**Chapter B7 – Chinese Medicine Service**

1. **Basic Information**

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| Name of Service |       |
| Location of Service |       |
| Location of drug store |       |
| Location of satellite pharmacy (if any) |       |
| Scope of Service | Outpatient dispensing service: **Choose an item.** |
| Inpatient dispensing service: **Choose an item.** |
| Acupuncture（針法）: **Choose an item.** |
| Moxibustion（灸法）: **Choose an item.** |
| Cupping（拔罐）: **Choose an item.** |
| Others, please specify:       |
| Provision of out-patient service | **Choose an item.** |
| Provision of in-patient service | **Choose an item.** |
| Number of consultation rooms |       |
| Operating hours |       |
| Age limit of patients |       |

1. **Chinese Medicine Practitioner-in-charge**

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| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualification |       |

1. **Unit manager**

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

1. **Staffing**
	1. Manpower\*

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|  | Rank | No. |
| Chinese Medicine Practitioner | Registered Chinese Medicine Practitioner |       |
| Listed Chinese Medicine Practitioner |       |
| Chinese Medicine Dispenser（中藥配劑員） |       |       |
|  |       |       |
| Others |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Other requirements

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| 1. Healthcare personnel who are designated to provide patient care and carry out clinical observations and other procedures have received appropriate training in Chinese medicine
 | Choose an item. |
| 1. Dispensers trained in Chinese medicine are designated to prepare Chinese medicines in accordance with a prescription given by a registered / listed Chinese medicine practitioner
 | Choose an item. |
| 1. Investigation is prescribed and carried out by appropriate trained personnel
 | Choose an item. |
| 1. Interpretation of investigation results is carried out by trained personnel
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. equipment for acupuncture, dispensing system, etc.)*

| **Type of equipment** | **Quantity**  | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
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*# Not applicable for new hospital*

* 1. Other requirements

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| 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 medical 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. General Requirements

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| 1. Hospitals that provide traditional Chinese medicine service comply with the Chinese Medicine Ordinance (Cap 549), relevant guidelines and codes promulgated from time to time by the Chinese Medicine Council of Hong Kong and the Department of Health
 | Choose an item. |
| 1. Service involves dispensing of Chinese herbal medicines or Chinese medicine granules

*(If no, please go to item 5.4)* | Choose an item. |
| 1. If retail business of Chinese herbal medicines is conducted, a retailer licence in Chinese herbal medicines is obtained in accordance with the Chinese Medicine Ordinance (Cap. 549)
 | Choose an item. |
| 1. Where patients are managed by both registered Chinese medicine practitioner and medical practitioner in-charge, the treatment plan is agreed by both parties in consultation with the patient for the best interest of the patients. Policy and procedures for administration and consumption of Chinese Medicines are in place
 | Choose an item. |
| 1. The conduct of clinical trial of proprietary Chinese medicine （中成藥） is in compliance with the guidelines for “Good Clinical Practice for Proprietary Chinese Medicines” issued by the Chinese Medicine Council of Hong Kong
 | Choose an item. |
| 1. Notification mechanism of adverse events is established
 | Choose an item. |
| 1. If the service is operated by a separate entity in the hospital, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |

* 1. Dispensing of Chinese Medicines

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| 1. There is dispensing of decocted herbal medicines（經煎煮後的藥材）
 | Choose an item. |
| 1. There is dispensing of single Chinese medicine granules（單味中藥配方顆粒）for prescription
 | Choose an item. |
| 1. There is dispensing of proprietary Chinese medicines（中成藥）
 | Choose an item. |
| 1. There is dispensing of single or multiple processed herbal medicines (單味或多味藥材飲片)
 | Choose an item. |
| 1. There is dispensing of compounding preparations, such as creams and plasters
 | Choose an item. |
| 1. Schedule 1 herbs of the Chinese Medicine Ordinance (《中醫藥條例》附表1所載列的中藥材) are kept and dispensed
 | Choose an item. |
| 1. Mechanism is in place for checking of Chinese herbal medicines belonging to Schedule 1 of the Chinese Medicine Ordinance
 | Choose an item. |
| 1. There is retailer licence in Chinese herbal medicines (中藥材零售商牌照)
 | Choose an item. |
| 1. For Chinese medicine dispensary operating without a retailer licence in Chinese herbal medicines, the registered Chinese medicine practitioner in-charge of the service takes the overall responsibility of the operation of the Chinese medicine dispensary
 | Choose an item. |
| 1. Where the service involves dispensing of Chinese herbal medicines or Chinese medicine granules for prescription, etc., policies and procedures are developed with any relevant references issued and updated from time to time by the Chinese Medicine Council of Hong Kong
 | Choose an item. |
| 1. Where Chinese herbal medicines are decocted for patients, there is:
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| (i) appropriate area with good ventilation for decocting | Choose an item. |
| (ii) appropriate decocting devices and utensils | Choose an item. |
| (iii) appropriate storage for residues of decocted Chinese herbal medicines to allow for examination when necessary | Choose an item. |

* 1. Storage of medicines

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| 1. The store room is maintained in a sanitary condition, kept cool, dry and well ventilated. Appropriate measures are taken for the control of insects, rodents, mould, humidity and contamination
 | Choose an item. |
| 1. Any Chinese herbal medicine belonging to Schedule 1 of the Chinese Medicine Ordinance (Cap 549) is properly stored and separated from other medicines
 | Choose an item. |
| 1. Chinese medicines are separately stored from other substances. Chinese medicines for internal use are stored separately from those for external use
 | Choose an item. |
| 1. Proper procurement records are kept to allow tracing
 | Choose an item. |

* 1. Acupuncture, Moxibustion, Cupping and Other Procedures

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| Acupuncture, moxibustion, cupping and other procedures be provided in the hospital:*(If no, please choose “NA” for items (a) to (g))* | Choose an item. |
| 1. There is an appropriate accommodation for patient privacy
 | Choose an item. |
| 1. Disposable acupuncture needles are not reused
 | Choose an item. |
| 1. Acupuncture needles which are intended to be reused are properly sterilised before reuse. Appropriate sterilisation is carried out in accordance with the instructions given by the manufacturer
 | Choose an item. |
| 1. Appropriate containers for the disposal of acupuncture needles are used, for example, sharps boxes. The disposal procedure makes reference from the prevailing guidelines
 | Choose an item. |
| 1. Reusable clinical equipment such as glass cups and derma rollers is cleaned, disinfected and / or sterilised as appropriate and properly stored
 | Choose an item. |
| 1. Personnel responsible for performing sterilisation procedures is adequately trained
 | Choose an item. |
| 1. Operation of the clinical apparatus is well maintained and records of periodical inspection are kept
 | Choose an item. |