



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

ANNEX L
AO No. 2012-0012

LICENSING REQUIREMENTS FOR INFIRMARY

I. SERVICE CAPABILITY

A. There shall be documentation of, but not limited to, the following:

1. Standard Operating Procedures (SOP) / Manual of Operations – a compilation of written policies and detailed instructions required to perform the defined activities of the facility.
2. Documentary requirements for new applicants:
 - a. Valid Mayor's or Business Permit (for private)
 - b. Valid Certificate of Business Name Registration
 1. For Private:
 - i. Department of Trade and Industry (DTI) for single proprietorship
 - ii. Securities and Exchange Commission (SEC) with Articles of Incorporation for Corporation
 2. For government, resolution from Provincial, City or Municipal Council
 - c. Documentation of collection, treatment, and disposal of solid and liquid wastes in compliance with existing local ordinance

B. CLINICAL SERVICE: Minimal to intermediate clinical services on the following:

1. General Medicine
2. General Pediatrics, including Care of Newborn baby – Essential Newborn Care (ENC, AO No. 2009-0025)
3. General Obstetrics
 - a. Antenatal and Postpartum care
 - b. Spontaneous vaginal delivery, including essential intrapartum care and immediate postpartum care for low-risk pregnant women
 - c. Detection of high-risk pregnancies for early referral
 - d. Family Planning
 1. Natural Family Planning Methods (pursuant to AO No. 132 s. 2004)
 2. Artificial Family Planning Methods
4. Non-surgical gynecologic services (diagnosis and management of gynaecological problems through medical and non-surgical means), including uncomplicated Dilatation and Curettage
5. Minor Surgery, which shall be done at the ER/OPD

II. PERSONNEL REQUIREMENTS

ITEM	MINIMUM Number or Ratio
1. Chief of Hospital / Medical Director	1
2. Administrative Officer / Personnel Officer	1
3. Accountant or Accounting Clerk	1
4. Medical Records Officer	1
5. Billing Clerk / Cashier	1
6. Clerk, pool	1:50 beds
7. Supply Officer / Storekeeper	1
8. Building Maintenance / Utility work	1 (May be outsourced)
9. Laundry Work	1
10. Driver	1
11. Cook	1
12. Security Guard	1 (May be outsourced)
13. Physician	1: 20 beds at any given time (shall not go on duty for more than 48 hours)
14. Supervising Nurse	1
15. Head Nurse / Senior Nurse	1:15 RNs
16. Staff Nurse	1:12 beds at any given time (There shall be 1 reliever for every 3 RNs)
17. Nursing Attendant	1:24 (There shall be 1 reliever for every 3 NAs)
18. Delivery Room Nurse	1 per shift
19. Emergency Room/OPD Nurse	1 per shift

III. EQUIPMENT

ITEM	MINIMUM
ADMINISTRATIVE SERVICES	
1. Generator Set	1
2. Typewriter/Computer	1
3. Kitchen	
Exhaust fan	1
Food conveyor or equivalent	1
Garbage receptacle	1
Refrigerator / Freezer	1
Stove	1
4. Fire extinguisher	1 for every area
5. Ambulance	1

CLINICAL SERVICES

A. EMERGENCY ROOM

1. Bag-valve-mask Unit	
- Adult	1
- Pediatric	1
2. Calculator for dose computation	1
3. Clinical Weighing scale	1
4. Defibrillator	1

ITEM	MINIMUM	
5. Delivery set		
- Primigravid	2 sets	
a. Metzenbaum Scissors	1	} PER SET
b. Mayo Scissors, straight	1	
c. Kelly Hemostatic forceps – straight or curved		
d. Needle holder	1	
e. Tissue forceps	1	
	2	
- Multigravid	2 sets	
a. Mayo Scissors, straight	1	} PER SET
b. Kelly Hemostatic forceps – straight or curved	2	
6. EENT Diagnostic Set: or equivalent	1	
7. Emergency Cart (for contents, refer to separate list).	1	
8. Examining table	1	
9. Examining table (with Stirrups for OB-Gyne)	1	
10. Gooseneck lamp/Examining Light	1	
11. Instrument/Mayo Table	1	
12. Laryngoscope with different sizes of blades	1 set	
13. Minor Instrument Set	2 sets	
- Kelly Hemostatic forceps – straight	2 pieces	} PER SET
- Kelly Hemostatic forceps – curved	2 pieces	
- Mayo scissors, straight	1 piece	
- Metzenbaum scissors, curved	1 piece	
- Mosquito forceps – straight	4 pieces	
- Mosquito forceps – curved	4 pieces	
- Needle Holder	1 piece	
- Scalpel handle No. 3	1 piece	
- Scalpel handle No. 4	1 piece	
- Skin retractors	1 pair	
- Tissue forceps	1 piece	
- Thumb forceps	1 piece	
14. Nebulizer	1	
15. Oxygen Unit	2	
Tank is anchored / chained / strapped or with tank holder if not pipeline		
16. Pulse Oximeter	1	
17. Sphygmomanometer, Non-mercurial		
- Adult Cuff	1	
- Pediatric Cuff	1	
18. Stethoscope	1	
19. Suction Apparatus	1	
20. Suturing Set	2 sets	
21. Thermometer, non-mercurial		
- Oral	1	
- Rectal	1	

ITEM	MINIMUM	
22. Vaginal Speculum, Different Sizes	1 set of different sizes	
23. Wheelchair	1	
24. Wheeled Stretcher with guard/side rails and wheel lock or anchor	1	
B. OUTPATIENT DEPARTMENT		
1. Clinical Height and Weight Scale	1	
2. EENT Diagnostic Set with ophthalmoscope and otoscope	1	
3. Examining table with wheel lock or anchor	1	
4. Gooseneck lamp/Examining Light	1	
5. Instrument/Mayo Table	1	
6. Minor Instrument Set	1 set	
- Kelly Hemostatic forceps – straight	2 pieces	}
- Kelly Hemostatic forceps – curved	2 pieces	
- Mayo scissors, straight	1 piece	
- Metzenbaum scissors, curved	1 piece	
- Mosquito forceps – straight	4 pieces	
- Mosquito forceps – curved	4 pieces	
- Needle Holder	1 piece	
- Scalpel handle No. 3	1 piece	
- Scalpel handle No. 4	1 piece	
- Skin retractors	1 pair	
- Tissue forceps	1 piece	
- Thumb forceps	1 piece	
7. Neurologic Hammer	1	
8. Sphygmomanometer, Non-mercurial		
- Adult Cuff	1	
- Pediatric Cuff	1	
9. Stethoscope	1	
10. Thermometer, non-mercurial		
- Oral	1	
- Rectal	1	
C. LABOR ROOM		
1. Oxygen Unit	1	
Tank is anchored / chained / strapped or with tank holder if not pipeline		
2. Patient Bed	1	
3. Sphygmomanometer, Non-mercurial		
- Adult Cuff	1	
4. Stethoscope	1	
5. Thermometer, non-mercurial		
- Oral	1	
- Rectal	1	

PER SET

ITEM	MINIMUM	
D. DELIVERY ROOM		
1. Air Conditioning Unit	1	
2. Bag valve mask Unit		
- Adult	1	
- Pediatric	1	
3. Bassinet	1	
4. Dilatation and Curettage set	1 set	
5. Delivery set		
- Primigravid	1 set	
a. Metzenbaum Scissors	1	} PER SET
b. Mayo Scissors, straight	1	
c. Kelly Hemostatic forceps – straight or curved	2	
d. Needle holder	1	
e. Tissue forceps	1	
- Multigravid	2 sets	
a. Mayo Scissors, straight	1	} PER SET
b. Kelly Hemostatic forceps – straight or curved	2	
6. DR Light	1	
7. DR Table	1	
8. Clinical Infant Weighing Scale	1	
9. Instrument/Mayo Table	1	
10. Kelly Pad or equivalent	1	
11. Oxygen Unit	1	
Tank is anchored / chained / strapped or with tank holder if not pipeline		
12. Rechargeable Emergency Light (In case of generator malfunctions)	1	
13. Sphygmomanometer, Non-mercurial	1	
14. Stethoscope	1	
15. Suction Apparatus	1	
16. Thermometer, non-mercurial	1	
17. Wheeled Stretcher	1	
E. NURSING WARD		
1. Bag Valve Mask Unit		
- Adult	1	
- Pediatric	1	
2. Clinical Height and Weight Scale	1	
3. Emergency cart or equivalent (refer to separate list for the contents)	1	
4. EENT Diagnostic Set or equivalent (Medical Ward)	1	
5. Mechanical/Patient bed With locked, if wheeled; with guard or side rails	ABC	
6. Bedside Table	ABC	
7. Nebulizer	1	
8. Neurologic Hammer	1	

ITEM	MINIMUM
9. Oxygen Unit Tank is anchored / chained / strapped or with tank holder if not pipeline	1
10. Sphygmomanometer, non-mercurial	
- Adult cuff	1
- Pediatric cuff	1
11. Stethoscope	1
12. Suction Apparatus	1
13. Thermometer, non-mercurial	
- Oral	1
- Rectal	1
Central Sterilizing and Supply Room	
- Autoclave or Steam Sterilizer	1
Cadaver Holding Area / Room	
- Bed or stretcher for cadaver	1

IV. PHYSICAL PLANT

A. Administrative Services

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| <ul style="list-style-type: none"> 1. Waiting Area 2. Admitting and Records Area 3. Public Toilet (M/F/PWD) 4. Administrative and Business Office 5. Office of the Chief of Hospital / Medical Director 6. Supply / Clean Linen Room | <ul style="list-style-type: none"> 7. Laundry Area 8. Janitor's Closet 9. Parking Area 10. Central Waste Storage Area 11. Kitchen 12. Medical Records Office 13. Cadaver Holding Area |
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B. Clinical Services

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|---|---|
| <ul style="list-style-type: none"> 1. Emergency <ul style="list-style-type: none"> Room/Outpatient Department a. Examination and Treatment Area b. Waiting Area c. Nurses' Station d. Equipment and Supply Storage Area e. Wheeled stretcher and wheelchair Area f. Doctors' On-Duty Room g. Toilet for Patients and Companions h. Staff Toilet | <ul style="list-style-type: none"> 2. Delivery Room <ul style="list-style-type: none"> a. Labor Room (with toilet) b. Scrub up Area c. Birthing Room <ul style="list-style-type: none"> i. Newborn Resuscitation Area ii. Equipment and Supply Area iii. Clean-up and Sterilization Room 3. Nursing Service <ul style="list-style-type: none"> a. Nurses' Station b. Patient Room c. Toilet |
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V. REQUIRED RECORDS / FILES

- a. Registers for Consultations, Admissions, Deliveries, Minor Surgeries and Discharges**
- b. Logbook of Sentinel Events**
- c. Annual Health Facility Statistical Report (Annex F of A.O. No. 2012-0012)**
- d. Patients' Clinical Records**