



Republic of the Philippines
Department of Health
HEALTH FACILITIES AND SERVICES REGULATORY BUREAU

ASSESSMENT TOOL FOR LICENSING A HOSPITAL

I. HOSPITAL INFORMATION

Name of Hospital: _____

Address: _____

Geographic Coordinates of the Facility: Latitude: _____ Longitude: _____

Email Address: _____ Tel. Nos./Fax No.: _____

Name of Owner: _____ Tel. Nos./Fax No.: _____

Hospital Administrator: _____ Tel. Nos./Fax No.: _____

Chief of Hospital/Medical Director: _____ Tel. Nos./Fax No.: _____

License To Operate Number: _____

Authorized Bed Capacity: _____

Classification: General Specialty

Government: Private:

National : Single Proprietorship :

Local: Corporation:

Others, specify: _____ Others, specify: _____

Initial :

Renewal:

II. TECHNICAL REQUIREMENTS

Instruction: In the appropriate box, place a check mark (√) if the hospital is compliant or x mark (x) if it is not compliant.

STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
PART 1:		
I. The hospital appoints and allocates personnel who are suitably qualified, skilled and/or experienced to provide service and meet patient needs.		
1. All personnel are qualified, skilled and/or experienced to assume the responsibility, authority, accountability, and functions of their respective positions.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
2. Professional qualifications are validated, including evidence of professional registration/license, where applicable, prior to employment.		
3. All doctors, nurses and pharmacists have updated licenses.		
4. The chief of hospital has a master's degree in hospital administration or related course and at least five (5) years experience in supervisory/managerial position.		
5. The administrative officer has a master's degree in hospital administration or related course and at least five (5) years experience in supervisory/managerial position.		
6. The chief of clinics is a diplomate/fellow of a specialty/subspecialty society and has at least five (5) years experience in supervisory/managerial position.		
7. The chief nurse has a master's degree in nursing and at least five (5) years of experience in a nursing supervisory/managerial position.		
8. New personnel receive an orientation program that covers the essential components of the service being provided.		
9. The performance of each personnel is evaluated.		
10. The hospital implements a human resource development program that identifies plans, facilitates, and records training and evaluation of all personnel.		
11. An appraisal system identifies and reviews effectiveness and appropriateness of the training/s provided.		
12. An exit interview is conducted for personnel who resigns or retires from the service.		
13. An organized medical and nursing staff shall be responsible for the quality of patient care and for the ethical conduct and professional practices of its members.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
14. The facility has a list of total number of licensed physicians, nurses, midwives, and nursing attendants, based on human resource records.		
15. There is presence of notarized memorandum of agreement/ contract for each of the outsourced services. Please refer to Checklist of Requirements- IX. SERVICES/ EQUIPMENT THAT MAY BE OUTSOURCED		
II.A. The hospital provides and maintains a safe environment for patients, personnel and the public.		
1. The buildings pose no hazard to the life and safety of patient, personnel and the public.		
2. There are entrance and exit signs. Entrances and exits are readily accessible and free from obstruction. Exits are restricted to the following types: door leading directly outside the building, interior stair, ramp and exterior stair.		
3. A minimum of two (2) exits, remote from each other, are provided for each floor of the building.		
4. Exits terminate directly at an open space to the outside of the building.		
5. There are alternative passageways that are prominently marked and free from obstruction for patients with special needs.		
6. There are directional signage that are prominently posted to locate different service areas.		
7. There are visual aids and devices for information and orientation, direction, identification, official notices, prohibition, and warning.		
8. There is adequate space, lighting and ventilation for the hospital. The areas used by patients and personnel are adequately lighted and ventilated.		
9. Adequate space is provided to allow patient and personnel to move safely around patient bed areas.		
10. Patients who use mobility aids are able to safely maneuver with the assistance of their aid within their bed area		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
11. There are screen wires on doors, windows, and other openings.		
12. Corridors in areas not commonly used for bed, stretcher and equipment transport are at least 1.83 meters or 6 feet in clear width.		
13. Corridors for access for patient using bed or stretcher are at least 2.44 meters or 8 feet in clear width.		
14. An elevator capable of accommodating at least a patient bed is provided in case there is no provision for multi-level ramp.		
15. A multi-level ramp is provided for ancillary, clinical and nursing services located on the upper floor of the health facility. It shall have a minimum clear width of 1.22 meters or 4 feet in one direction. The slope of the ramp is not steeper than 1:12.		
16. A ramp is provided as access to the entrance of the health facility that is not on the same level of the site.		
17. The hospital provides adequate privacy for patient such that sensitive or private discussion, examination and/or procedure are conducted in a manner or environment where these cannot be observed or the risk of being overheard by others is minimized.		
18. The hospital has a facility through which segregation of sexes in the wards shall be observed.		
19. Separate toilets are provided for male and female patient and personnel.		
20. There is separate hand washing and holding area for infectious cases.		
21. The hospital ensures the security of person and property within the facility.		
22. There is presence of appointed personnel in charge of security.		
23. The hospital is readily accessible to the community and complies with all local zoning ordinances.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
24. The hospital is free from undue noise, smoke, dust, foul odor and flood.		
25. The health facility implements R.A. 9211 otherwise known as "Tobacco Regulation Act of 2003." Patient and personnel are not put at risk by exposure to environmental tobacco smoke.		
II B. The hospital provides adequate and proper maintenance of all of its basic utilities.		
1. The hospital has an approved power supply system. Panel boards and feeders are properly coded and labeled.		
2. The hospital has an approved water supply system. Its water is potable and safe for drinking. Records of water analysis (bacteriological examination) are available and updated every six months.		
3. The water tank/water reservoir is flushed, cleaned and disinfected at least annually.		
4. The hospital has established a system for both proper solid and liquid waste management which is in accordance with the 2012 3rd edition of Health Care Waste Management Manual of the DOH and EMB/DENR environmental laws.		
a. There is proper management of temporary storage and areas prior to hauling for disposal.		
b. The hospital practises pre-treatment of solid wastes prior to disposal.		
c. The hospital practices pre-treatment of infectious and pathologic wastes including sharps.		
d. The hospital practices treatment of hazardous chemical and pharmaceutical wastes.		
e. There is a safe area within the hospital premises for the disposal of infectious and pathologic waste.		
f. There is provision of septic/concrete vault for disposal of sharps.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
5. The hospital has established a system for the proper disposal of toxic and hazardous substances in accordance with R.A. 6969, otherwise known as "Toxic and Hazardous Substances and Nuclear Wastes Act," and other related guidelines and/or issuances.		
6. There are policies and procedures for safe reuse of items which comply with relevant statutory requirements. (Annex B of DOH A.O. 2012-0012)		
7. There is proof of implementation of policies and procedure on waste disposal.		
8. The hospital has recyclable waste staging areas.		
9. There are protective equipment and clothing appropriate to the risks associated with handling, storage and disposal of waste, and is provided to be used by hospital personnel.		
10. There is presence of management plan addressing safety, security, disposal and control of hazardous material and biologic waste, emergency and disaster preparedness, fire safety, radiation safety, and utility systems.		
11. There is presence of policies and procedures on risk identification, assessment and control, security risk, use of personal protective equipment, etc.		
12. The hospital has policies and procedures for the proper maintenance and monitoring of physical facilities to ensure that it is kept in a state of good repair		
13. Its floors, walls and ceilings are made of sturdy materials that allow durability, ease of cleaning and fire resistance.		
14. The hospital has provision of appropriate generator, emergency light, water system, and adequate ventilation or air conditioning.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
<p>15. There is proof of implementation of the policies, procedures and safety programs on: electrical safety, medical device safety, chemical safety, radiation safety, mechanical safety, water safety, combustible material safety, waste management and hospital safety program. Please refer to Checklist of Requirements- X. POLICIES/ PROCEDURES/SAFETY PROGRAMS</p>		
<p>16. There is presence of licenses/permits/clearances from pertinent regulatory agencies implementing among others the following: R.A. 9003 (Solid Waste), R.A. 6969 (Toxic Substances), R.A. 8749 (Clean Air Act/ permit to operate generator set), Environment Compliance Certificate. Please refer to Checklist of Requirements-XII. PERMITS/LICENSES FROM OTHER REGULATORY AGENCIES</p>		
III. All equipment and instruments necessary for the safe and effective provision of services are available and are properly maintained.		
1. There is presence of operations manual of medical equipment		
2. There is presence of policies and procedures for safe and efficient use of medical equipment.		
3. There is proof of the implementation of the policies and procedures for the safe and efficient use of medical equipment		
4. There is preventive maintenance program that ensures all equipment are checked, maintained, and/or calibrated to an appropriate standard or specification.		
5. There is presence of operations manual of generators, air conditioning unit, and other non-medical equipment.		
6. Records of equipment are maintained and updated regularly.		
7. There is a proof of training of the staff in charge of the maintenance of equipment.		
8. There is proof of monitoring of the implementation of the policies/procedures on quality control of diagnostic examination of equipment.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
9. There is plan in place for essential equipment replacement.		
10. There is COC (Certificate of Compliance) for applicable medical/imaging equipment.		
IV. The hospital evaluates and monitors its activities to effectively assess its overall performance.		
1. There is presence of Quality Improvement Program.		
2. There is presence of patient satisfaction survey.		
3. There is presence of evaluation and monitoring activities to assess management and organization performance.		
V. The hospital provides safe blood and blood products.		
1. The hospital ensures that its supply of blood and blood products is safe.		
2. The hospital has the appropriate blood service facility.		
3. The hospital obtains blood and blood products only from blood service facilities licensed/authorized by the DOH. (R.A. 7719, otherwise known as National Blood Services Act)		
4. The hospital obtains blood and blood products collected from healthy voluntary blood donors only. (R.A. 7719, otherwise known as National Blood Services Act)		
PART 2:		
I. The hospital provides safe, effective, and efficient medical service.		
1. There is presence of policies and procedures for credentialing and privileging of physicians.		
2. There are available equipment, medicines, and supplies necessary to provide emergency care.		
3. There are personnel available to deliver emergency care for 24 hours.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
4. Proper identification of newborns is ensured before they leave the delivery room and until discharge.		
5. Nursing care is provided at all times.		
6. The delivery of nursing care utilizes the nursing process.		
7. Nursing procedure manual and a properly utilized Kardex are available in all patient care units.		
8. Written policies for all nursing service areas within the hospital are available and reviewed annually.		
9. There is presence of Infection Control Committee with defined goals, objectives, strategies, and priorities.		
10. There is presence of infection control program ensuring prevention and control of infections on all services.		
11. There is presence of a coordinated system-wide procedure for isolation of healthcare associated infection.		
12. There is presence of a coordinated system-wide procedure for case containment of healthcare associated infection.		
13. There is presence of a coordinated system-wide procedure for asepsis.		
14. There is proof of creation of all committees within the organization which includes the terms of reference for membership.		
15. There is presence of incident reporting system/sentinel event monitoring system.		
16. There is presence of policies and procedures on the prevention and treatment of needle stick injuries and safe disposal of needles.		
17. There is presence of program on prevention of transmission of airborne infections and risks from patients with signs and symptoms suggestive of tuberculosis or other communicable diseases.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
18. There is presence of policies and procedures on cleaning, disinfecting, drying, packaging and sterilizing of equipment, instruments and supplies.		
19. There is presence of policies and procedures on reporting of infections to personnel and public health agencies based on DOH A.O. 2008-0009.		
II. The hospital has a system of proper documentation and management of patients' records.		
1. All patient charts have signed consent.		
2. All patients charts have comprehensive history and physical examination within 24 hours from admission.		
3. All patient charts have progress notes by physicians.		
4. All patients for surgery have undergone pre-operative anesthetic assessment.		
5. All patients are correctly identified by their charts.		
6. All drugs are administered in a timely, safe, appropriate and controlled manner to the right patient.		
7. There is proof that prescriptions or orders are verified before medications are administered.		
8. There is proof that patients are correctly identified prior to administration of medications.		
9. All charts have proper documentation of drug administration.		
10. All charts have discharge plans.		
11. Patient charts are properly and completely filled out to contain up-to-date information. Checklist of Requirements-VI. CONTENTS OF MEDICAL CHART		
12. Medical records contain patient information that is uniquely identifiable, accurately recorded, current, confidential, and readily accessible when required.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
13. Medical diagnoses, procedures and/or surgeries performed on patients are recorded using ICD-10 coding.		
14. ICD-10 reference books are available.		
15. The medical records officer is trained in ICD-10 coding and in basic medical records management/hospital health information management.		
16. Records of newborns are properly and completely filled out.		
17. Birth certificate forms are properly and completely filled out.		
18. Death certificate forms are properly and completely filled out.		
19. Records of medico-legal cases are properly and completely filled out.		
20. Confidentiality of patient information is maintained at all times.		
21. There is presence of policies on record storage, safekeeping, retention, and disposal.		
22. There is presence of policies and procedures on filing, borrowing, and retrieval of charts.		
23. There is presence of procedures to protect records and patient charts against loss, destruction, tampering, and unauthorized access or use.		



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STANDARDS AND REQUIREMENTS	COMPLIANT	REMARKS
III. The hospital has health promotion and disease program.		
1. Breastfeeding		
2. Rooming-in		
3. Family Planning		
4. Immunization		
5. Newborn Screening for congenital diseases		
6. Newborn Screening for hearing		
7. Others:		
REMARKS/COMMENTS/RECOMMENDATIONS:		



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PART 3: CHECKLIST OF REQUIREMENTS FOR HOSPITAL

	Compliant	Remarks		Compliant	Remarks
I. PERSONNEL					
A. Administrative Personnel					
Chief of Hospital/Medical Director			Medical Records Clerk		
Administrative Officer/Hospital Administrator			Medical Records Officer/Statistician		
Training Officer			Supply Officer		
Accountant			Storekeeper/Linen Custodian		
Bookkeeper			Laundry Worker		
Budget Officer			Nutritionist/Dietitian		
Billing Officer			Food Service Supervisor		
Cashier			Cook/Food Service Worker		
Cash Clerk			Maintenance Personnel		
Accounting Clerk			Engineer/Medical Equipment Technician		
Clerk (pool)			Utility Worker		
Human Resource Officer/Personnel Officer			Driver		
Medical Social Worker			Security Guard		
B. Nursing Service Personnel			C. Clinical Service		
Chief Nurse			Chief of Clinics/Chief of the Medical Professional Staff		
Assistant Chief Nurse			Department Head		
Supervising Nurse			Physicians		
Head Nurse			Dentist		
Critical Care Area Nurse			Dental Aid		
Critical Care Area Nursing Aid/Midwife			Physical Therapist		
Staff Nurse					
Nursing Attendant/Midwife					



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	Compliant	Remarks		Compliant	Remarks
II. CONTENTS OF E-CART					
Activated charcoal sachet			Mefenamic acid 500 mg/tab		
Amiodarone 150 mg/amp			Meperidine 100 mg/vial		
Anti-tetanus serum			Methylprednisolone 4 mg/tab		
Aspirin USP grade 325 mg/tab			Metoclopramide 10 mg/amp		
Atropine 1 mg/ml amp			MgSO4 1 g/amp		
Benzodiazepine 10 mg/2 ml amp			Morphine SO4 10 mg/amp		
Beta adrenergic agonists like Salbutamol 2 mg/ml			Nitroglycerine spray or Isosorbide di-nitrate 5 mg/tab/amp		
Calcium gluconate 10 mg/amp			Noradrenaline 2 mg/amp		
Dexamethasone			ORS preparation		
Digoxin 0.5 mg/amp			Paracetamol 300 mg/amp		
Diphenhydramine 50 mg/amp			Phenobarbital IV or tab		
Dobutamine 250 mg/20 ml vial			Phenytoin 300 mg/cap or IV		
Dopamine 200 mg/vial			Plain LRS 1L/bottle		
D5 0.3 Nacl 500 ml/bottle			Plain NSS 1 L/bottle		
D5 LR 1 L/bottle			Potassium chloride 40mEq/vial		
D5 NM 500 ml/bottle			Pyridoxine 1 g/amp		
D5 NSS 1 L/bottle			Sodium bicarbonate 50 mEq/amp		
D5W 250 ML/bottle			Succinylcholine 200 mg/vial		
Epinephrine 1 mg/ml amp			Thiamine (Vit.B complex)		
Furosemide 20 mg/2 ml amp			Tramadol 50 mg/cap		
Haloperidol 50 mg/amp			Terbutaline 0.5 mg/amp		
Hydrocortisone 250 mg/vial			Tetanus toxoid 0.5 ml/vial		
Hyoscine-N-Butyl-Bromide 20 mg/vial			Verapamil 5 mg/2 ml		
Lidocaine 2% solution/vial 1g/50 ml			5 Caloric agent D50 W50 ml/vial		
Mannitol 20% solution 500 ml/vial					



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	Compliant	Remarks		Compliant	Remarks
III. BASIC E R EQUIPMENT/INSTRUMENTS/SUPPLIES					
Airway adjuncts (oropharyngeal and Nasopharyngeal airways)			ET tube (different sizes)		
Airway/Intubation kit			Fire extinguishers		
Alcohol disinfectant			Floor lamps (drop light and gooseneck)		
Arm sling (or sling and swathe bandages)			Foot stools		
Aseptic bulb syringe			Gloves (examination and sterile gloves)		
Bag-valve-mask device (adult, child, infant sets)			Hydrogen peroxide solution		
Biomedical Refrigerator for storage of biological and other heat-sensitive drugs			IV stand		
Calculator for dose computation			Laryngoscope (adult and pediatric sets)		
Cardiac board			Mayo table and tray		
Cardiac EKG			Minor Surgical Set		
Cervical collars of different sizes			Nasal cannula		
Clinical Weighing scale			Nasogastric tube		
Closed Tube Thoracostomy Set					
Cut Down Set			Oxygen tank w/ holder/chain/trolley		
Defibrillator (with cardiac monitor and/or pacemaker functions)			Oxygen tubing		
Diagnostic (ophthalmoscope/otoscope) set			Penlights or flashlights		
Different sets of bins (to include a puncture-proof sharp container)			Portable suction device (suction catheters included)		
Elastic bandages of different sizes			Povidine iodine wound and cleaning solutions		



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	Compliant	Remarks		Compliant	Remarks
Protective face shield or mask			Stretchers and Gurneys (Wheel-type and the fixed-typed stretchers)		
Pulse oximeter			Sutures		
Pulmonary Function Test (PFT) or Peak Expiratory Flow Rate (PEFR) tube			Surgical airway		
Random blood sugar meter			Syringes		
Sphygmomanometer, non-mercurial-adult and pedia cuff			Thermometers, non mercurial		
Spine board with straps			Tracheostomy set		
Splinting/immobilization devices			Urethral cathether		
Standard face mask			Urine collection bag		
Stethoscope			Water-proof aprons		
Sterile gauze			X-ray reading lamp or negatoscope		
IV. EQUIPMENT BY SERVICE					
A. Obstetrical Service			B. Recovery Room		
Air-conditioning unit			Air-conditioning unit		
Anesthesia machine			Bed with guard rail		
D/C set			Sphygmomanometer (non-mercurial) with adult and pedia cuff		
Delivery set			Stethoscope		
DR table with stirrup			Emergency light		
Emergency light			Oxygen unit		
Instrument table					
Kelly pad					
Oxygen unit					
Wheeled stretcher					



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	Compliant	Remarks		Compliant	Remarks
IV. EQUIPMENT BY SERVICE					
C. Pathologic/ Premature Nursery			D. Intensive Care Unit		
Air-conditioning unit			Air-conditioning unit		
Bassinet			Ambu bag (pediatric and adult)		
Bili light			Bed with guard rail		
Cardiac monitor			Cardiac monitor		
Emergency cart			Defibrillator		
Emergency light			ECG machine		
Examining light			Emergency cart		
Infant ambu bag			Emergency light		
Incubator			Endotracheal tubes		
Oxygen unit			Laryngoscope with blade		
Respirator			Oxygen unit		
Stethoscope (pediatric)			Sphygmomano meter (non-mercurial) with pedia and adult cuff		
Suction apparatus			Stethoscope		
Weighing scale (infant)			Tracheostomy set		
			Suction apparatus		



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	Compliant	Remarks		Compliant	Remarks
E. Nursing Unit			G. Physical Therapy Unit		
Ambu bag			Bicycle ergonometer		
Bedside table			Electrical stimulator		
Clinical weighing scale			Exercise plinth/bed		
Defibrillator			Overhead pulley		
ECG machine			Exercise stair w/rails		
Emergency cart			Paraffin Wax		
Emergency light			Parallel bars with postural mirrors		
Nebulizer			TENS		
Oxygen unit			Ultrasound		
Sphygmomanometer (non-mercurial) with adult and pedia cuff			H. Operating Room		
Stethoscope			Anesthesia machine		
Suction apparatus			Cardiac monitor		
F. Respiratory Therapy Unit			OR table		
ABG					
Spirometer			OR light		
Ventilator			Mayo table		
I. CSR			Suction machine		
Autoclave					
Emergency light					
J. Dental			K. Engineering/ Maintenance		
Complete set of equipment for oral exam/oral prophylaxis/ extraction			Stand- by generator		
Dental unit/chair			Automatic transfer Switch		
Equipment for sterilization or equivalent					



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	Compliant	Remarks		Compliant	Remarks
V. PROPERLY FILLED OUT AND UPDATED PATIENT LOGBOOK OR ITS EQUIVALENT IN THE FOLLOWING AREAS					
Admitting Office					
Emergency Room					
DR					
OPD					
OR					
VI. CONTENTS OF THE MEDICAL CHART					
Admitting Diagnosis			Informed Consent		
Advance Directive			Medication/Treatment Record		
Anesthesia Record			Nurse's Progress Note		
Attending Physician			Operative/Surgical Technique		
Chief Complaint/ HPI			Partograph/ Obstetrical Record		
Clinical Laboratory Report			Patient Identification Data		
Consultation Referral Notes			Physical Examination		
Doctor's Order Sheet			Physician's Progress Note		
Discharge Summary			X-ray Report		
Final Diagnosis					
VII. POLICIES/PROCEDURES/MINUTES/MONITORING/EVALUATION REPORTS OF COMMITTEES					
Infection Control					
Therapeutics Committee					
Continuous Quality Improvement					



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	Compliant	Remarks		Compliant	Remarks
VIII. FACILITIES/SERVICES					
LEVEL 1 HOSP.			LEVEL 2 HOSP.		
Emergency Service			Emergency Service		
Outpatient Service			Outpatient Service		
Medical Social Service			Medical Social Service		
Medical Records Room			Medical Records Section		
Dental Service			Dental Service		
Isolation Room			Isolation Room		
Surgical/Maternity Facility			Surgical/Maternity Facility		
Recovery Room			Recovery Room		
Prayer Room			Prayer Room		
Dietary			Dietary		
Security			Security		
Engineering/Maintenance			Engineering/Maintenance		
Housekeeping/Janitorial			Housekeeping/Janitorial		
Laundry/linen			Laundry/linen		
Patient transport service/ ambulance			Patient transport service/ ambulance		
Nursing Service: Provision for intermediate to specialized nursing care and management			Nursing Service: Provision for intermediate to specialized nursing care and management; and highly specialized critical care in Internal Medicine, Pediatrics, Obstetrics and Gynecology, Surgery, and Anesthesia		
Clinical service: a. Medicine			Clinical service: a. Department of Medicine		
b. Pediatrics			b. Department of Pediatrics		
c. Obstetrics and Gynecology			c. Department of Obstetrics and Gynecology		
d. Pharmacy			d. Department of Surgery		
e. Others, specify			e. Others, specify		
Ancillary service:			Ancillary service:		
a. Clinical Laboratory			a. Clinical Laboratory		
b. Blood Station			b. Blood Station		
c. Radiology			c. Radiology		
d. Pharmacy			d. Pharmacy		
e. Others, specify			e. Others, specify		
			Other additional services: a. Intensive Care/ICU		
			b. Pathologic/Premature/ NICU		
			c. High Risk Pregnancy Care		
			d. Respiratory Therapy Service/Unit		
			e. Others, specify		



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	Compliant	Remarks		Compliant	Remarks
LEVEL 3 HOSP.					
Emergency Service			Accredited Residency Training Program:		
Outpatient Service					
Medical Social Service			Internal Medicine General Surgery		
Medical Records Office			Obstetrics and Gynecology		
Dental Service			Pediatrics		
Isolation room			Ancillary Service:		
Recovery Room					
Prayer Room					
Dietary			Clinical Laboratory and Histopathology		
Security			Blood Bank		
Engineering/Maintenance			Radiology		
Housekeeping/Janitorial			Pharmacy		
Laundry/linen			Others, specify		
Patient transport service/ ambulance			Other Additional Services:		
				Intensive Care/ICU	
				Pathologic/Premature/NICU	
Clinical Service:			High Risk Pregnancy Care		
a. Department of Medicine			Respiratory Therapy Service/Unit		
b. Department of Pediatrics			Subspecialty Clinical Care		
c. Department of Obstetrics and Gynecology			Dialysis		
d. Department of Surgery			Ambulatory Surgical Clinic		
e. Others, specify			Physical Medicine and Rehabilitation Service		
Nursing Service:			Others, specify		
a. Provision for intermediate to specialized nursing care and management; highly specialized critical care in Internal Medicine, Pediatrics, Obstetrics and Gynecology, Surgery, and Anesthesia, and in other specialty or sub-specialties.					



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IX. SERVICES/ EQUIPMENT THAT MAY BE OUTSOURCED			X. POLICIES/ PROCEDURES/SAFETY PROGRAMS		
Ambulance			Chemical		
Biomedical equipment (ventilators)			Combustible Material		
Database (offsite)			Disposal and control of hazardous material, infectious and biologic wastes		
Dental Service			Electrical		
Dialysis			General hospital safety program		
Dietary Service			a. Fire		
Engineering			b. Emergency		
Housekeeping/ Janitorial			c. Disaster Preparedness		
Imaging (CT Scan, MRI, Radiology)			Maintenance		
Information System			Mechanical		
Laboratory			Mechanical Device		
Linen/Laundry			Radiation		
Maintenance (medical and non-medical equipment)			Security		
Parking			Structural safety and stability		
Pest and Vermin Control			Utility systems		
Physical Therapy and Rehabilitation			Water		
Respiratory Therapy			Waste Management		
Security					
Waste Disposal					
Others, specify					



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	Compliant	Remarks		Compliant	Remarks
XI. DOH-BHFS PTC AND FLOOR PLAN			XII. PERMITS/LICENSES FROM OTHER REGULATORY AGENCIES		
Latest approved PTC			ECC		
Latest approved floor plan			Permit to operate a generator set (R.A.8749) and elevator		
			Solid waste/water discharge permit (R.A.9003)		
			Toxic substances/hazardous waste generation report (R.A. 6969)		

XIII. PHYSICAL PLANT CHECKLIST					
<p>* Refer to HFSRB Checklist for Review of Floor Plans for:</p> <ul style="list-style-type: none"> • Level 1 • Level 2 • Level 3 					

INTEGRAL NOTES
<ol style="list-style-type: none"> 1. The number of nurses required for the general nursing unit is 1:12 beds at any time. 2. The number of nurses required for the critical care units is 1:3 beds at any time. 3. The number of midwives/nursing attendants for the general nursing unit is 1:24 beds at any time. 4. The number of midwives/nursing attendants for the critical care units is 1:15 beds at any time. 5. There must be one reliever for every three nurses or midwives/ nursing attendants. 6. There must be one head nurse to supervise every fifteen staff nurses. 7. There must be one nurse supervisor for every 50 beds counted from the ABC. 8. There must be an assistant chief nurse/ nurse training officer for every 100 beds counted from the ABC. 9. There must be one nutritionist/dietician for every 100 beds counted from the ABC. 10. There must be one physician for every 20 beds counted from the ABC. 11. Plantilla items are not required to fill up hospital positions.



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Name of Hospital: _____

Date of Inspection: _____

RECOMMENDATIONS:

A. For Licensing Process:

[] For issuance of License as Hospital.

Validity from _____ to _____

[] Issuance depends upon compliance to the recommendations given and submission of the following within _____ days from the date of inspection:

[] Non-Issuance: Specify reason/s. _____

Inspected by:

Printed Name

Signature

Position/Designation

Received by:

Signature _____

Printed Name _____

Position/Designation _____

Date _____



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Name of Health Facility: _____

Date of Monitoring: _____

RECOMMENDATIONS:

B. For Monitoring Process:

Issuance of Notice of Violation

Non-issuance of Notice of Violation

Others (Specify) _____

Monitored by:

Printed Name

Signature

Position/Designation

Received by:

Signature _____

Printed Name _____

Position/Designation _____

Date _____