage room	10.0x10.0	1
9	Staff Changing	2.4 x4.2	2
10	Waiting bay	7.2 x4.2	1
11	Scrub	1.8 x2.4	1
12	Sluice	1.8 x2.4	1
13	Clean Utility	1.8 x2.4	1
14	Cleaners Room	1.8 x 2.4	1
Inpatient Department: Medical Wards, Surgical Wards and Isolation Ward (Two each, one for male and one for female)			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	1
3	Medicine Store	1.8 x 2.4	1
4	Linen Store	1.8 x 3.6	1
5	Treatment	3.6 x 4.2	1
6	Pantry	2.4 x 3.0	1
7	Assisted Bath/ Toilet	1.5 x 2.4	1
8	Staff Changing	2.4 x 4.2	2
9	Toilets and bathrooms per ward (male and female) patients	7.2 x4.8	1
10	Consultation/	3.6x4.2	1
11	Sluice room	1.8 x 2.4	1
12	Clean Utility	1.8 x 2.4	1
13	Dirty Utility	1.8 x 2.4	1
14	Surgical wards	30.6x7.2	8

15	Medical wards	30.6x7.2	8
16	Isolation ward	30.6x7.2	4
17	Cleaners Room	1.8 x 2.4	1
Obs/Gyn Department			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	2
3	Medicine Store	1.8 x 2.4	2
4	Linen Store	1.8 x 2.4	2
5	Treatment	3.6 x 4.2	2
6	Pantry	2.4 x 3.0	2
7	Assisted Bath	1.5 x 2.4	2
8	Staff Changing	2.4 x 4.2	2
9	Patients toilets and bathrooms per ward	7.2 x4.8	1
10	Consultation	3.6 x 3.6	2
11	Sluice	1.8 x 2.4	2
12	Clean Utility	1.8 x 2.4	2
13	Dirty Utility	1.8 x 2.4	2
14	Admission	3.6 x 4.2	2
15	Labour room	3.6 x 4.2	6
16	6 Bed Antenatal Ward	7.4 x 6.0	8
17	2 Bed Antenatal Ward With Toilet	4.8 x 5.7	8
18	1 Bed Antenatal Ward With Toilet	5.1 x 4.2	8
19	6 Bed Post-natal Ward	7.4 x 6.0	8
20	2 Bed Postnatal Ward With Toilet	4.8 x 5.7	8
21	1 Bed Postnatal Ward With Toilet	5.1 x 4.2	8
22	Nursery	5.4 x 6.0	1
23	6 Bed GYN Ward	7.4 x 6.0	8
24	2 Bed Gyn Ward With Toilet	4.8 x 5.7	8
25	1 Bed Gyn Ward With Toilet	5.1 x 4.2	8
26	Cleaners Room	1.8 x 2.4	1
27	OBYS Theatre		
Paediatric Ward			
1	Waiting area	3.6 x 4.2	1
2	Nurse's Station	3.6 x 4.2	1
3	Medicine Store	1.8 x 2.4	1
4	Linen Store	1.8 x 3.6	1
5	Treatment	3.6 x 4.2	1
6	Pantry	2.4 x 3.0	1
7	Assisted Bath/ Toilet	1.5 x 2.4	2
8	Staff Changing	2.4 x 4.2	2
9	Patients toilets and bathrooms	7.2 x4.8	1
10	Consultation	3.6x4.2	1
11	Sluice room	1.8 x 2.4	1
12	Clean Utility	1.8 x 2.4	1
13	Dirty Utility	1.8 x 2.4	1

14	6 Bed Ward – Above Five	7.4 x 6.0	8
15	2 Bed Ward With Toilet - Above Five	4.8 x 5.7	8
16	1 Bed Ward With Toilet – Above Five	5.1 x 4.2	8
17	6 Bed Ward – Under Five	7.4 x 6.0	8
18	2 Bed Ward With Toilet - Under Five	4.8 x 5.7	8
19	1 Bed Ward With Toilet – Under Five	5.1 x 4.2	8
20	Incubation ward (Neonates)	12.6x7.2	1
22	Cleaners Room	1.8 x 2.4	1
Mental Health Ward			
1	Waiting area	3.6 x 4.2	1
2	Nurse’s Station	3.6 x 4.2	1
3	Examination room	3.6 x 4.2	1
4	Consultation room	3.6 x 4.2	1
5	Seclusion room	3.6 x 4.2	2
6	Assisted Bath	1.5 x 2.4	2
7	Staff Changing	2.4 x 4.2	2
8	Patients Toilets	1.2 x 4.2	2
9	Sluice	1.8 x 2.4	2
10	Clean Utility	1.8 x 2.4	2
11	Dirty Utility	1.8 x 2.4	2
12	Admission Room	3.6 x 4.2	2
13	6 Bed Ward	7.4 x 6.0	8
14	2 Bed Ward With Toilet	4.8 x 5.7	8
15	1 Bed Ward With Toilet	5.1 x 4.2	8
16	Group therapy	3.6 x 4.2	1
17	Cleaners Room	1.8 x 2.4	1
Waste Management			
1	High tech Incinerator	4.6x3.4	1
2	Placenta pit	5.0x4.5	1
3	Waste storage bay and office	7.0x7.0	1

Annex 5: Medical Equipment for Hospitals at level III and IV

Consultation Rooms

- Diagnostic sets
- Stethoscopes
- Otoscope
- Weighing scale
- Clinical thermometers
- Tongue depressors
- Foetoscopes/Doppler
- Vaginal examination trays
- Sphygmomanometers
- Hand torches
- Screen four folds
- Guedel Airways Adults and Children
- Sinks with running water

Dressing Room

- Instrument trays
- Galipot
- Dressing drums:
- Forceps bowl
- Dressing tray
- Sink with running water.
- Buckets

Injection Room:

- Dressing trolleys
- Medicine trolleys
- Bowl stand
- Sterilizer electric
- Instrument trays
- Kidney dishes
- Galipot.
- Dressing drum assorted sizes
- Foot operated bucket

Dispensing Room

- Bowl - Medicine
- Pint measure
- Sink for hand wash
- Vomiting bowl
- Dust bin
- Bucket with lid

Maternal and Child Health Room

- Weighing scale
- Foetoscopes/Doppler
- Sphygmomanometers
- Stethoscopes

- Dressing trolleys
- Refrigerator
- Sterilizer Electric/stove
- Clinical thermometers
- Immunization trays

Minor Theatre (Casualty)

- Sterilizer – electric/kerosene
- Diathermy machine
- Suction Machine electric or fast sucker
- 1 sphygmomanometer and 1 stethoscope
- Adult and Paediatric resuscitators
- Intravenous Equipment (cannulas).
- Airway adult
- Airway Neonates
- Airway infants
- Anaesthetic Machine
- Continuous flow
- Oxygen concentrator
- Instrument trays
- Dressing drums.
- Drip stands
- Oxygen Cylinders
- Operating
- Major Operating theatre

Labour Ward

- Four complete delivery beds with Mackintosh
- The buckets with lids for soiled linen and swabs
- Foetoscopes/Doppler
- Sphygmomanometer, stethoscope
- Angled lamp, torch
- Resuscitation tables
- Oxygen supply(cylinders and oxygen concentrators)
- Ambu bags
- Flow-meters
- Baby cots
- Sterilizer
- Minor operating lights
- Dressing trolleys
- Drip stands with double hooks adjustable height
- Emergency Cast (trolley)
- Vaporizers
- Hose
- Valves
- Bellows or bag to inflate lungs
- Face masks (sizes 00-5).
- Pulse oximeter

- Laryngoscope Macintosh blades
- Oxygen concentrators/Cylinders
- Sphygmomanometer 8, stethoscope
- Suction Machine (electrical/foot)

Ward

- Standard hospital white bed with mattress covered with Mackintosh.
- Eight (8) bed sheets
- Patient stretcher
- Trolley for soiled linen
- Drip stand
- Screen four folds
- Trolleys (different uses)
- Bed elevator and Back rest
- Sterilizer
- Suction Machine foot/Electric
- Instrument trays (small, Medium, large)
- Airways Adult/children
- Concentrator

Laboratory

- Calorimeter variable wavelength
- Water bath
- Refrigerators – one freezer compartment for reagents – one for blood bank
- Autopsy dissected set.
- Binocular powered microscope
- Centrifuge machine
- Haemoglobinometer -
- Weighing scale -
- Hot air oven
- Water distiller
- Water filler
- ELISA washer manual
- ELISA reader.
- Chemistry analyser
- Haematology analyser
- CD4/CD8 count machines
- Facilities for rapid tests such as HIV, Malaria, Syphilis

Radiology and Imaging Department

- Complete X-ray Unit
- Ultrasound machine.
- CT scan
- MRI

Dental Room

- Dental chair manoeuvrable to all operating positions
- A spittoon that can be kept clean
- 1 operating light
- 1 Autoclave

- 1 Dental unit to operate either air motor or turbine hand piece with connections for air and water.
- X-ray machine for dental diagnosis services (optional)
- Complete sets of tooth extractions and minor operations.
- Instruments for restoration
- Equipment for dental laboratory

Major Theatres 3 each with

- Operating table – Major
- Patients stretcher complete
- Wheel chair invalid filing adult size
- Trolley for solid linen.
- Anaesthetic Machine (Boyles) Complete with accessories
- Operating light
- Diathermy
- Wheel chair,
- Anaesthetic trolley
- Suction machine
- Laryngoscope set
- Oxygen cylinders – 4/oxygen concentrator
- E. Tubes – various size
- Magills forceps –
- Instrument trays (Large, Medium, Small)
- Dressing drums (deep-large, small, shallow-large, small).
- Set of Trays
- General set (Laparotomy set
- Caesarean section set
- Dilatation and curettage
- Relief of retention of urine
- Limb amputation (emergency)
- Vacuum extraction set
- Cutting down tray
- Incision tray
- Lumber puncture tray
- Lymph node Biopsy tray
- Parachutists Tray
- Aspiration tray
- Tracheostomy tray (Emergency)

Intensive Care Unit

- Pulse oximeter ;
- Cardiac Monitor;
- Suction Machine;
- Oxygen cylinder/ Oxygen concentrator;
- Sphygmomanometer;
- Ambu bag adult ;
- Ventilator;
- Laryngoscope Set;

- Defibrillator;
- Range of End tracheal tubes,
- Cannulas size 24 – 16 G;
- T pieces (breathing circuits);
- Special ICU beds;
- Resuscitation trolley.

X-Ray Room

- Illumination;
- X-Ray units with table;
- Lead apron;
- Weighing machine;
- AC Machine;
- Processor machine;
- Cassettes;
- Ultrasound machine;
- X-Ray films different sizes;
- Syringes with needles;
- Resuscitation kit;
- Film Badges;
- HSG. Lot;
- Lumbar punctual kit;
- Angiographic kits;
- Glasses;
- Dark room hopper.

Supplies and equipment needed for Waste management

- Incinerator
- Placenta pit
- Dust bin
- Waste bins and Bin liners
- Safety boxes

Annex 6: List of Super-Specialties

A
Addiction Psychiatry Adolescent Medicine (Paediatrics) Adult Reconstructive Orthopaedics (Orthopaedic Surgery) Advanced Heart Failure & Transplant Cardiology Internal Medicine Allergy & Immunology
B
Biochemical Genetics (Medical Genetics)
C
Cardiovascular Disease (Internal Medicine) Chemical Pathology (Pathology-Anatomic & Clinical) Child & Adolescent Psychiatry (Psychiatry) Child Neurology Clinical Cardiac Electrophysiology (Internal Medicine) Clinical Neurophysiology (Neurology) Congenital Cardiac Surgery (Thoracic Surgery) Craniofacial Surgery (Plastic Surgery) Cytopathology (Pathology-Anatomic & Clinical)
D
Dermatology Dermatopathology (Dermatology)
E
Endocrinology, Diabetes & Metabolism (Internal Medicine) Endovascular Surgical Neuroradiology (Neurological Surgery) Endovascular Surgical Neuroradiology (Neurology) Endovascular Surgical Neuroradiology (Radiology-Diagnostic)
F
Family practice (family planning) Female Pelvic Medicine & Reconstructive Surgery Obstetrics & Gynaecology Foot & Ankle Orthopaedics Orthopaedic Surgery Forensic Pathology Pathology-Anatomic & Clinical Forensic Psychiatry
G
Gastroenterology (Internal Medicine) Geriatric Medicine (Family Medicine) Geriatric Medicine (Internal Medicine) Geriatric Medicine (Family Practice) Geriatric Psychiatry
H
Hand Surgery (Orthopaedic Surgery) Hand Surgery (Plastic Surgery) Hand Surgery (Surgery-General) Hematology (Internal Medicine) Hematology (Pathology-Anatomic & Clinical) Hematology & Oncology (Internal Medicine)

I
Infectious Disease (Internal Medicine) Interventional Cardiology (Internal Medicine)
M
Medical Genetics Medical Toxicology (Emergency Medicine) Medical Toxicology (Preventive Medicine) Molecular Genetic Pathology (Medical Genetics) Musculoskeletal Oncology (Orthopaedic Surgery)
N
Neonatal-Perinatal (Medicine Pediatrics) Nephrology (Internal Medicine) Neurological Surgery Neurology Neuromuscular (Medicine Neurology) Neuromuscular Medicine Physical Medicine & Rehabilitation Neuropathology (Pathology-Anatomic & Clinical) Neuroradiology (Radiology-Diagnostic)
O
Oncology (Internal Medicine) Ophthalmic Plastic & Reconstructive Surgery Ophthalmology Ophthalmology Orthopaedic Sports Medicine (Orthopaedic Surgery) Orthopaedic Surgery Orthopaedic Surgery of the Spine (Orthopaedic Surgery) Orthopaedic Trauma (Orthopaedic Surgery) Otolaryngology Otology - Neurotology (Otolaryngology)
P
Pain Medicine Neurology Pain Medicine Physical Medicine & Rehabilitation Pediatric Anesthesiology Pediatric Cardiology Pediatrics Pediatric Critical Care (Medicine Pediatrics) Pediatric Emergency Medicine (Emergency Medicine) Pediatric Endocrinology (Pediatrics) Pediatric Gastroenterology (Pediatrics) Pediatric Hematology-(Oncology Pediatrics) Pediatric Infectious Diseases (Pediatrics) Pediatric Nephrology (Pediatrics) Pediatric Orthopaedics (Orthopaedic Surgery) Pediatric Otolaryngology (Otolaryngology) Pediatric Pathology (Pathology-Anatomic & Clinical) Pediatric Pulmonology (Pediatrics) Pediatric Radiology (Radiology-Diagnostic) Pediatric Rheumatology (Pediatrics)

Pediatric Sports Medicine (Pediatrics) Pediatric Surgery (Surgery-General) Pediatric Transplant (Hepatology) Pediatric Urology Physical Medicine & Rehabilitation Plastic Surgery Preventive Medicine Procedural Dermatology Pulmonary Disease (Internal Medicine) Pulmonary Disease & Critical Care Medicine (Internal Medicine)
R
Radiation Oncology Rheumatology (Internal Medicine)
S
Sleep Medicine Spinal Cord Injury Medicine Physical Medicine & Rehabilitation Sports Medicine (Emergency Medicine) Sports Medicine (Family Medicine) Sports Medicine (Internal Medicine) Sports Medicine Physical Medicine & Rehabilitation Surgical Critical Care (Surgery-General)
T
Thoracic Surgery Thoracic Surgery- (Integrated Thoracic Surgery) Transplant Hepatology (Internal Medicine)
U
Urology
V
Vascular & Interventional Radiology (Radiology-Diagnostic) Vascular (Surgery)