

THE MEDICAL PRACTITIONERS AND DENTISTS BOARD (CAP 253)



REQUIREMENTS FOR OPENING HEALTH INSTITUTIONS

SECTION A

1st January 2015

- i. Obtain forms IX or download from www.medicalboard.co.ke; fill and submit to the Board.
- ii. Attach the following documents:-
 - (a) Company or Business Registration Certificate
 - (b) Certified copies of Professional Certificates of all Health Professionals working therein including licenses from their respective Regulatory Authorities.
 - (c) Building Architectural Plans for hospitals and nursing homes.
- iii. Hospitals ,Maternity & Nursing Homes must have a holding room for dead bodies or mortuary
- iv. All in-patient facilities must have a clearly defined method of waste disposal and management systems in place including incinerators, placenta pits etc.
- v. The facility should be inspected by the County Director of Health or County Health Management Team or Joint Board and Council Inspection Team.
- vi. It may be a requirement from other Health Regulatory Authorities to obtain their licenses for other facilities: e.g. Laboratory, Pharmacy, Radiology and X-ray Services etc.
- vii. The Proprietor/Administrator/Director must ensure that :-
 - (a) All payments are paid in full as per the category. (List attached).
 - (b) Licenses are up to date.
 - (c) Health Professionals working therein are registered and licensed by their respective Boards/Councils.
- viii. All payments should be made at any KCB Branch countrywide to Medical Practitioners and Dentists Board's account No.1103158643, Milimani Branch.

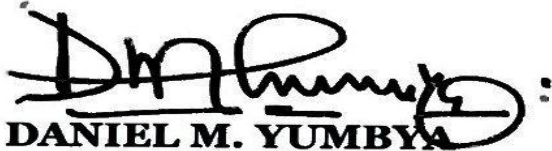
SECTION B: CATEGORIZATION OF HEALTH INSTITUTIONS AND REQUIREMENTS

	CATEGORIZATION	DEFINITION	REG. FEE	ANNUAL LICENCE FEE
a)	Dispensary	<p>Services Basic outpatient curative care, immunization and laboratory services, antenatal care and treatment for simple medical problems during pregnancy such as anaemia, and occasionally conduct normal deliveries. Devoted to treating outpatients. Dispensaries provide the first line of contact with patients and wider coverage for preventive health services. They are: Either licensed to a FBO, or community or registered organization, e.g. school, company, church, mosque, NGO, or humanitarian organization, OR Gazetted as a dispensary owned by the MOH or other governmental organization,</p> <p>Infrastructure Composed of consulting room(s), and may contain office(s), treatment room(s), a laboratory and an observation room (which is not intended to be used for more than 12hrs),</p> <p>Personnel Staff include: registered nurses, enrolled nurses, public health technicians, and support staff</p>	6,000	5,000
(b)	Medical Clinic	<p>Services A private practice health facility devoted to treating outpatients which is not intended to be used for more than 12 hours.</p> <p>Infrastructure Have a minimum of three rooms-reception, consulting rooms, and treatment room /observation</p> <p>Personnel</p> <ol style="list-style-type: none"> i. Are licensed to one health practitioner engaged in private practice, either medical specialist, general practitioner, clinical officer, or registered nurse/midwife ii. Offer preventive, diagnostic, and curative services. 	6,000	15,000
(c)	Dental Clinic	<p>Services Dental clinics are outpatient facilities devoted to treating teeth and related problems.</p> <p>Infrastructure</p> <ol style="list-style-type: none"> i. Consulting rooms, offices or a section of an outpatient department with at least a reception (waiting room), treatment room, and a store, containing the prescribed equipment* used by the dental practitioner for promotion of oral health; prevention, diagnosis, treatment of oral diseases; and rehabilitation of oral structures. ii. Basic Clinic-normal chair, all equipment for extraction and minor oral surgery, filling and ART instruments, a scaler, with effective infection control mechanism. iii. Comprehensive clinic-Unit must have a specialized dental chair with accessories. <p>Personnel</p> <ol style="list-style-type: none"> i. Clinic run by a dentist ii. Clinic run by a community oral health officer 	6,000	15,000
(d)	Eye Clinic	<p>Services Outpatient facility.</p> <p>Infrastructure Facility that offers only outpatient eye services.</p> <p>Personnel Owned/run by an ophthalmic nurse, ophthalmic clinical officer or eye specialist who exclusively offers eye services</p>	6,000	15,000
(e)	Eye Hospital	<p>Services Facility that offers eye services exclusively</p> <p>Infrastructure Must have admission beds, theatre, and outpatient facilities.</p> <p>Personnel It must have a cataract surgeon /ophthalmologist as the basic human resource</p>	11,000	40,000

(f)	Health Centre	<p>Services Curative, inpatient, maternity, referral, antenatal care (ANC) /family planning (FP) /immunization and laboratory, In MOH health centres, all staff report to the medical/clinical officer in-charge except the public health officers and technicians, who, even though they may have an office at the health centre, are deployed to a geographical area rather than to a health unit and report to the district public health officer. Health centres provide many ambulatory health services and generally offer preventive and curative services appropriate to local needs, minus specialized services such as x-ray and theatre: Either licensed to a FBO, community or registered organization, e.g. school, company, church, mosque, NGO, or humanitarian organization, OR Gazetted as a health centre owned by the MOH or other governmental organization;</p> <p>Infrastructure Has an administration block where patients register and all correspondence and resources are managed with at least two consulting rooms, maternal and child health, maternity, laboratory, pharmacy, minor theatre where minor surgical procedures are done, e.g. circumcision, stitching wounds and manual vacuum aspiration, and kitchen and catering, 20 or fewer inpatient beds (maternity and others), treatment room, and in some cases, student hostels for rural health training centres.</p> <p>Personnel</p> <ul style="list-style-type: none"> i. At least one clinical officer or medical officer ii. Health administration officer iii. Medical technologist iv. Pharmaceutical technologist v. Health information officer vi. Public health officer vii. Nutritionist viii. Driver 	6,000	15,000
(g)	Medical/Dental Centre	<p>Services Medical centres are outpatient facilities (no inpatient beds) meant for profit making, with several categories:</p> <p>Infrastructure Group practice-each professional with individual license in addition to umbrella license for the premises</p> <p>Personnel Several professionals working independently but under one facility name, One license employing several practitioners under the license held by individual/company.</p>	6,000	15,000
(h)	Nursing Home	<p>Services Nursing homes offer both outpatient and inpatient services.</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. Have wards with 12-49 inpatient beds, ii. Have a laboratory, iii. Have a kitchen, iv. Have a laundry, v. May have maternity beds and labour ward. <p>Personnel</p> <ul style="list-style-type: none"> i. Are licensed to a practitioner (nurse, clinical officer, medical officer, specialist), ii. Have a visiting medical officer/specialist, 	11,000	30,000
(i)	Maternity Home	<p>Services Maternity homes offer outpatient /inpatient services exclusively for maternity clients, i.e. ANC, delivery and newborn care, and postnatal services.</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. Have 12-49 beds and cots, ii. Have a labour ward, iii. Have a laboratory, iv. Have a kitchen, v. Have a laundry, vi. May have a theatre <p>Personnel</p> <ul style="list-style-type: none"> i. Are licensed to practitioner (nurse, clinical officer, medical officer, specialist), ii. Have a visiting medical officer/specialist, 	11,000	25,000

(j)	Funeral Home (standalone)	<p>Services A facility where dead bodies are stored and undergo autopsy before cremation/ burial; may provide additional services including--Selling coffins, Cremation, Burial, Transportation, among others.</p> <p>Personnel</p> <ul style="list-style-type: none"> i. Pathologist ii. Morgue attendant 	11,000	20,000
(k)	Mission Hospital Level 3	<p>A Faith Based Organization (FBO) which has</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. 50-100 inpatient beds ii. An operating theatre iii. Mortuary iv. Radiology unit with X-Ray <p>Personnel Resident medical practitioners or dentists</p>	6,000	15,000
(l)	Mission Hospital Level 4	<p>A Faith Based Organization (FBO) which has-</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. 100 and above inpatient beds ii. An operating theatre iii. Mortuary iv. Radiology unit with X-Ray <p>Personnel Resident medical practitioners or dentists</p>	11,000	25,000
(m)	Hospital Level 4	<p>An institution which has-</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. 50-100 inpatient beds or has outpatient turnover of more than 250 ii. Must have resident doctor iii. An operating theatre iv. Radiology unit with X-Ray v. Specialist clinics vi. MRI Machine vii. CT Scan Machine viii. Dialysis Machine ix. Endoscopy& Colonoscopy Unit x. Mammography Machine xi. Ultra sound Machine <p>Personnel Resident medical practitioners or dentists</p>	21,000	80,000
(n)	Hospital Level 5	<p>An institution which has-</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. 100-150 inpatient beds ii. An operating theatre iii. Mortuary iv. Intensive Care Unit v. Radiology unit with X-Ray vi. Specialist clinics vii. MRI Machine viii. CT Scan Machine ix. Dialysis Machine x. Endoscopy& Colonoscopy Unit xi. Mammography Machine xii. Ultra sound Machine <p>Personnel Resident medical practitioners or dentists</p>	31,000	100,000
(o)	Hospital Level 6	<p>An institution which has-</p> <p>Infrastructure</p> <ul style="list-style-type: none"> i. 150 and above inpatient beds ii. An operating theatre iii. Mortuary iv. Intensive Care Unit v. Radiology unit with X-Ray vi. Specialist clinics vii. MRI Machine viii. CT Scan Machine ix. Dialysis Machine x. Endoscopy& Colonoscopy Unit 	31,000	300,000

		xi. Mammography Machine xii. Ultra sound Machine Personnel Resident medical practitioners or dentists		
(p)	Inspection and Accreditation of a medical or dental school.	An institution which intends to train- i. Medical practitioners ii. Dental practitioner	500,000	-



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