SPECIFIC REQUIREMENTS FOR A PRIMARY HOSPITAL

A primary hospital shall be defined as a facility with the following minimum requirements as listed under sections A to I below:

A. Personnel
B. Services
C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities
D. Equipment, Devices and Supplies
E. Wards
F. Catering
G. Safety and Security
H. Schedules
I. Records

A. Personnel

The minimum requirements regarding additional personnel for a primary hospital must be separated according to the following:

1. Practitioner in Charge
2. Heads of Departments/Units/Services
3. Medical Practitioners
4. Additional professional staff
5. Auxiliary staff
6. Ancillary staff (non-professional staff)

1. Practitioner in Charge

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

2. Heads of Departments/Units/Services

- Each department/ Unit should be headed by senior specialist or consultant in good standing with the Medical and Dental Council on a full time basis.
• Director of nursing service should be at the level of Deputy Director of Nursing (DDNS) with a minimum of a master's degree in nursing, and a certificate in Midwifery, Public Health and must be in good standing with the Nursing and Midwifery Council.

3. Medical Practitioners
• At least two Medical Doctors (must have at least five years post qualification experience and to be in good standing with the Medical and Dental Council of Ghana).

4. Additional Professional Staff
• At least eight Professional Nurses /Nurse Practitioners/Midwives (must have at least five years post qualification experience and in good standing with Nursing and Midwifery Council.) One of these nurses serving as the head of the nursing group should be a Professional Nurse with a minimum of a first degree and a certificate in midwifery
• 1 Pharmacist (must have at least five years post qualification experience and to be in good standing with the Pharmacy Council of Ghana).
• 1 Medical Laboratory Scientist (must have at least five years post qualification experience and to be in good standing with the Allied Health Professionals Council of Ghana).
• 1 Anesthetist (must have at least five years post qualification experience and to be in good standing with approved council in Ghana).
• 1 Radiographer (optional) (must have at least five years post qualification experience and to be in good standing with the Allied Health Professionals Council of Ghana).

5. Auxiliary Staff.
• Health Assistants-Clinical
• Health Assistants- Community Health Nurses

6. Ancillary staff (non-professional staff)
• Ward assistants (at least two per ward)
• Hospital Assistants/orderlies (at least 4 per department)
• Gardeners/grounds keeper(s)
• Cleaning staff
• Security staff

B. Services
• General Services
  o First line treatment
  o Primary Health Care services
  o Health promotion and preventive services
  o Out-patient services for general, medical, surgical, pediatric and maternal care.
  o In-patient services, for general, medical, surgical, pediatric and maternal care.
• Maternal and Child Health Services
  o Short and Long term Family Planning
  o Antenatal services
  o Postnatal services
  o Expanded Program on Immunisation
  o Reproductive and Child Health Services
  o Prevention of Mother to Child Transmission Care
  o Deliveries and caesarian sections
• Mandatory Specialty Health Departments and Services
  o Eye Care Department
  o ENT Department
  o Dental Department
  o Mental Health Department
  o Public Health Department
  o General Surgery Department
  o Obstetrics and Gynecology Department
- Pediatric Department
- Internal Medicine Department

- Optional Specialty Health Departments and Services
  - Plastic and Reconstructive Surgery
  - Dialysis Department
  - Radiology Department
  - Oncology Department
  - Orthopedics Department
  - Urology Department
  - Nephrology Department
  - Cardiology Department
  - Neurology Department
  - Pathology/Mortuary Department
  - **(OR) Appropriate referral services**

- Emergency Services Support
  - First Aid training
  - First Aid box maintenance
  - Emergency Care service & referral system
  - Comprehensive emergency plan development
  - Ambulance services

- Medical Diagnostic Services
  - Clinical and Biomedical laboratory services
  - Imaging
    - Ultrasound services
    - X-ray services (optional)
    - MRI services (optional)
    - CT services (optional)
    - Mammography services (optional)
  - EEG, ECG (optional)

- Additional Services
  - Blood Bank
o Pharmacy services

- Any other requirement that may be prescribed by the Board.

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

- Information desk
- Waiting and reception area of at least 4 x 3 metres size with seating facilities, a reception table, a registration table, medical record keeping facilities, a wheelchair/patients' trolley, adequate ventilation, a weighing scale and stadiometer for heights;
- Triage Area
- Nurses bay
- Doctors rooms
- Consulting rooms of at least 4 x 3 metres with an examination couch, a wash hand basin, thermometer, stethoscope, diagnostic set, sphygmomanometer, table and chairs, and adequate ventilation;
- Treatment rooms of at least 2 x 3 metres with instruments cabinet, with washable floors and floor drains
- Wards
  - Observation ward with minimum of 2 beds, locker and over-bed table for each bed, ward screen
  - Separate wards for males and females with locker and over-bed table for each bed
  - Children’s wards with locker, over-bed table, ward screens for each bed, sleeping couch for parents, play area for children
  - Maternity wards with beds, lockers and over-bed-table for each bed, fetal stethoscope, commode
    - Lying in room with beds
    - Labour room - The labour room must have a delivery bed, infusion stand, delivery lamp and delivery set, oxygen system, resuscitative equipment, suction machine
• Units and Departments
  o Fevers unit
  o Laboratory unit
  o Blood Bank unit
  o Pharmacy unit
  o Central Sterile supply department
  o Accident and Emergency Department (Centralized within facility with a small theatre for emergency procedures)
  o Individual specialty departments/units as listed under services above
  o Operating theatres with sluice, washable floors and floor drains, oxygen system, anesthetic machines, patient monitors, theatre lamp, theatre table, resuscitative equipment and attached recovery rooms
  o Sluice room with adequate water supply
  o X-ray rooms with protective gear and changing area
  o Medical records department with up to date records

• Clean patients' toilet and bath facilities with adequate water supply;
• Mosquito proof doors and windows
• Adequate general water supply
• Washable floors with floor drains
• Constant electricity supply with alternative power supply in good working condition
• Any other requirement that may be prescribed by the Board.

D. Equipment, Devices and Supplies
• Thermometers
• Stethoscopes,
• Sphygmomanometers,
• Diagnostic sets,
• Glucometers
• Weighing scales (for adults and babies);
• Stadiometers
• Fetoscopes
• Sterilizers/autoclaves;
• Dressing trolleys/trays with cotton swab, needles and syringes, galipot dressing, forceps needle holder, antiseptics and disinfectants, gauze/bandages, disposable gloves, injection trolley and equipment, wash hand basin and dressing stool;
• Emergency trays containing needles and syringes, scalp vein needles, iv giving set, injection hydrocortisone, injection adrenaline, 5% dextrose, normal saline, injection aminophylline, gloves;
• Suture Kits containing needles, nylon, analgesics, iodine, gauze etc
• Resuscitative equipment including ambubag, masks, flow meter, oxygen trolley, suction machine (auto or pedal) and drip stand;
• Baby resuscitation table
• Special maternity emergency packs available for obstetric emergencies (eg PPH, eclampsia), emergency medicines (ergotmetrine, oxytocin, magnesium sulphate, hydrocortisone, IV fluids).
• Vaginal examination tray with gallipot, receiver and vaginal speculum
• Delivery tray containing episiotomy scissors, kocher forceps, artery forceps, mucous extractor, suction device, surgical scissors, straight scissors (long), needle & syringe, surgical gloves, disposable gloves, draw mackintosh, tape rule, sterilizer (for delivery pack), kidney dish with cover (2), kidney dish without cover (2), suturing materials, gauze bowl;
• Delivery bed;
• Adult Hospital Beds
• Paediatric hospital bed
• Baby Cots
• Wheelchair (s)
• Stretcher (s)
• Patient trolley (s)
• Immobilization devices (splint, slings)
• Possession of appropriate equipment and staff to render services in the fields of specialization;
• Procedures for processing (transport, disposal) of used medical devices, supplies and equipment
• Any other requirements that may be prescribed by the Board.

E. Wards
• Handwashing facilities (e.g. veronica bucket etc) at the entrance to each ward
• Separate Wards for males, females, children and maternity cases
• Each ward to have beds, ward screens and drip stands
• Each bed to have locker and over-bed table
• Clean bathing facilities to be provided for each ward with adequate water supply
• Clean toilet facilities to be provided for each ward with adequate water supply

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

G. Safety and Security (Refer to Sections 1 to 14 below)

1. Structural
   a. Unobstructed access to facility
   b. Easily accessible to the disabled and aged
   c. Parking area
   d. Roof walls and ceiling intact
   e. Windows and Doors for facility intact with mosquito netting
   f. Outer walls with clearly identified 24 hour security manned entrance and exit point(s)
   g. Facilities for storage of outer garments and personal items away from work area
   h. Adequate working space
   i. Clear separation of different general areas (reception, registration, consulting, diagnostics, treatment, observation areas and wards)
   j. Separate work and storage areas are provided within the hospital for administration tasks and associated paperwork/reference material.
   k. Separation of areas for different specialties

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

3. Signage
   a. Department/Unit Identification signs
   b. Directional signs
   c. Warning signs
d. Health promotion/prevention posters (HIV, Malaria, Tuberculosis etc.)
e. Emergency evacuation diagram clearly displayed in all areas
f. Entry and exit signs
g. Hazard/safety signage on entrance/s clearly visible and contains
   information including:
   i. Authorized access only
   ii. No food or drink allowed
   iii. Medical Doctor(s) contact details
   iv. Laboratory supervisors contact details
   v. Dispensing technician/pharmacists contact details

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

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

6. Protective Clothing and Gear
   a. Aprons
   b. Masks
   c. Gloves
   d. Goggles /Protective eye gear
   e. Delivery boots/wellington boots
   f. Covered shoes
   g. Patient gowns
h. White coats for medical personnel
i. Protective laboratory hair nets
j. Protective laboratory coats
k. Protective laboratory feet covers
l. Provision for washed and clean linens

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

8. Emergency
a. Exit doors clearly marked and can be opened from inside (not padlocked)
b. Exit doors unobstructed from inside and outside the building
c. Fire equipment (fire blanket, extinguisher) is accessible and clear of obstruction
d. Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.
e. Fire exit and escape (for structures 2 storey and above) clearly marked and devoid of obstruction
f. A first aid kit is located in the near vicinity.

9. Biosafety
a. Procedures in place to account for all samples reagents or materials
b. Protocol and procedures for prevention of spread of infectious diseases
c. Protocol and procedures for managing patients with infectious diseases
d. There is appropriate Biosafety signage at the laboratory entrance and on storage room doors/vessels
e. All cultures or biohazardous materials are correctly labelled.
f. A supply of disinfectant for decontamination purposes is available and is clearly labelled.
g. Instructions for dilution of disinfectant is clearly displayed e.g chlorine solution
h. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
i. A supply of hospital grade antiseptic for washing hands is available at all exits
j. All gowns stored in manner that prevents cross contamination
k. All keyboards have protective covers.
l. Protocols in place for safe storage, handling and transport of dangerous substances and of waste containing dangerous substances

10. Biosecurity
   a. There is appropriate signage at the entrance to all areas
   b. All GMO and Quarantine samples labelled appropriately
   c. All samples, reagents, liquids are appropriately stored in appropriate storage vessels
d. All samples are secondary contained (fridges and freezers count as secondary containment within a lab)
e. Security arrangements are in place and various areas have restricted access
f. There are locks on fridges and freezers.
g. Procedures are in place for the transport of materials
h. All surfaces (including furniture) within the facility are smooth, impermeable to water and resistant to any decontaminant materials.
i. There are appropriate pest control procedures in place (spraying, weeding etc.)
j. All windows and walls are intact and sealed and there are no gaps.

11. Chemicals, Handling and Storage
   a. Chemicals stored in appropriate containers.
b. Containers are labelled correctly (e.g. not handwritten, label contains minimum chemical name and pictogram depicting hazard level).
c. Chemicals are stored according to compatibility.
d. Compatibility chart is readily available.
e. Dangerous goods are stored under COSHH guidelines (Control of Substances Hazardous to Health).
f. COSHH cabinets must be used, labelled and maintained in accordance with COSHH practices and other international best practices including but not limited to
   i. Self-closing and close fitting doors
   ii. Locking automatically (flammable)
   iii. Locking mechanism in 2 or more places (flammable/corrosive)
   iv. Self-releasing locking mechanism (oxidizing agents and organic peroxides)
   v. Clearance from ignition/heat sources (flammable, oxidizing agents, organic peroxides)
   vi. Ventilation
   vii. COSHH approved labels for various hazards (toxic, danger to environment, corrosive etc.)

12. Flammable Liquids (if applicable)
   i. Must be stored in suitable closed vessels in limited quantities in fire resistant cabinets or bins designed to retain spills
   ii. Cabinets to be located in designated well ventilated areas away from the immediate area for processing but not placed in a way to jeopardize the means of escape from other areas
   iii. Must be stored away from other dangerous substances that can increase the risk of fire or compromise the integrity of the storage container or cabinet

13. Compressed Gas (if applicable)
   a. Compressed gas cylinder contents are appropriately identified.
   b. Cylinders are secured appropriately by bracket or chain.
c. All cylinders are at least 3M away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases.
d. Empty cylinders are separated from full cylinders and clearly labelled.
e. Appropriate resources (e.g. cylinder trolley) are available for transporting gas cylinders.
f. The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases).
g. Gas lines are labelled and free of leaks, kinks, signs of wear & tear.
h. Gas use is confined to areas with good local exhaust ventilation.

14. Radiation
a. Access to Designated Radiation Areas limited only to authorised persons.
b. Suitable radiation/contamination monitoring equipment is available and in working condition.
c. X-ray and other radiation producing equipment is kept in a room solely dedicated to it.
d. Ionizing equipment is contained in appropriate enclosures.
e. Enclosures have interlocks preventing users from being within the confines of the enclosure.
f. Visible and audible signals are provided inside and outside enclosures to provide warning before and during irradiation.
g. Fail-safe mechanisms are provided to prevent generation of X-rays.
h. The laboratory is secured against unauthorised access.
i. Radiation storage sites are lockable, secured and shielded as required.
j. All work with radioactive material is segregated from other work.
k. Spill trays and absorbent bench coverings are available.
l. The counting apparatus is in a separate room.
m. All containers are labelled appropriately.
n. Routine radiation monitoring of all technical staff & doctor through DRP/BARC
 o. The monitoring equipment has been calibrated and up to date.
p. The radioisotope laboratory is placarded with
   i. The identification of the laboratory,
   ii. Main potential hazards,
   iii. Personal protective equipment is to be worn,
   iv. After hours contact name and phone number.

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

I. Records
   • Facility equipment records;
   • National health insurance scheme claim forms and other records;
   • Facility inspection records;
   • Waste tracking log book;
   • Occupational log books to record results of all staff investigations;
   • Log books for recording accidents and injuries at the facility;
   • Log books for recording potential and actual infections
   • Routine (monthly/quarterly) data on ailments/illnesses/conditions reported at the facility
   • Any other relevant records prescribed by the board
For the following units/clinics please refer to the specific requirements for the respective facilities

1. Laboratory unit of a Hospital
2. Eye clinic of a Hospital
3. Maternity ward of a Hospital
4. Dental clinic of a Hospital
5. Psychiatric clinic of a Hospital
6. Pharmacy of a Hospital
7. Diagnostic Units of a Hospital (X-ray, MRI, Ultrasound, CT, Mammography, Bone Densitometry)
General Medicine

Personnel

- At least two Medical Doctors (must have at least five years post qualification experience and to be in good standing with the Medical and Dental Council of Ghana).
- At least two registered nurses /nurse practitioners/midwives (must have at least five years post qualification experience and in good standing with Nursing and Midwifery Council.)

Services

- General medicine

Premises- Physical Design, Layout, Furnishing and Ancillary Facilities

1. Standard consulting room(s);
2. Adequate air conditioning units;
3. Operating light source;
4. Washable floors
5. Screen
6. Examination couch

Equipment, Devices and Supplies

- Dressing trolley/tray with cotton swab, needles and syringes, galipot dressing, forceps needle holder, antiseptics and disinfectants, gauze/bandages, disposable gloves, injection trolley and equipment, wash hand basin and dressing stool;
- Sterilizer/autoclave;
- Emergency tray containing needles and syringes, scalp vein needles, iv giving set, injection hydrocortisone, injection adrenaline, 5% dextrose, normal saline, injection aminophylline, gloves;
- Suture Kit containing needles, nylon, analgesics, iodine, gauze etc
- Resuscitative equipment including ambubag, oxygen trolley, suction machine (auto or pedal) and drip stand;
Operating Theatre of a Hospital

Personnel

- At least two Medical Doctors (must have at least five years post qualification experience and to be in good standing with the Medical and Dental Council of Ghana).
- At least two professional nurses /nurse practitioners/midwives (must have at least five years post qualification experience and in good standing with Nursing and Midwifery Council.)
- 1 Anesthetist (must have at least five years post qualification experience and to be in good standing with approved council in Ghana).
- Peri-operating nurse (must have at least five years post qualification experience and in good standing with Nursing and Midwifery Council.)
- Critical care nurses (must have at least five years post qualification experience and in good standing with Nursing and Midwifery Council.)

Services

- Major Surgeries
- Minor surgeries

Premises - Physical Design, Layout, Furnishing and Ancillary Facilities

7. Standard theatre room and attached recovery room
8. Operating table;
9. Autoclave;
10. Adequate air conditioning units;
11. Adequate water supply
12. Operating light source;
13. Washable floors with floor drains
14. Constant electricity supply with alternative power supply in good working condition
15. Incinerator
16. Covered dump pit
Equipment, Devices and Supplies

1. Autoclave;
2. Adequate resuscitative equipment;
3. Anesthetic machine;
4. Patients monitor
5. Oxygen system
6. Theatre lamp,
7. Theatre table,

Safety

Availability of a safe place to keep corpses up to 12 hours before collection

Septic tanks with good drainage
Blood Bank in a Hospital

**Personnel**

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

**Premises - Physical Design, Layout and Furnishing**

1. Standard room;
2. Adequate air conditioning units;
3. Operating light source;
4. Washable floor.

**Equipment, Devices and Supplies**

1. Blood Bank Fridge
2. Transfusion Records Book

OR An arrangement with a nearby healthcare facility with a blood bank