

STANDARD FOR EMERGENCY FACILITIES AND SERVICES

Name of Facility:

Address:

If comply tick (✓) Yes, if not tick (✗) No. Please add comment for any explanation.

PROVISION	ITEM	YES	NO	COMMENT
	INFRASTRUCTURE & EQUIPMENT			
	Location			
R.231(3)	Easily accessible from the street			
R.50(1)	Free from undue noise (<i>disturbance to patients & staff</i>)			
R.50(2)	Not exposed to excessive smoke, foul odours or dust			
R.231(1)	Appropriately located to radiological and laboratory services			
R.231(2)	Separated from labour room, surgical suite and surgical-obstetrical suites			
	Signs and labels			
R.60	Proper signage and labelling system			
R.231(3)	Well marked and illuminated signboard			
S.108	Not to mislead the public on the type or nature of facilities or services			
	Nature and scope of facility and service			
S.38	Capable of instituting and making available, essential life saving measures and procedures			
R.230(2)	In accordance with the facility capabilities			
	Entrance and exit			
R.59(3),(4) R.231(3)	Dedicated emergency entrance (<i>accessible to pedestrian, ambulance and traffic</i>)			
R.231(3)	Entrance is sufficiently covered and enclosed to protect patients during the unloading process from the ambulance			
	Ambulance drop off area direct access to resuscitation room/area			
	Ramp			
R.52(6)(a)	Size ≥1.1m wide			
R.52(6)(a)	Landing ≥1.8m wide			
R.52(6)(b)	Non skid surface			
R.52(6)(c)	Handrails on both sides (<i>where necessary</i>)			

PROVISION	ITEM	YES	NO	COMMENT
R.52(6)(d)	Guardrails (<i>where necessary</i>)			
R.52(6)(e)	Slope not exceeding 1:16			
R.52(6)(f)	Comply with Fire Services Department			
	Stretchers and wheelchairs			
R.231(4)(d)	Space located adjacent to emergency entrance			
R.231(4)(d)	Stretchers sufficiently sturdy to serve as examining table (<i>preferably X-ray permeable</i>)			
	Door			
R.54(1)	Clear opening $\geq 1.2\text{m}$ (<i>for patient care</i>)			
R.54(2)	Patients' toilet and bathroom door clear opening $\geq 0.9\text{m}$, not swing in, neither to corridor			
R.54(3)	Adequate size for large carts or bulk goods to pass through (<i>for entrance, store etc.</i>)			
R.54(4)	All 2 way swing doors shall have vision panel			
R.54(5)	Clearance at the bottom of exterior door $\leq 0.6\text{cm}$			
R.54(6)	All exit doors shall not swing into the corridors			
	Corridor			
R.53(1)	Size $\geq 2.1\text{m}$ wide (<i>exceptions may be permitted for corridor limited to foot traffic in a single hospital department</i>)			
R.53(2)	Handrails (<i>compulsory for patients with physical disabilities unit i.e. orthopaedic & rehabilitation units</i>)			
R.64(1)	No beds shall be placed in corridors except in case of emergency			
	Floor and wall			
R.56(1), 57(1)	Easy to wash and clean & non-skid for floor			
R.56(1), 57(1)	Non-toxic (<i>safe</i>)			
	Ceiling			
R.58(1)(a)	Height for air-conditioned room $\geq 2.4\text{m}$			
R.58(1)(b)	Height non--conditioned room $\geq 3.0\text{m}$			
R.58(4)	Non- toxic (<i>safe</i>)			
	Ventilation			
R.89(1)	All rooms and areas adequately ventilated			
R.89(4)	Fresh air supply intakes away from any source of contaminants or odours			

PROVISION	ITEM	YES	NO	COMMENT
R.89(5)	Air discharge exhaust located to avoid cross circulation to air supply intakes or windows			
R.89(7)	Air from rooms or areas likely to contain infectious micro-organisms or noxious gas shall be exhausted and not re-circulated through the normal air-conditioning system			
	Electrical supply			
R.83	Appropriate and grounding type of electrical sockets			
R.84(1)	Adequate number of electrical sockets			
R.84(2)	Uninterrupted power supply to life support systems			
R.84(3)	No adaptors, extension cords or junction boxes			
R.85	Adequate lighting fixtures for illumination in all areas			
R.86	Circuit-breakers in all critical areas and located in or adjacent to the areas			
R.87(1)	Emergency power supply for the essential systems, equipment, rooms or areas (<i>call system, alarm system, critical areas, etc</i>)			
R.87(1),(2)	Emergency power supply for the illumination (<i>exit signs, nurses' station, corridor etc</i>)			
R.122(2)	Emergency lights are kept in good repair and operating condition			
	Plumbing			
R.81(1)	Designed & installed, to be easily cleaned & maintained			
R.81(4)	Installation to prevent the possibility of cross connection between safe and unsafe water supplies or back siphonage			
	Refuse & hazardous waste			
R.91(1)	Kept in impervious, non-absorbent with tight-fitting lids & easily wash containers			
R.91(4)	Sufficient number of sound watertight containers with tight fitting lid			
R.92(1)	Separate handling of infectious and non-infectious waste at the point of generation			
R.92(2)	Proper disposable of infectious waste in designated containers			
R.92(3)	Handling of non-infectious waste in accordance with good safety practice and related law			
R.92(4)	Handling all hazardous waste in accordance to relevant authority to protect persons and environment			
	Sewage and sewerage system			
R.90	No exposed sewer line be located directly above working, storing or eating surfaces or areas or where medical or surgical supplies are prepared, processed or stored			

PROVISION	ITEM	YES	NO	COMMENT
	Registration area			
R.231(4)(a)	Located to control access to emergency unit			
R.231(4)(a)	Office facilities or desk space for registration			
	Waiting area (may combined with other waiting area)			
R.231(4)(b)	Located outside the main traffic flow in the unit			
R.231(4)(b)	With toilet, telephone, drinking facilities			
	Available and displayed in a conspicuous area			
R.36	Duty roster			
R.229	Emergency call information - relevant name & telephone number			
	Reception and control area			
R.231(4)(c)	Located adjacent to emergency entrance			
R.231(4)(c)	Receiving and assessment (triage) area			
R.231(4)(c)	With visual control of the entrance, waiting room and treatment area			
	Communication system			
R.231(4)(e)	With appropriate nurse station outside the unit			
R.231(4)(e)	Connected to emergency power source			
	Nurses station			
R.231(4)(h)	May be combined with reception & control area			
R.231(4)(h)	May be within the emergency room			
R.73(1)(b) & (c), R.120	Communication system available for within facility & with other facilities in electronic system			
R.73(2)	Area for writing patients' records & charts (<i>at or nearby</i>)			
R.73(2)	Medication preparation room or area (<i>at or nearby</i>)			
R.73(4)	Clinical hand washing facilities			
R.73(3)	Toilet with hand washing facility for staff (<i>nearby</i>)			
R.122(2)	Call systems are kept in good repair and operating condition			

PROVISION	ITEM	YES	NO	COMMENT
	Medicine preparation room or area			
R.74(1)(a)	Locked cabinet for dangerous drug			
R.74(1)(b)	Work space for preparation of medication			
R.74(1)(c)	Sink with hand washing facilities			
R.74(2)	Refrigerator with thermometer and exclusively for pharmaceutical storage			
R.74(3)	No test reagents, general disinfectants, cleaning agents and similar products in this room or area			
R. 235(8)	All drugs and poison shall be kept locked at all time			
R.231(4)(i)	Storage for clean supply, small equipment drugs and supplies			
	Emergency treatment room			
R.54	Doors size $\geq 1.2\text{m}$ & not swing into the corridors			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$, non-air condition $\geq 3.0\text{m}$)			
R.79(1)(a)	Dimension $\geq 3.0\text{m}$			
R.79(1)(a)	Area $\geq 11.1\text{m}^2$			
R.68,79(1)(b)(i), 231(4)(f)	Sink and hand washing facilities			
R.71	A nurse call system (<i>within easy reach of each bed</i>)			
R.79(2)(a)(b)	Located near to nurse station			
R.79(1)(b)(ii)	Examination light			
R.79(1)(b)(v) R.231(4)(g)	Cubicle curtains for each bed/table/trolley for complete patient privacy			
R.231(4)(f)	Numbers, types and equipment commensurate with scope and type of services and patient load			
R.20, 230-231	Resuscitation facilities			
8th Schedule (a)	An emergency call system			
(b)	Oxygen			
(c)	Ventilation assistance equipment (e.g. ambubag)			
(d)	ECG monitoring with cardiac defibrillator			
(e)	Intravenous therapy			
(f)	Laryngoscope and endotracheal tubes			
(g)	Suction equipment			
(h)	Urinary catheters			

PROVISION	ITEM	YES	NO	COMMENT
(i)	Drugs (<i>Adrenaline, Atropine, Steroid, S.Bicarb</i>)			
(j)	Basic obstetric supplies			
R.231(4)(f)	Numbers, types and equipment commensurate with scope and type of services and patient load			
	Examination/Treatment room			
R.54	Doors size $\geq 1.2\text{m}$ & not swing into the corridors			
R.58	Adequate ceiling height (air condition $\geq 2.4\text{m}$, non-air condition $\geq 3.0\text{m}$)			
R.79(1)(a)	Dimension $\geq 3.0\text{m}$			
R.79(1)(a)	Area $\geq 11.1\text{m}^2$			
R.68,79(1)(b)(i), 231(4)(f)	Sink and hand washing facilities			
R.64(3)	Distance from nurses' station $\leq 24.4\text{m}$			
R.79(1)(b)(ii)	Examination light			
R.79(1)(b)(v) R.231(4)(g)	Cubicle curtains for each bed/table/trolley for complete patient privacy			
R.231(4)(f)	Numbers, types and equipment commensurate with scope and type of services and patient load			
R.230(3)	Provide immediate emergency care services			
	<u>Asthma bay</u>			
	Doors clear opening $\geq 1.2\text{m}$ & not swing into the corridors			
	Area $\geq 4.5\text{m}^2$ /recliner chair			
R.79(2)(a)(b)	Located near to nurse station			
R.79(1)(b)(v) R.231(4)(g)	Cubicle curtains for each bed/table/trolley for complete patient privacy			
R.68,79(1)(b)(i), 231(4)(f)	Sink and hand washing facilities			
	Observation room/area			
R.54	Doors size $\geq 1.2\text{m}$ & not swing into the corridors			
R.58	Adequate ceiling height ($\geq 2.4\text{m}$, air condition or $\geq 3.0\text{m}$)			
R.79(1)(a)	Dimension $\geq 3.0\text{m}$			
R.63(1)	Area for single bedded room $\geq 10.0\text{m}^2$			
R.63(2)	Clear space between sides/foot of bed from walls $\geq 0.9\text{m}$			
R.63(2)	For multiple bedded room: 1.5m between beds			
R.71	A nurse call system (<i>within easy reach of each bed</i>)			

PROVISION	ITEM	YES	NO	COMMENT
R.68,79(1)(b)(i), 231(4)(i)	Sink and hand washing facilities			
R.64(1)	No beds shall be placed in corridors or other than patient room areas except in case of emergency			
R.64(3)	Distance from nurses' station \leq 24.4m			
R.79(1)(b)(ii)	Examination light			
R.79(1)(b)(v) R.231(4)(g)	Cubicle curtains for each bed/table/trolley for complete patient privacy			
R.231(4)(f)	Numbers, types and equipment commensurate with scope and type of services and patient load			
R.231(13)	X-ray, laboratory and blood bank services available at all times			
	Janitor's closet			
R.77(1)(a)	Sink (<i>preferably with a floor receptor with mixing taps</i>)			
R.77(1)(b)	Hook strip for mop handle			
R.77(1)(c)	Shelf for cleaning material			
R.77(1)(d)	Waste receptacle with impervious linear			
R.77(1)(e)	Hand washing facility			
R.77(2)	Adequate space for mop, bucket & cleaning equipment			
	Clean utility room			
R.75(1)	At least one room per nursing unit			
R.75(1)	A counter and space for the storage			
R.75(2)	No hand washing sink			
R.75(3)	Air-conditioned room			
R.115	Clean linen storage separate from laundry			
	Soiled utility room			
R.76	At least one room per nursing unit			
R.76	Work counter			
R.76	Waste receptacle			
R.76	Soiled linen receptacle			
R.76	Washing equipment			
R.76	Clinical sink			

PROVISION	ITEM	YES	NO	COMMENT
R. 81(2)	Double compartment sinks to clean utensil and equipment with adequate counter space on both sides and depth (<i>according to its function</i>)			
	Toilet facilities			
R.54(2)	Clear opening for patients' toilet door ≥ 0.9m & not swing inward, neither into corridor			
R.69(2)	Disabled person-friendly (<i>fit in wheel chairs</i>) with:			
(a)	Incombustible waste-paper receptacle with removable impervious liner			
(b)	Grab bar			
(c)	Nurse call system			
(d)	Hand washing facilities			
R.69(3)	Toilet for healthcare professional in each patient care unit			
R.427	Separate toilets for male and female staff			
R.56(2)	No carpet			
	Pre-hospital care services (<i>optional</i>)			
	Communication system			
R.235(3),(4)	Appropriate and functioning communication system linking ambulance and base			
	R. 235(5)(a) Ambulance (<i>optional</i>)			
9th Schedule, Appendix 1	Design and specifications			
(a)	Free from mechanical breakdown			
(b)	Adequate space and accessibility to carry out therapeutic measures			
(c)	Good suspension with minimum vibration			
(d)	Adequate sound insulation			
(e)	Good interior lighting with no distortion of colours			
(f)	Air conditioned			
(g)	Allows for an adjustable operating light			
(h)	Easily accessible, well displayed and labelled drugs and equipment cabinet			
(i)	Allow for communication during the journey. Communication amongst the team members Shall be easy and interference free			
(j)	Device for intravenous (IV) drip flow to overcome the required height necessary for a running drip			
(k)	Siren and beacon light			

PROVISION	ITEM	YES	NO	COMMENT
R. 235(5)(b)	Equipment*			
9th Schedule, Appendix 1	Equipments for ambulance			
9th Schedule, Appendix 2	Equipments for ambulance			
9th Schedule, Appendix 3	Paramedic's bag			
9th Schedule, Appendix 4	Doctor's bag			
	Overall findings			
S.16(1)(a)	Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates			
S.16(1)(b)	Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
	STANDARD & REQUIREMENT (DOCUMENTATION)			
	Organization & Management			
R.16(1),(2)	Appointment of head of department (<i>if ≥ 2 RMP or RDP per specialty in accordance to the scope of facilities & services provided</i>)			
R.16(3)	Relevant qualification, training & experience of HOD			
R. 233(1)	RMP is a head of pre-hospital care services			
R.11(2)	Plan of organization in writing (<i>specify the authority, responsibility and functions of each category of staff</i>)			
	Personnel			
	In accordance to the nature and scope of facilities & services provided			
R.16(4), 231(10),(11),(12)	Adequate qualified staff to operate the department			
R.13(1)	All healthcare professional are registered with proper qualification, training & experience			
R.231(8)	Medical staff coverage and RMP available /on-call at all times*			
R.231(9)	Availability of trained staff in A&E at all times (RN, RMA etc)			
R.130(2)(a)	Qualification of RMA appropriate to patient care			
R.131	RMA at all times supervised by RMP			
R. 235(1)	Pre-hospital care services shall be provided by trained and registered staff (RMP, RMA, RMW)			
R. 235(2)	Any person providing pre-hospital care shall have training and experience in BLS			
R. 235(3)	Adequate, appropriate and qualified staff to manage ambulance and base			

PROVISION	ITEM	YES	NO	COMMENT
	Policies and standard operating procedures			
R. 231(7)	Written policies of emergency care			
	Procedure manuals of emergency care			
	Clinical practice guidelines of emergency care			
R. 228(1)	Written plan on disaster preparedness			
R. 228(2)	Policy on evacuation of mass casualties			
R. 228(3)	Rehearse the disaster plan at least annually			
R. 228(4)	Record of the disaster plan rehearsal			
R. 236(c),(d)	Written policies of pre-hospital care services			
R. 236(c),(d)	Guidelines on pre-hospital care services			
	Records, registers, returns and books			
R.34	Staff register			
R.30	Patient's medical record register (<i>record the movement</i>)			
R.33	Outpatient register			
R.29	Admission and discharge register			
R.42 – 46, 230(7)	Appropriate patients' medical record (refer 6 th Schedule) (Patient identification, relevant clinical details, details on the procedures including consent form etc)			
R.234	Order for diagnostic procedure and medication or treatment given by RMP			
R. 235(9) 9 th Schedule	Record on pre-hospital care treatment to stabilize patient prior to transfer (<i>refer Appendix 5A&5B</i>)			
R.231(14)	RMP discharge patient with instruction for follow-up.			
R. 235(8), 249	Written policy and procedures for control, accountability, drug distribution, storage and quality assurance			
R. 228(3),(4)	Record on drill rehearsal (<i>date, summary of action and recommendation</i>) ≥ yearly			
R.236(b)	Records of in-service training - BLS, ACLS			
R.236(b)	Records in-service training – ambulance personnel			
R.235(11) 9 th Schedule	Properly kept checklist for ambulance (<i>refer Appendix 7</i>)			
	Program and activities on quality			
S.74(1),(2)	Information on quality programme and activities			
R.127(3)	Periodically evaluate of the adequacy in term of patient, nursing and personal care needs (<i>with head of nursing</i>)			
R.132(2)	Continuous evaluation plan of medical assistant care			

PROVISION	ITEM	YES	NO	COMMENT
R.127(2)	Continuous evaluation plan of nursing care			
	Overall findings			
S.16(1)(c)	Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters			

Comments:	
Recommendation:	
Prepared by:	Verified by:
(Name & Stamp)	(Name & Stamp)
Date :	Date: