



Department of Health

Dental Regulatory and Law Enforcement Office

衛生署

牙科規管及執法辦公室

Presents 呈獻：

WE CONNECT

當「連」情

WHEN CLINICS ARE INSPECTED*

診所巡查時*

Until the day we are all in one.



直到我們萬眾一心。



Today's Content 是日內容

- 🦷 Ice-breaking 破冰環節
- 🦷 Journey to the Licence 「申」遊記
- 🦷 A Step into Inspection 尋「巡」記
- 🦷 Always in Your Mind 常在您心中
- 🦷 Private Meets DRLEO 「私」「私」「牙醫獅」

Ice Breaking

破冰環節



DR.LEO? DRLEO!

誰是「牙醫獅」？

Why do you **see** us for clinic licence?

我「私」故我在：

- 1) Cap. 633 Private Healthcare Facilities Ordinance (PHFO)
第633章 《私營醫療機構條例》（條例）
- 2) Code of Practice for Clinics (CoP)
《診所實務守則》（實務守則）



DRLEO is the regulatory body and law enforcement unit for the PHFs with dental practice.

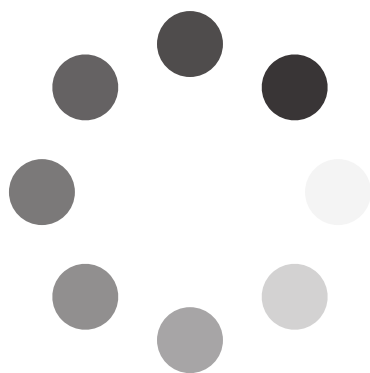
So, we work closely with Office for Regulation of Private Healthcare Facilities (ORPHF).

我們是有牙科執業的私營醫療機構的規管及執法機構。
因此，我們與私營醫療機構規管辦公室緊密合作。

Dental
Regulatory and
Law
Enforcement
Office

牙科規管及執法辦公室

Journey to the Licence



「申」遊記



Stages of Licence Application

牌照申請的不同階段

1

Submit Application 提交申請

2

Document Screening 文件篩檢

3

Payment 繳交費用

4

Document Vetting 文件審查

5

Site Inspection 巡查

6

Follow-up 跟進

7

Approval/Refusal 批准/拒絕發出牌照

電子交Form，唔使心慌！



e-Licensing

Department of Health

The Government of the Hong Kong Special Administrative Region

E-Licensing, Easy Reaching!

Supporting Team
支援隊伍

Case Teams
負責個案的隊伍

Review of the First 3 Stages

重溫：首三階段

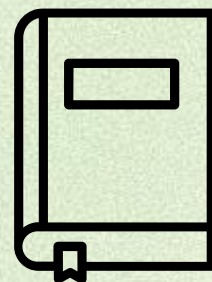
1 **Submit Application** 提交申請

1) Read the relevant information and understand the requirements, e.g.

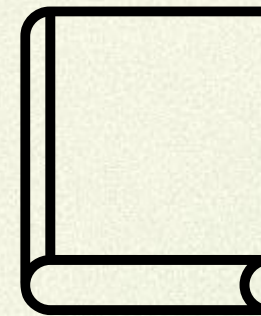
閱讀有關資訊及明白要求，例如：



Cap. 633

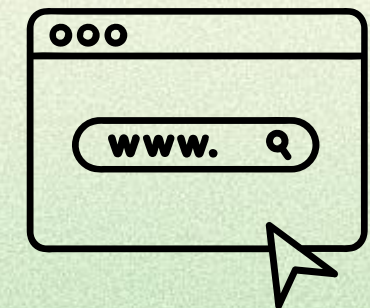


CoP



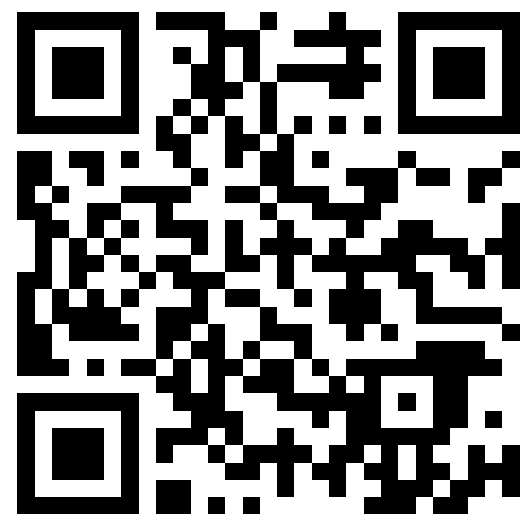
**Guidance Notes for Application for Clinic
Licence (Guidance Notes)**

診所牌照申請指引 (申請指引) (只備英文版)



**Other Useful Information
(Website of ORPHF)**

其他有用資訊
(私營醫療機構規管辦公室網站)



For this briefing session, we will need these documents for interaction. So, let us take a few seconds to download them.

我們會在本次簡介會需要以上文件作互動。
為此，請大家現在花少許時間以下載以上文件。



Review of the First 3 Stages

重溫：首三階段

1

Submit Application 提交申請

[Apply Now](#)

2) Prepare the documents required, e.g.

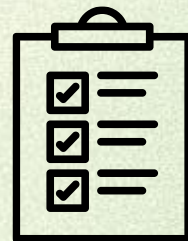
準備所需文件，例如：

All types of Applicants (所有申請人)



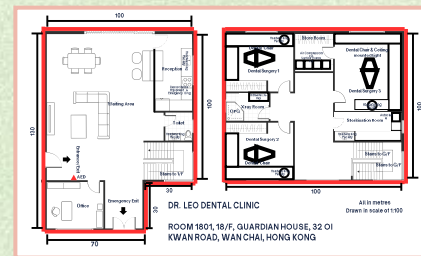
PHF 34

Declaration by the Chief Medical
Executive of a Clinic
診所醫務行政總監聲明書



PHF 35

Report for Application for Clinic
Licence
診所牌照申請報告 (只備英文版)



Layout plan of the
Clinic Premises
診所處所的平面圖

Signed ONLINE by:
線上簽署：



Upload ONLINE to:
上載於：



e-Licensing

Department of Health

The Government of the Hong Kong Special Administrative Region

Provisional Licence (暫准牌照)



Proof of Address
地址證明文件



Proof of providing clinic service
診所提供服務的證明文件

Make sure the clinic has been in operation at the premises
on **30 November 2018!**

請確保於2018年11月30日已在此處所營辦診所！

Company/Organisation
(公司/團體)



Authorization Letter to the
authorized representative (AR)
授權代表的授權信件

TRUE Copy to:
正本到：

Dental Only: **DRLEO**
只有牙科執業：

Medical & Dental: **ORPHF**
醫科及牙科執業：

Review of the First 3 Stages

重溫：首三階段

帳號與密碼
ACPW

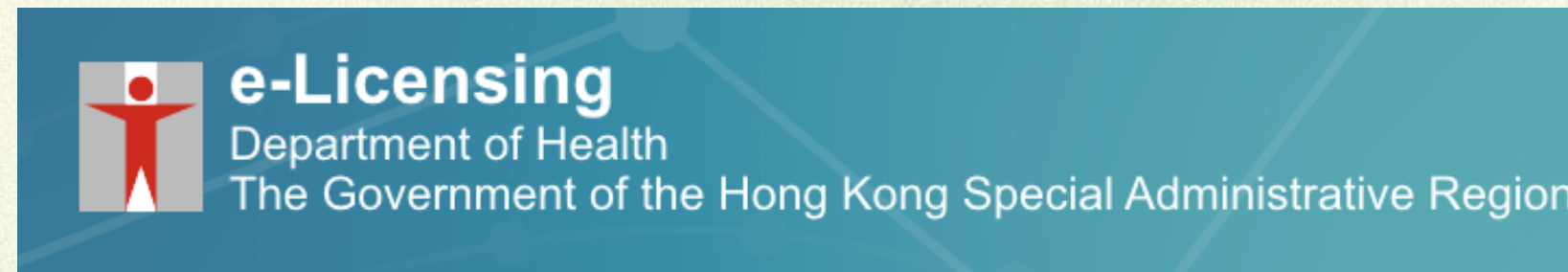
1 Submit Application 提交申請

3) Apply via e-Licensing Platform and Use iAM Smart for Signature:
經電子牌照系統申請及使用智方便簽署：

Remember me!
請記住我!



Please use computer!
請使用電腦！



[Apply Now](#)

[立即申請](#)

via

<https://www.orphf.gov.hk/en/home>

Home > Useful Information > Forms

Clinic

- First Application

User Guide for e-Licensing

電子牌照系統用戶指南

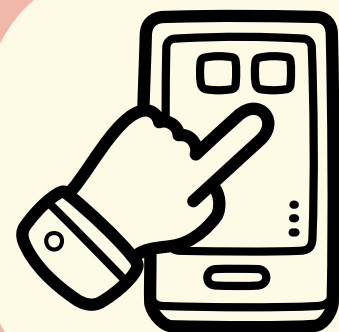


立即登記
Register Now

立即下載
Download Now



「智方便」專題網站
iamsmart.gov.hk



ALL ONLINE:

PHF 32 Application Form for Clinic Licence

Upload documents required (except authorization letter)

Sign (except authorization letter)

Subsequent matters (including post-licensing)

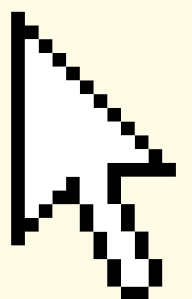
線上辦妥:

診所牌照申請表

上載所需文件(授權信件除外)

簽署(授權信件除外)

其他後續事項(包括發牌後)



Review of the First 3 Stages

重溫：首三階段

2 Document Screening 文件篩檢

10個工作天後

After 10 working days

Follow-up
(Phone + Email)
跟進
(電話+電郵)

有 Yes

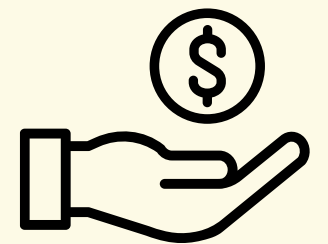
- Missing 遺漏
- Incomplete 不齊全
- Inaccurate 不準確

無 No

- No response 不回覆
- Unsatisfactory response 不符合要求的回覆

Information and documents are
sufficient and ready for payment
資訊和文件齊全，已準備好付款

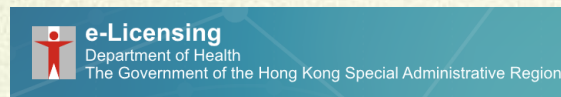
P.S. Not necessarily equivalent to no any
rectifications being needed in the later stages
註：並不代表以後階段不需要任何改正



Payment
繳交費用



Application
withdrawn
撤銷申請



Application and
Documents Required

Supporting Team
支援隊伍

Review of the First 3 Stages

重溫：首三階段

2 Document Screening 文件篩檢

How to determine application fee?

如何決定申請費用？

Q9 What is the application fee?

A9 The application fee is based on the scale of services of the clinic and is listed as follows—

Type of Clinic	Application Fee* (HK\$)
Clinic with a total number of doctor or dentist consultation rooms and designated rooms for medical procedures (including operating room):	
- up to 5 rooms	8,840
- 6 to 10 rooms	9,860
- more than 10 rooms	10,900

*Fees payable in relation to applications for licences are specified in Schedule 4 of the Ordinance. Under Section 110 of the Ordinance, any application fee paid is not refundable.

That's why we need the layout plan of the clinic at this stage!

因此，我們在這階段就需要診所的平面圖！



From the Guidance Notes (申請指引)

Review of the First 3 Stages

重溫：首三階段

3

Payment 繳交費用

Supporting Team
支援隊伍

上載
Uploads



Demand Note
繳款通知書



Payment
繳交費用

Case Teams
負責個案的隊伍



Document Vetting
文件審查

沒有如期繳交費用

Overdue



Application
withdrawn
撤銷申請

Review of the First 3 Stages

重溫：首三階段

Points to Note for Provisional Licence

有關暫准牌照的注意事項

If the clinic has been in operation at the premises on **30 November 2018**,
如於**2018年11月30日**已在此處所營辦診所，

You may **choose** to:
你可**選擇**：

Apply for a provisional licence* and settle the payment before **13 April 2026**
於**2026年4月13日**申請暫准牌照*並成功繳交費用

Or
或

Apply for a full licence (No deadline for submission of application)
申請正式牌照（沒有提交申請的限期）

**You need a full licence for operation of the clinic when the provisional licence becomes invalid
penalty provision comes into effect.*

**當暫准牌照失效及罰則生效時，你需要正式牌照以營辦診所。*

今
夕
Full
牌
未
到
手

他
朝
P
牌
會
失
效

**Time is required for processing your application,
please submit your application ASAP.**

處理申請需時，請盡早提交你的申請。

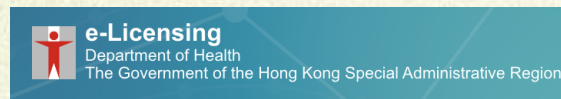


Stepping towards licensing

邁向發牌之路

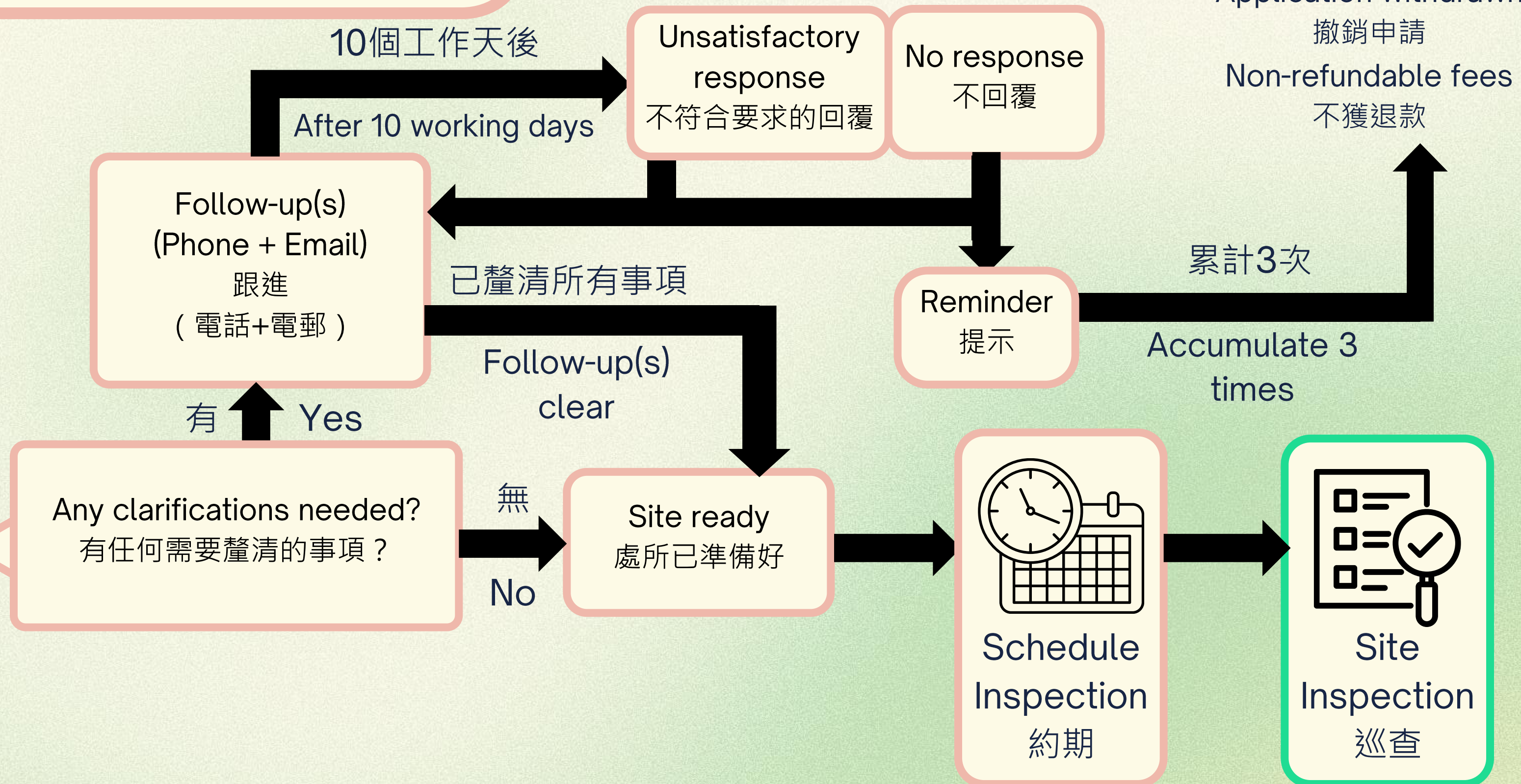
4

Document Vetting 文件審查



Application and Documents Required

Case Teams
負責個案的隊伍



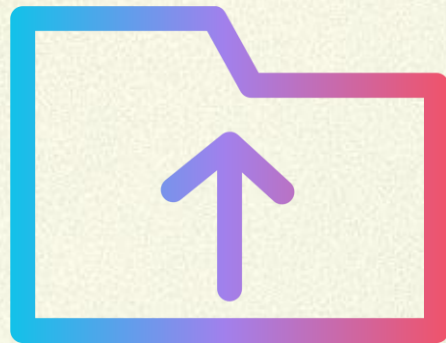
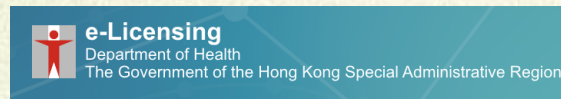
Stepping towards licensing 邁向發牌之路

5

Site Inspection 巡查

6

Follow-up 跟進



Application and Documents Required

Case Teams
負責個案的隊伍

Cap. 633
CoP

Any rectifications required?
任何需要改正的事項?

On-site Inspection
實地巡查

Follow-up(s)
(Phone + Email)
跟進
(電話+電郵)

通常10個
工作天後

Usually after 10
working days

Follow-ups clear
已改正所有事項



Seeking Approval
尋求批准

Unsatisfactory response
不符合要求的回覆

No response
不回覆

Reminder
提示

累計3次

Accumulate
3 times



Application withdrawn
撤銷申請
Non-refundable fees
不獲退款

有
Yes

無
No

Stepping towards licensing

邁向發牌之路

7 **Approval/Refusal** 批准/拒絕發出牌照

Result will be determined based on the compliance to the relevant requirements in the CoP and Cap. 633.

When approval is sought, the licence will be issued.

申請結果會由是否符合實務守則及條例相關要求而決定。

當申請獲得批准時，牌照就會被發出。



Stepping towards licensing

邁向發牌之路

7 Approval/Refusal 批准/拒絕發出牌照

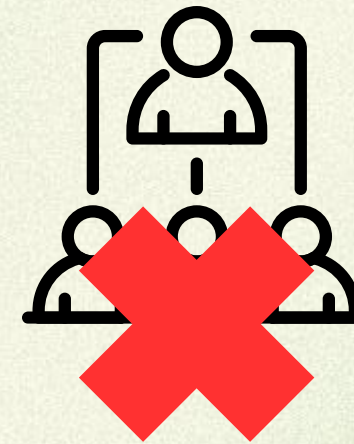
When will the issuance of licence be refused?
何時會被拒絕發出牌照？



Applicant not fit and proper
申請人非適當人選



Not having ability to comply
with Cap. 633 and CoP
沒有能力遵守條例及實務守則



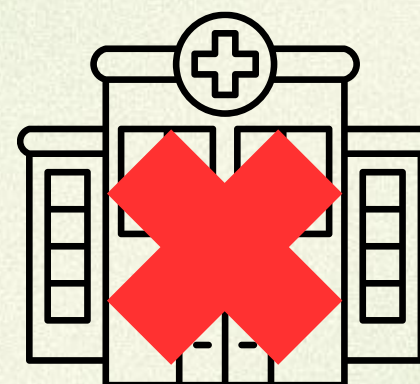
No suitable arrangement for
management and staffing
沒有合適的管理及人手安排



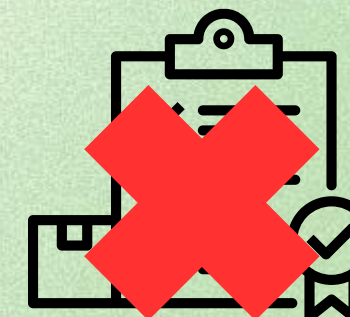
Contrary to public
interest
有違公眾利益



CME not fit and proper
醫務行政總監非適當人選



Premises not suitable for
the use as clinic
處所不適合用於申請診所



No suitable arrangement for
safety and quality
沒有監察及維持服務安全及質素的
合適安排



Other grounds the DoH
considers appropriate
署長認為適當的理由

**It takes time for licensing work, please wait,
thank you for your patience.**

發牌工作需時，感謝您的耐心等待。



A Step into Inspection



尋「巡」記



**Code of Practice
for Clinics**



Department of Health

**Read the CoP,
Inspection you can see**

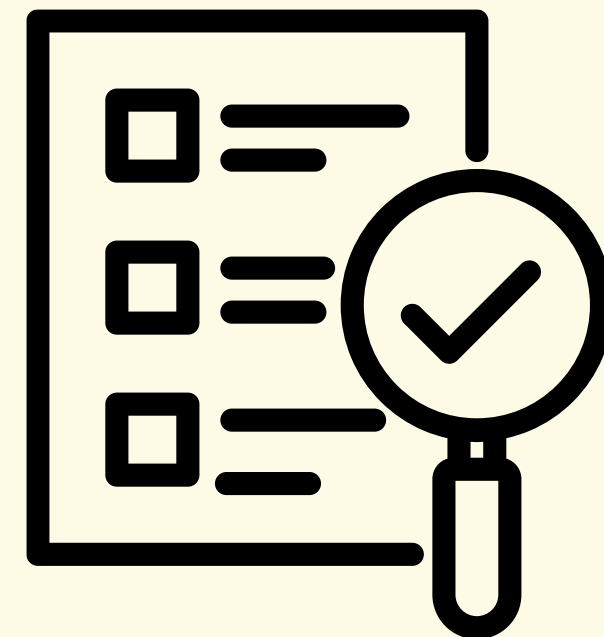
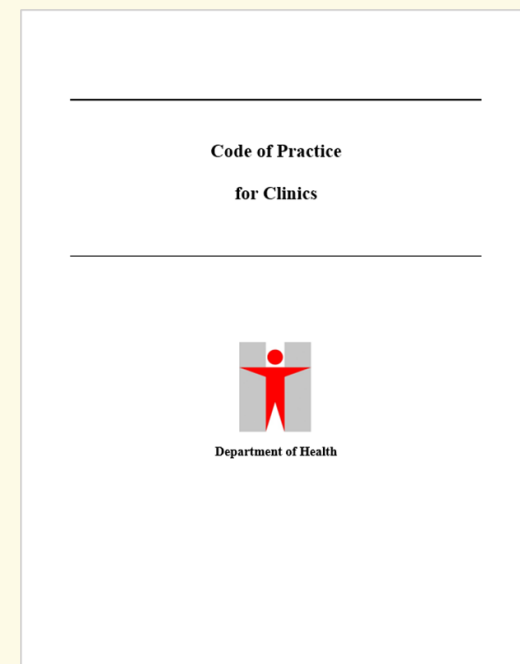
認住CoP，巡查知多啲



Areas of Inspection

巡查的範圍

- | | |
|--------------------------------------|-----------|
| 1. Management/Governance | 管理事宜 |
| 2. Physical Condition | 環境 |
| 3. Service Delivery and Care Process | 服務提供及護理程序 |
| 4. Infection Control | 感染控制 |
| 5. Risk Management and Contingency | 風險管理及應變措施 |



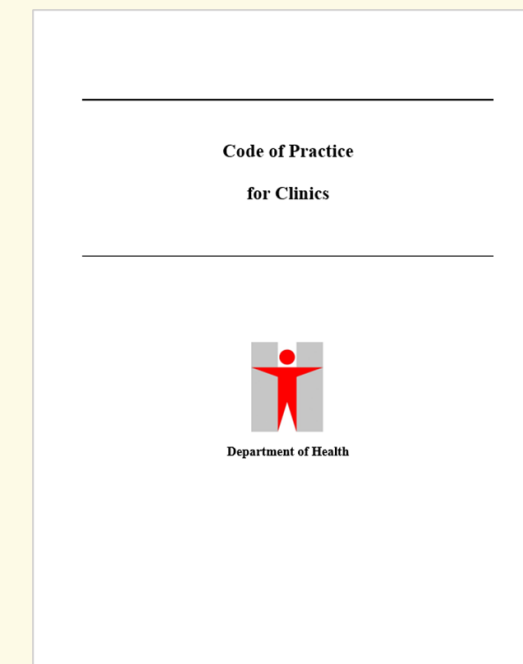
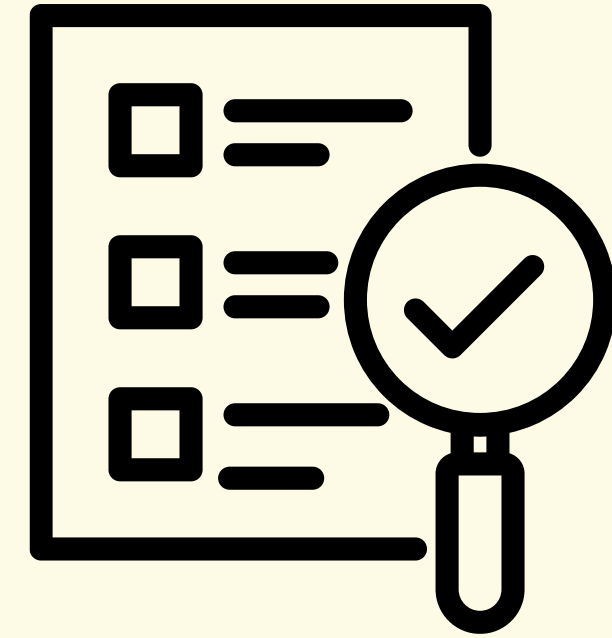
Methods of Inspection

巡查的方式

Method including but not limited to:
方式包括但不限於：

1. Environment Inspection
2. Equipment Inspection
3. Staff Interview
4. Documents Inspection
5. Records Inspection

環境視察
設備檢視
訪問員工
文件檢視
記錄檢視



Inspection and Documents Submitted

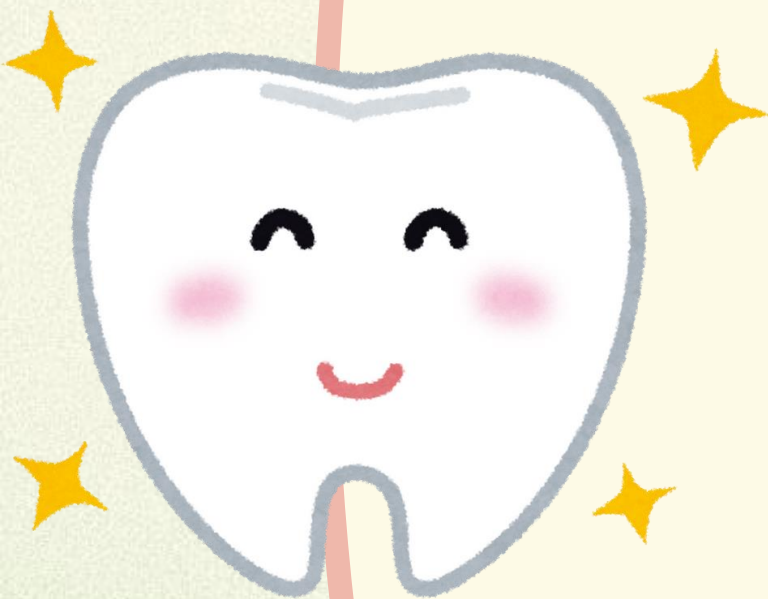
巡查與已提交的文件

Inspection covers items and questions in relation to the documents submitted as well, e.g. PHF 32, PHF 35, Layout, etc.

So, please ensure the information provided is true and relevant to the clinic, reflecting the actual condition of the clinic.

巡查亦涵蓋與已提交的文件的事項及問題，例如：申請表，申請報告，平面圖，等等。

因此，請確保已提供的資料是真確而與診所有關，並反映診所實際狀況。



Site should be ready before inspection!

預備好，先巡查！



AND...

**Remember it's always on case-by-case basis.
There are no model answers as this is not an exam.
Compliance to requirements only.**

同埋...

**請記住，一切都要視具體情況而定。
由於唔係考試，所以無標準答案。
只有「符合要求」。**



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 32 (申請表):

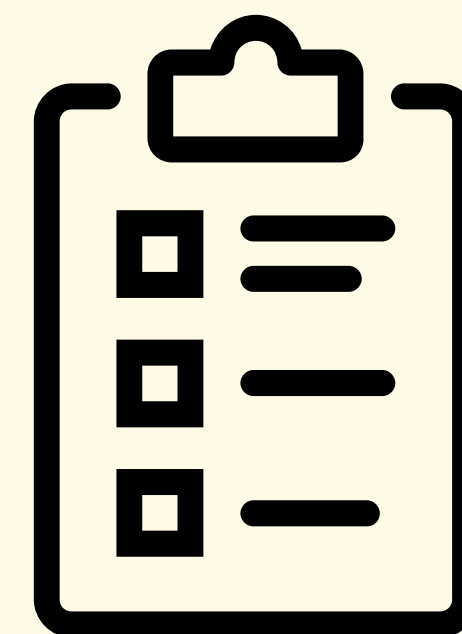
- Particulars of Clinic (診所的資料)
 - To be displayed for public (e.g. licence, PHF Register, etc.)
(供公眾閱覽， 例如：牌照、私營醫療機構登記冊， 等等)
 - Identical on other presentations (e.g. sign, directory, business card, etc.)
(其他呈現方式須一致， 例如：招牌、水牌、咭片， 等等)
- Scale and Scope of Services (服務規模及範圍)
 - Room Types and Number (房間種類及數目)
 - On-site comparison with the layout plan (現場環境與平面圖對比)
 - Clinical and Clinical Supporting Services (臨牀及臨牀支援服務)
 - e.g. “Pharmacy or dispensing service”, “Radiology or imaging service” are usually seen in dental clinics
(例如：「藥劑或配藥服務」、「放射診斷或造影服務」常見於牙科診所)

Overview of Inspection

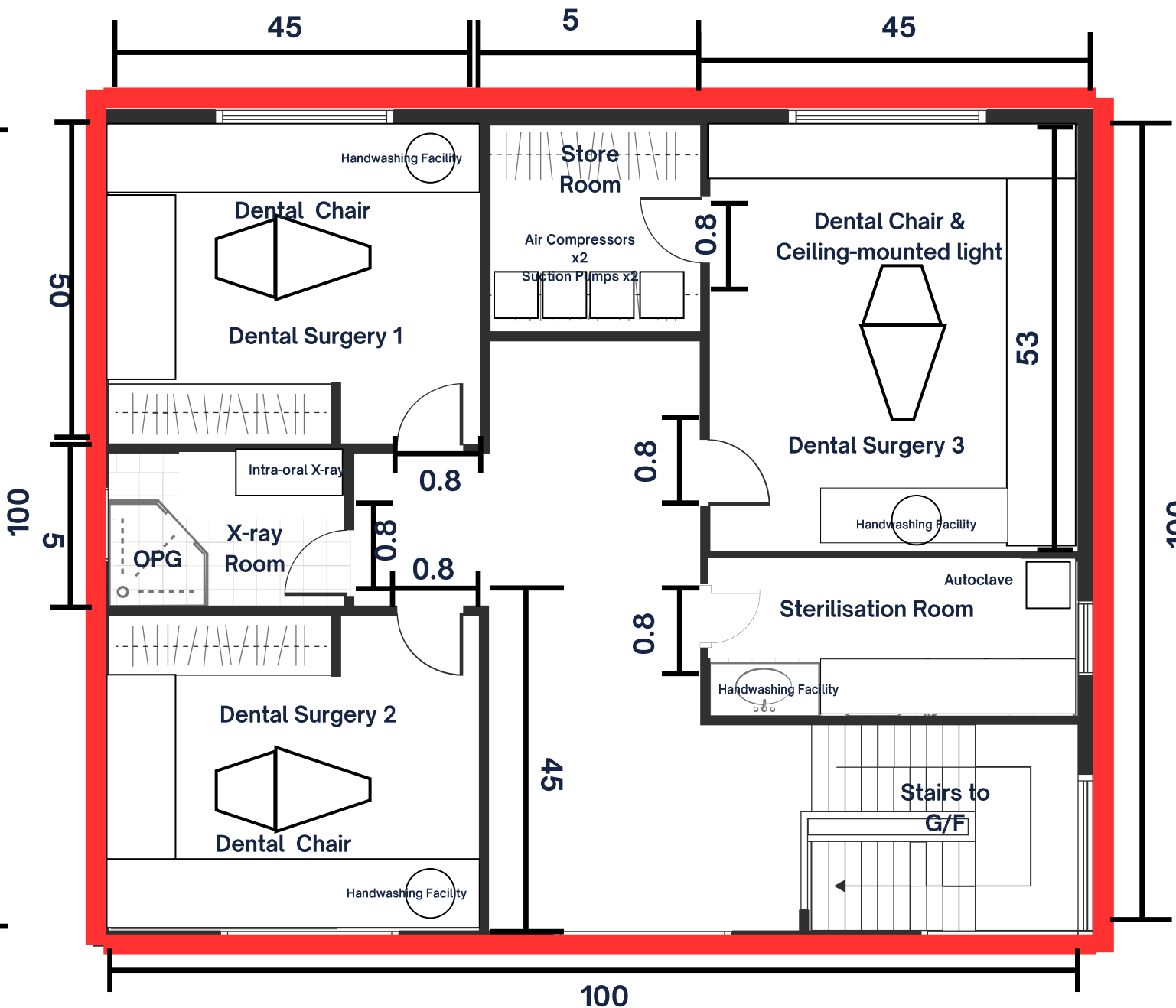
一覽巡查時

Confirm on site for information on PHF 32 (申請表):

- Particulars of Applicant (申請人的資料)
 - Sole Proprietor (個人)
 - Identical to the proof of identity (須與身份證明文件一致)
 - Company/Organisation (公司/團體)
 - Identical to Business Registration (BR) (須與商業登記一致)
 - List of directors/officers/members/office-bearers (董事/高級人員/成員/幹事名單)
 - natural person vs. body corporate (自然人 vs. 法人團體)
 - Hint: Refer to records from the Companies Registry (提示：參考公司註冊處的記錄)
- Particulars of CME (醫務行政總監的資料)
 - Registered ≥ 4 years (註冊 ≥ 4 年)



EXAMPLE
ONLY



DR. LEO DENTAL CLINIC

ROOM 1801-1901, 18/F-19/F, GUARDIAN HOUSE,
32 OI KWAN ROAD, WAN CHAI, HONG KONG

All in metres
Drawn in scale of 1:100

只作舉例

Layout Plan: Refer to the Guidance Notes for instructions

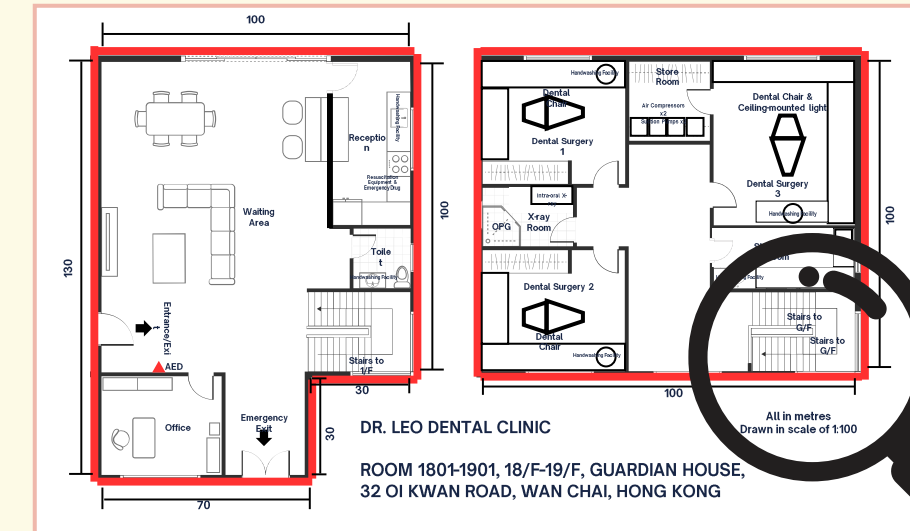
平面圖：請參閱申請指引

Overview of Inspection

一覽巡查時

Confirm on site for information on Layout Plan (平面圖):

- Condition = Layout (現狀 = 平面圖)
 - CoP 2.1.1
- Information on the Layout Plan (平面圖上的資料)
 - Guidance Note (申請指引) Q11
 - Scale not less than 1:100 (合比例，不少於1:100)
 - Dimensions in metric units (以米、厘米等作單位表示尺寸)
 - All non-movable walls in double lines (用雙重綫標明所有不可移動的牆)
 - Boundaries of the premises in coloured lines (用顏色綫標明處所邊界)
 - include all units and floors (包括所有單位及樓層)
 - All entrance(s) and exit(s) (所有出入口)
 - Reception and waiting area (接待處及等待區)
 - All Doors (所有門)
 - Name and address of the clinic (Refer to PHF 32) 診所名稱及地址 (參閱申請表)



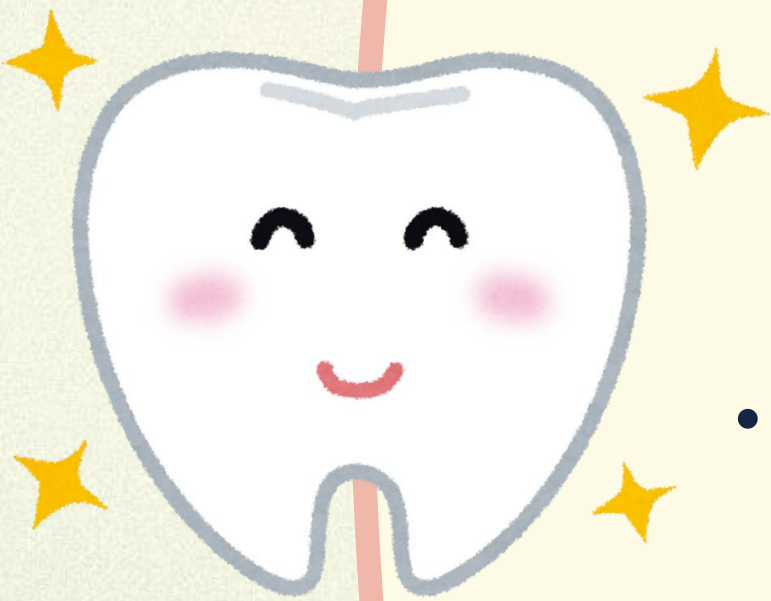
*Label = graphics + name (標示 = 圖案 + 命名)

Requirements to the Premises by Cap. 633

條例對處所要求

- s66: Distinct and separate premises (獨立和分開的處所)
- s67: Separate entrance (分開的入口)
 - From premises without reasonably incidental purpose (並非為診所所合理附帶的目的而設的處所)
 - e.g. physiotherapy, chinese medicine vs. dental (如物理治療、中醫等)
- s138: Shared entrance acceptable in some cases, for Provisional Licence ONLY (在某些情況下，可接受共用入口，只適用於暫准牌照)

If there is sufficient evidence to show the compliance of premises to the requirements above, the Department of Health will consider if the issuance of Provisional Licence is feasible.
如有足夠證據顯示處所已符合上述要求，衛生署會考慮發出暫准牌照是否可行。



Overview of Inspection

一覽巡查時

Cockloft (self-build) 「自建閣」

CoP (實務守則) 2.1.4,

Construction and use of the facility: comply with relevant ordinances and regulations of the Laws of Hong Kong.
設施的結構及使用符合香港法例下相關條例及規例的規定。

If applicable, please provide evidence to substantiate compliance during document vetting.
如適用，請在文件審查時提供證據以證明符合要求。

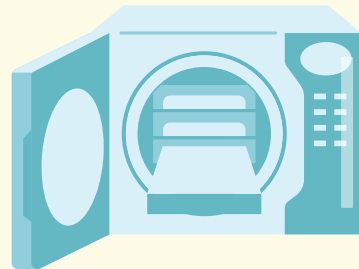
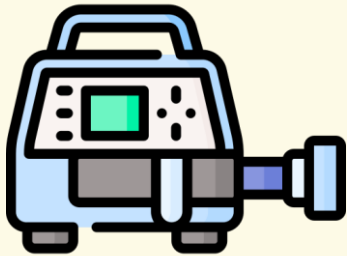
For example, the relevant document proof from the relevant authorities, e.g. the Building Department.
舉例說，由有關當局發出的相關文件證明，如：屋宇署。



Overview of Inspection 一覽巡查時

Confirm on site for information on Layout Plan (平面圖):

- Information on the Layout Plan (平面圖上的資料)
 - Guidance Note (申請指引) Q11
 - Locations of all resuscitation equipment (所有急救設備的位置)
 - e.g. AED, Ambu bag, emergency drug, etc.
(例如：自動心臟除顫器、袋閥面罩、緊急藥物，等等。)
 - Locations of all major equipment required for the facility service (所有服務所需的主要設備的位置)
 - e.g. X-ray machines, sterilisers, dental chairs, ceiling-mounted lights, patient monitors, air compressors, suction pumps, etc.
(例如：X光機、消毒爐、牙椅、天花燈、病人監察儀、壓縮空氣設備、抽吸設備，等等。)



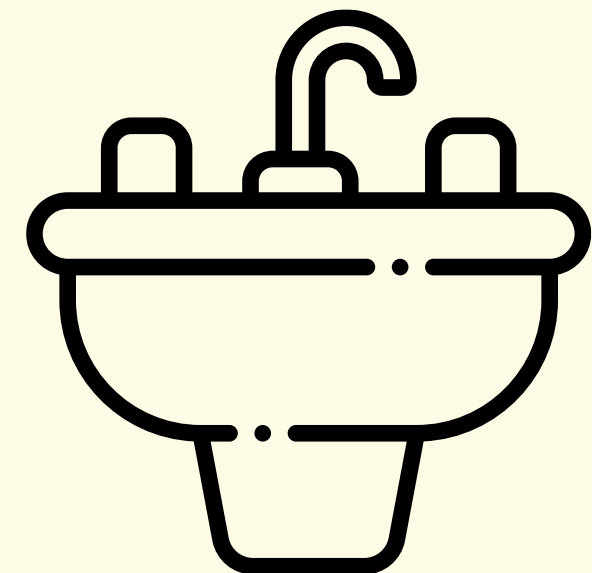
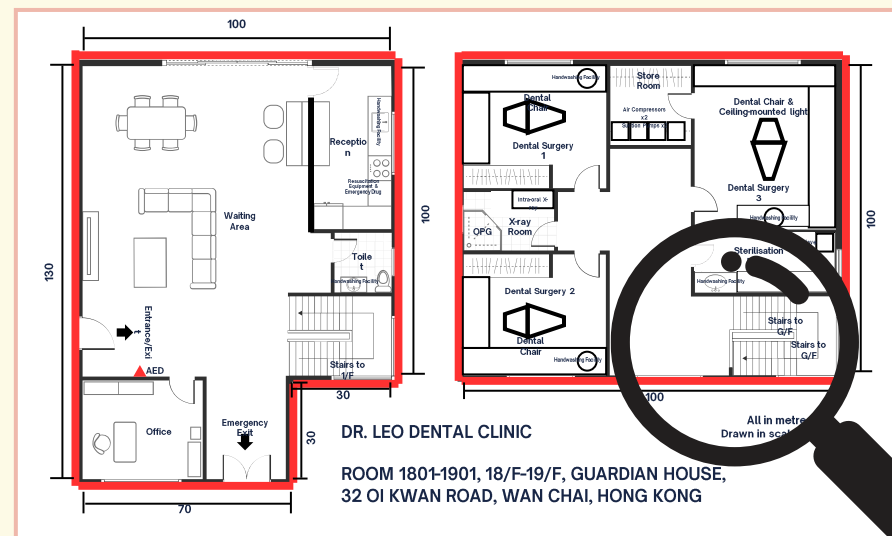
*Label = graphics + name (標示 = 圖案 + 命名)

Overview of Inspection

一覽巡查時

Confirm on site for information on Layout Plan (平面圖):

- Information on the Layout Plan (平面圖上的資料)
 - Guidance Note (申請指引) Q11
 - All areas for equipment reprocessing (所有用後設備的處理區域)
 - All hand-washing and sanitation facilities (所有洗手和衛生設施)
 - All rooms for clinical and clinical supporting services (所有用作臨牀及臨牀支援服務的房間)
 - e.g. X-ray room, etc. (如X光室等)
 - Dirty utility room (污物房)



*Label = graphics + name (標示 = 圖案 + 命名)

Overview of Inspection

一覽巡查時

Confirm on site for information on Layout Plan (平面圖):

- Information on the Layout Plan (平面圖上的資料)
 - Guidance Note (申請指引) Q11
 - All consultation rooms for doctor (所有醫生診症室)
 - Only seen in medical practice (只見於醫科執業)
 - All consultation rooms for dentist (所有牙醫診症室)
 - Including all treatment rooms and rooms for consultation
包括所有治療室及用作諮詢的房間
 - All designated rooms for medical procedures (用作醫療程序的指定房間)
 - Refer to Guidance Notes Q12 for rooms NOT counted for “room numbers” on PHF 32
(參考申請指引Q12以了解不計算在申請表上「房間數目」內的房間)
 - e.g. X-ray rooms, sterilisation rooms, etc.
(例如：X光室、消毒房等等。)



*Label = graphics + name (標示 = 圖案 + 命名)

Overview of Inspection

一覽巡查時

Confirm on site for information on Layout Plan (平面圖):



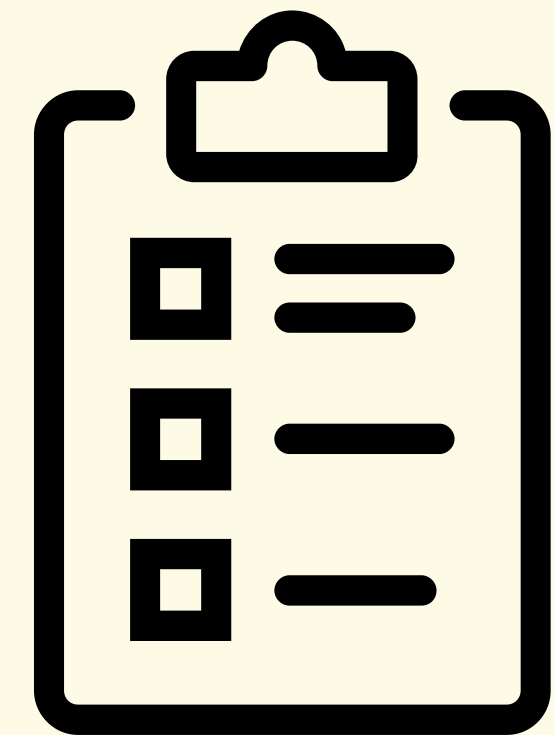
- Information on the Layout Plan (平面圖上的資料)
 - Guidance Note (申請指引) Q11
 - All operating rooms (所有手術室)
 - All recovery rooms (所有復甦室)
 - Dental treatment room is **NOT** operating room (牙科治療室不是手術室)
 - Operating rooms and recovery rooms are **critical care area** (手術室及復甦室是**關鍵醫護區**)
 - failure of electrical power supply: jeopardise the immediate safety, cause major injury or death of patients or caregivers (電源中斷：危及病人或照顧者的即時安全或甚至導致他們嚴重受傷或死亡)
 - i.e. high-risk and higher standard of requirements (高風險而要求更高)
 - s70, Cap. 633: Not used without permission (條例第70條：無事先批准，則不得使用相類稱述)

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- General guide for PHF 35 (申請報告的通用指引)
 - For assessing site readiness as well (同時用作評估處所是否已預備好)
 - Inspection only when the site is ready (只會在處所已預備好時巡查)
 - Remember to fill in the Clinic Name and the Reference No. on the cover page (記得在封面上填寫診所名稱及參考編號)
 - For every items (以下適用於申請報告上的所有事項),
 - Boxes: tick the appropriate options (方格：剔選適當選項)
 - Lines: fill in the blanks (橫綫：填寫空格)
 - Yes=ready (預備好)
 - No=not ready (未預備好)
 - NA=not applicable (不適用)
 - Some specific sections: leave empty if not applicable (特定部分：如不適用，請漏空)
 - Follow the instructions on the form (請跟從申請報告上的指示)
 - Understand the form is for both medical and dental (明白申請報告是醫科和牙科申請共用)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- General guide for PHF 35 (申請報告的通用指引)
 - Example (例子),

6. Risk management and contingency		Evidence to substantiate compliance
(a) Written policies and procedures for resuscitation of patients	☐ Yes ☐ No	Policy/record
(b) Resuscitation equipment and emergency medications are easily accessible and checked at regular interval Frequency of checking:	☐ Yes ☐ No Every day(s)	Checking record
(c) Written protocol is in place for emergency	☐ Yes ☐ No	Policy/record

Choose and tick one box

Evidence to be inspected on site

Fill

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):



- 1 Management and Governance (管理事宜)
 - 1.1. Chief Medical Executive (CME) (醫務行政總監)
 - Particulars (資料)
 - 1.2. Arrangement in the absence of CME (醫務行政總監缺席時的安排)
 - 1.2.1. Particulars of deputising medical practitioner/dentist (代理醫生/牙醫的資料)
 - Operates when absence of CME? (是否在醫務行政總監缺席時仍營運?)
 - CME is still held accountable (醫務行政總監仍須負責)
 - Must be registered medical practitioner (medical+dental) or registered dentist (dental only)
須為註冊醫生(醫科+牙科)或註冊牙醫(只有牙科)
 - 1.2.2. Emergency contact (緊急聯絡人)
 - Must be provided, different from CME (必須提供，與醫務行政總監不同)
 - 1.3. Registered dentist assisting CME (協助醫務行政總監的註冊牙醫)
 - Not applicable for dental practice only, leave the session empty for dental only
(不適用於只有牙科執業的診所，只有牙科執業的診所應漏空此部分)

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 1 Management and Governance(管理事宜)
 - 1.4. CME of a group of clinics of the same licensee (optional) (同一持牌人的一組診所的醫務行政總監，可選)
 - Established a Medical Advisory Committee (MAC) (已成立醫務顧問委員會)
 - MAC: refer to Division 3, Part 5 of Cap. 633 for more information (更多資訊請參考條例第5部的第3分部)
 - One more registered medical practitioner/dentist for each clinic to assist the CME
一名註冊醫生或註冊牙醫協助該總監管理該診所
 - The assisting doctor/dentist is serving that clinic (該名負責協助總監的醫生/牙醫在該診所應診的)
 - Upper table (Cap. 161, medical+dental) vs. lower table (Cap. 156, dental only)
上表(醫科+牙科) 對 下表(只有牙科)

a

- 1.5. Staff training and supervision (員工培訓及監督)
 - (a) Regular check on registration status/practising certificate of healthcare professional
(定期檢查醫護專業人員的註冊狀態及執業證明書)
 - Hint: How frequent is the practising certificate renewed? (多久續領一次執業證明書?)
 - (b) Job orientation programme for staff (員工工作導向)
 - Must be available unless the doctor is the only one staff (必須有，除非醫生/牙醫是唯一員工)
 - Duration not too short (時間不能太短)
 - For all types of staff (所有類型的員工)

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 1 Management and Governance (管理事宜)
 - 1.5. Staff training and supervision (員工培訓及監督)
 - (c) Job orientation programme for healthcare professionals and healthcare workers (醫護專業人員及醫護人員的工作導向)
 - Examples of healthcare professionals in a dental clinic: dentist, dental hygienist, etc. (牙科診所內醫護專業人員的例子：牙醫、牙齒衛生員，等等。)
 - Examples of healthcare professionals in a dental clinic: dental surgery assistant (DSA) (牙科診所內醫護人員的例子：牙科手術助理)
 - Must be available unless the doctor is the only one staff (必須有，除非醫生/牙醫是唯一員工)
 - Duration not too short (時間不能太短)
 - Focus on training related to the provision of patient care service (主要為與提供病人服務的培訓)
 - (d) Training on use of medical equipment and assisting in procedure (使用醫療設備及協助醫療程序的培訓)





CODE OF PROFESSIONAL DISCIPLINE

**FOR THE GUIDANCE OF
DENTAL PRACTITIONERS IN HONG KONG**

THE DENTAL COUNCIL OF HONG KONG
(revised in December 2019)
(with updates arising from the repeal of section 12 of
the Dentists Registration Ordinance from 13 October 2025)

CME should also read and make policies and procedures in accordance to Code of Professional Discipline for the Guidance of Dental Practitioners in Hong Kong by the Dental Council of Hong Kong.



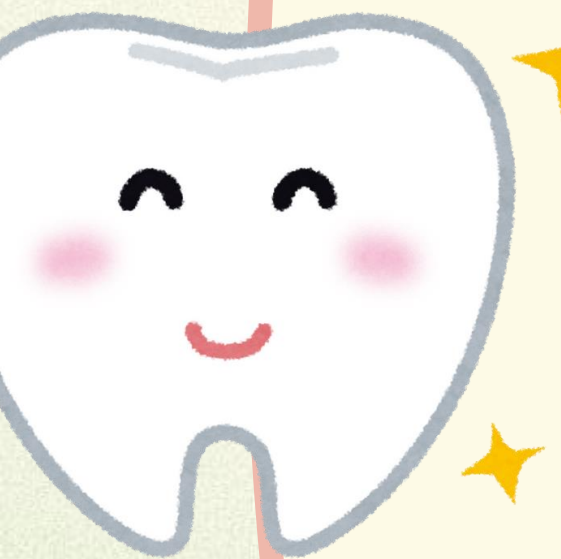
醫務行政總監亦應閱讀牙醫管理委員會發出的《香港牙醫專業守則》並制定與規定相符的政策及程序。

Requirements to the CME by Cap. 633

條例對醫務行政總監的要求

- Registered dentist in Hong Kong (香港註冊牙醫)
- Possess the qualifications and experience necessary for administering a clinic (須具備管理診所所需的資格及經驗)
- Be physically and mentally fit (身體及精神狀況適合管理)
- Be a person of integrity and good character (行事持正，並具有良好品格)
- Registered for not less than 4 years (註冊不少於4年)
- Maximum: 2 DPC/3 Clinics/1 DPC + 1 Clinic
最多：2 日間醫療中心/3 診所/1 日間醫療中心 + 1 診所

PHF(E) 81A Guidance Notes for Assessing Fitness and Properness of Applicants /
Chief Medical Executives for Licence Application
申請人 / 醫務行政總監適當人選評估指引 (只備英文版)

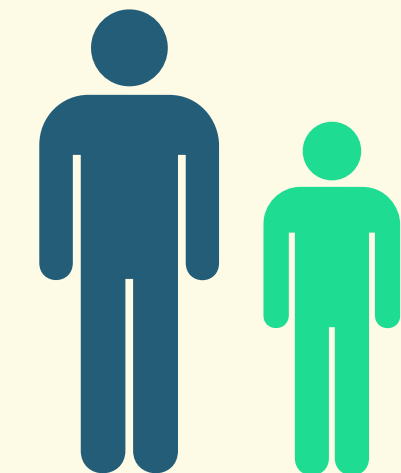


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 2 Scope of Service (服務範圍)
 - Clinical services provided (提供的臨牀服務)
 - e.g. types of diagnosis, types of treatment, etc. (如：診斷、治療的種類等)
 - Vaccination service (疫苗注射服務)
 - Usually not applicable for dental practice only, leave the box empty for dental only (通常不適用於只有牙科執業的診所，只有牙科執業的診所應漏空此方格)
 - Age range of patients (病人的年齡範圍)
 - Minimum and maximum (最小及最大)
 - Resuscitation equipment and emergency medications according to age (按病人年齡備存急救設備及緊急用藥)
 - Sedation and anaesthesia other than scheduled medical procedures (SMP)* (附表醫療程序以外的鎮靜及麻醉)
 - e.g. procedural sedation (程序性鎮靜)
 - Opening Hours (營業時間)
 - Mobile clinic (流動診所)
 - Leave the session empty if the clinic is NOT a mobile clinic (非流動診所，應漏空此部分)

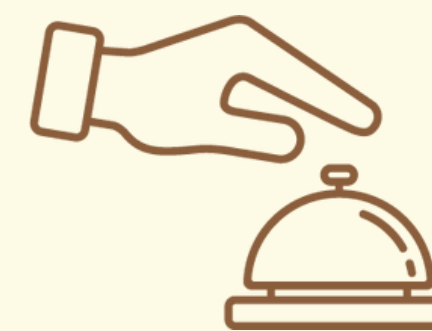


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 3 Physical Condition (環境)
 - 3.1. Facility management (設施管理)
 - (a) adequate ventilation, lighting and signage (充足而合適的通風系統、照明設備及指示牌)
 - (b) patient-to-staff call systems or devices (病人對員工的呼叫系統)
 - e.g. policies and procedures for ensuring the patient not left alone, call bell, etc. (如確保病人不會被獨留的政策及程序、呼叫鈴等)
 - (c) regular cleansing schedule and record (定期清潔的時間表及記錄)
 - Note the methods of environmental cleansing and disinfection (留意環境清潔及消毒的方式)
 - Refer to the Guide to Infection Control in Clinic Setting by the Centre for Health Protection (CHP) for more information (更多資料請參閱由衛生防護中心發出的指引)
 - (d) Maintenance records of the premises (處所的維修及保養紀錄)
 - 3.2. Equipment and store (設備及貯存)
 - (a) Maintenance records of equipment (設備的維修及保養紀錄)
 - (b) Maintenance records of medical equipment (醫療設備的維修及保養紀錄)
 - (c) Sufficient and readily accessible medical equipment, instruments, appliances, and materials (充足及易於取用的醫療設備、儀器、器械及物料)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

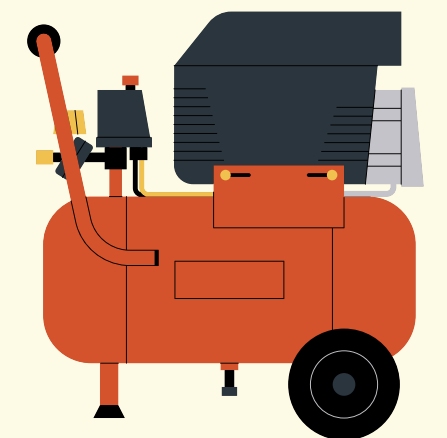
- (d) Dental compressed Air and Vacuum Systems (DAVS) (牙科壓縮空氣及真空系統)
 - Certificates of Fitness for air compressors from the Labour Department
由勞工處發出的有效證明
 - Refer to Annex III of the Code of Practice for Day Procedure Centre for more information
(更多資料請參閱《日間醫療中心實務守則》附表III)



Code of Practice for Day Procedure Centre
《日間醫療中心實務守則》



Practical Guide for Dental Compressed Air and
Vacuum Systems in Day Procedure Centres
日間醫療中心牙科壓縮空氣及真空系統實務指南

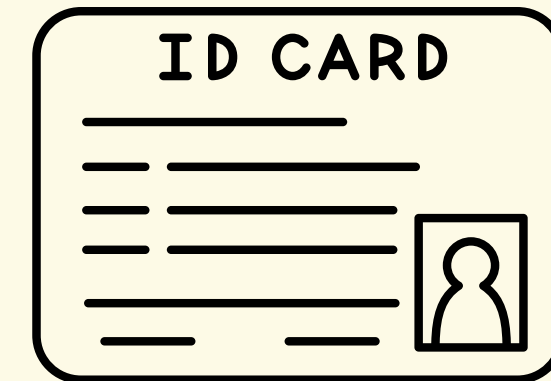


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 3 Physical Condition (環境)
 - 3.3. Facilities and equipment for critical care areas (用作關鍵醫護區的設施及設備)
 - Tick the box for no operating room and recovery area (如無，請剔選該方格)
 - Leave the section empty and proceed to Section 4 (漏空此部分，並跳至第4部分)
- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.1. Policies and procedures (政策及程序)
 - (a) Review (審視)
 - Frequency not too long (不能太疏)
 - Review $\neq$ Update (審視不一定要有更新)
 - (b) Circulation (傳閱)
 - Frequency not too long (不能太疏)
 - 4.2. Patients' rights and identification (病人權益及身分識別)
 - (a) Policies and procedures for patients' right protection (保障病人權益的政策及程序)
 - (b) Policies and procedures for patient identification (識別病人身分的政策及程序)
 - (c) Facilities and measures to protect for privacy of patients (保障病人私隱的設施及措施)
 - (d) Access for patients to obtain their own health records (病人查閱自己醫療紀錄的權利)



Unique identifier
獨一無二的識別資料

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)

- 4.3. Medical records (醫療紀錄)

- (a) Policies and procedures for creation, management, handling, storage and destruction of medical records (開立、管理、處理、貯存及銷毀醫療紀錄的政策)
 - (b) Personal data protection (個人資料的保障)

- From unauthorized access, alteration or loss (以免有關資料被未獲授權人士取得、更改或導致資料遺失)
 - Comply with requirements in Cap. 486 Personal Data (Privacy) Ordinance

(遵守《個人資料 (私隱) 條例》 (第 486 章) 的相關規定)

- Refer to information from Office of the Privacy Commissioner for Personal Data (請參閱個人資料私隱專員公署發出的資料)

- (c) Back-up for electronic records (電子記錄的備份)

- Tick the box of “NA” empty if no electronic records (如無電子記錄，請剔選方格「NA」)

- 4.4. Drug management (藥物管理)

- (a) Storage with restricted access (限制出入的貯存)

- e.g. locked for dangerous drugs with register? where are to drugs stored? (鎖起危險藥物及有登記冊*, 藥物貯存位置)

- *Cap.134 Dangerous Drugs Ordinance and its subsidiary legislations (《危險藥物條例》及其附屬法例) and other guidelines from the Drug Office of the Department of Health (其他衛生署藥物辦公室的指引)

- (b) Suitable storage facilities (合適的貯存設施)

- e.g. any pharmaceutical fridge needed for any drugs and the relevant regular checking? (有否藥物雪櫃及相關的定期檢查)

- Pharmaceutical fridge: Module on Immunisation in the Hong Kong Reference Framework for Preventive Care for Children in Primary Care Settings (2019) by the Health Bureau

(醫務衛生局發出的《香港兒童護理參考概覽——兒童在基層醫療的預防護理》 (2019) 的《免疫接種單元》)



香港個人資料私隱專員公署
Privacy Commissioner
for Personal Data, Hong Kong



Module on Immunisation, Hong Kong
Reference Framework for Preventive Care
for Children in Primary Care Settings (2019)
《香港兒童護理參考概覽——兒童在基層醫療的
預防護理》 (2019) 的《免疫接種單元》)

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.4. Drug management (藥物管理)
 - (c) Up-to-date drug formulary (最新的藥物名冊)
 - Include all routes of drug (包括所有使用途徑的藥物)
 - (d) Registered pharmaceutical products in Hong Kong (香港註冊的藥劑製品)
 - Note the HK-XXXXX no. (香港註冊編號)
 - (e) Drug procurement documents (須妥善保存藥物採購紀錄)
 - (f) Clear label and appropriate storage (須有清晰的標籤並妥善貯存)
 - Storage according to the manufacturers' instructions (根據生產商的指示貯存)
 - Transfer records for self-pre-packed drugs (自行預包藥物須備存轉移記錄)
 - Transfer records include: staff involved, date of transfer, drug information, expiry date, batch no., etc. (轉移記錄包括：涉及的員工，轉移日期，藥物資料，有效期，批次編號等)
 - (g) System to check the storage condition and expiry dates of medicines (檢查藥物貯存狀況及有效期的機制)
 - Daily checking on the temperature and humidity with records (每天檢查及記錄溫度及濕度)
 - Expired medicines not used for dispensing or administration, be properly disposed of (過期藥物不可被配發或施用，且須妥善棄置)
 - (h) Dispensing under supervision (監督下配發)
 - By medical practitioner, dentist, or pharmacist (醫生、牙醫或藥劑師)
 - (i) System monitoring the accuracy of dispensing and administration of medicines (監察藥物的配發和施用準確無誤)
 - (j) Staff training (員工培訓)
 - (k) Segregated from food and other laboratory samples (與食物及化驗樣本分開貯存)

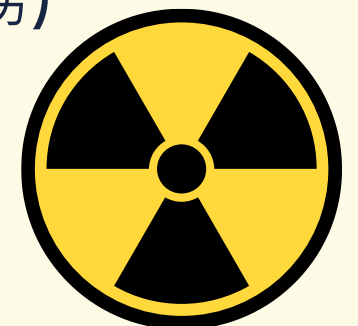
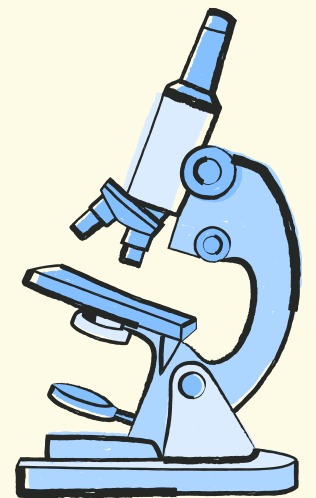


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.5. Pathology and radiology support (病理及放射服務支援)
 - Refer to the Code of Practice for Private Hospitals for more information (更多資料請參閱《私家醫院實務守則》)
 - (a) Procedures for routine laboratory services (日常化驗服務的程序)
 - e.g. biopsy (活組織切片)
 - Include the procedures for outsourced laboratory services (交外辦理的服務)
 - (b) Procedures for emergency laboratory services (緊急化驗服務的程序)
 - Usually not seen in dental clinic (牙科診所不常見)
 - (c) Procedures for routine radiology services (日常放射服務的程序)
 - e.g. intra-oral, OPG (一般牙科X光)
 - Include the procedures for outsourced laboratory services (交外辦理的服務)
 - (d) Procedures for emergency laboratory services (緊急放射服務的程序)
 - Usually not seen in dental clinic (牙科診所不常見)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.5. Radiology support (放射服務支援)
 - Chapter 29, Code of Practice for Private Hospitals, 《私家醫院實務守則》第29章，
 - Signage in both Chinese and English outside the door of the room (在房門外張貼中英文提示牌)
 - Procedures and steps (程序及步驟)
 - Need for dosimeter and monthly return to the Radiation Board for monitoring 放射量測定計及每月交予放射管理局以作監察
 - Hint: staff outside controlled area during imaging? (提示：影X光時員工是否在房外)
 - Precautions for machines in standby mode (待機時的預防措施)
 - Accurate labelling of film (準確標示)
 - Infection control (感染控制)
 - Incident management (事故管理)
 - Emergency response (緊急應變)
 - Valid licence from the Radiation Board (輻射管理局發出的有效牌照)
 - and more... (還有更多)



Code of Practice for Private Hospitals
《私家醫院實務守則》

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.6. Procedural Sedation (程序性鎮靜)
 - If not applicable, tick the box and leave the section EMPTY (如不適用，請剔選該方格並漏空此部分)
 - If there is any, please do NOT tick the box and do FILL in the section (如有，請漏空該方格並填寫此部分)
 - Guidelines on Procedural Sedation, Hong Kong Academy of Medicine (HKAM) is followed (符合香港醫學專科學院發出的指引)
 - (a) Equipment for monitoring patient (監察病人的設備)
 - (b) Pre-procedural assessment (鎮靜前評估)
 - (c) Staffing arrangement and monitoring of patient (人手安排及對病人的監察)
 - (d) Recovery monitoring (復甦監察)
 - (e) Discharge and post-discharge care (病人離開診所及其後的護理)
 - (f) Medical records (醫療紀錄)
 - (g) Resuscitation equipment and emergency medication (急救設備及緊急用藥)

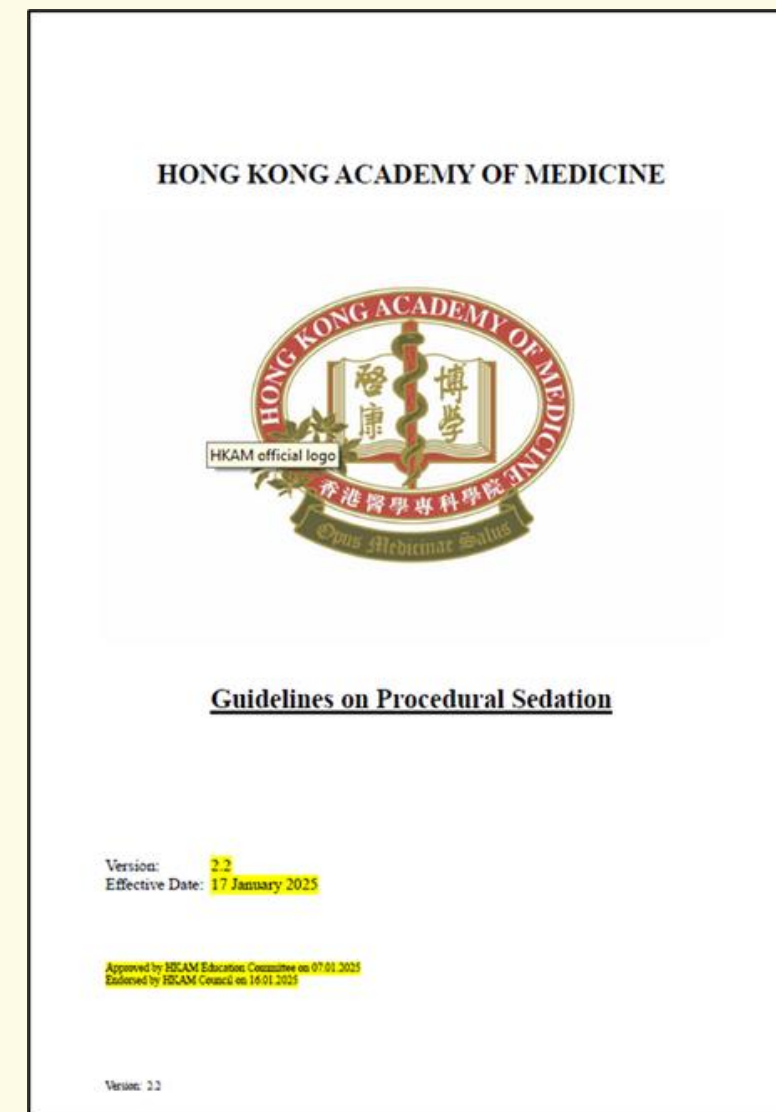


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.6. Procedural Sedation (程序性鎮靜)



Guidelines on Procedural Sedation, HKAM
香港醫學專科學院發出的指引

No DPC Licence=No SMP allowed

切勿無牌營辦日間醫療中心

BUT please...

Don't perform any scheduled medical procedures that require a DPC licence, e.g. deep sedation, platelet rich fibrin or plasma (PRF or PRP), in the clinic.

Operating private healthcare facility without licence is an offence.

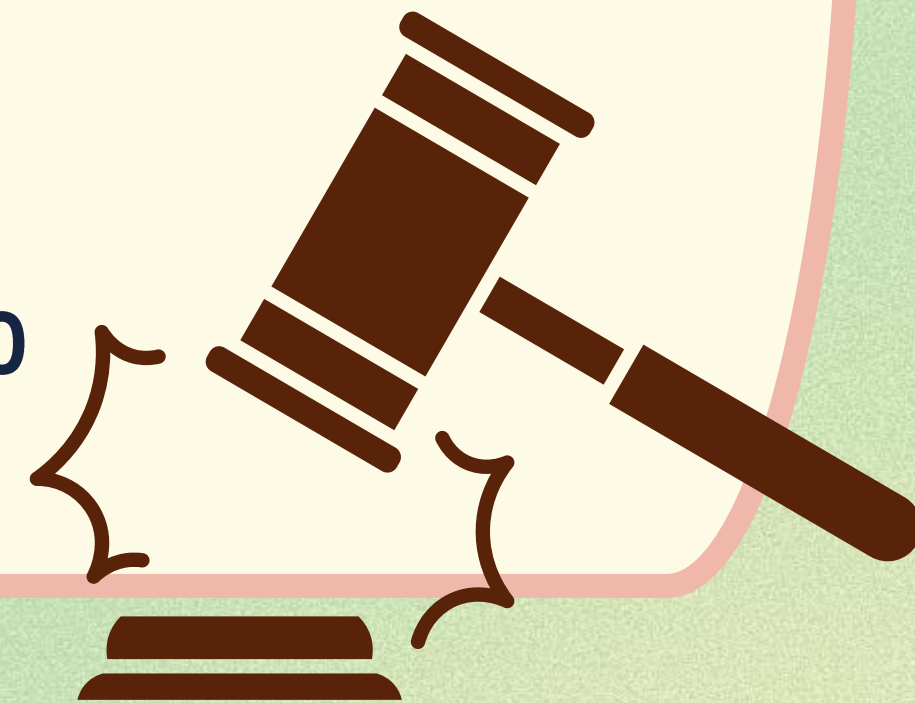
不過，.....

請不要在診所內進行任何需要領取日間醫療中心牌照的附表醫療程序，例如：深層鎮靜、高濃度血小板纖維蛋白或血漿。

沒有牌照的情況下營辦私營醫療機構是一種罪行。

Fine: \$100,000
Imprisonment: 3 years

罰款：\$100,000
監禁：3年



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):



- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.7. Patient safety incident reporting and learning system (病人安全事件呈報及學習系統)
 - Written incident management and reporting system (書面制訂事故處理及呈報制度)
 - e.g. policies and procedures with incident report forms, etc. (政策及程序配以事故報告表，等等。)
 - Review, documentation, improvement measures and lesson learnt dissemination (檢討、備存有關紀錄、推行補救和改善服務質素措施及有關事件中所汲取經驗的傳達)
 - e.g. relevant records for meeting, appraisal, training, etc. (例如：相關會議、評估、培訓記錄，等等。)
 - Patient Safety Incident Reporting and Learning System (病人安全事件呈報及學習系統)
 - Policies and procedures ready (預備好政策及程序)
 - Specified categories of incidents must be reported to the Deptment of Health within the specific time frame (某些類別的事故須在指定時限內向衛生署呈報)
 - Learning system, NOT blaming system (學習並非怪責)



So, don't worry, **APPLY NOW!**

唔好慌，先入form！

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.8. Price Information (價目資料)
 - Up-to-date fee schedule (最新的收費表)
 - Up-to-date (最新)
 - Covering all chargeable items (涵蓋所有收費項目)
 - Readily available, e.g. at reception office, cashier, etc. (在接待處、繳費處及其他適當的地方列明)
 - Fixed price (固定費用)
 - Or price range (收費範圍)
 - Or marked price information available upon request (標明機構會按個別要求提供有關的價目資料)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 4. Service Delivery and Care Process (服務提供及護理程序)
 - 4.9. Complaint handling (處理投訴)
 - Information about procedure and process provided (提供有關投訴程序及過程的資訊)
 - e.g. display the procedures, notice, feedback box (展示程序、通告、意見箱)
 - Mechanism of receipt, management, response and documentation
接受投訴、管理、回應投訴人及保存投訴紀錄的程序
 - Specified time frame for initial response (初步回應的指定時限)
 - Not too long (不要太長)
 - 4.10. Telemedicine (遙距醫療)
 - If not applicable, tick the box and leave the section EMPTY
(如不適用，請剔選該方格並漏空此部分)
 - Usually not seen in dental clinic (牙科診所不常見)



Committee on Complaints against Private Healthcare Facilities



www.ccphf.org.hk

Contact us

If you wish to make a complaint or obtain further information, please contact the Secretariat of the Committee on Complaints against Private Healthcare Facilities at :

Address :	Room 402, 4/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Telephone No. :	(852) 3107 2667
Fax No. :	(852) 2117 1936
E-mail Address :	ccphf@dh.gov.hk
Office Hours :	Monday : 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m. Tuesday to Friday : 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m. (Closed on Saturdays, Sundays and public holidays)

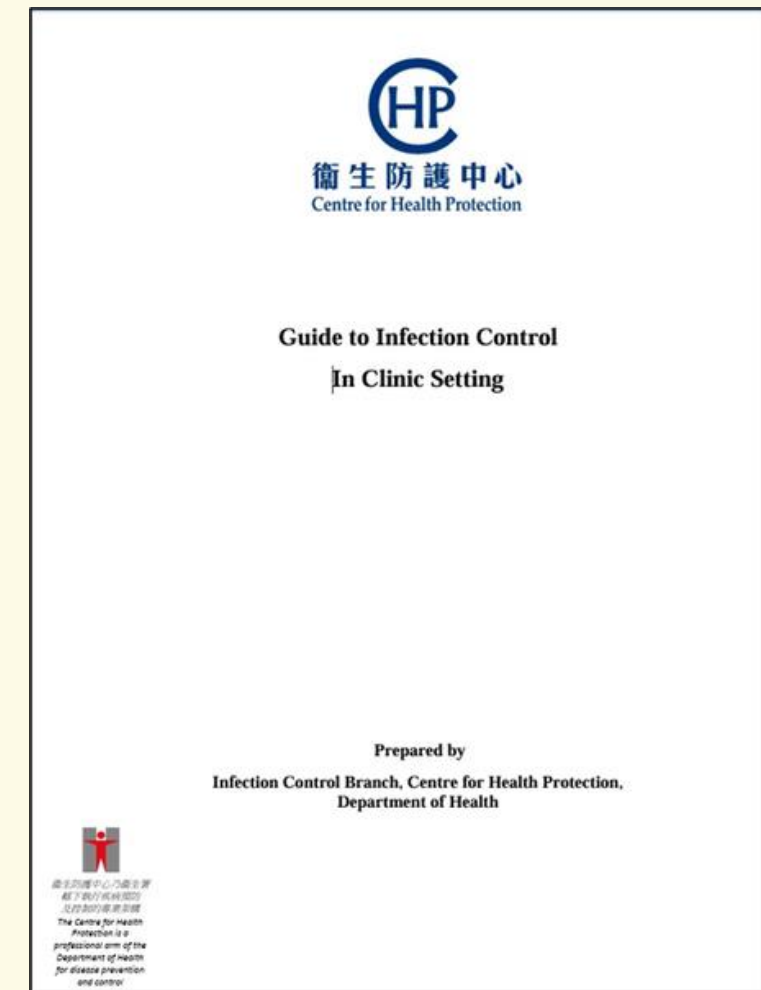


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - CoP 4.1.1, Guide to Infection Control in Clinic Setting by the Centre for Health Protection (CHP)
(請參閱由衛生防護中心發出的指引)



Guide to Infection Control in Clinic Setting by the CHP
衛生防護中心發出的指引

Overview of Inspection

一覽巡查時

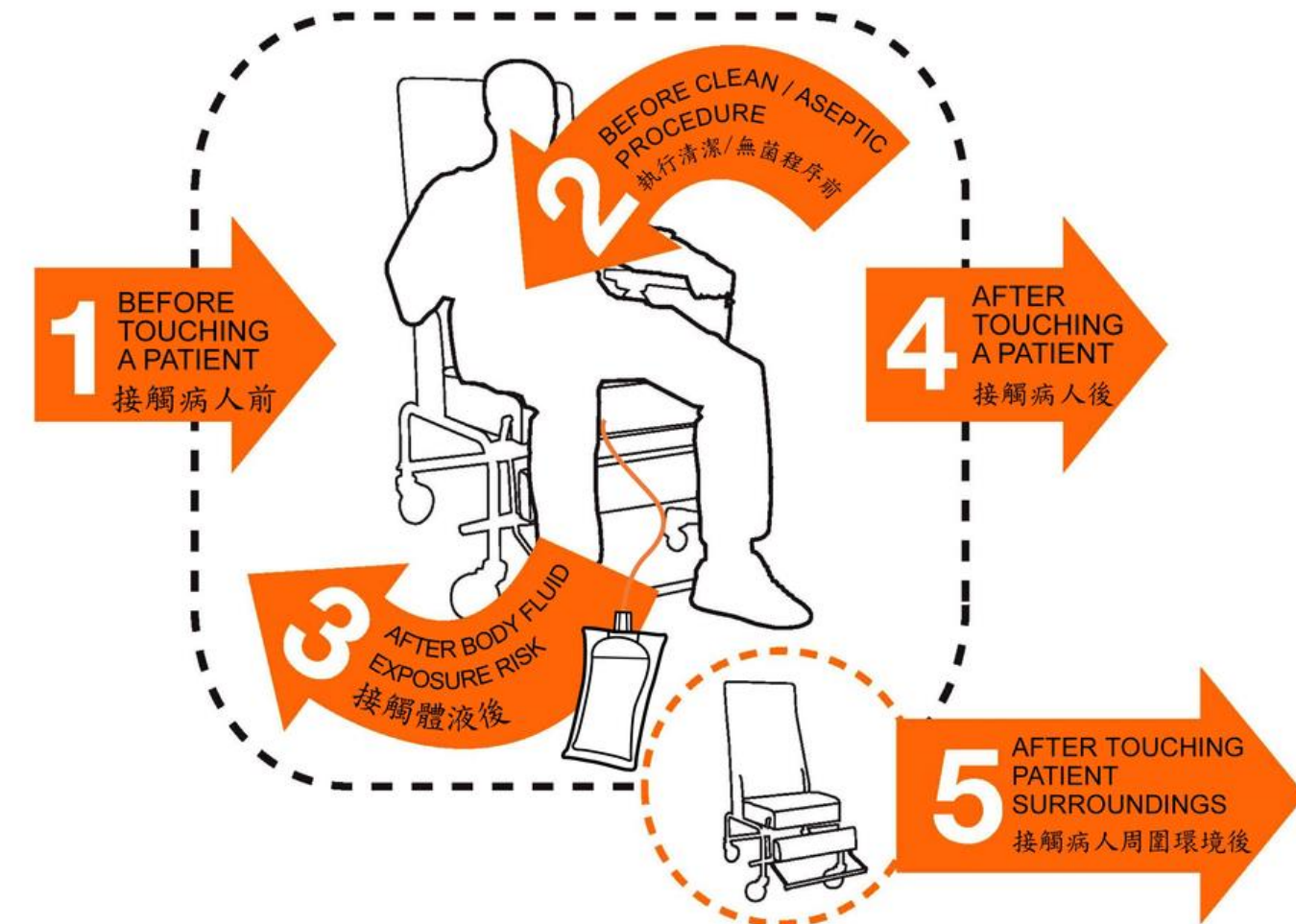
Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.1 Infection control facilities and equipment (感染控制設施及設備)
 - (a) Hand hygiene facilities in all patient care areas (所有病人護理區須有潔手設施)
 - e.g. handwashing with liquid soap, alcohol-based handrub (用梘液洗手、酒精搓手液)
 - (b) Personal protective equipment (個人防護裝備) (PPE)
 - adequate stock per kind (充足儲備)
 - mechanism/amount to maintain? (維持機制/數量)
 - What kinds? (種類)
 - Donning and Doffing (穿着及脫除)
 - (c) Reusable equipment and supplies (可重用設備及物料)
 - Yes in dental clinic unless all are non-reusable (除非全部不可重用，否則都會有)
 - Disinfection and sterilisation (消毒及滅菌): methods and classification (方法及分類)
 - Spaulding's classification: critical vs. semi-critical vs. non-critical (分清關鍵/次關鍵/非關鍵)





5 Moments for Hand Hygiene 潔手五時刻





除防護裝備 請跟次序

Doffing PPE
Step by Step



1 除手套
Remove Gloves



2 潔手
Perform Hand Hygiene



3 除保護衣
Remove Gown
由內向外捲起
Folding Inside Out



4 潔手
Perform Hand Hygiene



5 除帽及護眼罩/
全面罩
Remove Disposable Cap
and Eye Protection



6 潔手
Perform Hand Hygiene



7 除口罩/
N95口罩
Remove Mask /
N95 Respirator



8 再潔手
Perform Hand Hygiene
AGAIN

注意：請將即棄防護裝備棄置於有蓋廢物箱
N.B.: Disposable PPE should be properly
discarded in dustbin with lid

HA-QIP-05-04/8



穿防護裝備 請跟次序

Donning PPE
Step by Step



1 潔手
Perform Hand Hygiene



2 戴口罩/
N95口罩
Put on Mask /
N95 Respirator *

* 緊記檢查密封性
Remember to
Perform Seal Check



3 戴護眼罩/
全面罩及帽
Put on Eye Protection
and Disposable Cap



4 穿保護衣
Put on Gown



5 戴手套
Put on Gloves

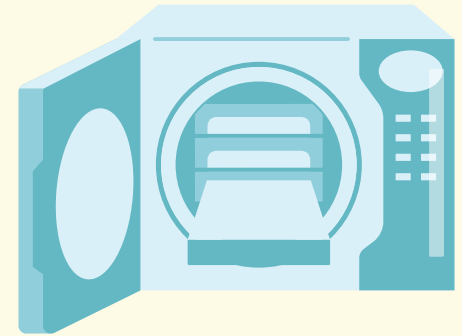
注意：選擇乎嗰種評估為適當適當的防護裝備
附註：Selection of PPE should
be based on risk assessment



Overview of Inspection 一覽巡查時

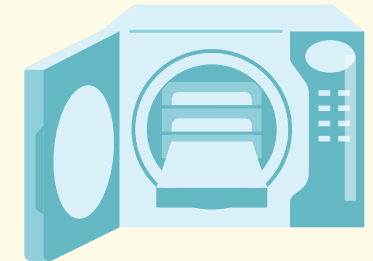
Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.1 Infection control facilities and equipment (感染控制設施及設備)
 - (d) Sterilisation by autoclave (高壓滅菌爐)
 - System and record (系統與記錄)
 - Type of sterilizer (消毒爐種類)
 - Type N vs. Type B/S (N爐、B/S爐):
 - Sterilisation of some particular items cannot be done in Type N (部分物品不能在N爐內進行滅菌)
 - Method of Monitoring (監察方式)
 - (1) Routine Monitoring (常規監察)
 - Mechanical indicator (機械指標) : every load 每一爐
 - e.g. temperature, pressure, time, “cycle complete” (如溫度、壓力、時間、顯示「完成」)
 - External chemical indicator (外部化學指標): every pack 每一包
 - External=outside the package(袋外「變色」)
 - Internal chemical indicator (內部化學指標) : every pack 每一包
 - Internal=inside the package (袋內「變色」/「飛仔」)



Overview of Inspection 一覽巡查時

Confirm on site for information on PHF 35 (申請報告):



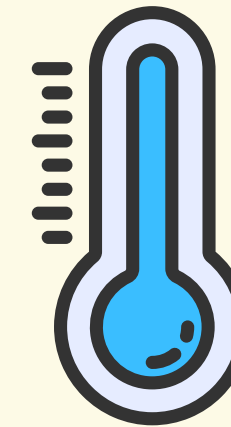
- 5 Infection Control (感染控制)
 - 5.1 Infection control facilities and equipment (感染控制設施及設備)
 - (d) Sterilisation by autoclave (高壓滅菌爐)
 - Biological indicator (生物指標): at least every week (最少每星期一次)
 - e.g. spore test (「種菌」)
 - Steam penetration test (蒸氣穿透測試): start of the day, empty cycle (每日開工時, 「吉爐」)
 - NA only if indicated by the manufacturer (如生產商講明不用, 則不適用)
 - e.g. Bowie-Dick test(真空測試), Helix test(螺旋測試)
 - Management of unsatisfactory test results (不理想的測試結果的管理)
 - Follow CHP Guide and manufacturer's instructions (遵從衛生防護中心的指引及生產商的指示)
 - Consult the manufacturer (諮詢生產商/「搵師傅」)
 - After new installation, relocation, sterilisation failure and major repairs, (新安裝、搬遷、滅菌失敗及重大維修後)
 - Three consecutive cycles: all indicators before use (連續三次「吉爐全餐」)
 - (2) Parametric Release (參數釋放)
 - (2) not usually seen in dental clinic (不常見於牙科診所)
 - If not applicable, leave the box empty (如不適用, 請漏空此方格)

Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.1 Infection control facilities and equipment (感染控制設施及設備)
 - (e) Sterile storage (無菌用品的貯存)
 - Clean and dry (清潔及乾爽)
 - Monitoring at least once daily (須每天監察至少一次)
 - Temperature below 24 degree Celcius (溫度少於攝氏24度)
 - Humidity below 70% (濕度少於70%)
 - Free from dust, insects and vermin (無塵、無蟲、無害)
 - Clean the cabinet regularly (定期清潔櫃桶)
 - (f) Checking of expiry of sterile supplies (無菌物料及用品的檢查)
 - Both reusable and single-use 包括可再用及不可重用
 - At least every month 最少一個月一次
 - (g) Regular maintenance of autoclave (定期保養及維修)
 - By qualified person (合資格人士)
 - Hint: how frequent do you need to renew the Exemption Certificate from the Labour Department (多久要向勞工處續領豁免證明書?)
 - (h) Sharps box (利器收集箱)
 - Convenient: where the sharps are used (有使用利器的地方)

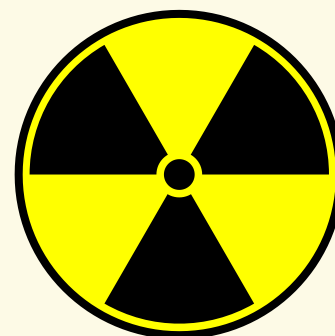


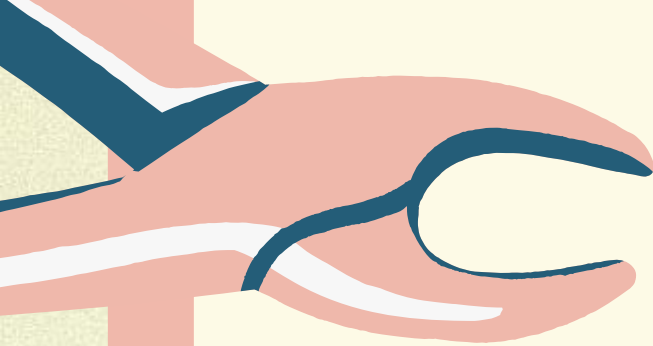
Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.2. Waste Disposal (廢物處置)
 - Comply with the requirements by Cap. 354 Waste Disposal Ordinance and follow the policies and procedures by the Environment Protection Department
(須遵守《廢物處置條例》(第354章)及遵從環境保護署發出的政策及程序)
 - (a) Clinical waste (醫療廢物)
 - e.g. used sharps (已使用過的利器)
 - (b) Chemical waste (化學廢物)
 - e.g. expired drugs (過期藥物)
 - (c) Radioactive substances and waste (放射性物質及廢物)
 - Comply with the requirements by Cap.303 Radiation Ordinance and follow the policies and procedures by the Radiation Board
(須遵守《輻射條例》(第303章)及遵從輻射管理局發出的政策及程序)
 - Hint: NA if all digital films (如全部X光片為電子，不用沖曬，則不適用)



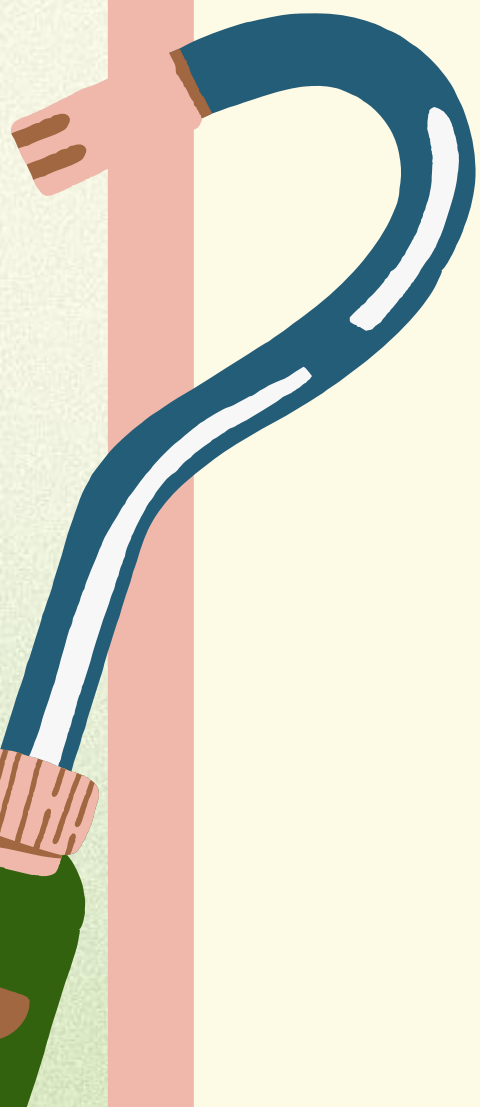
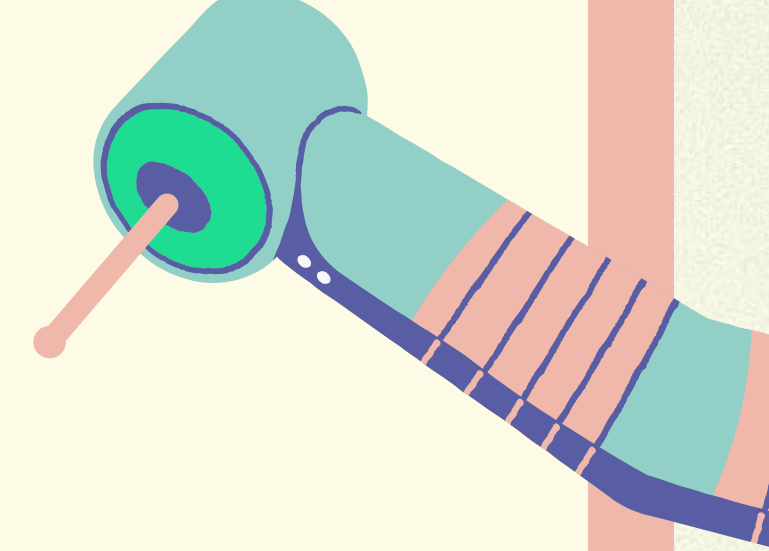


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.3. Infection control in dental service (牙科服務的感染控制)
 - Must be ticked “Yes” for dental practice (有牙科執業就要剔選方格「Yes」)
 - (a) Items not designed to be reused or cannot be sterilised (e.g. saliva ejectors, scalpel blades, needles, local anaesthetic cartridges, sutures, matrix bands, prophylaxis cups) are disposed of after use;
 - (b) All dental handpieces that are detachable (including ultrasonic scalers) are sterilised after use;
 - (c) Measures are taken to reduce aerosol and splatters generated during dental treatment;
 - (d) Dental laboratory items (e.g. impressions, appliances) are appropriately disinfected before sending to the dental laboratories. Measures are also taken to ensure that such items are disinfected before putting them in the patients’ mouths;
 - (a) 非設計為可重複使用或不能被滅菌的物品（例如排涎管、手術刀刀片、注射針頭、局部麻醉藥筒、縫合線、成形環帶、橡膠潔齒杯）在使用後丟棄；
 - (b) 所有可拆卸的牙科手機（包括超聲波潔牙機）在使用後進行滅菌；
 - (c) 採取措施減少牙科治療期間產生的氣溶膠和飛濺物；
 - (d) 在送往牙科技工室之前，為牙科技工物品（例如印模、裝置）進行適當消毒，並採取措施以確保在此類物品放入病人口腔之前已經消毒；



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 5 Infection Control (感染控制)
 - 5.3. Infection control in dental service
 - (e) Measures are taken to protect X-ray equipment from contamination during taking and processing of radiographs. Contaminated X-ray equipment is appropriately disinfected;
 - (f) Measures are taken to minimise microbial level in Dental Unit Waterlines. Sterile irrigation solution is used for all surgical procedures, such as dento-alveolar surgeries and implant placement;
 - (g) Measures are taken to protect suction tubing and suction tip connector from contamination. Contaminated suction tubing and suction tip connector are appropriately disinfected. All the components of a suction system are cleaned and disinfected at least once a day.
 - (e) 採取措施保護 X 射線設備在拍攝和處理放射線照片期間免受污染，並為已受污染的 X 射線設備進行適當消毒；
 - (f) 採取措施將牙科診療椅水路中的微生物水平降至最低。進行所有外科手術時（例如牙槽手術和植牙手術），使用無菌沖洗液；
 - (g) 採取措施保護抽吸喉管和抽吸嘴接頭免受污染，並為已受污染的抽吸喉管和抽吸嘴接頭進行適當消毒。每天為抽吸系統的所有組件進行最少一次清潔及消毒。

Promotional Materials

推廣資料



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 6 Risk management and contingency (風險管理及應變措施)
 - (a) Policies and procedures for resuscitation (急救的政策及程序)
 - Regular drills with records are highly recommended (高度建議定期進行演習並記錄)
 - (b) Resuscitation equipment and emergency medications (急救設備及緊急用藥)
 - easily accessible (易於取用)
 - checked at regular intervals (定期檢查)
 - At least every 7 days, AED at least once daily (最少每7日一次，AED最少每日一次)
 - Ready in accordance to age (按病人年齡備存)
 - (c) Policies and procedures for emergency transfer to hospital (緊急把病人送往急症醫院的程序。)
 - Regular drills with records are highly recommended (高度建議定期進行演習並記錄)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 6 Risk management and contingency (風險管理及應變措施)
 - (d) Fire and emergency response (火警及緊急應變)
 - Fire (火警應變)
 - Regular exercise of fire evacuation (定期火警疏散演習)
 - Hint 1: How frequent for exercise in buildings in general? (一般大廈通常多久進行一次演習)
 - Hint 2: Exercise held by the clinic if no exercise from the building management office (如物業管理處並無提供演習，診所應自行舉行演習)
 - Plan with procedures and route (有程序的火警方案及走火路線)
 - Precautions (預防措施)
 - e.g. annual inspection on fire service equipment by qualified person and keep FS 251 (如每年安排合資格人士檢查消防設備並備存FS 251表格)
 - Comply to relevant legislations and follow the guidelines from the Fire Service Department (遵守相關法例及遵從消防處的指引)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

- 6 Risk management and contingency (風險管理及應變措施)
 - (d) Fire and emergency response (火警及緊急應變)
 - Emergency response (緊急應變)
 - Plan according to the service need of the clinic (根據診所服務需求制定方案)
 - e.g.
 - X-ray: radiation (X光輻射),
 - laser: precautions(鐳射治療的預防措施)
 - amalgm: mercury spillage management (汞合金：水銀洩漏的處理)
 - sharps and needlestick injury prevention and management (利器及針刺傷害的預防及管理)
 - contingency plan for the malfunction of autoclave (消毒爐故障時的應變方案)
 - cessation of electricity (停電)
 - cessation of water (停水)

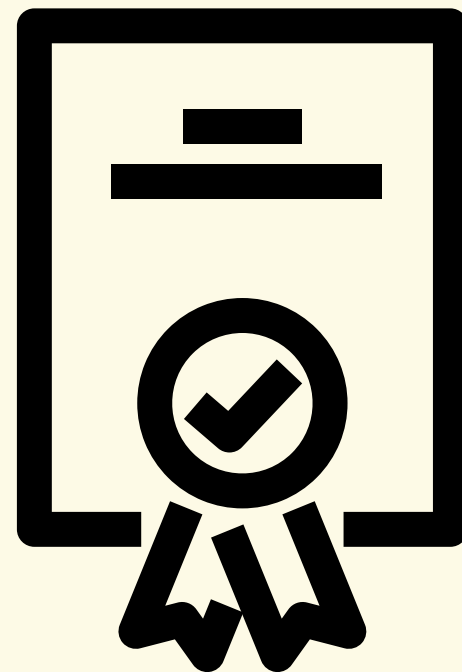


Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):

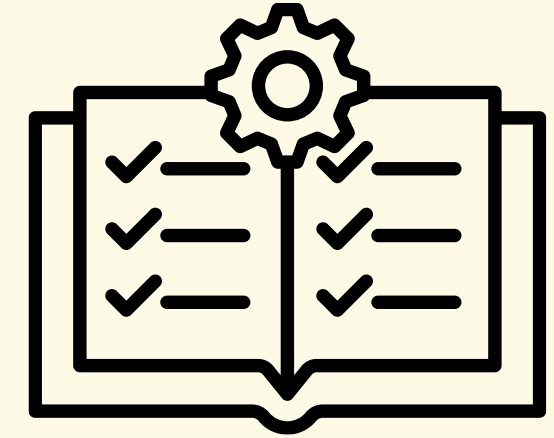
- 6 Risk management and contingency (風險管理及應變措施)
 - (d) Staff training for Cardiopulmonary Resuscitation (CPR) (員工的心肺復甦培訓)
 - Valid certificate (有效證明書)
 - Note the requirement for Basic Life Support (BLS) skills for procedural sedation (注意程序性鎮靜對基本生命支援術的要求)
 - Sufficient staff who are trained for CPR on duty (有充足而受過訓練的員工)
 - depends on the number of patients on every session (根據每時段的病人數量而定)



Overview of Inspection

一覽巡查時

Confirm on site for information on PHF 35 (申請報告):



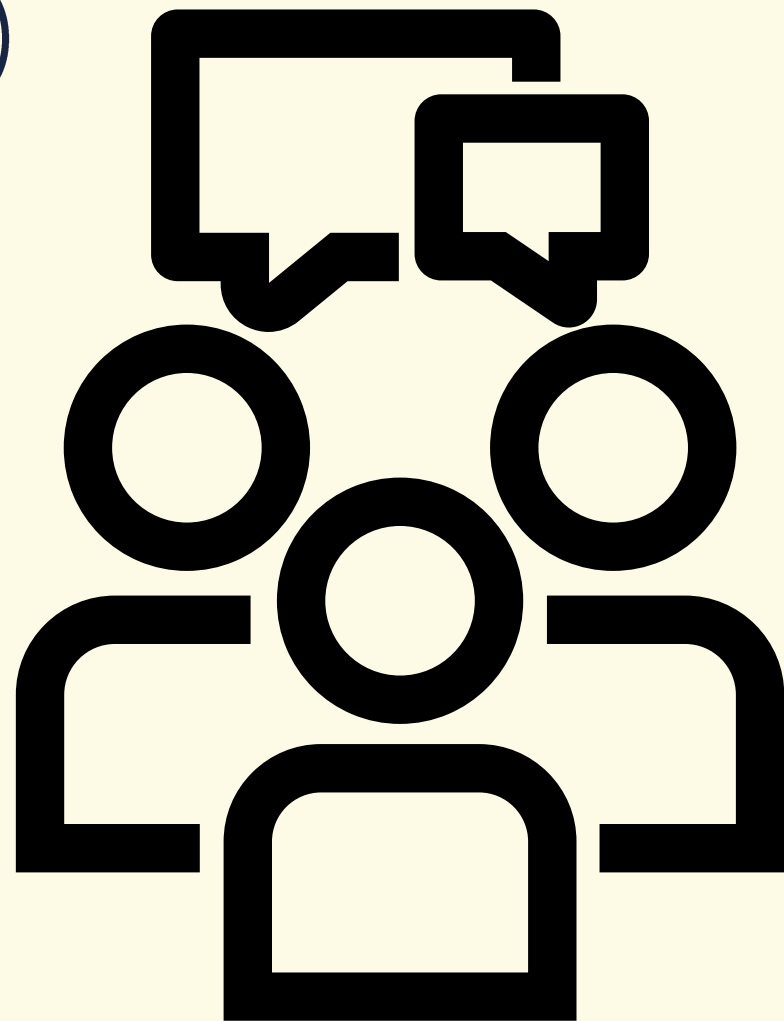
- Annex (附頁)
 - Be ready for on-site inspection (預備好以在巡查時出示)
 - A = **WRITTEN** Policies, procedures, operation manual and clinical guidelines
(書面制定的政策、程序、運作手冊及臨牀指引)
 - B to O = Records and certificates (記錄及證明書)
 - CoP 1.2.3,
 - Current operational manuals and clinical guidelines are easily accessible and available to staff for their reference.
(現行的運作手冊及臨牀指引須易於取閱以供職員參考。)
 - Staff should know clearly about the policies, procedures, operation manual and clinical guidelines, and be able to provide them on site.
 - (員工應該會清楚知道並能當場提供書面制定的政策、程序、運作手冊及臨牀指引。)

Overview of Inspection

一覽巡查時

The end of site inspection (巡查結束時):

- Debriefing (簡報)
 - Summary of findings (結果摘要)
 - Requirements (要求)
 - Rectifications required (需要的改正)
 - Q&A (問與答)



POLICIES AND PROCEDURES

政策及程序

Standardise

標準化

Match

符合

PRACTICES

做法

Reflect

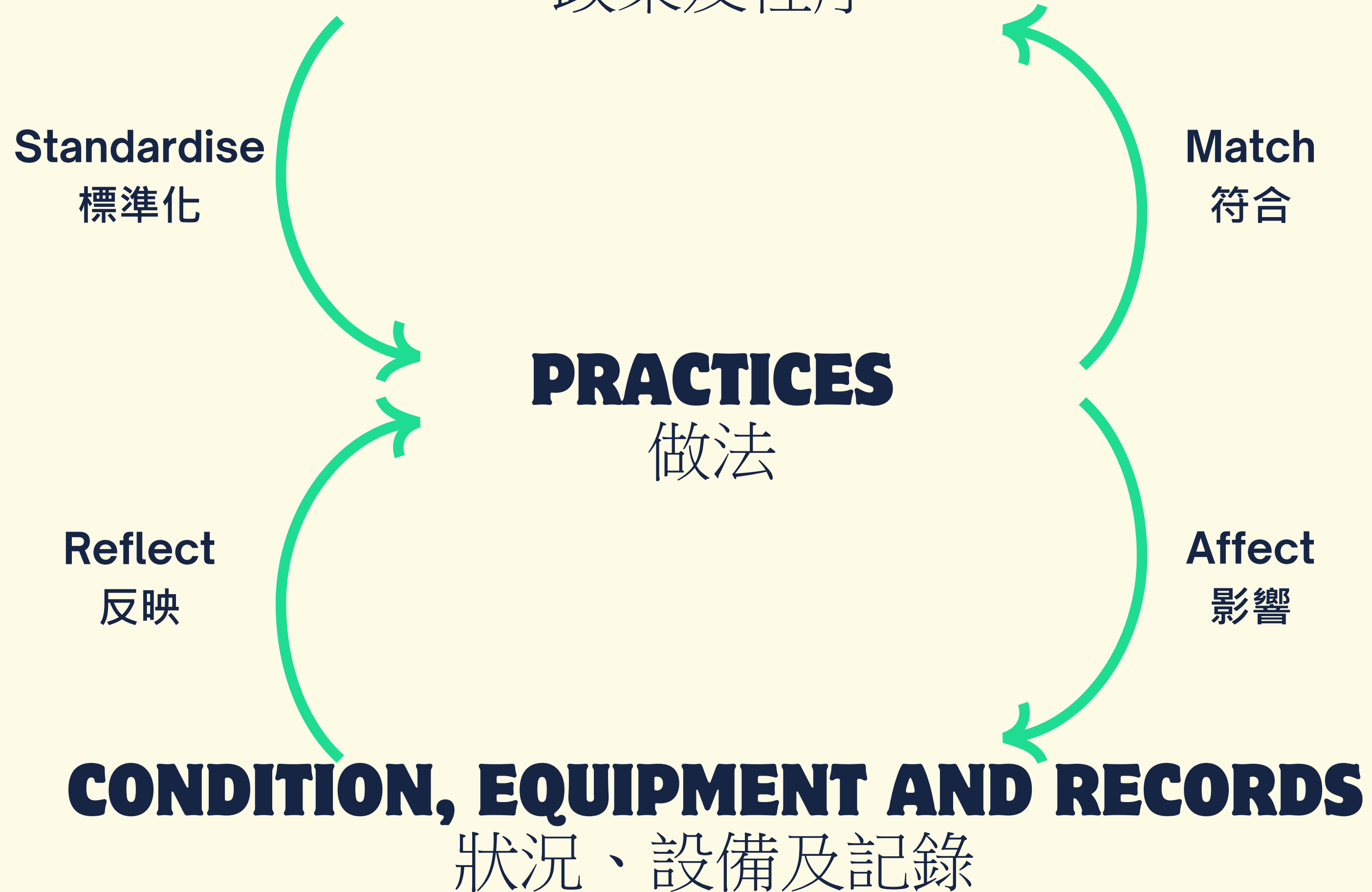
反映

Affect

影響

CONDITION, EQUIPMENT AND RECORDS

狀況、設備及記錄

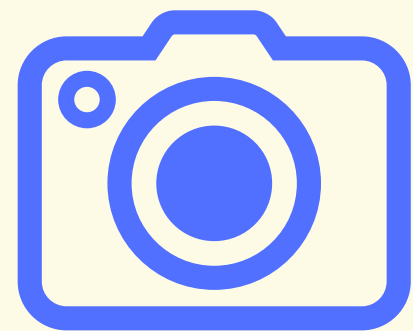


By the way...

**We may take pictures and collect any documents
from the clinic during the inspection.**

順帶一提...

我們可能會喺巡查時喺診所度影相同埋取走任何文件。

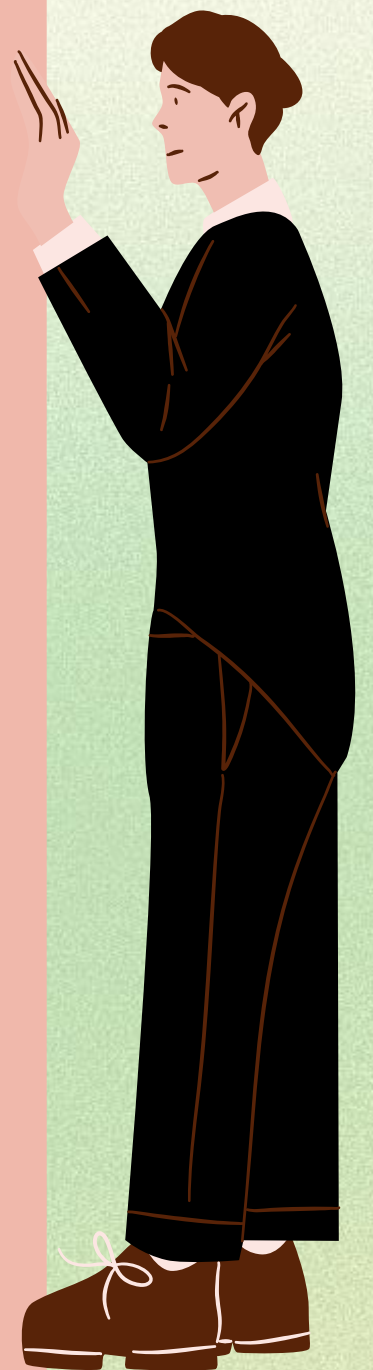
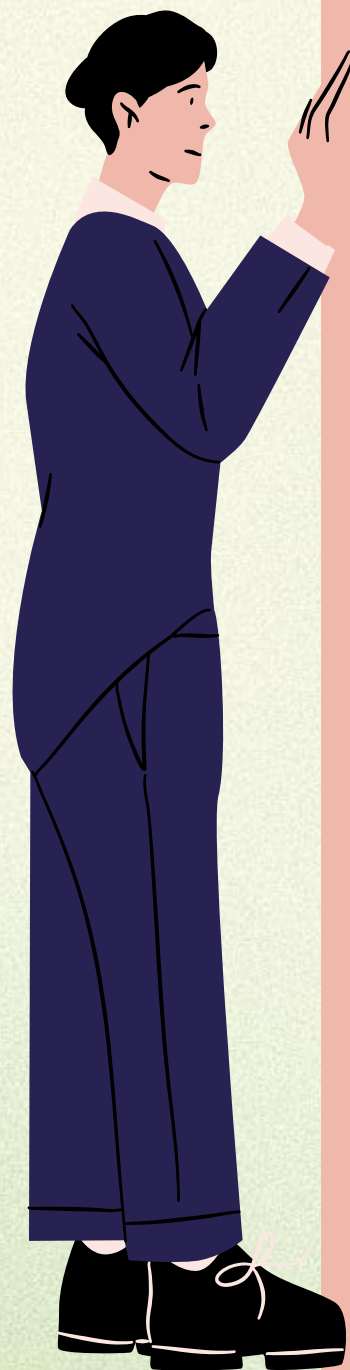


Licensed Clinic: A New Journey

持牌診所：全新旅途

Inspection (巡查):

- Regular (定期)
 - Announced/ Unannounced (預早告知/未有預告)
- Ad-hoc (特設)
 - e.g.
 - Application for Variation of Service (VOS) (更改診所服務的申請)
 - Application for Variation of Particulars (更改資料的申請) : No inspection required (不需巡查)
 - Investigation on PSI (病人安全事故的調查)
 - Follow-up for regulatory action (規管行動的跟進)
 - and more... (其他更多)



Licensed Clinic: A New Journey

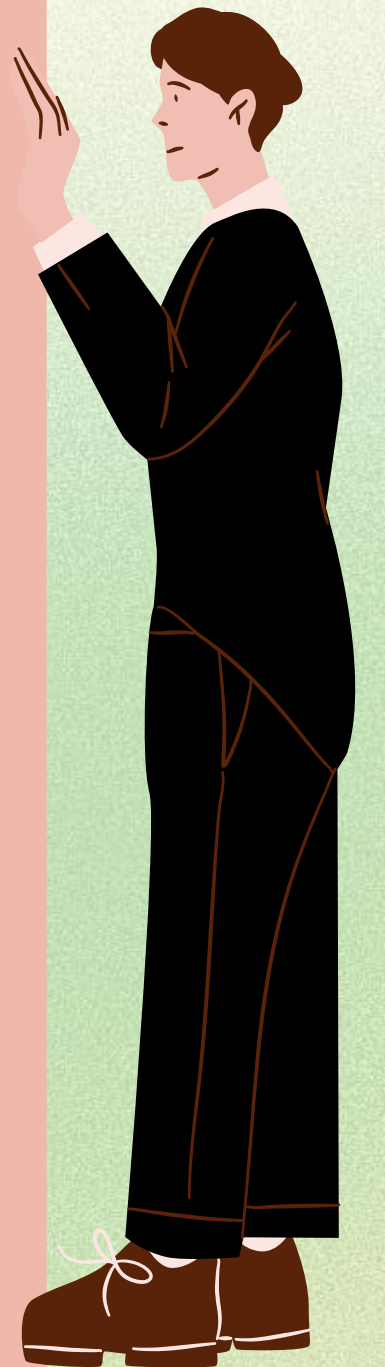
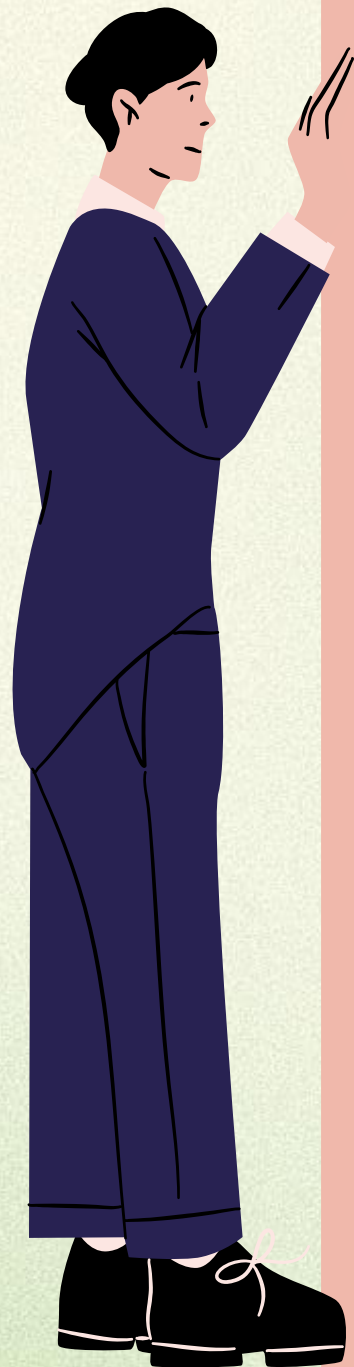
持牌診所：全新旅途

Regulatory action (規管行動):



Regulatory Actions Against Non-Compliances

違規行為的規管行動





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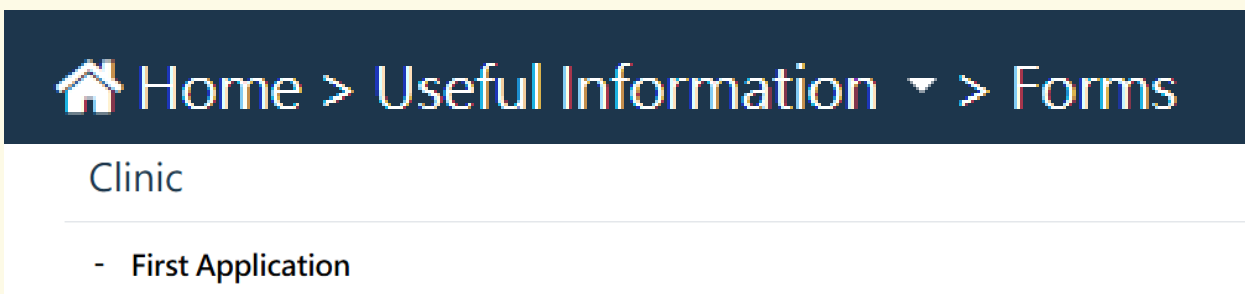
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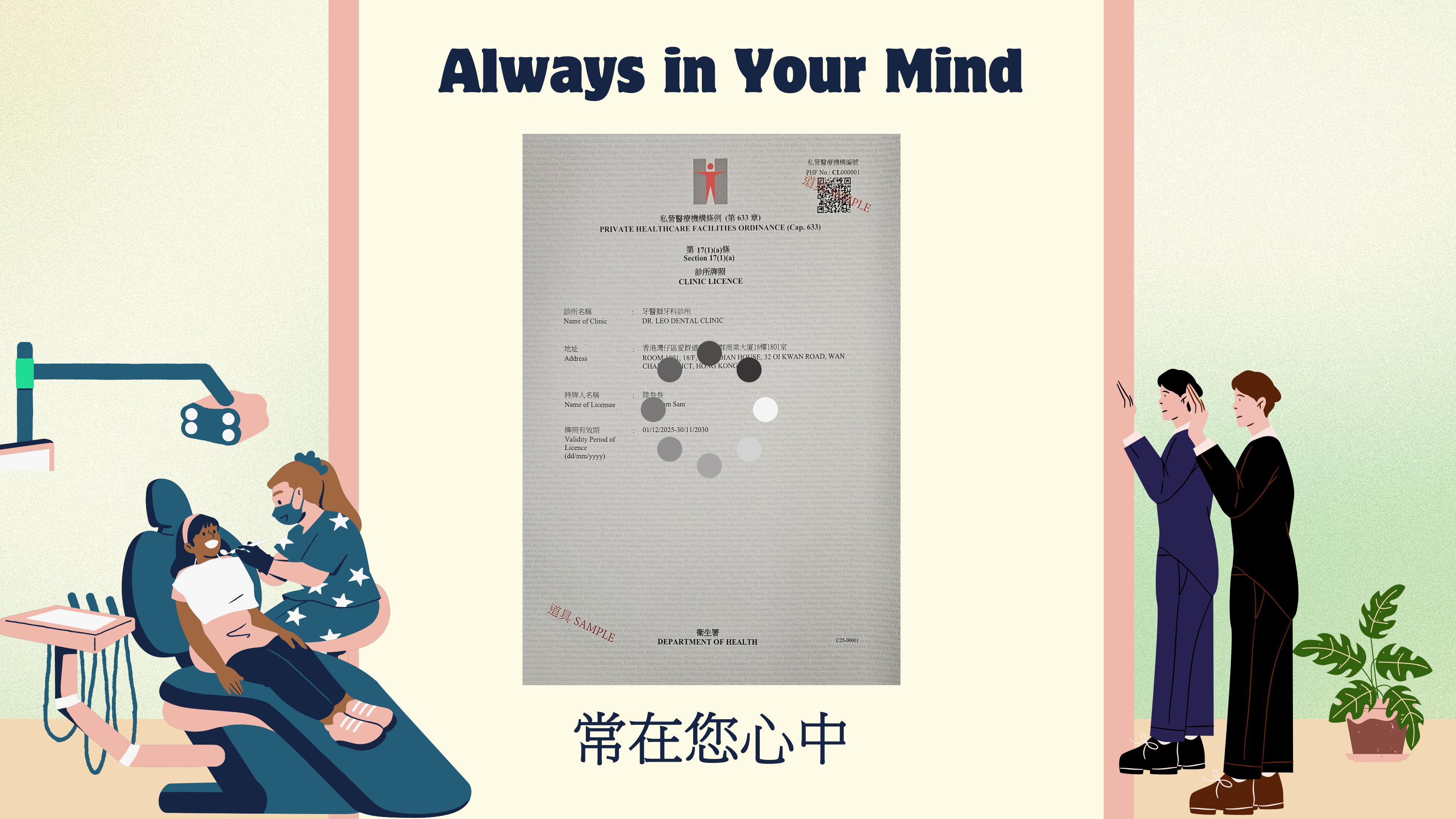
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Break





Mini Quiz

測測您



Quiz

1) DRLEO takes actions based on Cap. 633 and CoP?
(牙科規管及執法辦公室的行動是根據條例及實務守則?)

True 正確

False 錯誤

1) DRLEO takes actions based on Cap. 633 and CoP?
(牙科規管及執法辦公室的行動是根據條例及實務守則？)

True 正確

False 錯誤

2) Application will be withdrawn if there is unsatisfactory response or no response after 10 working days at the stage of document screening?

(在文件篩檢的階段時，如在10個工作天內仍有不符要求的回應或沒有回應，申請就會被撤銷？)

True 正確

False 錯誤

2) Application will be withdrawn if there is unsatisfactory response or no response after 10 working days at the stage of document screening?

(在文件篩檢的階段時，如在10個工作天內仍有不符要求的回應或沒有回應，申請就會被撤銷？)

True 正確

False 錯誤

3) PHF 35 shows site readiness for inspection?

(申請報告反映處所是否已準備好以作巡查?)

True 正確

False 錯誤

3) PHF 35 shows site readiness for inspection?
(申請報告反映處所是否已準備好以作巡查?)

True 正確

False 錯誤

4) Layout plan should be drawn according to the instructions in the Guidance Notes for Application?
(應按照申請指引的指示繪製平面圖?)

True 正確

False 錯誤

4) Layout plan should be drawn according to the instructions in the Guidance Notes for Application?
(應按照申請指引的指示繪製平面圖?)

True 正確

False 錯誤

5) Except complying with Cap. 633 and the CoP, the clinic should also comply with other relevant legislation or requirements from other authorities in Hong Kong?

(除遵守條例外，診所亦遵守其他香港的相關法例及有關當局的要求？)

True 正確

False 錯誤

5) Except complying with Cap. 633 and the CoP, the clinic should also comply with other relevant legislation or requirements from other authorities in Hong Kong?

(除遵守條例外，診所亦遵守其他香港的相關法例及有關當局的要求？)

True 正確

False 錯誤



私營醫療機構編號

PHF No.: CL000001

道



SAMPLE

私營醫療機構條例 (第 633 章)

PRIVATE HEALTHCARE FACILITIES ORDINANCE (Cap. 633)

第 17(1)(a)條

Section 17(1)(a)

診所牌照

CLINIC LICENCE

診所名稱 : 牙醫獅牙科診所

Name of Clinic : DR. LEO DENTAL CLINIC

地址 : 香港灣仔區愛群道32號愛群商業大廈18樓1801室

Address : ROOM 1801, 18/F, GUARDIAN HOUSE, 32 OI KWAN ROAD, WAN

CHAI DISTRICT, HONG KONG

持牌人名稱 : 陸叁叁

Name of Licensee : LUK Sam Sam

牌照有效期 : 01/12/2025-30/11/2030

Validity Period of

Licence

(dd/mm/yyyy)

衛生署

DEPARTMENT OF HEALTH

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Clinic

- First Application

您已預備好提交申請！
立即申請！

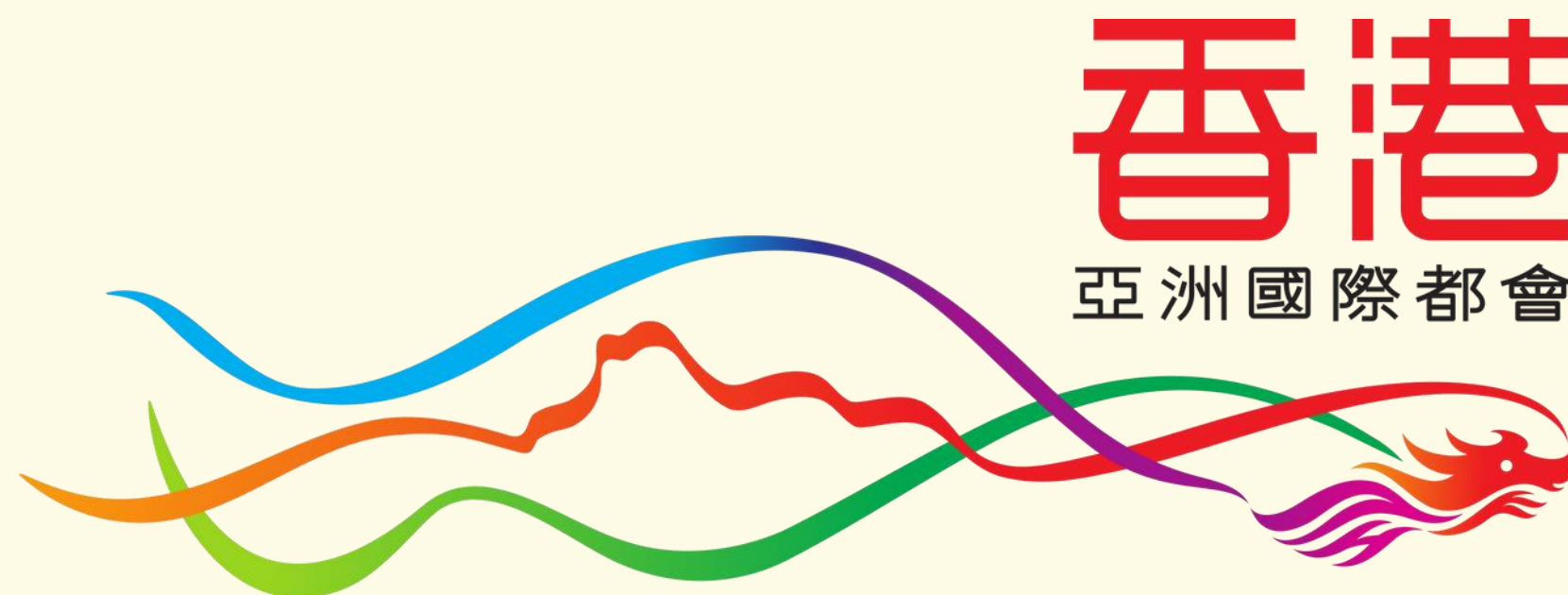
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並立志成為國際知名的公共衛生監管機構

**We build a healthy Hong Kong and aspire to be an
internationally renowned public health authority**





Department of Health

Dental Regulatory and Law Enforcement Office

衛生署

牙科規管及執法辦公室

Presents 呈獻：

WE CONNECT

當「連」情

WHEN CLINICS ARE INSPECTED*

診所巡查時*



Department of Health

Dental Regulatory and Law Enforcement Office

衛生署

牙科規管及執法辦公室

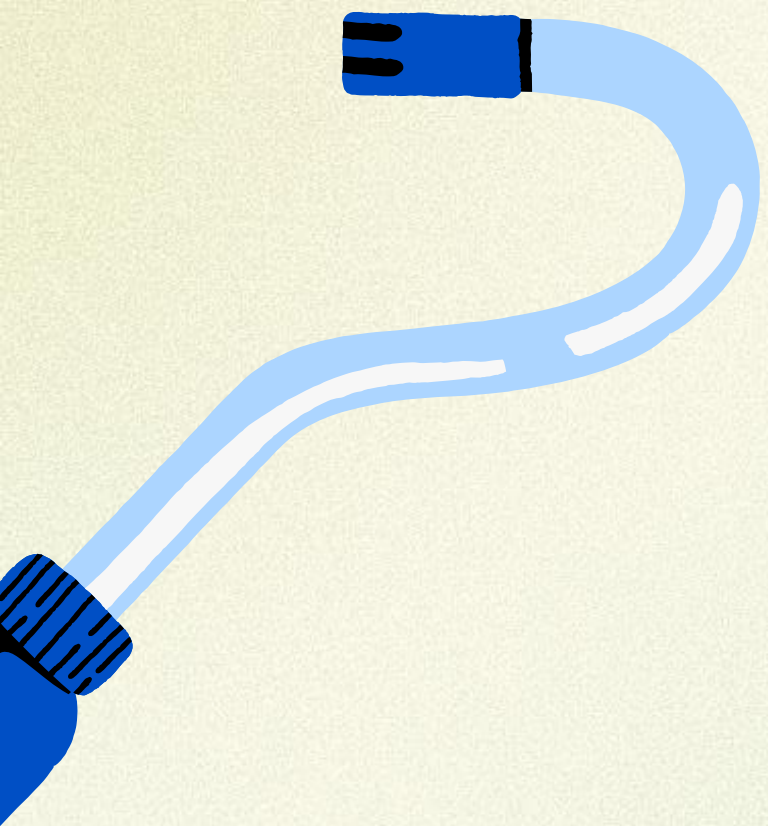
Presents 呈獻：

WE CONNECT

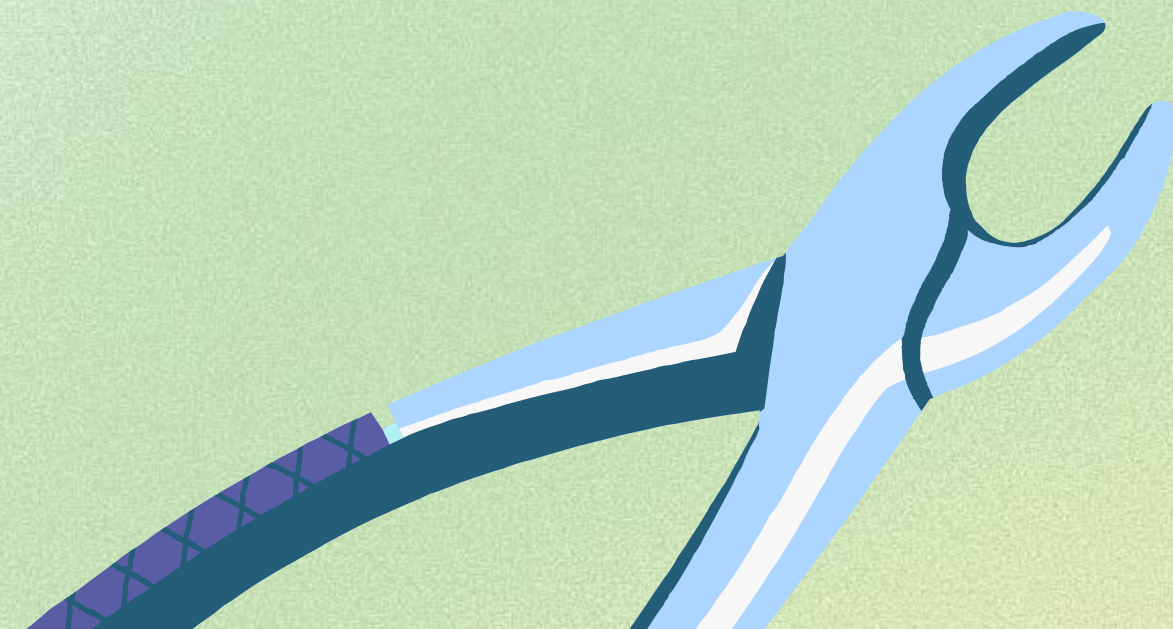
當「連」情

***Inspection: No Fear Formed**

***巡查唔使慌**



*Thank
you!*



Private meets DRLEO

Q&A

「私」 「私」 「牙醫獅」



Contact Us

聯絡我們



2631 1782



drleo@dh.gov.hk



orphf.gov.hk



Room 1801, 18/F, Guardian House,
32 Oi Kwan Road, Wan Chai, Hong Kong
(香港灣仔愛群道32號愛群商業大廈18樓1801室)



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「智方便」專題網站
iamsmart.gov.hk



User Guide for E-licensing Platform
電子牌照系統使用指南



Cap. 633
《私營醫療機構條例》



CoP
診所實務守則



Guidance Notes for Application
for Clinic Licence
診所牌照申請指引



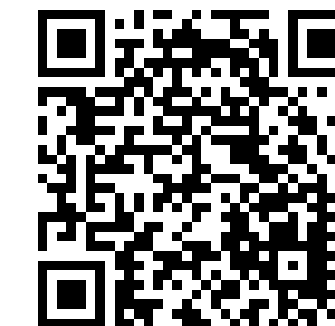
Other Useful Information (Website of ORPHF)
其他有用資訊 (私營醫療機構規管辦公室網站)

Fitness and Properness of Applicants / CME
申請人 / 醫務行政總監適當人選



PHF(E) 81A

Regulatory action
規管行動



DAVS
牙科壓縮空氣及真空系統



Code of Practice for Day
Procedure Centre
《日間醫療中心實務守則》



Practical Guide
實務指南

Pathology and radiology support
(病理及放射服務支援)



Code of Practice for
Private Hospitals
《私家醫院實務守則》

Procedural Sedation
程序性鎮靜



Guidelines on Procedural
Sedation, HKAM
香港醫專的指引

Infection Control
感染控制



Guide to Infection Control
in Clinic Setting, CHP
衛生防護中心的指引

Pharmaceutical Fridge
藥物雪櫃



Promotional Materials
推廣資料



Leaflet
傳單



Videos/
Animations
影片/動畫