

STANDARD FOR PRIVATE PSYCHIATRIC NURSING HOME

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.50(1)	Free from undue noise (<i>no disturbance to patients & staff</i>)			
R.50(2)	Not exposed to excessive smoke, foul odours or dust.			
R.336(1)(b)	Avoid outpatient traffic through inpatient areas			
R.51	Construction prevents entrance and harbourage of rodents and insects			
	Signs and labels			
R.60	Proper signage and labelling system			
S.108	Not to mislead the public on the type or nature of facilities or services			
	Patient transport			
R.121 (1)	Arrangement for patient to be transported to other healthcare facility or service for consultation and medical or dental treatment or investigation as may be necessary.			
R.121(2)	If intends to provide a service whereby ill persons can be transported, it shall have ambulances which must be appropriately identified, properly equipped and meet all applicable requirements under Chapter 3 of Part XVII of the regulation.			
	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 <i>on both sides (where necessary)</i>			
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			
	Entrance and exit			
R.59(1)	Main entrance adjacent to lobby with minimum disturbance			

PROVISION	ITEM	YES	NO	COMMENT
R.59(2)	At least one entrance designed for wheelchairs and stretchers			
R.59(3), (4)	Separate emergency entrance (<i>accessible to pedestrian, ambulance and traffic</i>)			
R.59(3), (5)	Separate service entrance (<i>close to storage room/area, elevators and kitchen</i>)			
R.59(3)	Separate patients and visitors entrance			
R.59(6)	Separate exit for removal of bodies (no obstruction)			
	Door			
R.54(1)	Size $\geq 1.2\text{m}$ wide (<i>for patient care</i>)			
R.54(2)	Patients' toilet and bathroom door $\geq 0.9\text{m}$ wide, 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 doors except closet doors shall not swing into the corridors			
R.78	Recessed storage area for storing extra equipment, stretchers and wheelchairs			
	Stairway			
R.52(5)(a)	Size $\geq 1.1\text{m}$ wide			
R.52(5)(a)	Landing $\geq 1.8\text{m}$ wide			
R.52(5)(b)	Non-skid surface			
R.52(5)(c)	Handrails (<i>both sides</i>)			
R.52(5)(d)	Guardrails (<i>where necessary</i>)			
R.52(5)(e)	Comply with Fire Services Department			
R.56(2)	No carpet			
	Elevator (<i>where necessary</i>)			
R.52(3)(a)	Clear opening $\geq 1.2\text{m}$			
R.52(3)(a)	Size $\geq 1.5\text{m} \times 2.1\text{m}$ (<i>clear size</i>)			
R.52(3)(a)	Capacity $\geq 1,500\text{ kg}$			
R.52(4)	DOSH certification (CF)			
R.52(2)(b)	≥ 2 elevators (<i>if ≥ 60 beds on other than ground floor</i>)			
R.52(2)(c)	≥ 3 elevators (<i>if ≥ 200 beds on other than ground floor</i>)			

PROVISION	ITEM	YES	NO	COMMENT
	Corridor			
R.53(1)	Size \geq 2.1m 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. rehabilitation unit</i>)			
R.64(1)	No beds shall be placed in corridors			
	Floor and wall			
R.56 (1), 57(1)	Non-skid, easily cleaned and suitable for the functions of each room or area and carpets may be used provided that the fibre is easily cleaned			
R.56 (1), 57(1)	Non-toxic (<i>safe</i>)			
	Ceiling			
R.58(1)(a)	Height for air-conditioned room \geq 2.4m			
R.58(1)(b)	Height for non-air-conditioned room \geq 3.0m			
(R.58(4)	Non- toxic (<i>safe</i>)			
	Window and ventilation			
R.55(1)	Window in all patient rooms			
R.89(1)	All rooms and areas adequately ventilated			
R.89(2)	Adequate ventilation system to provide one complete air change every 6 minutes without recirculation in rooms/areas with excessive heat, moisture, odours & contaminants originate			
R.89(4)	Fresh air supply intakes away from any source of contaminants or odours			
R.89(5)	Air discharge exhaust located to avoid cross circulation to air supply intakes or windows			
R.89(6)	Ventilation system to avoid contaminated air flow to patient, food preparation, clean or sterile areas			
R.89(7)	Air from rooms/areas likely to contain infectious micro-organisms or noxious gas shall be exhausted and not re-circulated through the normal air-conditioning system			
R.33 Act 615	Windows have restricted degree of opening and use aesthetic and non-prison-like grills			
	Electrical supply			
R.83	Appropriate type, quantity, location and height of electrical sockets and all sockets shall be of grounding type.			
R.84(1)(b)	Adequate number of electrical sockets at the head of each bed in patient rooms			
R.84(3)	No adaptors, extension cords or junction boxes			
R.85	Adequate lighting fixtures for illumination in all areas			
R.87(1)	Emergency power supply for the essential systems, equipment, rooms or areas (<i>call system, alarm system etc</i>)			

PROVISION	ITEM	YES	NO	COMMENT
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.			
	Hand washing facilities			
R. 68(1)	Soap, appliance and sanitary hand drying facilities			
R. 68(2)	All taps are patient-friendly			
R. 68(3)	Hands-free taps (<i>for healthcare professional</i>)			
	Water supply			
R.82(1),(2)	Safe and sufficient water supply.			
R.82(3)	Water tanks shall be properly maintained and shall be constructed with material approved by the relevant authority.			
	Refuse & hazardous waste			
R.91(1)	Kept in impervious, non-absorbent with close and tight-fitting lids & easily wash containers			
R.91(4)	Sufficient number of sound watertight containers with tight fitting lid			
R.92(1)	Infectious waste and non-infectious waste shall be separated at the point of generation			
R.92(2)	Infectious waste shall be discarded into clearly identifiable containers of plastic bags are leak-proof and puncture-resistant and the containers shall be marked with the universal symbol for biological hazards			
R.92(3)	Non-infectious waste shall be handled in accordance with good safety practice and any written law to handling of such waste			
R.92(4)	All hazardous waste shall be packaged, transferred and disposed of in a manner accepted by the relevant authority to protect both the persons and the 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			
	Available and displayed in a conspicuous area			
S.23	A copy of Licence (for renewal of Licence)			
R. 11(1)	Organizational chart			
R.36	Duty roster			

PROVISION	ITEM	YES	NO	COMMENT
R.24(1)(a),(2)	Policy statement on staff identification			
R.24(1)(b),(2)	Policy statement on billing procedures			
R.24(1)(c),(2)	Policy statement on valid consent-requirement & manner			
R.24(1)(d),(2)	Policy statement on patient's right for information on medical treatment and care & grievance procedure			
R.24(1)(d),(2)	Policy statement on patient's right for medical report			
R.229(1)	Emergency call information (with contact number)			
	Nurse station			
R.73(5)	1 station : 36 beds			
R.64(3)	Distance \leq 24.4m from patients' rooms			
R.73(2)	Area for writing patients' records & charts (<i>at or nearby</i>)			
R.73(4)	Clinical hand washing facilities (<i>at or nearby</i>)			
R.73(1)(a)	With a nurse call system from patients			
R.73 (1)(b) & (c), R.120	Communication system available within & with other facilities in electronic system			
R.122(2)	Call systems are kept in good repair and operating condition			
R.73(2)	Medication preparation room or area (<i>at or nearby</i>)			
R.73(3)	Toilet with hand washing facility for staff (<i>nearby</i>)			
R.43	Appropriate patients' medical record system facilities			
	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			
	Examination and treatment room			
R.54	Doors size \geq 1.2m & not swing into the corridors			
R.58	Adequate ceiling height (air condition \geq 2.4m, if not \geq 3.0m)			
R.79(1)(a)	Dimension \geq 3.0m			
R.79(1)(a)	Area \geq 11.1m ²			

PROVISION	ITEM	YES	NO	COMMENT
R.79(1)(b)(i)	Hand washing facility			
R.79(1)(b)(ii)	Examination light			
R.79(1)(b)(iii)	Storage for linen, supplies and equipment			
R.79(1)(b)(iv)	Examination & treatment couch			
R.79(1)(b)(v)	Screen or curtain for patient privacy			
R.79(2)(a),(b)	Located near nurses' station or where patient care is provided or procedure is carried out			
R.49(3)(c)(v)	Contaminated equipment shall not be used for patients			
R. 20	Resuscitation facilities			
8th Schedule (a)	An emergency call system			
(b)	Oxygen			
(c)	Ventilation assistance equipment (e.g. ambubag)			
(d)	ECG monitoring with cardiac defibrillator Laryngoscope and endotracheal tubes			
(e)	Intravenous therapy			
(f)	Laryngoscope and Endotracheal Tube			
(g)	Suction equipment			
(h)	In dwelling urinary catheters			
(i)	Drugs (as specified by the PIC)			
	Nourishment station or pantry			
R.80(1)	Sink with hand washing facilities			
R.80(1)	Serving equipment (<i>between schedule meals</i>)			
R.80(1)	Refrigerator			
R.80(1)	Storage cabinet			
R.80(2)	Source and preparation of ice used for patient service or treatment shall be clean and hygienic			
	Clean utility room			
R. 75(1)	At least one room per nurses' station			
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			

PROVISION	ITEM	YES	NO	COMMENT
	Soiled utility room			
R.76	At least one room per nurses' station			
R.76	Work counter			
R.76	Waste receptacle			
R.76	Soiled linen receptacle			
R.76	Washing equipment			
R.76	Clinical sink			
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>)			
	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			
	Housekeeping			
R.93	Housekeeping services properly operated & maintained to provide a pleasant, safe and sanitary environment			
R.96	Availability & properly maintained equipment for cleaning			
R.98	Cleaning compound and hazardous substance are labelled and stored in safe places			
R.100	No dry dusting and sweeping			
	Patient room / ward			
	Total number of room (single, double etc.)			
	Total number of bed according to the rooms			
R. Act 615	Each room ≤ 6 bedded			
R.62(1)	Separated for male and female (≥ 12year-old)			
R.54	Doors size ≥1.2m & not swing into the corridors			
R.58	Adequate ceiling height (air condition ≥ 2.4m, if not ≥ 3.0m)			
R.55(1)	Windows in all patients' rooms			

PROVISION	ITEM	YES	NO	COMMENT
R.354(2)(a)	Dimension for single bedded room $\geq 3.0\text{m}$			
R.354(2)(a)	Area for single bedded room $\geq 9.0\text{m}^2$			
R.354(2)(b)(i)	For multiple bedded room $\geq 2.0\text{m} \times 3.0\text{m}/\text{bed}$			
R.354(2)(b)(ii)	For multiple bedded room $\geq 1.5\text{m}$ between beds			
R.354(2)(c)	Adequate space for movement of beds in and out of the room or ward			
R.66(2)	Separate locker for each patient			
R. 67(2) - (5)	Bed head lamp /toilet lights /night lights			
R.71	A nurse call system (<i>within easy reach of each bed</i>)			
R.66(3)	Cubicle curtains with built-in curtain tracks			
R.68	Hand washing facilities			
R.49(3)(c)(iv)	Patient with infectious and communicable diseases shall not be admitted with non - infectious or non-communicable diseases			
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 $\leq 24.4\text{m}$			
	Toilet facilities			
R.54(2)	Clear opening for patients' toilet door $\geq 0.9\text{m}$ & not swing inward, neither into corridor			
R.69(1)	Ratio 1 toilet: 4 beds; adjacent or within patients' room.			
R.69(2)	Disabled person-friendly (<i>fit in wheel chairs</i>) (For existing premise to provide at least 1 toilet for the entire premise 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			
	Bathing facilities			
R.70(1)	Ratio 1 shower : 4 beds			
R.70(2)	Grab bar			
R.70(2)	Nurse call system			

PROVISION	ITEM	YES	NO	COMMENT
R.70(3)	Adequate space to fits in wheelchair			
R.54(2)	Clear opening for patient's bathroom door $\geq 0.9\text{m}$ & not swing inward, neither into corridor			
56(2)	No carpet			
R.112(2)	No laundry conducted here			
	Staff facilities			
R. 425	Commensurate with the type, scope and capability			
R. 426	Rest room or area with pantry			
R. 428	Separate prayer room & ablution area for male &female			
R. 429	Library or resource centre for continuing healthcare professional education			
	Public Amenities			
R. 419	Commensurate with the type, scope and capability			
R. 420	Separate toilets for male and female			
R. 420	Toilet for disable (<i>where feasible</i>)			
R. 421	Easily accessible public telephone within the facility			
R. 422	Cafeteria does not hinder patient care activities (<i>if available</i>)			
R. 423	Breastfeeding room with nappy change facilities (optional)			
R. 424	Clean and separated prayer room and ablution area for male and female (<i>optional</i>)			
	Body-holding room			
R. 417(2)	Dedicated entrance to avoid transfer through public areas			
	Separate facilities for Muslim and non-muslim bodies (<i>Refrigerator</i>)*			
R. 417(1)	Separated from other rooms or areas			
R. 418(2)	Well-ventilated body-holding room			
	Overall findings			
R. 354(1)	Shall comply with all provisions of Part IX (R.49) and X of the Regulations (R.50-R.132)			
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			

PROVISION	ITEM	YES	NO	COMMENT
R.122(2)	Sterilizers are kept in good repair and operating condition			
	STANDARD & REQUIREMENT (DOCUMENTATION)			
	Organization & Management			
S.2	Person responsible (<i>for body corporate only</i>)			
R.12	Person in charge (<i>Qualified, trained & experienced</i>)			
S.6(2), R.371(2)	Contractual arrangement with RMP			
R.377	Head of nursing services (<i>Qualified, trained & experienced</i>)			
S.2	Board of management (<i>authority & responsibility</i>)			
S.77	Board of Management (2 from the Advisory committee)			
S.78-80	Nursing Advisory committee			
R.49(1)	Infection control committee			
R.124(1)	Establishment of nursing department if ≥ 6 SRN			
R.124(4)	Registered nurse as the director of nursing department			
R.124(2)&(3)	Nursing departmental plan (<i>specify the authority, responsibility and functions of each category of staff</i>)			
S.2.	Scope of services			
R.371	Medical services			
R. 372	Management of patient with excoriation, decubitus ulcer and contracture			
R. 373	Management of patient's with indwelling catheter and weight changes			
R. 374	Fluid management			
R.375	Dental services			
R.377 - 378	Nursing services			
R.380	Emergency services			
R. 381	Rehabilitation services			
R. 382	Pharmaceutical services			
R.383	Diagnostic services (laboratory, radiological etc)			
R. 384 - 387	Social and spiritual services			
	Personnel			
R. 355	Nursing staff, personal care aide and other personnel to provide 24H nursing care, personal care and or other services			

PROVISION	ITEM	YES	NO	COMMENT
R.13(1)	All healthcare professional are registered with proper qualification, training & experience			
R.25(b)	Name and professional status of staff providing care or treatment			
R.21(1)(a)	Written contract with the RMP & RDP			
R.21(1)(i), 14(1)(a)	Professional care by RMP & RDP (<i>list with current APC</i>)			
S.2	Other allied health professional (<i>clinical psychologist, physiotherapist, occupational therapist etc.</i>)			
R.125(1), 378	Nurse staffing master plan (<i>coverage, distribution and future plan</i>)			
R.125(4)(b)	SRN on duty at all time to plan, supervise and evaluate on nursing care			
R.125(4)(c)	Qualified nursing staff appropriate to patient care			
R.125(4)(d)	Specialized SRN on duty at all times (<i>where required</i>).			
R.125(3)	Ratio ≥ 1 nursing staff (<i>plus personal aide</i>) to 4 patients & $\geq 40\%$ are SN			
R.126	Assistant nurse or community nurse shall be under the supervision SRN at all times			
R.129(2), 379	Personal care aide at all times supervised by SRN			
R.129(3)	1 personal care aide : 14 patients			
R.129(1)	Personal care aide may provide care only as specified in Seventh Schedule			
R.17(4)	List of volunteers with proper professional qualification, training and experience			
R.39(1)	Patient relations officer with job description			
R.93(2)	Housekeeping supervisor			
R.123(1)&(2)	Maintenance supervisor			
	Policy and standard operating procedures			
R.22	Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel			
R.21(1)(g)	Policy on volunteers			
R.17(1)	Proper orientation, planning and supervision on volunteer programme for personal care duties			
R. 358	Admission policy (admission by a RMP)			
R.360	Patients' property identification			
R.21(1)(b)	Procedure for patient admission, discharge & transfer			
R.21(1)(c)	Procedure for patient registration, attendance & referral			
R. 370	Policy on involuntary transfer or discharge of patients			
R.121(1)	Established arrangement for patient transport			
R. 353,362	Comprehensive patient care plan			
R. 377(4)(c)	Nursing care policy			

PROVISION	ITEM	YES	NO	COMMENT
R. 359	Bed hold policy			
R.363, 24(1)(d), 27(1)(a)	Patient rights			
R. 364	Personal rights			
R. 366	Social contact			
R. 367	Management of personal finance			
R. 368	Religious and cultural customs			
R.21(1)(a),49	Policy on infection control			
S.83(1),(4)	Contract & information on Managed Care Organisation			
R.21(1)(d)	Policy on Incident reporting			
S.36,R.38 – 41	Updated policy and procedure on grievance mechanism			
R.21(1)(h)	Policy on general maintenance			
R.21(1)(j)	Policy on supervision & training for housekeeping staff			
R.93,95-97	Organised housekeeping services planned (<i>cleaning method, germicide selection and cleaning equipment maintenance</i>)			
R.122(1)	Policy and procedure on organised maintenance programme for safety, welfare and comfort of the occupants in the entire facility			
R.21(1)(e)	Policy on maintenance of physical plant & equipment			
R.21(2)(a)&(b)	Written policy available to all staff & review every 5 years			
	Clinical practice guidelines			
R.22(1),(2)	In accordance to the facilities and services provided			
R.124(5)	Policy and procedure on patient's care for each category of nursing			
R.127(1)	Reviewed and revised procedures on nursing and personal care			
R.49(6)	Infection control directives or guidelines			
R.249	Written policy and procedures for control, accountability, drug distribution, storage and quality assurance			
	Records, registers, returns and books			
R. 34	Staff register			
R. 35	Volunteer register (if available)			
R.13(3)	Temporary register for RMP & RDP with current APC			
R. 30	Patient's medical record register			
R. 29	Admission and discharge register			

PROVISION	ITEM	YES	NO	COMMENT
R.42 – 46	Appropriate patients' medical record (refer 6 th Schedule)			
R.14(1)(a)	Patient care or treatment under professional care by RMP or RDP			
R.15(1)	Written orders for diagnostic procedure, medication or treatment by RMP or RDP			
R.15(3)	Verbal order shall be immediately recorded by relevant staff and countersigned by RMP or RDP within 24hours			
R.47	Valid consent before any procedure shall be in writing			
R. 369	Record on abuse, mistreatment or neglect of patients			
R. 37	Statistical return			
R. 19(1)	Record on incident reporting & 6 monthly statistical return			
R.87(7)	Record of test on electrical generating system (≥30min/weekly) and monthly test under load condition			
	Program and activities on quality			
S.74(1),(2)	Information on quality programme and activities			
R.127(3)	Periodically evaluate the adequacy in term of patient, nursing and personal care needs (<i>with head of nursing</i>)			
R.127(2)	Continuous evaluation plan of nursing & personal care			
R.132(2)	Continuous evaluation plan of medical assistant care			
S.72	Mortality assessment committee at facility level (<i>optional</i>)			
	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:	