

**SPECIAL ISSUE**

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LEGAL NOTICE NO. 75

## THE MEDICAL PRACTITIONERS AND DENTISTS ACT

(Cap. 253)

IN EXERCISE of the powers conferred by section 23 of the Medical Practitioners and Dentists Act, the Minister for Medical Services makes the following Rules:—

## THE MEDICAL PRACTITIONERS AND DENTISTS (FORMS AND FEES)(AMENDMENT) RULES, 2012

1. These Rules may be cited as the Medical Practitioners and Dentists (Forms and Fees)(Amendment) Rules, 2012 and shall come into operation on the 1st July, 2012.

2. The Medical Practitioners and Dentists (Forms and Fees) Rules, in these Rules referred to as the principal Rules, are amended by inserting the following new rules immediately after rule 15-

LN. 157/1979

LN. 25/2000. 16. The Board shall when inspecting outpatient private medical institutions pursuant to rule 11 of the Medical Practitioners and Dentists (Private Medical Institutions) Rules use the checklist in form XIV set out in the First Schedule.

LN. 25/2000. 17. The Board shall when inspecting inpatient private medical institutions pursuant to rule 11 of the Medical Practitioners and Dentists (Private Medical Institutions) Rules use the checklist in form XV set out in the First Schedule.

3. The First Schedule to the principal Rules is amended by inserting the following new forms immediately after Form XIII-

FORM XIV

CHECK LIST FOR SINGULAR/JOINT INSPECTIONS FOR PRIVATE OUTPATIENT MEDICAL INSTITUTIONS BY HEALTH REGULATORY BODIES IN THE MINISTRIES RESPONSIBLE FOR HEALTH		
MEDICAL/DENTAL CLINIC/LABORATORY/PHARMACY/RADIOLOGY/X-RAY UNIT/MORTUARY		
Date:		
Basic information		

1.	Name facility				
2.	Address				
	(a) Physical				
	Building				
	County				
	Ward /Town/ Street				
	LR No.				
	Tel No./Mobile				
	Email				
	(b) Postal		Code		
3.					
(a)	Proprietor				
	Name:				
	Profession:				
	Pin No:				
(b)	Registered owner				
	(a) Name				
	(b) Licence Certificate No.		Date of issue	Expiry date	
4.	Officer in charge				
	(a) Qualification				
	(b) Registration No.		Practice licence number		
5.	Name of Medical Personnel	Cadre	Licence Number	Date of issue	Expiry date
6.	Services offered				
7.	Security of premises (external security & security features)  (permanent perimeter fence/fire assembly points/security guard)				

8.	General cleanliness of premises			
	Total	10		
	A. Medical/Dental Clinic	Max score	Awarded	Comments
	1. Consultation - Examination rooms			
1.	Examination Equipment	4		
2.	Resuscitation tray	3		
3.	Infection prevention & control	3		
4.	Policy, guidelines & SOPs	3		
5.	Medical records	4		
6.	Data Security	4		
7.	HMIS/EMR	4		
8.	Reports	3		
9.	Ventilation	2		
10.	Licences	10		
	Total	40		
	B. Pharmacy/ Chemist	Max score	Awarded	
1.	Security for medications (e.g. Secure cupboards for restricted drugs, only accessible by authorized persons & disposal of expired drugs)	10		
2.	Storage of drugs/display/labelling/ packaging conditions	7		
3.	Record-keeping and documentation (Prescriptions written & received and filed/medication errors documented and reported)	10		
4.	Reference materials, Policy and SOPs as per national guidelines	3		
5.	Licences	10		

	Total	40		
	C. Laboratory	Max score	Awarded	Comments
1.	Class of the licence (A-E)	4		
2.	Policies, guidelines and SOPs (Including reporting procedures, handling / labelling / storage / disposal of specimens and safety program)	3		
3.	Equipment management program (manuals, inventory, service contract, calibration)	6		
4.	Record-keeping & Quality control of tests (EQA, IQA, control of analytical errors)	10		
5.	Infection prevention and control	2		
6.	Registration, storage of equipment and reagents (is there a temperature recording system)	5		
7.	Licences	10		
	Total	40		
	D. Radiology / Imaging services	Max score	Awarded	Comments
1.	Curent annual premise & device licence	4		
2.	Policies and SOPS (Code of practice including reporting, testing, calibrating, monitoring and control)	3		
3.	Quality assurance program (safety of the patient, worker, environment, security, film storage, quality and documentation)	10		
4.	Personal radiation	10		

	monitoring (Badges, dose reports)			
5.	Radioactive waste management programs	3		
	Total	30		
	E. Nutrition			
1.	Basic Nutrition equipment and materials (weighing Stadiometer, MUAC, BP machine Blood sugar machine ,reference charts)	10		
2.	SOPs (Nutrition assessment, Nutrition suppliments)	3		
3.	Nutrition care process, nutrition assessment, Diagnosis, intervention, M&E)	7		
4.	Record keeping and documentation	10		
5.	Licences	10		
	Total	40		
10.	Findings and Recommendations			
11.	REGISTERED OWNER/ OFFICER IN - CHARGE			
	Name:.....Designation:..... Email.....			
	Tel No.:.....Date.....Sig.:.....			
	INSPECTION TEAM			

	Name:	Board/Council/MOH	Designation	Sign	Date
1.					
2.					
3.					
4.					
5.					
6.					

## FORM XV

CHECK LIST FOR SINGULAR/JOINT INSPECTIONS FOR PRIVATE INPATIENT MEDICAL INSTITUTIONS BY HEALTH REGULATORY BODIES IN THE MINISTRIES RESPONSIBLE FOR HEALTH				
Basic information				
1.	Name facility			N/A
2.	Category of Facility	Level		N/A(to be graded at the time of registration)
3.	Proprietor/owner			N/A
	(a) Organization	Private( ), Faith based(), GOK ( ), Community based ( ).		N/A
	(b) Proprietor's name			N/A
	Current Licence No.	(III) Expiry date of the current licence		5
			Not matching	1
			matching	5
4.	Name of Officer in charge.	Current practicing licence No.		N/A
				N/A
				N/A
5.	Address			
	Physical	County		N/A
		Building, Plot No.		
		Town, Street		
	Tel No.			
	Email			N/A
	Postal	Box No.	Code:	N/A
6.	Medical Personnel			N/A (to be graded at the time of registration).

	Name of Medical Personnel	Cadre	Licence Number	Date of issue	Expiry date				
	Total number of staff								
7.	Services offered								
	Outpatient Services Y/N	MCH( ) & HCT( )		N/A					
	Inpatient Services	YES / NO (tick/ circle )	Number of beds	Number of cots	N/A				
8.	Health Facility Infrastructure					Score			
	A. Building			Yes	No	N/A			
1.	Building suitable for scope of work								
2.	Signage for directions is in place and clear								
	B. Environmental - Infection Prevention			Yes	No	N/A	Comments		
1.	Adequate waste management & disposal (according to guidelines )								
2.	Personal protective equipment available (Gloves, gowns or dust coats, and safety boots for infection prevention)								
	C. Utilities			Yes	No	N/A	Comments		
1.	Safe, clean running water available – Tap or container). Sufficient water storage available								
2.	Stable electrical power supply								
	<p>Key: Ranking of scores</p> <p>Level 0: the desired activity is absent, or there is mostly ad hoc activity related to risk reduction</p> <p>Level 1: the structure of more uniform risk-reduction activity begins to emerge</p> <p>Level 2: the processes are in place for consistent and effective risk-reduction activities</p> <p>Level 3: there are data to confirm successful risk-reduction strategies and continue improvement</p>								
	9. Management& Recording								
				Scoring key					
	A. General management			1	2	3	4	5	Comments
1.	Strategic plan with Vision/Mission/values/ Objectives identified								<p>1 Not available</p> <p>2. Available but not in use</p> <p>3. In use, not known to all</p> <p>4. In use, not displayed</p> <p>5. Displayed, known</p>

						<i>and fully used</i>
2.	Organization chart available					<i>1. Approved by management</i> <i>2. Approved by board</i> <i>3. Approved by an accredited body</i>
3.	Service charter displayed					<i>1. Not Displayed</i> <i>2. Displayed</i> <i>3. Regular performance review</i>
4.	List of all staff working, including position and qualifications					<i>1. No list</i> <i>2. List available</i> <i>3. List with qualifications available</i> <i>4. List with qualifications and Job description</i> <i>5. Staff development plan available</i>
	<b>B. Quality Management</b>					<b>Comments</b>
1.	Certifications/ accreditations					No scoring (Yes or No)
2.	Performance indicators monitored					<i>1. Performance indicators(PI) not collected</i> <i>2. PIs collected routinely</i> <i>3. PIs analyzed</i> <i>4. There's feedback</i> <i>5. External publications</i>
3.	Patients charter					<i>1. Not available</i> <i>2. Available</i> <i>3. Displayed</i>
4.	Feedback mechanism in place					<i>1. No policy</i> <i>2. Policy available</i> <i>3. Collection Mechanism available</i> <i>4. Regular analysis of complaints &amp; compliments</i> <i>5. Evidence of action</i>
	<b>C. Medical Records &amp; Information Systems</b>					<b>Comments</b>
1.						
2.	Medical records for each patient (files – manual/ electronic)					<i>1. No medical records</i>



						2. <i>Separate medical record for each patient</i> 3. <i>All patients are triaged</i> 4. <i>Comprehensive medical notes</i> 5. <i>Notes are legible and signed</i>
3.	Approved register is kept of all patients (An outpatient and inpatient register)					1. <i>No registers</i> 2. <i>Old registers</i> 3. <i>Current registers available</i> 4. <i>Registers correctly used</i>
4.	Records are kept in a secure place					1. <i>No restricted access to files</i> 2. <i>There's restricted access to files</i> 3. <i>Files kept in lockable cabinets and only authorised persons can access</i>
5.	Contributes to external databases and reports periodically (Linkage to national HMIS)					1. <i>No routine reports</i> 2. <i>Routine reports available but not reported</i> 3. <i>Routine reports submitted irregularly</i> 4. <i>Routine reports submitted regularly</i>
	D. Equipment Management					Comments
1.	Preventive maintenance plan for equipment					1. <i>No preventive plan</i> 2. <i>Service contract available</i> 3. <i>Equipment checked on schedule and results documented</i> 4. <i>Due date for next maintenance documented</i>
2.	Calibration					1. <i>Machines not calibrated</i> 2. <i>No contract for calibration</i> 3. <i>Calibration not</i>

							<i>regular but contract available</i> <i>4. Calibration regular with results available</i>
10.	Patient Services						
		Scoring system				Comments	
	A. Consultation						
1.	Consultation – Examination rooms		1. Examination coach 2. The above with screen 3. The above with steps 4. The above with mackintosh 5. All the above with bed sheet				
2.	Sink /wash basin		1. Sink available 2. The above with Sink without running water 3. The above with Sink with running water from the tap 4. The above with Sink with all of the above with soap 5. All the above with Sink with running water and drier				
3.	Examination Equipment		<ul style="list-style-type: none"><li>• thermometer</li><li>• stethoscope</li><li>• BP machine</li><li>• weighing machine</li><li>• Diagnostic kit</li></ul>				
	B. Emergency/Resuscitation room						
1.	Triage		1. triage area 2. Nurse not trained in triage 3. Nurse trained in triage 4. SoPs of triage available 5. Proper coding of client				
2.	Emergency tray		<ul style="list-style-type: none"><li>• Incomplete</li></ul>				

		<ul style="list-style-type: none"> <li>emergency tray</li> <li>• Presence of emergency tray with all requirements</li> <li>• The racks clearly labelled</li> <li>• All the above at designated sites</li> <li>• All the above and up to date list of all requirements</li> </ul>	
3.	Equipment	<ul style="list-style-type: none"> <li>• Ambu bag/ masks</li> <li>• Suction machine</li> <li>• Oxygen cylinder and flowmeter</li> <li>• Endotracheal tubes</li> <li>• All the above with an ideal adjustable bed</li> </ul>	
	C. Sterilization Process		
1.	Central Supply Unit	<ol style="list-style-type: none"> <li>1. Separation areas for cleaning</li> <li>2. Decontamination</li> <li>3. Sterilization Process – SoPs available</li> <li>4. Storage of sterile supplies</li> <li>5. All the above labelled and stored in designated area</li> </ol>	
2.	Autoclave Machine	<ul style="list-style-type: none"> <li>• Autoclave manual available</li> <li>• Autoclave electric available</li> <li>• SoPs available</li> <li>• Maintenance plan</li> <li>• Digitalized autoclave</li> </ul>	
	D. Labour Ward		

1.	Procedures for obstetric emergencies	1. Procedure for obstructed labour and foetal distress 2. Procedure for Eclampsia 3. Procedure for APH/PPH/HELLP 4. Availability of resuscitaire 5. Resuscitaire with oxygen, the suction machine, ambu bags	
2.	Equipments	<ul style="list-style-type: none"> <li>• Delivery bed available</li> <li>• Sterile delivery set</li> <li>• Vacuum extractor</li> <li>• Suction machine</li> <li>• Maintenance plan</li> </ul>	
3.	Monitoring of Labour	<ul style="list-style-type: none"> <li>• Partograph chart available</li> <li>• Contraction properly charted</li> <li>• Cervical dilatation</li> <li>• Colour coding</li> <li>• TPR/BP</li> </ul>	
4.	Access to theatre	1. Ambulance available 2. General theatre available (not close to L/W) 3. General theatre available (close to L/W) 4. More than one theatre 5. L/W fully equipped theatre	
5.	Incubator	1. Presence of incubator 2. Functional	

		incubator 3. Proper temperature regulation 4. Oxygen connection 5. Maintenance plan	
6.	Hand washing facility	1. Sink 2. Sink without running water 3. Sink with running water from the tap 4. Sink with all of the above with soap 5. Sink with running water and drier	
7.	Sluice room	1. Presence of sluice room 2. Sluicing sink 3. Availability of running water 4. Decontamination buckets available 5. SoPs	
8.	Waste management	1. Available Waste bins 2. coded bins with improper lining 3. bins with proper coded lining 4. Good segregation practice 5. All of the above with SoPs	
9.	State of floor	1. Cement floor 2. Cement floor with drainage 3. Ceramic tile floor with drainage 4. Tarazo with good drainage 5. A cleaning chart	
10.	Nursing Personnel	1. nurses	

		available 2. midwives available 3. midwives available but not the right ratio 1:3 4. Midwives available ratio of 1:2 5. Midwives available ratio 1:1	
11.	Oxygen source	1. Oxygen cylinders available 2. External oxygen piped to L/W 3. Oxygen plant SOPS 4. Maintenance plan	
	E. Clinical Wards		
1.	Oversight of patients	1. Admission procedures 2. Categorization 3. Patients uniform 4. Clinical ward round 5. Handing over / discharge reports	
2.	Patient records	1. Availability 2. Non -Coded filing system 3. Coded filing system 4. Designated and secure storage area E-filing	
3.	Monitoring equipment	1. Thermometer 2. Stethoscope 3. BP machine 4. Weighing machine 5. Diagnostic kit	
4.	Resuscitation tray	1. Presence of an emergency tray 2. Presence of	

		emergency tray with the necessary contents	
		3. The racks clearly labelled	
		4. All the above at designated sites	
		5. All the above plus list of updating the contents	
F. Pharmacy			
		SCORE	COMMENTS
		0 1 2 3 4 5	
1.	General conditions of premises		
	Adequate general condition of premises (Hygiene, sanitation, ventilation, state of repair, running water, light, adequate space, display of drugs)		
2.	Medications		
	Conditions of medications adequate (e.g. security, display, labelling, expiry dates)		
3.	Record Keeping/ Documentation		
	Prescriptions received and recorded		
G. Medical /Dental Laboratory			
1.	Licensing		
	Licensed for services per class (C,D, E)		
2.	SOPs		
	Standard Operating Procedures & guidelines available (according to Class: Including reporting procedures, handling / labelling / storage / disposal of specimens and safety program)		
3.	Quality assurance		
	Quality control practiced (Equipment / reagent registered, validated, calibrated and quality control of tests, well maintained equipment, storage)		
4.	Infection prevention and control		
	Infection prevention and control practices observed (waste		

	management and sharps disposal, Personal protective equipment)							
	H. Radiology and Imaging Services	Scoring						Comments
		0	1	2	3	4	5	
1.	Licenses							
	Premises & devices							
2.	Safety and storage							
	Safety of personnel, environment and patient adequate, quality assurance and equipment management (personal safety and control area safety, waste management)							
3	Documentation							
	Facility Code of Practice present (including reporting, testing, calibrating, monitoring and control, standard operating procedures)							
	I. Food Nutrition and Dietetics	Scoring						Comments
		0	1	2	3	4	5	
1	Nutrition assessment and care plan in place for the patients							
2	Availability of supplementary, therapeutic, & parental feeds							
3	Procurement, delivery, inspection & menu and service of food according to laid protocols/procedures							
4	Food & personnel hygiene and waste disposal Registered Nutritionist & Medically examined kitchen staff.							
	J. Mortuary/ funeral parlour	Scoring						Comments
		0	1	2	3	4	5	
1.	SOP for receiving, identification, storage and release of bodies including solid disposal							
2.	Protective gear & equipment							
3.	Overall environment							
	K. Occupational Therapy	Scoring						Comments
		0	1	2	3	4	5	
1.	Trained personnel							
2.	Basic equipment							
3.	room							
	L. Physiotherapy	Scoring						Comments
		0	1	2	3	4	5	
1.	Trained personnel							
2.	Basic equipment							



3.	Workshop							
4.	SOP							
5.	Records							
	M. Orthopaedic technology	Scoring						Comments
		0	1	2	3	4	5	
1.	Trained personnel							
2.	Room							
3.	Specialized equipment/materials							
4.	SOPs							
5.	Records							
	N. Orthopaedic plaster and trauma	Scoring						Comments
		0	1	2	3	4	5	
1.	Trained personnel							
2.	Room							
3.	Specialized equipment/materials							
4.	SOPs							
5.	records							
	O. Medical and Dental Services	Scoring						Comments
		0	1	2	3	4	5	
1.	Trained personnel							
2.	Basic Equipments							
3.	SOPs							
4.	Rooms							
11.	Findings and Recommendations							
12.	REGISTERED OWNER/ OFFICER IN-CHARGE							
	Name:..... Designation:..... Email:.....							
	Tel No.:.....Date:.....Sign:.....							
	INSPECTION TEAM							
	Name:	Board/Council/MOH			Designation		Sign	Date
1.								
2.								
3.								
4.								
5.								
6.								

Made on the 6th July, 2012.

P. A. NYONGO',  
Minister for Medical Services.