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A.O. No. 2013-0006



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Department of Health
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Standards Development Division

**Subject: TECHNICAL GUIDELINES IN THE PLANNING AND DESIGN OF
MEDICAL FACILITIES FOR OVERSEAS WORKERS AND
SEAFARERS**

1.0 Essential Service/Space/Room Requirements:

1.1 In terms of function, a standard Medical Clinical Facility for Overseas Workers and Seafarers shall provide four 'service zones' or sections namely :

- 1.1.1 *General Administrative Service ;*
- 1.1.2 *Clinical Service ;*
- 1.1.3 *Ancillary Service ;*
- 1.1.4 *Support Service.*

1.2 The General Administrative Service shall be comprised of the following rooms/areas :

- 1.2.1 *Office of the Medical Director ;*
- 1.2.2 *Reception and Registration Office (or Business Office) provided with Clients' Waiting Area ;*
- 1.2.3 *Reporting Section (or Medical Records Room located adjacent and accessible from the Reception and Registration Office or Business Office);*

1.3 The Clinical Service shall be composed of the following rooms/areas ;

- 1.3.1 *Medical/Physical Examination Room/s (separate for male and female clients ;)*
- 1.3.2 *Dental Clinic ;*
- 1.3.3 *Optical Room ;*
- 1.3.4 *Audiometry Room (for Seafarers) ;*
- 1.3.5 *Psychological Testing Room (can accommodate a minimum of 6 persons at any given time) ;*
- 1.3.6 *Pre-test and Post-test HIV Counseling Room (or Consultation/Follow-up Room, but to be strictly labeled as Counseling Room in the actual Medical Facility to ensure*

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client or patient privacy; Note : The room can also doubly serve as ECG Room) ;

1.4 The Ancillary Service shall be composed of a Secondary General Clinical Laboratory that has capability for HIV testing and shall be made up of the following rooms and areas :

- 1.4.1 *A Room/Area for taking blood samples or Specimen Collection Room/Area;*
- 1.4.2 *Clinical Working Area w/ Sink/s (minimum of 20.00 square meters in floor area);*
- 1.4.3 *A Pathologist's Area (may be part of or separate from the Clinical Working Area);*
- 1.4.4 *Access to Toilet;*
- 1.4.5 *Waiting/Reception Area;*

1.5 Furthermore, the Ancillary Service shall include a Radiology Facility that shall be comprised of the following rooms and areas :

- 1.5.1 *X-ray room with Control Booth and Dressing Area (with a minimum of 10.00 square meters in floor area) ;*
- 1.5.2 *Dark Room (or area for Digital Film Processing Equipment) ;*
- 1.5.3 *Radiologist's Area and Film File Storage ;*
- 1.5.4 *Access to Toilet ;*
- 1.5.5 *Waiting Area.*

1.6 Support Service shall include the following spaces/rooms:

- 1.6.1 *Toilet Facilities* (separate for male and female)
- 1.6.2 *Staff Pantry or Break Room* (with eating area and small counter with sink) ;
- 1.6.3 *Supply Storage Room* ;
- 1.6.4 *Waste Holding Room/Closet/Area* (for temporary and sanitary storage of segregated waste which includes infectious waste such as contaminated sharps and needles and non-infectious waste or general waste) ;
- 1.6.5 *Janitor's Closet* (with slop sink and housekeeping cabinet).

2.0 General Technical Guidelines :

- 2.1 The Medical Facility shall be situated in an area or location that is conveniently accessible both to clients and staff via available means of public transportation.

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- 2.2 Where the Medical Facility for overseas workers is part of another facility or if it is occupying a particular space in a building, separate access entrances shall be appropriately provided for the convenient entry and exit of both clients and staff. Building entrances that shall be employed to access the Medical Facility shall be at grade level, clearly marked and located so as to avoid the occurrence of clients and staff going through other areas of the building. However, lobbies of multi-occupancy buildings may be shared. Nevertheless, the design shall exclude unrelated traffic within the Medical Facility.
- 2.3 The Medical Facility shall also conform to all applicable local and national regulations for the construction, renovation, maintenance and repair of its facilities.
- 2.4 The Medical Facility shall have adequate space or area provided for its various space/room requirements in order to attain the effective and efficient operation of its activities and functions.
- 2.5 The Medical Facility as a whole shall be adequately ventilated, well-lighted, clean, safe, functional (based on the various services it provides) and well-maintained.
- 2.6 The design and planning of the Medical Facility shall ensure client audible and visual privacy and dignity during the interviews, examinations, treatment, counseling and other testing procedures and related activities.

2.7 Lastly, the design and planning of the Medical Facility shall also consider important factors such as medical equipment to be accommodated (especially that of the X-ray and Laboratory facilities) , proper office/clinic layout/s which includes furniture, fixtures and equipment, provision of 'client-friendly' transaction windows and counters where necessary, comfortable seats for waiting and appropriate signage.

3.0 Specific Technical Guidelines – Comprehensive Details and Finishes :

3.1 The recommended minimum public corridor for the Medical Facilities for Overseas Workers and Seafarers shall be at least but not limited to 1.50 meters or 5 feet. Wider corridors shall be provided if waiting areas along the corridor will be accommodated.

3.2 At least two (2) exits that are remote from each other shall be provided for each floor or fire section of the Medical Facility. Other details relating to exits and fire safety shall comply with the provisions of the Fire Code

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of the Philippines with Its Implementing Rules and Regulations (Presidential Decree No. 1185).

- 3.3 In compliance with the Building Code requirements, floor to ceiling height of all rooms and areas of the Medical Facility shall be at least but not limited to 2.40 meters (or 8 feet) high. However, for radiographic and other rooms containing ceiling-mounted equipment, the ceiling shall be of sufficient height in order to accommodate the equipment and /or fixtures.
- 3.4 Preferably, all major rooms and areas of the Medical Facility shall be provided with appropriate air conditioning system/s (or artificial ventilation). In consideration of the following factors such as delicate work equipment provided, the convenience of clients, and the preservation of client audible and visual privacy, the Ancillary Service consisting of the Laboratory Section including the Blood Extraction Room and Medical X-ray Facility and some clinical areas (such as Audiometric Room, Optical Room, Psychologist's Room with Interview Area, Counseling Room, Physical Examination Room/s, Dental Clinic and other rooms deemed necessary) shall be air conditioned.
- 3.5 In accordance to the Building Code provisions under Artificial Ventilation, whenever artificial ventilation is required, the equipment shall be designed to meet minimum requirements in air changes. For Hospital Rooms with 0.20-0.43 cubic meter per minute per person and ceiling height of 2.40 meters, the required air changes per hour is 3. For

Offices with 0.29-0.43 cubic meter per minute per person and ceiling height of 2.40 meters, the required air changes per hour is 4.

- 3.6 In further compliance with Building Code requirements, other rooms and areas of the Medical Facility that are not provided with air conditioning system/s such as Waiting Areas and Support Service Rooms shall be provided with window/s with a total free area opening equal to at least ten (10%) of the floor area of the room or area and such window/s shall open directly to a court, yard, public street or alley, or open water courses. Furthermore, in order to enhance ventilation in these rooms and areas, adequate provision of electric fans and similar ventilating appliances like exhaust fans shall be required.
- 3.7 Floor materials to be used for various rooms and areas of the Medical Facility shall be readily cleanable and appropriately wear-resistant. Floors subject to traffic while wet (like entrance porches, balcony-type corridors and the like) including all toilet facilities shall have a nonslip surface.

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- 3.8 Wall finishes shall be washable and in the proximity of plumbing fixtures such as laboratory sinks, lavatories and the like shall be smooth and moisture resistant.
- 3.9 The outlying or external walls housing the Audiometry Room, Psychological Testing Room, Counseling Room, Physical Examination Room/s and Radiology Facility (with special wall construction) shall be constructed from floor to ceiling height in order to attain audible and visual privacy for clients undergoing testing, counseling and or treatment procedures. Construction of walls and other building elements of the Radiology Facility shall conform with all the requirements set forth by the DOH-Bureau of Health Devices and Technology.
- 3.10 The recommended door width of rooms of the Medical Facility that will accommodate OFW client/s or Applicant/s for screening, testing or treatment purposes shall be at least but not limited to 2 feet 10 inches or 0.86 meter for convenient access of both users and equipment.
- 3.11 Cubicle curtains and draperies if used for the Medical Facility shall be non-combustible or flame-retardant.

4.0 Specific Technical Guidelines – Detailed Room Requirements :

- 4.1 The Psychological Testing Room of the Medical Facility shall conform to the minimum required space for the conduct of its activities depending on its workload and the battery of psychological tests being provided.

Thus, compliance with the following shall be implemented :

- 4.1.1 Provide a minimum of one square meter (1.00 m²) or 1.00 X 1.00 m. per applicant inside the Psychological Testing Room;
 - 4.1.2 Provide a minimum of four square meters (4.00 m²) or 2.00 m. X 2.00 m. for the Psychologist's Room with interview area;
 - 4.1.3 Provide an additional area of at least a minimum of one square meter (1.00 m²) or 1.00 m. X 1.00 m. per Psychometrician or Staff who will be working inside the Psychologist's Room ;
 - 4.1.4 Provide Testing Chairs with Back Rest and Writing Arm Rest or approved equivalent for convenient use of the OFW applicant/clients.
- 4.2 For the Ancillary Services, the Secondary General Clinical Laboratory shall have capability for HIV testing and shall be made up of the following rooms and areas :

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- 4.2.1 A Room for taking blood samples or Specimen Collection Room/Area (provide separate area or room with seating space, a work counter and hand washing facility,);
 - 4.2.2 Clinical Working Area w/ work counters, storage cabinets and shelves including sink/s or lavatories equipped for hand washing (provide a minimum of 20.00 square meters in floor area);
 - 4.2.3 A Pathologist's Area (may be part of or separate from the Clinical Working Area);
- 4.3 Also part of the Ancillary Service, the Radiology Facility shall be comprised of the following rooms and areas :
- 4.3.1 X-ray room with Control Booth and Dressing Area (with a minimum of 10.00 square meters in floor area or 2.50 m. x 4.00 m. in room dimension as required by the DOH- Bureau of Health Devices and Technology (or BHDT) ;
 - 4.3.2 Dark Room or an area for Digital Film Processing Equipment (provide separate area);
 - 4.3.3 Radiologist's Area and Film File Storage (provide separate area);
- 4.4 Special purpose examinations rooms such as the Audiometric Room and Optical Room shall be designed and outfitted to accommodate procedures and equipment used. Further, a hand washing fixture and a counter or shelf space for writing shall be provided.

- 4.4.1** The Audiometric Room shall be sound proof and must possess a noise controlled environment. Specific construction details such as double-glazed safety glass window, insulated walls and acoustically treated ceilings, vibration-proof flooring, silenced ventilation system and other specifications needed to make the subject room soundproof etc. shall be complied.
- 4.4.2** For the Optical Room, the room size must accommodate a testing distance of 20 feet or 6.00 meters for visual acuity using the standard size Snellen Chart or its approved equivalent. In case room length is inadequate, appropriate and approved mirror system shall be adopted in order to simulate the required testing distance.
- 4.4.3** In addition, for Optical Facilities equipped with visual chart projectors or computerized vision testers, the screen or monitor must be installed at the appropriate working distance from the test subject as recommended by the manufacturer

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and calibrated to display the correct optotype sizes for that distance as certified by the distributor/installer.

4.5 Physical Examination Rooms (separate for male and female clients) shall have a minimum floor area of 7.43 sq. meters or 80.00 square feet excluding vestibules, toilets and closets. Moreover, a hand washing fixture and a counter or shelf space for writing shall be provided.

4.6 For Dental Clinics, provide at least 8.36 square meters per dental chair that includes space for one (1) dental chair, space for movement of person, and space for passage of equipment.

4.7 Lastly, the recommended illumination values for various rooms and spaces of the Medical Facility shall conform with the following suggested figures as shown in the table

Illumination Values for Medical Facilities for Overseas Workers and Seafarers

Area/ Activity	LUX	Footcandles
Lobby		
General	200	20
Receptionist	300	30
Corridor	200	20
Waiting Area		
General	200	20

Reading	300	30
Treatment Area	300	30
Examination Room	500	50
Administrative Spaces		
General Office	500	50
Medical Records	500	50
Conference Room/ Interview Room	500	50
Linen Rooms/Closets	100	10
Janitor's Closet	150	15
Staff Pantry	300	30
Storage, general	200	20
Toilet Facility	300	30
Utility Room	300	30
Mechanical/Electrical room /space	300	30

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5.0 Space Planning Considerations :

- 5.1 The Reception and Registration Office (or Business Office) shall be located in such manner as it will be afforded of visual control of the main entry to the Medical Facility. The office layout, transaction windows and counters of the said room shall allow the receptionist and other office staff to see and acknowledge incoming OFW clients and at the same time facilitate their transaction activities.

- 5.2 The Waiting Area shall be planned in such a way that it is easily accessible from the main entry and located adjacent to the Reception and Registration Office. Furthermore, the Waiting Area shall have a pleasing environment for the OFW clients preferably a homelike and restful one. Also, the Waiting Area shall be adequately spaced and provided with appropriate furniture. If it is possible, the room shall permit a view of the outside such as of those found in nature like flowering plants, trees or distance and if not, an interesting view of people and activity (as can be made possible in a shopping mall or street façade location) will serve as a second choice.

- 5.3 The space components of the Administrative Service namely the Office of the Medical Director, Reception and Registration Office or Business Office, Medical Records and Waiting Area shall be planned contiguous to one another as they are closely related in terms of function. Thus, easy accessibility between these administrative areas is highly recommended.

5.4 The Laboratory Section provided with Specimen Collection Room/area and Medical X-Ray Facility shall also be planned contiguous or adjacent to one another as they compose the 'Ancillary Zone' of the Medical Facility. Appropriate waiting areas for these rooms shall be provided.

5.5 Space or room components of the Clinical Service may be clustered with a common waiting area or sub waiting area/s or even perhaps situated along a waiting corridor planned in accordance to the procedural arrangements that may be set by the management of the Medical Facility.


5.6 Lastly, support service room components shall be planned in such a way that they are accessible to both clients and staff but concealed from direct view or 'zoned away' from the rest of the major areas of the Medical Facility for aesthetic purposes. These rooms may be clustered in a service zone or perhaps located at corridor ends. .

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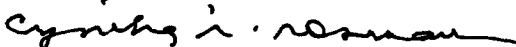
6.0 References:

- Actual Facility Survey conducted by the DOH BHFS-SDD on selected OFW Clinics, 2010-2011 ;
- Administrative Order No. 2013-0006 Re: “Guidelines to Rule XI: Role of DOH in the Omnibus Rules and Regulations Implementing the Migrant Workers and Overseas Filipinos Act of 1995, as Amended by Republic Act No. 10022”.
- Checklist for Review of Floor Plans of Medical Facility for Overseas Workers and Seafarers (Form OWS-PTC-CR-2007, DOH-BHFS official document) ;
- Guidelines For Construction and Equipment of HOSPITAL AND MEDICAL FACILITIES,1992-93 (as prepared and published by The American Institute of Architects Press with assistance from the U.S. Department of Health and Human Services) ;
- Inspection Tool for Accreditation of Medical Facility for Overseas Workers and Seafarers (Revised as of August 25, 2008, DOH-BHFS official document) ;
- National Building Code of the Philippines with Its Revised Implementing Rules and Regulations (approved by the Department of Public Works and Highways), Latest Edition ;
- Technical Information on Audiometric Rooms courtesy of the Philippine Society of Audiology
- Technical Information on Optical Rooms courtesy of the Philippine Academy of Ophthalmology, Inc.
- Time Saver Standards For Building Types, Fourth Edition by Joseph D.

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