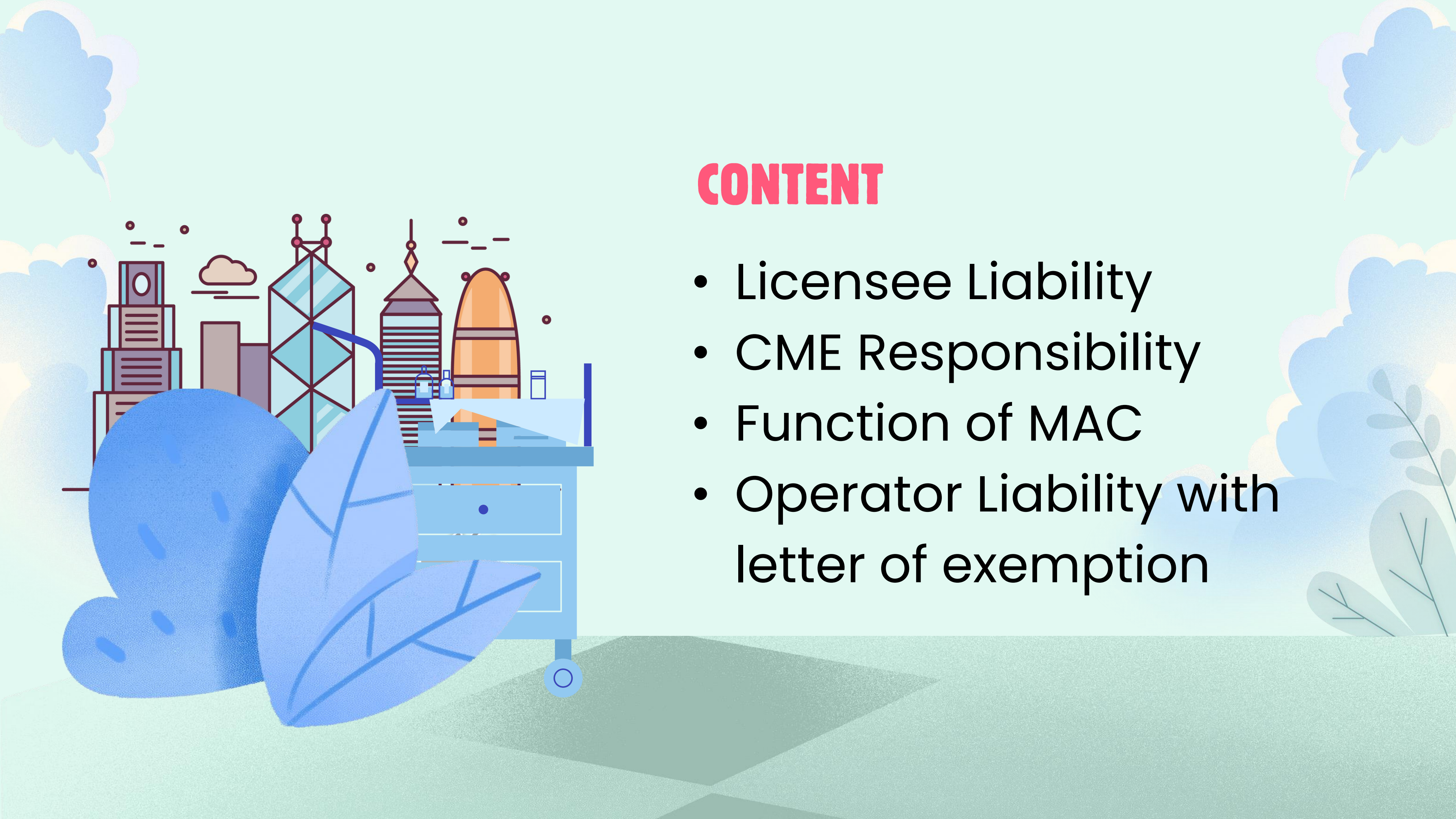


集結！**CME** 決策 持牌人有責



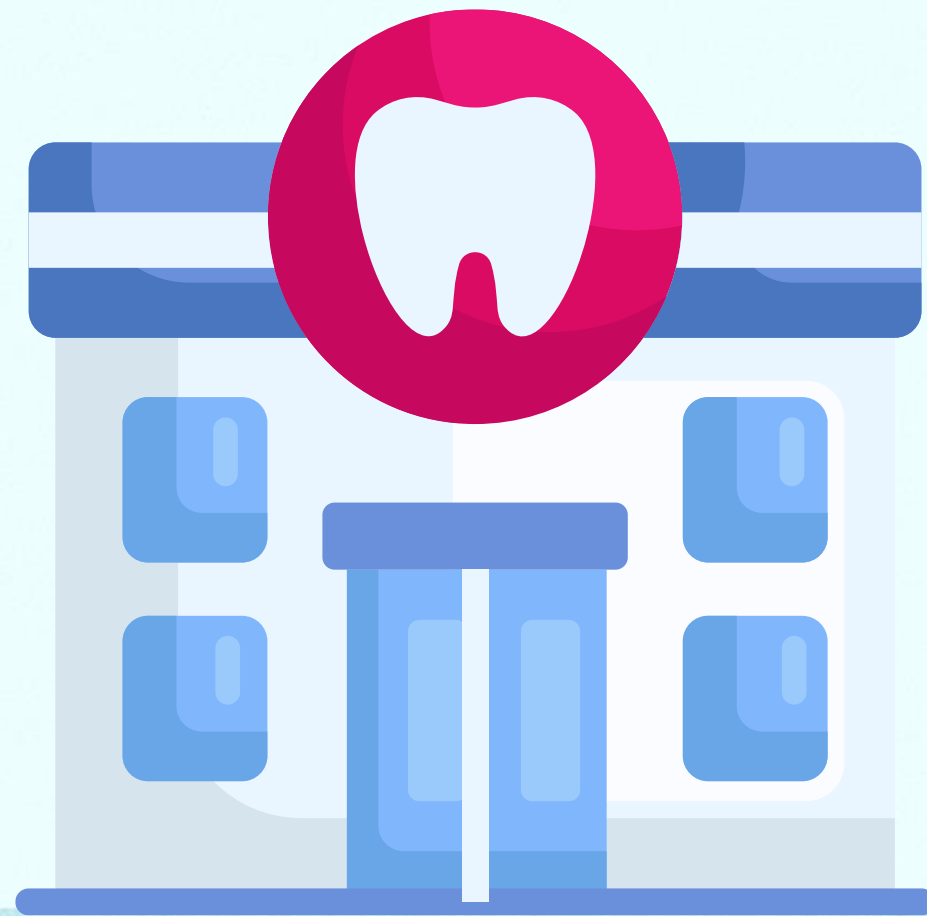
**DENTAL REGULATORY AND
LAW ENFORCEMENT OFFICE**



CONTENT

- Licensee Liability
- CME Responsibility
- Function of MAC
- Operator Liability with letter of exemption

LICENSEE LIABILITY



LICENSEE

- Wholly responsible for the operation of PHF
- Ensure that the PHF complies with the requirement of PHFO, licensing conditions and the relevant Code of Practice



LICENSEE

- Appoint a Chief Medical Executive to take charge of the day to day administration of the PHF



LICENSEE

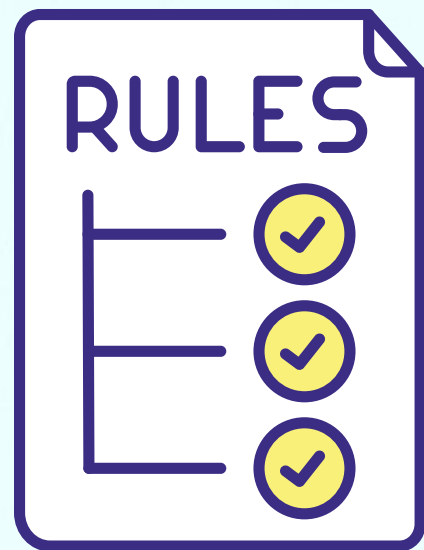
- Set up, when necessary, a Medical Advisory Committee* (MAC) for the PHF

*appoint the same CME for 4 or more dental clinics under the same licensee



LICENSEE

- Set up and enforce rules, policies and procedures relating to the quality of care and safety of patients in the PHF



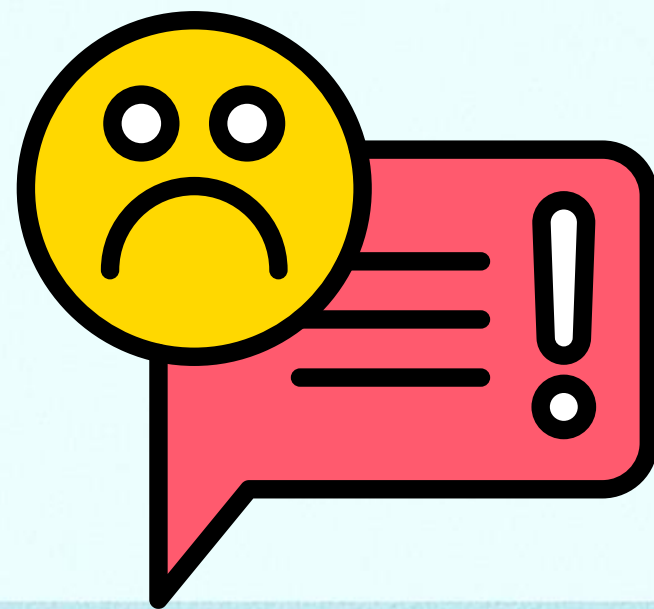
LICENSEE

- Make available to public information about
 1. the price of chargeable items
 2. the services provided in the PHF



LICENSEE

- Put in place complaint handling procedures for the PHF



LICENSEE

- must, before the expiry of 14 days after the change has occurred, notify the Director of Health in writing of the change, and the qualifications, training and experience of the CME appointed, or to be appointed, in replacement.



LICENSEE

- must, before the expiry of 14 days after the change has occurred, provide in writing to the Director of Health an updated list of the Medical Advisory Committee members



LICENSEE

- make a request in writing to the Director of Health to cancel the licence not less than 6 weeks before the intended date of cessation of operation

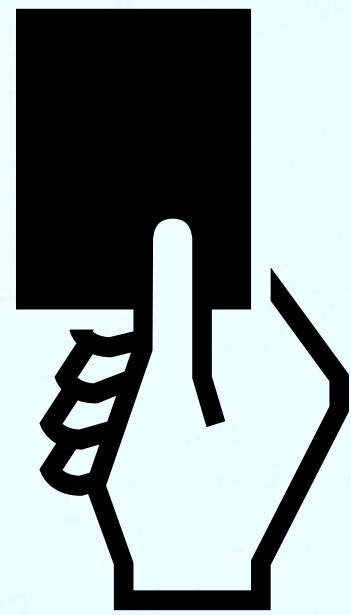


LICENSEE OFFENCES UNDER PHFO EXAMPLES



LICENSEE OFFENCES UNDER PHFO EXAMPLES

- FAILURE TO DISPLAY CURRENT
CERTIFICATE OF LICENCE (S11)

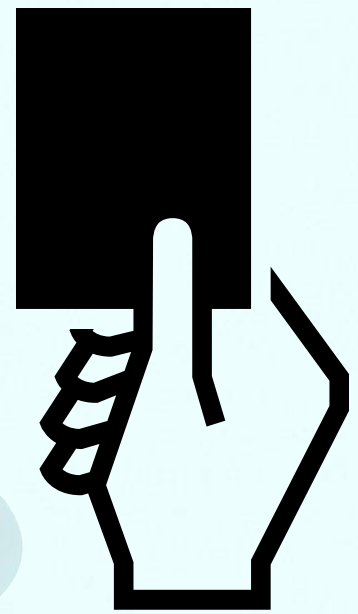


Summary Offence
Fine at LEVEL 4



LICENSEE OFFENCES UNDER PHFO EXAMPLES

- FAILURE TO COMPLY WITH
SUSPENSION ORDER: PROVIDING
CERTAIN FACILITY SERVICE (S34)



Summary Offence

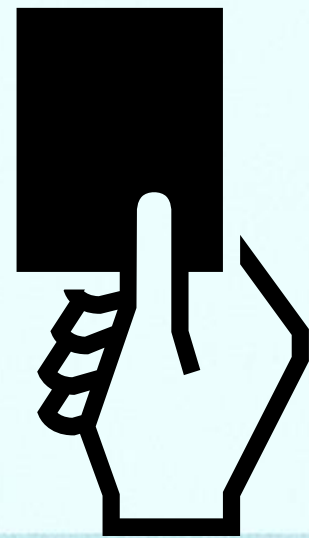
Fine at LEVEL 6

Imprisonment 3 months



LICENSEE OFFENCES UNDER PHFO EXAMPLES

- OPERATING A PHF WITHOUT APPOINTING A CME
- FAILURE TO NOTIFY DIRECTOR OF HEALTH CHANGE OF CME

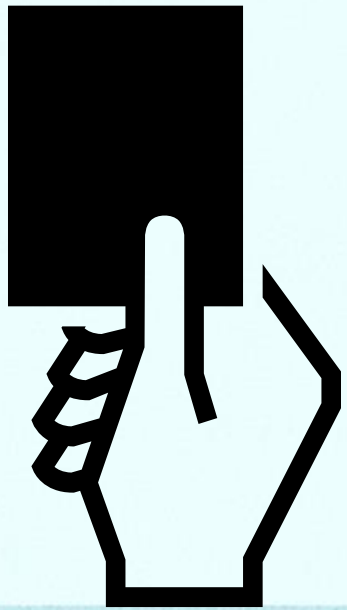


Summary Offence
Fine at LEVEL 4
(\$2 000 per day)



LICENSEE OFFENCES UNDER PHFO EXAMPLES

- FAILURE TO ESTABLISH AND
KEEP A MAC



Summary Offence
Fine at LEVEL 6
(\$10 000 per day)



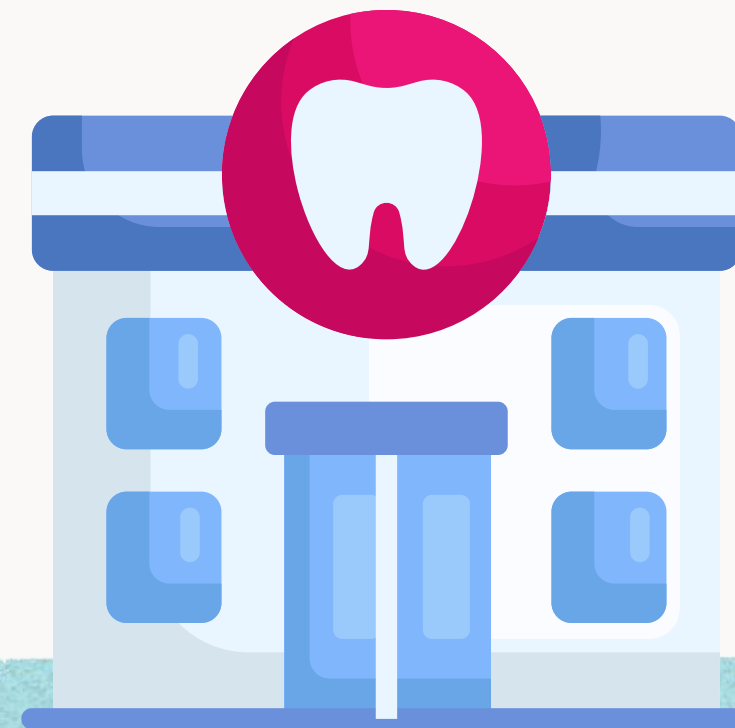
CME RESPONSIBILITY





CHIEF MEDICAL EXECUTIVE

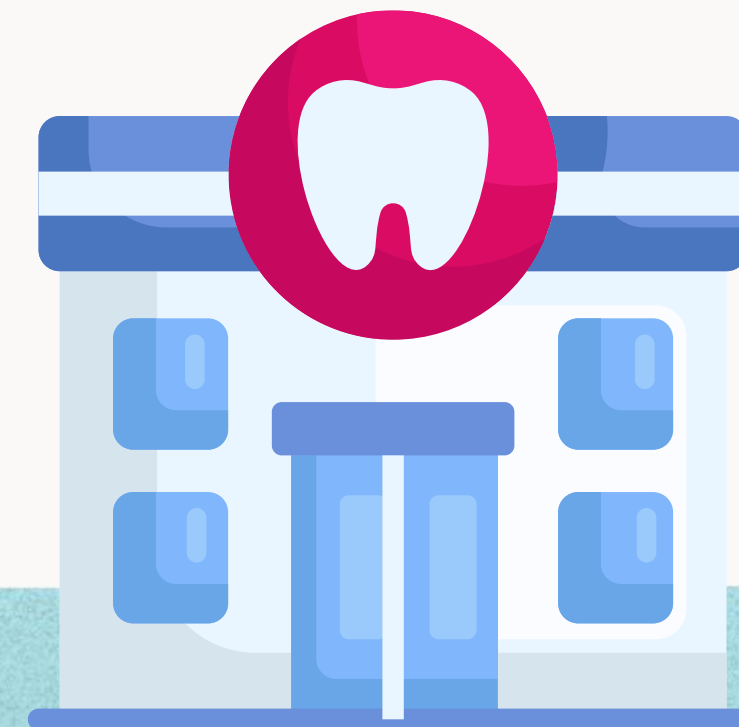
- be responsible for the day to day administration of the PHF





CHIEF MEDICAL EXECUTIVE

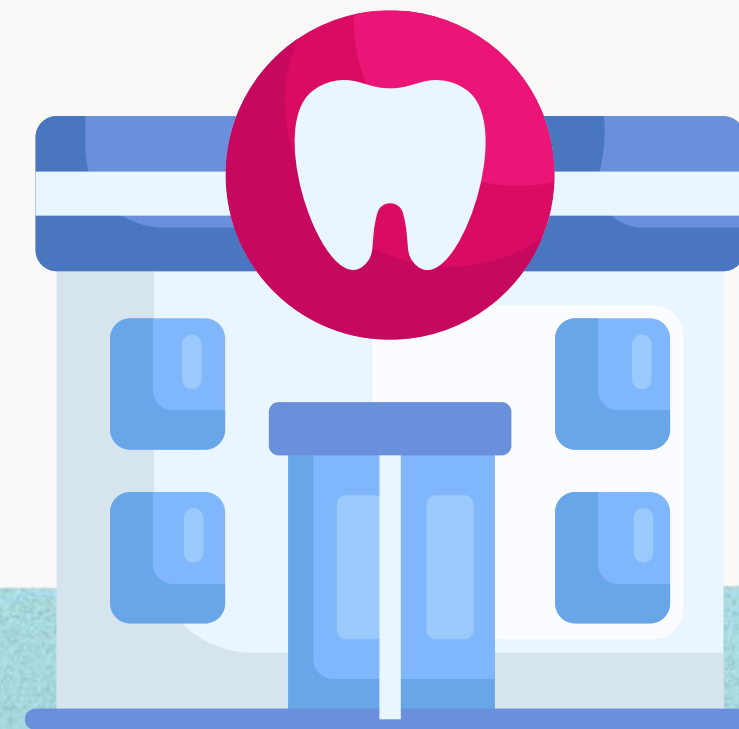
- accounts for the clinical management of the facility





CHIEF MEDICAL EXECUTIVE

- adopts and implements of rules, policies and procedures concerning healthcare services provided in the PHF





CHIEF MEDICAL EXECUTIVE

- ensures that the policies and procedures are consistent with the Code of Professional Discipline for the Guidance of Dental Practitioners in Hong Kong promulgated by the Dental Council of Hong Kong





CHIEF MEDICAL EXECUTIVE

- ensures that all healthcare professionals working in the facility have the requisite qualifications, valid registration and practising certificates, and relevant training related to the healthcare services they provide.



CHIEF MEDICAL EXECUTIVE

- Requisite qualifications
e.g. enrolled hygienists
- Valid registration and practising certificates
e.g. specialist title, annual practicing certificates
- Relevant training related to the healthcare services they provide
e.g. dispensary training, BLS training



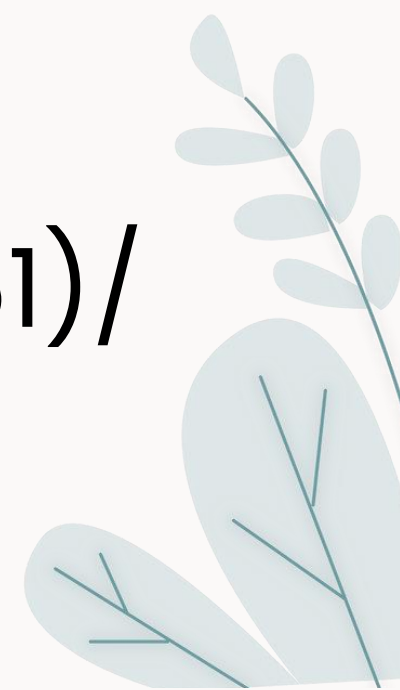
CHIEF MEDICAL EXECUTIVE

- ensures that the staff involved in clinical care are practising within their professional scope of practice and competence, and in accordance with the code of practice of relevant professions e.g. Cap 156B for dental hygienists or anesthesiologists in the MAC sedation



CHIEF MEDICAL EXECUTIVE

- ensures that the construction and use of the facility are in compliance with relevant ordinances and regulations of the Laws of Hong Kong
e.g. Fire services installation (FS251)/
electricity requirement (WR1)





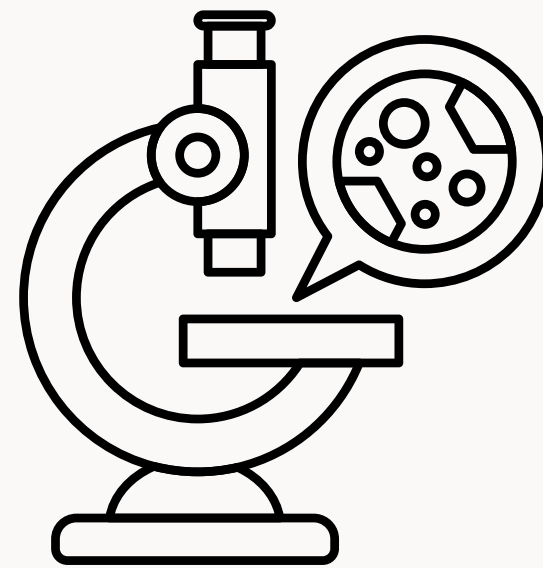
CHIEF MEDICAL EXECUTIVE

- ensures that the handling and supply of medicines at the facility are in accordance with the requirements of the legislation in Hong Kong and the codes of professional conduct by the Dental Council of HongKong.
- keeps an up-to-date drug formulary



CHIEF MEDICAL EXECUTIVE

- puts in place procedures for obtaining laboratory and radiology services to meet the needs of patients





CHIEF MEDICAL EXECUTIVE

- ensures that any sentinel event or serious untoward event is reported to the Director of Health within 24 hours upon identification, and a full report is submitted to the Director of Health within 4 weeks.





CHIEF MEDICAL EXECUTIVE

- ensures that the following events are reported to the Director of Health upon identification:
 - (a) Unplanned transfer of a patient to a hospital directly from a clinic during or after a planned procedure, which emergency management was required at the hospital; and
 - (b) Other events of public health significance



CHIEF MEDICAL EXECUTIVE

Briefing Session on Patient Safety
Incident Reporting and Learning System
for Day Procedure Centres





CHIEF MEDICAL EXECUTIVE

- implements a mechanism for handling all complaints made by patients or persons representing the patients.
- ensures that patients and/or carers of patients are provided with information about the procedure for making complaints, and the process for managing and responding to any complaints





CHIEF MEDICAL EXECUTIVE

- ensures that all staff of the facility observe up-to-date infection control and preventive measures





CHIEF MEDICAL EXECUTIVE

- ensures that there are written policies and procedures for resuscitation of patients
- ensures that there are sufficient staff who are trained for cardiopulmonary resuscitation on duty while providing clinical service





CHIEF MEDICAL EXECUTIVE

- ensures that there are adequate precautions against the risk of fire
- ensures that there is an internal fire and emergency response plan incorporating evacuation procedures



WHEN THERE IS A BREACH OF CONDITIONS OF LICENCE OR CODE OF PRACTICE

**Code of Practice
for Clinics
(2025 Edition)**



**Department of Health
October 2025**

“Non-compliance” refers to unsatisfactory fulfilment or failure to meet the conditions of licence or requirements under the CoPs.

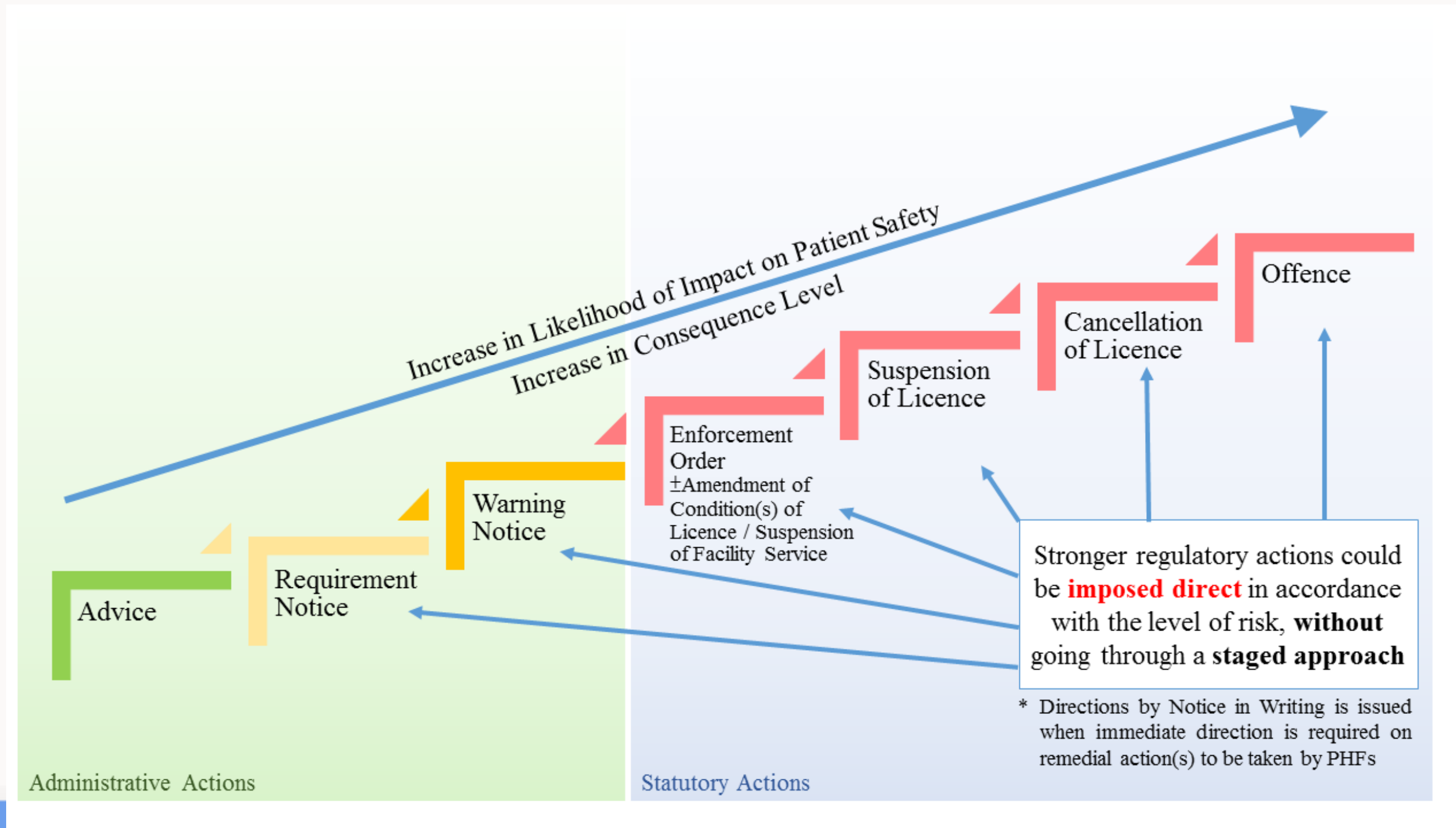


A risk-based approach to regulatory actions

	Consequence level of non-compliance		
Likelihood of impact on patient safety	Low	Moderate	High
Possible	Advice	Requirement Notice	Enforcement Order ±Amend / Suspend*
Likely	Requirement Notice	Warning Notice	Enforcement Order ±Amend / Suspend*
Very likely	Enforcement Order ±Amend / Suspend*	Enforcement Order ±Amend / Suspend*	Enforcement Order ±Amend / Suspend*

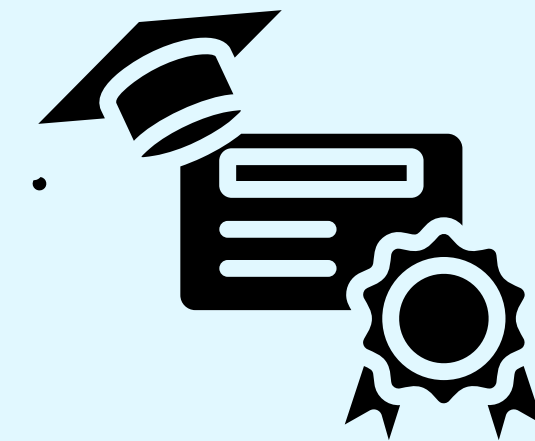
* Refers to amendment of conditions of licence, or suspension of facility services.

A risk-based approach to regulatory actions



FUNCTION OF MEDICAL ADVISORY COMMITTEE (MAC)





FUNCTION OF MAC

- advise the licensee on matters concerning qualifications of healthcare professionals providing services and delineation of of their clinical responsibilities





FUNCTION OF MAC

- advise all matters concerning medical diagnosis, treatment and care provided in PHF





FUNCTION OF MAC

- advise all matters concerning the quality of care for, and safety of, patient in the PHF





OPERATOR LIABILITY WITH LETTER OF EXEMPTION



OPERATOR LIABILITY WITH LETTER OF EXEMPTION

- must comply with all relevant requirements for an SPC and its operation under the PHFO.

No. of medical
practitioners or
dentists

Right to use the
premises

Locum arrangement



OPERATOR LIABILITY WITH LETTER OF EXEMPTION

- ensures that the premises are distinct and exclusive unit which have its own direct entrances.



OPERATOR LIABILITY WITH LETTER OF EXEMPTION

- ensures that the premises of the SPC is separated from any premises in which the services provided therein are not reasonably incidental to the purpose of the dental practice

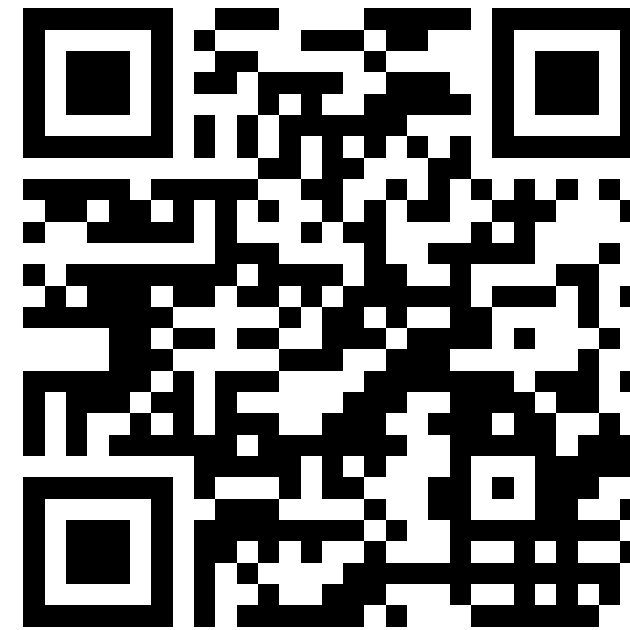


OPERATOR LIABILITY WITH LETTER OF EXEMPTION

- must give the Director of Health not less than 14 days' advance notice in writing if there are any intended changes of the clinic, or intended cessation of the clinic's operation



OPERATOR LIABILITY WITH LETTER OF EXEMPTION



- Notice of Intended Change or Cessation

Form No.:

PHF 54

[Apply Now](#)

[User Guide for e-Licensing](#)

Form Title:

[Notice of Intended Change or Intended Cessation of an Exempted Clinic](#)

Relevant Information:

[🌐 Overview of the Notice of Intended Change or Cessation of Exempted Clinics](#)

[📄 PHF\(E\) 52A Guidance Notes for Considering Inappropriateness for a Person to be Issued with a Letter of Exemption for Small Practice Clinic to Carry on Practice in a Clinic Without a Licence](#)

[📄 PHF\(E\) 54A Guidance Notes for Intended Change or Cessation of Exempted Clinics](#)

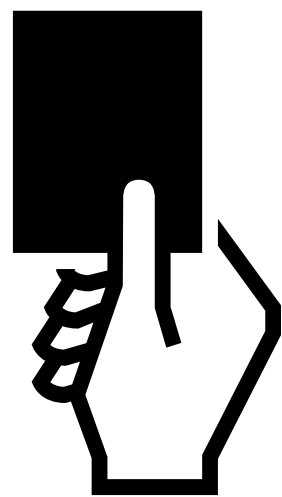
[📄 PHF\(E\) 55A Guidance Notes for Closure of Exempted Clinics](#)

OPERATOR OFFENCES UNDER PHFO EXAMPLES



OPERATOR OFFENCES UNDER PHFO EXAMPLES

- FAILURE TO NOTIFY DIRECTOR
OF ANY INTENDED CHANGE OF
THE EXEMPTED CLINIC

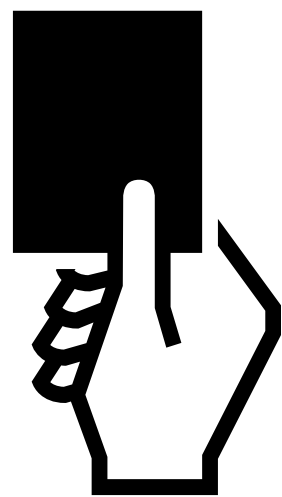


Summary Offence
Fine at LEVEL 4



OPERATOR OFFENCES UNDER PHFO EXAMPLES

- FAILURE TO NOTIFY DIRECTOR
OF ANY INTENDED CESSATION
OF THE CLINIC'S OPERATING AS
A SMALL PRACTICE CLINIC



Summary Offence
Fine at LEVEL 4

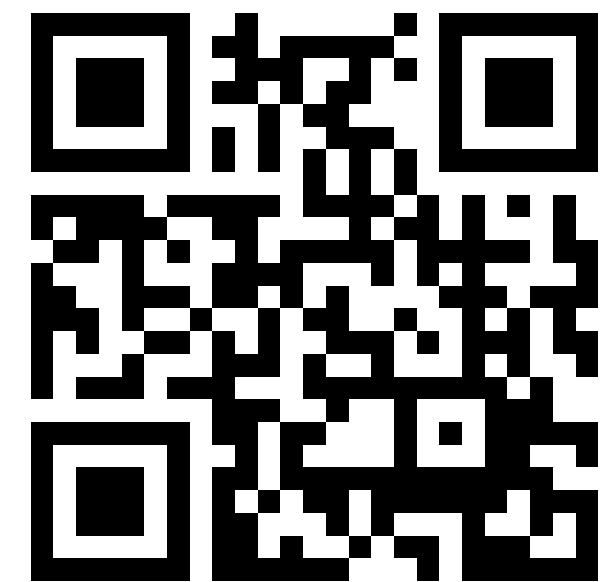


OTHER INFORMATION

Materials on the following subjects

- Private Healthcare Facilities Ordinance
- Day Procedure Centres
- Clinics
- Small Practice Clinics Details

are available at www.orphf.gov.hk



THANK YOU

