

THE OFFICIAL GAZETTE — 7TH OCTOBER, 1972  
LEGAL SUPPLEMENT — B.

GUYANA

No. 23 of 1972

REGULATIONS ✓

MADE UNDER

THE PRIVATE HOSPITALS ACT 1972.

(No. 2 of 1972).

IN PURSUANCE OF THE POWERS CONFERRED UPON ME  
BY SECTION 19 OF THE PRIVATE HOSPITALS ACT 1972,  
I HEREBY MAKE THE FOLLOWING REGULATIONS:—

1. These Regulations may be cited as the Private Hospitals <sup>Citation</sup> Regulations 1972.
2. The superintendent and the deputy superintendent of a private <sup>Qualifications of Superintendent and Deputy Superintendent</sup> hospital shall possess such professional and other qualifications as in the opinion of the Minister are necessary having regard to the operation of the said hospital, and shall, without limiting the generality of the foregoing —
  - (a) in the case of a private hospital that is licensed as a medical or surgical hospital, or as a medical, surgical and maternity hospital, be a medical practitioner;
  - (b) in the case of a maternity home, possess qualifications not less than those of a nurse with qualifications in midwifery;
  - (c) in the case of a convalescent home or nursing home, possess qualifications not less than those of a nurse;
  - (d) in the case of a hospital for the care of any specified class of patients suffering from any designated or specified disease, disorder or illness, be a medical practitioner or nurse with special qualifications or experience approved by the Minister.
  - (e) satisfy the Minister that they are physically and mentally fit.

**Hospital staff**

3. (1) The hospital staff shall consist of such number of nurses and other employees as are in the opinion of the Minister competent and qualified to give adequate care to the number and type of patients provided with treatment at the private hospital in respect of which the licence is granted.

(2) In the case of private hospitals licensed under paragraph (a), (b) or (c) of section 7(1) of the Act the ratio of nurses to patients shall be at least 1:20 supported by at least one nursing auxiliary to every five patients on any shift.

**Adequacy of supplies.**

4. Every private hospital shall have a supply of drugs and equipment adequate in the opinion of an inspector to provide treatment for those purposes in respect of which the hospital is licensed.

5. (1) No patient, except a maternity patient, may be treated at a private hospital without being under the care of a medical practitioner. <sup>Admission of patients.</sup>

(2) The superintendent shall not admit any person as a patient who is likely to constitute a danger to other patients, whether by reason of contagion or any other cause, unless adequate precautions are taken and facilities are provided for the protection of the other patients

**Restraint of patients**

6. The superintendent shall not physically restrain any patient or cause or permit any patient to be physically restrained except in the case of an emergency where the patient is a danger to himself or to others, or where it is in the interest of the patient so to do.

**Orders for treatment.**

7. Every order for treatment shall be in writing, either on a treatment sheet or in the Order Book provided for the purpose and shall be signed by a medical practitioner; in an emergency by telephone, may, however, be ordered by a medical practitioner by telephone, but the treatment must be confirmed in writing in the Order Book within twenty-four hours thereafter.

**Case records reports and returns.**

8. (1) A complete history with a report of the physical examination and provisional diagnosis of every patient shall be written within thirty-six hours after the admission of the patient to the private hospital.

(2) The attending medical practitioner shall be responsible for the preparation of a complete medical record including identification, complaint, present history, family history, physical examination, special reports, including reports of consultations, laboratory tests and x-ray examinations, provisional diagnosis, medical or surgical treatment, pathological findings, progress notes, reports of operations and anaesthesia, final diagnosis, condition on discharge and follow-up records:

(3) The superintendent shall retain and preserve in a place of safe keeping all records relating to every patient of the hospital for a period of not less than ten years.

(4) Without prejudice to the provisions of section 13 of the Act and of the other provisions of these Regulations, the superintendent shall keep such records and statistics relating to the operation of the private hospital and the services provided there at as may be required by the Chief Medical Officer and he shall furnish the Chief Medical Officer reports and returns relating to the said records and statistics as may be required by him.

9. (1) A history, physical examination and a written pre-operative <sup>Operations.</sup> diagnosis shall be recorded by the operating surgeon or any medical practitioner authorised by him before a patient is submitted to any anaesthetic or surgical operation.

(2) Where the operating surgeon is of the opinion that the delay that would be occasioned in obtaining the information mentioned in paragraph (1) would be detrimental to the patient, he shall so state in writing but, in such event, he shall record in writing and sign the pre-operative diagnosis.

(3) Every operation performed in a private hospital shall be adequately described in writing by the surgeon or his assistant and such written description shall form part of the patient's record.

(4) The superintendent shall ensure that an Operation Register is kept showing the name of the patient, the date of the operation, the nature of the operation, the name of the surgeon, the name of the anaesthetist, the anaesthetic given and the time the operation began and was completed.

(5) The anaesthetist shall be a medical practitioner or a nurse with training in anaesthesia to the satisfaction of the Minister and he shall keep a record showing the type of anaesthetic given, the amount used, the length of anaesthesia and the condition of the patient following the operation.

(6) The superintendent shall, within twenty-four hours after any pregnancy interrupted before twenty-eight weeks, make a report in writing to the Chief Medical Officer giving the diagnosis, the surgical procedure carried out and the name of the physician or surgeon concerned.

(7) No surgical procedure shall be performed in any private hospital which does not provide sterile equipment or facilities for sterilising instruments and other operative equipment to the satisfaction of an inspector.

(8) No major surgical operation shall be performed in a private hospital without there being equipment necessary for performing the particular operation and a sufficient number of qualified assistants in attendance thereat.

(9) The Chief Medical Officer may direct that any tissues or sections removed at an operation or curettage shall be immediately set aside and properly preserved and labelled by the surgeon operating and shall be forwarded by the superintendent with a short history of the case and a statement of the findings at the operation to a laboratory approved by him for examination, but no tonsil, appendix, tooth, haemorrhoid, finger, toe, hand, foot, arm or leg removed or amputated shall be so forwarded, unless the operating surgeon desires a special examination.

(10) The pathological report received from the laboratory shall become part of the case record of the patient.

Accommodation

10. (1) Every private hospital shall be equipped as follows —

- (a) each room used for the accommodation of patients shall have direct natural light by means of a window or windows of an area not less than fifteen per cent of the floor area of the room;
- (b) the floor area of each single room for the accommodation of a patient shall not be less than seventy-five square feet and the minimum ceiling height shall be eight feet six inches;
- (c) where a room is to be occupied by more than one patient —
  - (i) the area to be occupied by a bed shall not be less than seventy-five square feet;
  - (ii) the area to be occupied by a bassinet shall not be less than twenty-four square feet;
  - (iii) the area to be occupied by bassinets in isolation shall not be less than thirty square feet for each bassinet;
  - (iv) the minimum distance between the beds shall be three feet;
- (d) all windows in bedrooms shall be equipped with blinds or curtains maintained in a condition to ensure privacy;
- (e) each patient shall be provided with a sufficient number of clean towels daily;

- (f) each bed shall be provided with pillows in clean pillow slips, sheets, blankets and bed covers;
  - (g) freshly laundered bed linen shall be provided for each incoming patient;
  - (h) all bedsteads, springs, mattresses, sheets, pillow slips and bed covers shall be maintained in good repair, in a clean condition and free from insects.
- (2) Each private hospital shall have and provide a supply of water of sanitary quality under sufficient pressure to all parts of the building.
- (3) In every private hospital there shall be —
- (a) at least one water closet and one wash basin for every ten patients unless such facilities are provided in each room on every floor of the hospital; where accommodation for both sexes is provided on any floor of a private hospital there shall be provided two water closets and two wash basins for each sex at opposite ends of the floor and where such an arrangement is not possible, then the toilet facilities for each sex shall be effectively separated by a wall or partition extending from the floor to the ceiling and in each case the compartment for each sex shall be distinctly marked;
  - (b) at least one bath and one shower on each floor of the hospital if a bath or shower is not provided in each room on such floor;
  - (c) an adequate supply of toilet requisites; and
  - (d) kitchen facilities adequate in the opinion of an inspector to cater for the needs of the patients and staff at the hospital.
- (4) All plumbing fixtures shall be kept in good repair and the room and conveniences maintained in a clean and sanitary condition.
- (5) Every private hospital shall —
- (a) provide adequate lighting at all times, in all halls, stairways, passages and closet compartments;
  - (b) provide a system of stand-by lighting for use in the theatre and delivery room;
  - (c) maintain all floors, walls and ceiling surfaces in a clean condition and a state of good repair at all times;

- (d) keep the cellars and basements clear of waste and combustible materials;
  - (e) maintain the premises free from rodents, insects and other pests;
  - (f) maintain a sufficient number of refuse and garbage bins with suitable covers;
  - (g) make arrangements adequate in the opinion of an inspector for the disposal of septic dressings and other materials;
  - (h) maintain every yard, area, forecourt, or other open space within the curtilage of the premises at all times in good order, thoroughly clean and in a sanitary condition.
- (6) Each private hospital licensed as a surgical hospital shall have and maintain at all times —
- (a) an operating suite equipped to the satisfaction of the Minister to carry on the work of the hospital;
  - (b) a unit suitable to the satisfaction of an inspector for the disposal of soiled dressings, organs, parts or organs and parts of the body removed in the course of an operation.
- (7) Each private hospital licensed as a maternity hospital shall have and maintain at all times —
- (a) a delivery room;
  - (b) a nursery suitable in the opinion of an inspector for the care of premature and other new born infants, such nursery to have refrigeration and bottle sterilisation facilities to the satisfaction of the inspector;
  - (c) accommodation suitable to the satisfaction of an inspector for the isolation of patients having puerperal infection;
  - (d) a supply of oxygen adequate to the satisfaction of an inspector and suction apparatus;
  - (e) facilities adequate in the opinion of an inspector for the management of complicated cases if such cases are to be dealt with at the hospital.

Fire  
hazards.

11. The superintendent shall carry out and comply with the requirements of the Chief Fire Officer with respect to the means of escape and the facilities to be provided for use in case of fire.

12. (1) There shall be kept in every private hospital a record of — <sup>Records and custody of drugs.</sup>
- (a) all purchases of drugs by the licensee for use at the hospital indicating the name, quantity and strength of each drug and the date of purchase thereof;
  - (b) the quantity and type of drugs prescribed for the use of every patient by the medical practitioner attending him and the quantity of drugs administered to every such patient pursuant to such prescription;
  - (c) the use made at the hospital of dangerous drugs within the meaning of the Dangerous Drugs Ordinance.

(2) The drugs mentioned in paragraph (c) of regulation (1) shall be labelled properly and shall be stored in locked cupboards which shall be labelled properly.

13. The fee for a licence in respect of a private hospital shall <sup>License Fee.</sup> be as prescribed hereunder —

- (a) three hundred dollars in respect of a private hospital equipped with not more than one hundred beds available for patients;
- (b) five hundred dollars in respect of a private hospital equipped with more than one hundred beds but not more than two hundred beds available for patients;
- (c) seven hundred and fifty dollars in respect of a private hospital equipped with more than two hundred beds available for patients.

14. A licence shall be in the form set out in the schedule. <sup>Form of licence.</sup>

15. (1) No private hospital shall engage in, or permit its name to be used in or in connection with, any undertaking, occupation, scheme or business other than that for which it is licensed, but this shall not prevent a private hospital from permitting the use of part of its premises by any medical, para-medical or pharmaceutical personnel. <sup>General.</sup>

(2) The Superintendent of a private hospital shall submit any publication, writing, advertising or other material, including any letter heads or cards, which is intended or likely to attract the attention of the public, to the Minister for his approval, and the Minister may refuse to approve any material which, in his opinion, is not in the interest of the public.

16. Any person who contravenes or fails to comply with any <sup>Offences.</sup> provision of these Regulations or any direction given or any requirement made pursuant thereto shall be guilty of an offence.

Reg. 14

SCHEDULE

THE PRIVATE HOSPITALS ACT 1972

LICENCE TO OPERATE A PRIVATE HOSPITAL

NO. ....

This Licence is issued to.....

to operate a private hospital for.....

(describe services which may be performed)

for the treatment of not more than.....

.....patients at any one time at.....

This licence expires on 31st December.....

Dated this ..... day of .....

.....  
Minister of Health

Made this 2nd day of October, 1972.

HAMILTON GREEN,  
Minister of Health