



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 |
| b. Mayo Scissors, straight | 1 |
| c. Kelly Hemostatic forceps – straight or curved | 1 |
| d. Needle holder | 1 |
| e. Tissue forceps | 1 |
| | 2 } PER SET |
| - Multigravid | 2 sets |
| a. Mayo Scissors, straight | 1 |
| b. Kelly Hemostatic forceps – straight or curved | 2 |
| | 2 } PER SET |
| 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 |
| - 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 |
| | 1 } PER SET |
| 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 | } 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 | |
| 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 | |

| 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 |
| b. Mayo Scissors, straight | 1 |
| c. Kelly Hemostatic forceps – straight or curved | 2 |
| d. Needle holder | 1 |
| e. Tissue forceps | 1 |
| | } PER SET |
| - Multigravid | 2 sets |
| a. Mayo Scissors, straight | 1 |
| b. Kelly Hemostatic forceps – straight or curved | 2 |
| | } PER SET |
| 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

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

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

B. Clinical Services

1. Emergency

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

2. Delivery Room

- a. Labor Room (with toilet)
- b. Scrub up Area
- c. Birthing Room
 - i. Newborn Resuscitation Area
 - ii. Equipment and Supply Area
 - iii. Clean-up and Sterilization Room

3. Nursing Service

- a. Nurses' Station
- b. Patient Room
- c. Toilet

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**