**Chapter B13 – Obstetrics and Nursery Service**

1. **Basic Information**
	1. Maternity

|  |  |
| --- | --- |
| Location |       |
| Scope of Service |       |
| Number of maternity beds |       |
| Number of labour rooms / delivery beds |       |

* 1. Nursery

|  |  |
| --- | --- |
| Location |       |
| Scope of Service |       |
| Number of baby cots | For well babies |       |
| For boarding babies |       |
| Number of incubators |       |

 Please indicate whether the following anaesthetic procedures will be provided:

|  |  |
| --- | --- |
| **Anaesthetic procedures** | **If yes, please indicate location** |
| General anaesthesia Yes [ ]  No [ ]  |       |
| Major regional anaesthesia Yes [ ]  No [ ]  |       |
| Deep sedation Yes [ ]  No [ ]  |       |

1. **Medical Practitioner-in-charge**
	1. Maternity

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

* 1. Nursery

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Nurse-in-charge**
	1. Maternity

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

* 1. Nursery

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**
	1. Manpower\* (including the Nurse-in-charge) of maternity

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner |       |       |
|  |       |       |
| Nurse | Nursing Officer with midwifery qualification |       |
|  | Nursing Officer |       |
|  | Registered Nurse with midwifery qualification |       |
|  | Registered Nurse |       |
|  | Registered Midwife |       |
|  | Enrolled Nurse |       |
|  |       |       |
| Others | HCA |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Manpower\* (including the Nurse-in-charge) of nursery

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner |       |       |
|  |       |       |
| Nurse | Nursing Officer with midwifery qualification |       |
|  | Nursing Officer |       |
|  | Registered Nurse with midwifery qualification |       |
|  | Registered Nurse |       |
|  | Registered Midwife |       |
|  | Enrolled Nurse |       |
|  |       |       |
| Others | HCA |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Ratio of registered midwife to patient

|  |  |
| --- | --- |
| 1. The ratio of midwives to patients during labour
 | 1:       |
| 1. During the second stage of labour, the number of responsible staff present in each delivery (including registered medical practitioner or a midwife)
 |       |

* 1. Other requirements

|  |  |
| --- | --- |
| 1. A registered nurse who is also a registered midwife is available at all times as the duty nurse-in-charge to supervise nursing care of the service
 | Choose an item. |
| 1. The healthcare professional who is responsible for caring for pregnant women and assisting at childbirth is a registered nurse who is also a registered midwife, a registered midwife, an appropriately qualified and experienced medical practitioner, or a specialist in obstetrics
 | Choose an item. |
| 1. The hospital establishes and monitors a prearranged roster of specialist in Obstetrics and Gynaecology so that a medical practitioner with qualifications of FHKAM(O&G) or equivalent could respond quickly to emergencies when the medical practitioner-in-charge of the patient is unable to do so
 | Choose an item. |
| 1. For obstetrics emergencies, the medical practitioner is available within 30 minutes when required
 | Choose an item. |
| 1. A specialist in paediatrics is available to standby for delivery of the high risk foetuses
 | Choose an item. |
| 1. There are emergency arrangements for medical practitioners competent in paediatrics to be on-call for the support of very ill babies.
 | Choose an item. |
| 1. The on-call roster is devised in such a manner so as to avoid the same medical practitioner being put on-call for a prolonged period without replacement or backup
 | Choose an item. |
| 1. There is a medical practitioner or nurse who holds valid certificates in Advanced Life Support in Obstetrics (ALSO) or equivalent on duty in the obstetric service at all times
 | Choose an item. |
| 1. Regular drills on the management of emergency maternity situations are conducted
 | Choose an item. |
| 1. Elaborations on activities that could be done by nurses without midwifery qualification:

      |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. Defibrillator, infant radiant warmer, incubator, phototherapy equipment etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*# Not applicable for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. There is appropriate equipment or facility for storage of breast milk, which is properly labelled
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Service Delivery and Care Process**

|  |
| --- |
| 1. There are written policies and procedures for:
 |
| 1. systemic identification of each newborn baby immediately after delivery and throughout the hospital stay
 | Choose an item. |
| 1. management of all common conditions in the antenatal and postnatal wards and the labour room
 | Choose an item. |
| 1. supporting breastfeeding, such as rooming-in facilities and breastfeeding support teams where the hospital caters for neonates
 | Choose an item. |
| 1. management of common problems of newborn
 | Choose an item. |
| 1. management of foetal compromise including emergency caesarean section, paediatric stand-by, etc
 | Choose an item. |
| 1. There is prompt supply of blood and blood products at all times
 | Choose an item. |
| 1. There are arrangements for immediate transfer of a patient or her newborn baby to intensive care or special care facilities within the hospital or to nearby hospitals whenever necessary
 | Choose an item. |
| 1. Where antenatal screening tests are performed, test results are conveyed to the attending medical practitioners as soon as possible
 | Choose an item. |
| 1. Before a decision is made to perform an intervention, for example, labour induction, the patient is assessed on-site by a medical practitioner with appropriate qualifications and experience
 | Choose an item. |
| 1. When a decision is made to perform an emergency caesarean section / operation, the person making the decision must indicate clearly the urgency with which it needs to be carried out. The operation is to be started as soon as possible and within 30 minutes after the decision to operate is made
 | Choose an item. |
| 1. There are measures to ensure safe custody of babies
 | Choose an item. |
| 1. All deaths and births are reported to the relevant authorities as required by relevant legislations
 | Choose an item. |
| 1. Any preparation of milk for feeding the newborn are conducted in a hygienic manner
 | Choose an item. |

1. **Neonatal Intensive Care Unit (NICU) / Special Care Baby Unit (SCBU)**
	1. Basic Information

|  |  |
| --- | --- |
| Name of Service |       |
| Location of Service |       |
| Scope of Service |       |
| Operating hours |       |
| Number of incubators in NICU |       |
| Number of incubators in SCBU |       |
| Age limit of patients |       |

* 1. Medical Practitioner-in-charge

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title  |       |
| Qualifications |       |

* 1. Nurse-in-charge

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

* 1. Staffing
		1. Manpower\* (including the Nurse-in-charge)

|  |  |  |
| --- | --- | --- |
|  | **Rank** | **No.** |
| Resident medical practitioner |       |       |
|   |       |       |
| Nurse | Registered Nurse with midwifery qualification |       |
| Registered Nurse |       |
| Enrolled Nurse |       |
| Others | HCA |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* + 1. Other requirements

|  |  |
| --- | --- |
| 1. A resident medical practitioner who is competent to provide emergency care to critically ill paediatric patients is on duty in the hospital at all times and readily available to provide emergency treatment whenever required
 | Choose an item. |
| 1. A registered nurse who has been trained in critical care / intensive care nursing is available at all times as the duty nurse-in-charge to supervise nursing care of the service when the service is in operation
 | Choose an item. |
| 1. The nurse to patient ratio is 1:1 at all times for patient requiring intensive care. Only when the condition of a patient receiving intensive care becomes stable or the extent of care required is lowered to high dependent care, the nurse to patient ratio could be stepped down to 1:2
 | Choose an item. |
| 1. Nurses are equipped with intensive care nursing knowledge and skills
 | Choose an item. |
| 1. In addition to the nurses who are engaged in care of individual patients, there are nurses on duty at the service to provide backup support
 | Choose an item. |
| 1. A system is in place to call for extra staff with critical care training to provide support whenever required
 | Choose an item. |
| 1. All staff who provide emergency care to critically ill paediatric patients are familiar with resuscitation procedures
 | Choose an item. |
| 1. There is a medical practitioner or nurse who has received training in Neonatal Resuscitation Programme (NRP) or equivalent on duty at all times at NICU/SCBU
 | Choose an item. |
| 1. If there is no patient, the minimum number of nurses assigned at each shift
 | AM |       |
| PM |       |
| Night |       |
| 1. Please elaborate if there is special staffing arrangement for nurses at night shift:

      |

* 1. Physical Conditions

|  |  |
| --- | --- |
| 1. The nurse station is strategically placed to enable maximum observation of patients. For private wards or where direct observation is not feasible from the nurse station, close-circuit surveillance system is installed to facilitate monitoring of patients
 | Choose an item. |

* 1. Critical or Major Equipment

7.6.1 Equipment list *(e.g. incubator, ventilator etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*# Not applicable for new hospital*

7.6.2 Other requirements

|  |  |
| --- | --- |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

* 1. Policies and Procedures

|  |  |
| --- | --- |
| 1. There are policies and procedures for routine procedures, emergency procedures, admission, discharge and transfer
 | Choose an item. |
| 1. There is a call system for the serving staff to call for additional staff in case of emergency
 | Choose an item. |