

STANDARD FOR REHABILITATION 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.323(a) | Easy access by inpatients and outpatients | | | |
| R.323(b) | Facilitate transport of equipment for bedside treatment | | | |
| R.323(c) | Avoid outpatient traffic through inpatient areas | | | |
| | | | | |
| | Signs and labels | | | |
| R.60 | Proper signage and labelling system | | | |
| | | | | |
| | Scope and extent of services | | | |
| R.324 | Adequate for the anticipated services. | | | |
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| | General facilities | | | |
| R.325(a) | Waiting area | | | |
| R.325(b) | Space for stretchers and wheelchairs | | | |
| R.325(c) | Reception counter or desk | | | |
| R.325(d) | Toilet, locker and shower facilities | | | |
| | 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>) 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 | | | |

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|------------|---|-----|----|---------|
| 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 | | | |
| 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 | | | |
| R.56(2) | No carpet | | | |
| R.112(2) | No laundry conducted here | | | |
| R.325(e) | Housekeeping facilities | | | |
| | 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 | | | |
| | 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 liner | | | |
| R.77(1)(e) | Hand washing facility | | | |
| R.77(2) | Adequate space for mop, bucket & cleaning equipment | | | |
| | Play area | | | |
| R.325(f) | Adequate play area and facilities for children | | | |
| R.325(g) | Accommodation for inpatient | | | |
| | Patient room / ward | | | |
| | Total number of room (single, double etc.) | | | |
| | Total number of bed according to the rooms | | | |
| R.62(1) | Separated for male and female (≥ 12 year-old) | | | |
| R.62(2) | Separated for paediatric (<12 year-old) | | | |

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|----------------|---|-----|----|---------|
| R.54 | Doors size $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.63(1) | Dimension for single bedded room $\geq 3.0\text{m}$ | | | |
| 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.66(2) | Separate locker for each patient | | | |
| R.67(2) - (5) | Bed head lamp/toilet lights/night lights/light switch adjacent to doors to patients' room | | | |
| 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 $\leq 24.4\text{m}$ | | | |
| | | | | |
| | Entrance and exit | | | |
| R.59(1) | Main entrance adjacent to lobby with minimum disturbance | | | |
| R.59(2) | Entrance designed for wheelchairs and stretchers | | | |
| R.54(1) | Doors clear opening $\geq 1.2\text{m}$ (<i>for patient care</i>) | | | |
| R.54(6) | All doors except closet doors shall not swing into the corridors | | | |
| R.54(4) | All 2 way swing doors shall have vision panel | | | |
| R.54(5) | Clearance at the bottom of exterior door $\leq 0.6\text{cm}$ | | | |
| | | | | |
| | 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 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 | | | |
| | | | | |
| | Ventilation | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.89(1) | All rooms and areas adequately ventilated | | | |

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| R.89(6) | Ventilation system to avoid contaminated air flow to patient, food preparation, clean or sterile areas | | | |
| | Examination and treatment room | | | |
| R.54 | Doors clear opening $\geq 1.2\text{m}$ & not swing into the corridors | | | |
| R.58 | Adequate ceiling height (air condition $\geq 2.4\text{m}$, if not $\geq 3.0\text{m}$) | | | |
| R.79(1)(a) | Dimension $\geq 3.0\text{m}$ | | | |
| R.79(1)(a) | Area $\geq 11.1\text{m}^2$ | | | |
| R.79(1)(b)(i) | Hand washing facility | | | |
| R.79(1)(b)(i) | 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 | | | |
| | 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 | | | |
| | Resuscitation facilities | | | |
| 8th Schedule (c) | Ventilation assistance equipment (e.g. ambubag) | | | |
| (f) | Laryngoscope and endotracheal tubes | | | |
| (d) | ECG monitoring with cardiac defibrillator | | | |
| (g) | Suction equipment | | | |
| (b) | Oxygen | | | |
| (h) | Urinary catheters | | | |
| (i) | Drugs (<i>Adrenaline, Atropine, Steroid, S.Bicarb</i>) | | | |
| (e) | Intravenous therapy | | | |

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|-----------|--|-----|----|---------|
| | Physical therapy facilities | | | |
| R.328(a) | Suitable administrative facilities | | | |
| R.328(b) | Examination room with equipment | | | |
| R.328(c) | General treatment area | | | |
| R.328(d) | General exercise area with flexible open space | | | |
| R.328(e) | Underwater exercise area, if any | | | |
| R.328(f) | Lockers in or near treatment areas | | | |
| R.328(g) | Adequate storage area for supplies and equipment | | | |
| R.328(h) | Hand washing facilities | | | |
| R.328(i) | ≥1 suitable sink to accommodate wet packs | | | |
| R.328(j) | Ceiling moorings well-constructed (to support ≥230kg overhead equipment) | | | |
| | | | | |
| | Occupational therapy facilities | | | |
| R.329 | Located close to physical therapy facilities | | | |
| R.329(a) | Administrative facilities with visual supervision of therapy areas | | | |
| R.329(b) | Appropriate and adequate equipment | | | |
| R.329(c) | Storage areas for supplies & equipment | | | |
| R.329(d) | Therapy area ≥3.3m ² of floor area / patient | | | |
| R.329(e) | Facilities for teaching activities of daily living | | | |
| | | | | |
| | Psychological facilities | | | |
| R.330 | Office and work space for staff | | | |
| R.330 | Dedicated room for patients | | | |
| R.330 | Room for psychological testing | | | |
| R.330 | Room for evaluation | | | |
| R.330 | Room for counselling of patients | | | |
| | | | | |
| | Social service facilities | | | |
| R.331 | Office and work space for staff | | | |
| R.331 | Dedicated room for patients | | | |
| R.331 | Room for private interview | | | |
| R.331 | Room for counselling of patients | | | |
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| PROVISION | ITEM | YES | NO | COMMENT |
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| | Vocational facilities | | | |
| R.332 | Office and work space for staff and | | | |
| R.332 | Dedicated room for patients | | | |
| R.332 | Room for counselling of patients | | | |
| R.332 | Room for evaluation | | | |
| R.332 | Room for prevocational programme | | | |
| R.332 | Room for placement of patients | | | |
| | | | | |
| | 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.326(1) | Head of services shall be a RMP with experience | | | |
| R.11(2) | Plan of organization in writing (<i>specify the authority, responsibility and functions of each category of staff</i>) | | | |
| | | | | |
| | Personnel | | | |
| R.327(1) | Services rendered by qualified, trained and experienced staff | | | |
| R.327(2) | Assistant supervised by a qualified, trained and experienced supervisor | | | |
| | | | | |
| | Policies and standard operating procedures | | | |
| R.22 | Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel | | | |
| R.21(2)(a)&(b) | Written policy available to all staff & review every 5 years | | | |
| | | | | |
| | Records, registers, returns and books | | | |
| R.34 | Staff register | | | |
| R.13(3) | Temporary register for RMP with current APC | | | |
| R.326(2) | Services given in accordance with RMP or RDP orders | | | |
| R.42 – 46 | Appropriate patients' medical record (refer 6 th Schedule) (Patient identification, relevant clinical details, details on the procedures including consent form etc.) | | | |

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| R.326(3) | Patient treatment record | | | |
| | Prescription or order for treatment | | | |
| | Progress notes of therapists | | | |
| | Result of special tests or measurements | | | |
| | Treatment record | | | |
| | | | | |
| | Program and activities on quality | | | |
| S.74(1),(2) | Information on quality programme and activities | | | |
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| | 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 | | | |

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