Guidance Notes for Application of Change in Hospital Management and/or Services of Private Hospitals (including Maternity Homes) registered under Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165)

Office for Regulation of Private Healthcare Facilities
Department of Health

August 2020

1. Purpose

1.1. This document serves as a general guide for persons registered of private hospitals (including maternity homes) under Cap. 165 who wish to apply for change in hospital management or change in hospital services. It should not be regarded as complete registration requirements.

2. Change in Hospital Management

2.1. The person registered of a private hospital (including maternity home) under Cap. 165 ("the licensee") shall inform the Director of Health (DH) when there is a change in the hospital management including:

- Superintendent / Overall-in-charge
- Medical practitioner-in-charge
- Nurse-in-charge

2.2. The curriculum vitae of the new appointed person should be submitted to DH before the expiry of 14 days after the change has occurred.

2.3. On appointment of Superintendent / Overall-in-charge, the licensee should observe the requirement as stipulated in Section 2.4 of the Code of Practice for Private Hospitals, Nursing Homes and Maternity Homes.

3. Change in Hospital Services

3.1. The licensee or its authorised representative ("the Applicant") shall submit written application to DH for approval of any change in services (e.g. scope of services, number of beds, reshuffling of services, etc.) or alteration works of a private hospital registered under Cap. 165, except changes described in Section 8 of this document.

3.2. The licensee shall ensure the building and engineering works comply with relevant ordinances, regulations and codes, including but not limited to the following:

- Building Ordinance and its subsidiary legislation (Cap. 123). Codes of Practice, Practice Notes and Circulars published by the Building Department
- Fire Services Ordinance (Cap. 95), Dangerous Goods Ordinance (Cap. 295), Fire Safety (Commercial Premises) Ordinance (Cap. 502), Fire Safety (Buildings) Ordinance (Cap. 572). Codes of Practice and Circulars published by the Fire Services Department

- Waterworks Ordinance and its subsidiary legislation (Cap. 102). Practice Notes, Circulars and the Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings published by the Water Supplies Department
- Electricity Ordinance and its subsidiary legislation (Cap. 406). Code of Practice for the Electricity (Wiring) Regulations published by the Electrical and Mechanical Services Department
- Lifts and Escalators Ordinance and its subsidiary legislation (Cap. 618). Circulars, Codes of Practice published by the Electrical and Mechanical Services Department
- Code of Practice for Prevention of Legionnaires' Disease published by the Prevention of Legionnaires' Disease Committee

3.3. If the licensee proposes to establish a **new building** for hospital services, the Applicant shall follow the application procedures as set out in **Section 4**. The definition of 'new building' should refer to that under the Buildings Ordinance (Cap. 123).

3.4. If the licensee proposes **substantial change of a building** for hospital services, the Applicant shall follow the application procedures as set out in **Section 5**. Change in services involving more than half of the floor area of the building is considered substantial change of a building.

3.5. For **other change(s) in hospital services**, the Applicant shall follow the application procedures as set out in **Section 6**.

3.6. The "Application Form for Change in Services" can be downloaded at http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_hi.html.

Critical care area

3.7. Critical care areas are areas that provide life support or complex surgery, or where failure of equipment or a system is likely to jeopardize the immediate safety or even cause major injury or death of patients or caregivers. Examples are operating theatre/room, cardiac catheterisation service, interventional angiography room, intensive care unit, high dependency unit, special care unit, cardiac care unit, labour room, and accident & emergency resuscitation unit.

3.8. If the proposed change in services involves any critical care area, the Applicant shall arrange a Registered Professional Engineer [1] of the electrical discipline or building services discipline to certify, in a prescribed form, that the electrical installation of the critical care area has been designed, installed and completed in accordance with the specified standards and requirements and in compliance with the Guidelines for Healthcare Engineering Systems of Private Hospitals.

[1] A Registered Professional Engineer is a professional engineer registered in a specific discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).

Specialised ventilation area

3.9. Specialised ventilation areas are areas with special ventilation design for infection control and/or occupational safety. Examples are operating theatre/room, isolation room, bronchoscopy room, laboratory with biosafety risk, burns unit and labour room.

3.10. If the proposed change in services involves any specialised ventilation area, the Applicant shall arrange a Registered Professional Engineer of the mechanical discipline or building services discipline to certify, in a prescribed form, that the specialised ventilation system has been designed, installed and completed in accordance with the specified standards and requirements and in compliance with the Guidelines for Healthcare Engineering Systems of Private Hospitals.

Area with medical gas pipeline system

3.11. If the proposed change in services involves any new installation and/or addition or alteration to existing installation of a medical gas pipeline system, the Applicant shall arrange a Registered Professional Engineer of the mechanical discipline or building services discipline to certify, in a prescribed form, that the medical gas pipeline system of the service area has been designed, installed and completed in accordance with the specified standards and requirements and in compliance with the Guidelines for Healthcare Engineering Systems of Private Hospitals.

4. Application Procedures for Establishment of a New Building for Hospital Services

4.1. During the **building construction stage** and after the consent for commencement of building works has been issued by the Building Authority in accordance with Building (Administration) Regulations (Cap. 123A), the Applicant should submit to DH a "Letter of Intent at Building Construction Stage" along with the documents set out in **Annex Ia**.

4.2. At least **six months** before the intended date of commencement of operation, the Applicant should submit to DH a "Letter of Intent for Change in Services" with the documents as set out in **Annex Ib**.

4.3. Within **15 working days**, DH will send to the Applicant a list of specified documents required in support of the application for the proposed change in service(s). A sample list of documents required is shown at **Annex Ic**.

4.4. At least **90 working days** before the intended date of commencement of operation, the Applicant shall submit a completed "Application Form for Change in Services" and the required documents specified by DH.

5. Application Procedures for Substantial Change of a Building for Hospital Services

5.1. At least **six months** before the intended date of commencement of operation, the Applicant should submit to DH a "Letter of Intent for Change in Services" with the documents set out in **Annex IIa**.

5.2. Within **15 working days**, DH will send to the Applicant a list of specified documents required in support of the application for the proposed change in service(s). A sample list of documents required is shown at **Annex IIb**.

5.3. At least **90 working days** before the intended date of commencement of operation, the Applicant shall submit a completed "Application Form for Change in Services" with the documents specified by DH.

6. Application Procedures for Other Change in Services

6.1. At least **three months** before the intended date of commencement of operation, the Applicant should submit to DH a "Letter of Intent for Change in Services" with the documents as set out in **Annex IIa**.

6.2. Within **10 working days**, DH will send to the Applicant a list of specified documents required in support of the application for the proposed change in service(s). A sample list of documents required is shown at **Annex IIb**.

6.3. At least **45 working days** before the intended date of commencement of operation, the Applicant shall submit a completed "Application Form for Change in Services" with the documents specified by DH.

7. Inspection and Notification of Result of Application

7.1. When the site is ready for inspection and calibrated equipment are in place, the Applicant should inform DH for arrangement of inspection. Upon receiving notification and complete set of completed application form and required documents, inspection team of the Department of Health would conduct site inspection within **20 working days**.

7.2. The documents of healthcare engineering systems and other facilities as listed in **Annex III** should be made available on site by the Applicant for examination by the inspection team of the Department of Health during the inspection, as appropriate.

7.3. The Applicant may at any time be required to submit supplementary information before the application is approved.

7.4. Within **15 working days** of completion of inspection(s) and receipt of all supplementary information required, DH will inform the Applicant the result of its application.

8. Reshuffling of Services or Repartitioning in an Approved Out-patient Clinic

8.1. For reshuffling of services or repartitioning in an approved out-patient clinic that does not involve any structural change or alteration of specialised ventilation (e.g. isolation facilities) or medical gas pipeline systems, the Applicant shall notify DH in writing at least **10 working days** before the intended date of commencement, without making application for change in services.

8.2. Out-patient clinic includes consultation rooms and treatment rooms for simple nursing or treatment procedures (such as wound dressing, simple skin suturing, incision and drainage of superficial wound). Procedural rooms for high-risk or invasive procedures, such as surgical operation, gastrointestinal endoscopy, haemodialysis, etc. are not considered out-patient clinic for the purpose of paragraph 8.1.

9. Submission of Application

9.1. Letter of Intent, Application Form for Change in Services and supporting documents shall be submitted and signed by the licensee or its authorised representative.

9.2. The application documents shall be submitted to the Department of Health at the following address:

Office for Regulation of Private Healthcare Facilities
Department of Health
Room 1008, 10/F, Guardian House
32 Oi Kwan Road
Wan Chai, Hong Kong
(Fax number: 2126 7515)

9.3. For enquiry, the Applicant can contact Office for Regulation of Private Healthcare Facilities, Department of Health by telephone (3107 8451) or by email (orphf@dh.gov.hk).

Office for Regulation of Private Healthcare Facilities
Department of Health
August 2020

Annex Ia

Documents required to be submitted with the "Letter of Intent at Building Construction Stage" for the establishment of a new building for hospital services

1. Key information about the proposed new building

(a) Location of new building

(b) Nature of service(s) to be provided

(c) Expected date of commencement for intended uses (dates if services commence in phases)

2. Inception documents to prove fitness for carrying out the service in respect of accommodation

(a) Layout plan of the premises

(b) Approval document for general building plan issued by Buildings Department or other authorised parties

(c) Consent for commencement of building works issued by the Building Authority

(d) Electrical installations of the new building

(i) Summary of the healthcare electrical standard(s) / code(s)* by critical care areas where the key design parameters are to be complied for intended use. [See Table Ia(1) as example]

(ii) Main schematic diagram(s) of the electrical installations

(iii) Layout plan(s) of the electrical installations

(iv) Certificate of Design to Healthcare Engineering Requirements for electrical installations issued by a Registered Professional Engineer of electrical discipline or building services discipline **(Annex IVa)**

(e) Ventilation and air-conditioning systems of the new building

(i) Summary of the healthcare ventilation and air-conditioning standard(s) / code(s)* by specialised ventilation areas where the key parameters are to be complied for intended use. [See Table Ia(2) as example]

(ii) Main air-side and water-side schematic diagrams

(iii) Layout plan(s) of major ventilation and air-conditioning equipment

(iv) Certificate of Design to Healthcare Engineering Requirements for specialised ventilation systems issued by a Registered Professional Engineer of mechanical discipline or building services discipline **(Annex IVb)**

(f) Medical gas pipeline systems of the new building

(i) Summary of the type(s) of piped medical gases to be provided and the relevant healthcare engineering standard* where the key design parameters are to be complied for intended use. [See Table Ia(3) as example]

(ii) Main schematic diagrams of the medical gas pipeline systems

(iii) Layout plans of major medical gas pipeline system equipment

(iv) Certificate of Design to Healthcare Engineering Requirements for medical gas pipeline systems issued by a Registered Professional Engineer of mechanical discipline or building services discipline **(Annex IVc)**

(g) Summary of the lift(s) and/or the escalator(s) for healthcare uses to be provided where the design loading and physical dimension are to be complied for intended use.

Remarks:

*Examples of reference healthcare engineering standards / codes for the following systems are:-

Electricity Supply: HTM 06-01

Ventilation and Air-conditioning System:

HTM 03-01 or ASHRAE 170 and "Infection Control Branch (ICB) Infection Control Guidelines" published by the Centre of Health Protection (CHP)

Medical Gas Pipeline System: HTM 02-01

If the applicant proposes to adopt alternative standard(s) / code(s) other than the standard(s) as stated for the corresponding areas, justifications such as best practices and technical capability for healthcare operational needs shall be submitted with substantial project reference and technical drawings together with engineering calculations.

Summary of the healthcare electrical standard(s) / code(s) by critical care areas where the key design parameters are to be complied for intended use

Table Ia(1)

Critical care area	*Proposed location(s)*	*Healthcare engineering standard(s) to be complied*	*Major medical equipment to be installed with healthcare engineering provisions**	*Remark*
Example Operating Theatre (ref.: OT1, OT2)	OT1: 2/F ; OT2: 3/F	Section 4, HTM06-01	Anaesthesia Units, Radiologic Imaging System (C-arm), Cardiac Stimulator, Patient Monitor	Individual Built-in Uninterrupted Power Supply (UPS) System will be provided for each listed major equipment
Cardiac Catheterization Lab (ref.: CCIC01)	CCIC01: 5/F	Section 4, HTM06-01	Bi-plane Catheterization Unit, Defibrillator, Cardiac Stimulator	Individual Built-in Uninterrupted Power Supply (UPS) System will be provided for each listed major equipment

* *Healthcare engineering provisions include emergency power supply, uninterruptible power supply (UPS) and/or battery with specified backup time, isolated power supply, etc. for the critical care area.*

Summary of the healthcare ventilation and air-conditioning standard(s) / code(s) by specialised ventilation areas where the key parameters are to be complied for intended use

Table Ia(2)

Specialised ventilation area	***Proposed location(s)***	***Healthcare engineering standard(s)to be complied***	***Major parameters applied ****	***Remark***
Example Operating Theatre (ref.: OT1, OT2)	OT1: 2/F ; OT2: 3/F	Section 7 and Appendix 7, HTM03-01	Air change rate: 25 ACH Nominal pressure: 25 Pa	Primary Air Unit (PAU) with dual motor will be provided. Standard Layout 2 of Appendix 7 in HTM03-01 is referred.
Negative Pressure Isolation Room (ref.: IS01)	IR01: 6/F	Section 7.2 & Table 7-1, ASHRAE 170-2008; Chapter 3 of Section 3.1, ICB IC Guideline, DH	ASHRAE 170-2008: Room condition: 21-24 deg.C, max RH60 ICB IC Guideline:- Pressure differential: >-2.5Pa ACH: ≥12 Filter efficiency: 90% for supply, 99.97% for return	Anteroom will be provided.

* *Major parameters include pressure gradient, air change per hour (total and outdoor air), filtration efficiency, design temperature, design relative humidity, etc. of the specialised ventilation area.*

Summary of the medical gas pipeline system standard(s) / code(s) by service areas where the key parameters are to be complied for intended use

Table Ia (3)

Service Area	*Proposed Location(s)*	*Healthcare Engineering Standard(s)to be complied*	*Types of medical gases and key design parameters*	*Remark*
Example High dependency unit	2/F	Chapter 4, HTM02-01	Oxygen Nominal pressure: 400kPa Diversified flow: 50L/min Medical air: Nominal pressure: 400kPa Diversified flow: 440L/min Vacuum: Nominal pressure: 40kPa	

* *Key design parameters include number of terminal units, nominal pressure (in kPa), diversified flow (in L/min), etc. for each piped medical gas supplied to the service area.*

Annex Ib

Documents required to be submitted with the "Letter of Intent <u>for Change in Services</u>" for establishment of a new building for hospital services

1. Documents to prove fitness for carrying out the service in respect of accommodation

(a) Latest version of layout plan of the premises

(b) Approval document issued by Buildings Department and/or other authorised parties and associated building plans if there is structural change of premises

(c) [*For proposed services involving <u>critical care areas</u>*]

(i) Summary of the healthcare electrical standard(s) / code(s)* by critical care areas where the key design parameters are to be complied for intended use. [See Table Ia(1) as example]

(ii) Schematic diagram(s) of the electrical installations

(iii) Layout plan(s) of the electrical installations

(d) [*For proposed services involving <u>specialised ventilation areas</u>*]

(i) Summary of the healthcare ventilation and air-conditioning standard(s) / code(s)* by specialised ventilation areas where the key parameters are to be complied for intended use. [See Table Ia(2) as example]

(ii) Air-side schematic diagram(s) of the specialized ventilation systems

(iii) Layout plan(s) of the specialized ventilation systems

(e) [*F<u>or</u> proposed services involving <u>medical gas pipeline systems</u>*]

(i) Summary of the type(s) of medical gases to be provided and the relevant healthcare engineering standard* where the key design parameters are to be complied for intended use. [See Table Ia(3) as example]

(ii) Schematic diagram(s) of the medical gas pipeline systems

(iii) Layout plan(s) of the medical gas pipeline systems

2. Document regarding medical equipment

(a) List of critical medical equipment and major medical equipment (e.g. x-ray machine, haemodialysis machine, etc.) supporting proposed services

3. Documents regarding staffing

(a) Person(s)-in-charge of proposed service(s) with their qualifications and experience

(b) Proposed manpower provision of proposed service(s). Any change in manpower for the proposed change in services shall be indicated.

4. Update information of previous submissions

Remarks:

*Examples of reference healthcare engineering standards / codes for the following systems are:-

Electricity Supply: HTM 06-01,

Ventilation and Air-conditioning System: HTM 03-01 or ASHRAE 170 and "Infection Control Branch (ICB) Infection Control Guidelines" published by the Centre of Health Protection (CHP)

Medical Gas Pipeline System: HTM 02-01

If the applicant proposes to adopt alternative standard(s) / code(s) other than the standard(s) as stated for the corresponding areas, justifications such as best practices and technical capability for healthcare operational needs shall be submitted with substantial project reference and technical drawings together with engineering calculations.

Annex Ic

Documents required for the application of the proposed new building for hospital services of <u>XXX Hospital</u>

(To be issued by DH on receipt of Letter of Intent for Change in Services)

The person registered of XXX Hospital or its authorised representative shall submit the following documents together with the "Application Form for Change in Services" to the Director of Health for the application of the proposed new building for hospital services at least 90 working days before the intended date of commencement of operation:

1. Documents to prove fitness for carrying out the service in respect of accommodation

[*For proposed services involving critical care areas*]

(a) Certificate of Compliance with Healthcare Engineering Requirements for electrical installation issued by a Registered Professional Engineer of electrical discipline or building services discipline **<u>(Annex Va)</u>**

[For proposed services involving specialised ventilation areas]

(b) Certificate of Compliance with Healthcare Engineering Requirements for specialised ventilation system issued by a Registered Professional Engineer of mechanical discipline or building services discipline **<u>(Annex Vb)</u>**

[For proposed services involving medical gas pipeline systems]

(c) Certificate of Compliance with Healthcare Engineering Requirements for medical gas pipeline system issued by a Registered Professional Engineer of mechanical discipline or building services discipline **<u>(Annex Vc)</u>**

2. Documents to prove fitness for carrying out the service in respect of medical equipment

(a) Update list of critical medical equipment and major medical equipment (e.g. x-ray machine, haemodialysis machine, etc.) supporting proposed services

(b) Proof of fitness of the aforesaid medical equipment for safe operation (valid license, e.g.irradiating apparatus license, radioactive substance license, valid certificate, satisfactory acceptance test report, etc.)

(c) Maintenance schedule as advised by manufacturer and the record of last maintenance

SAMPLE

3. Documents regarding staffing

(d) Duty roster of proposed service

(e) Relevant training records

(f) Relevant drill records or proposed date

4. Update information of previous submissions

Office for Registration of Private Healthcare Facilities

Department of Health

SAMPLE

Annex IIa

Documents required to be submitted with the "Letter of Intent for Change in Services" for substantial change of a building for hospital services / other change in services

1. Key information about the proposed change in services

(a) Location of new/expanded/reshuffled service(s) or alteration works

(b) Nature of service(s) to be provided

(c) Expected date of commencement for intended uses (dates if services commence in phases)

2. Documents to prove fitness for carrying out the service in respect of accommodation

(a) Layout plan of the premises with indication of original layout and change(s) after renovation

(b) Approval document for general building plan issued by Buildings Department or other authorised parties (if applicable)

(c) Approval document issued by Buildings Department and/or other authorised parties and associated building plans if there is structural change of premises

[*For proposed services involving critical care areas*]

(d) Summary of the healthcare electrical standard(s) / code(s)* by critical care areas where the key design parameters are to be complied for intended use. [See Table IIa(1) as example]

(e) Schematic diagram(s) of the electrical installations

(f) Layout plan(s) of the electrical installations

[*For proposed services involving specialised ventilation areas*]

(g) Summary of the healthcare ventilation and air-conditioning standard(s) / code(s)* by specialised ventilation areas where the key parameters are to be complied for intended use. [See Table IIa(2) as example]

(h) Air-side schematic diagram(s) of the specialized ventilation systems

(i) Layout plan(s) of the specialized ventilation systems

[*For proposed services involving medical gas pipeline systems*]

(j) Summary of the type(s) of medical gases to be provided and the relevant healthcare engineering standards* where the key design parameters are to be complied for intended use. [See Table IIa(3) as example]

(k) Schematic diagram(s) of the medical gas pipeline systems

(l) Layout plan(s) of the medical gas pipeline systems

Annex IIa

3. Document regarding medical equipment

(a) List of critical medical equipment and major medical equipment (e.g. x-ray machine, haemodialysis machine, etc.) supporting proposed services

4. Documents regarding staffing

(a) Person(s)-in-charge of proposed service(s) with their qualifications and experience

(b) Proposed manpower provision of proposed service(s). Any change in manpower for the proposed change in services shall be indicated.

Remarks:

*Examples of reference healthcare engineering standards / codes for the following systems are:-

Electricity Supply: HTM 06-01

Ventilation and Air-conditioning System: HTM 03-01 or ASHRAE 170 and "Infection Control Branch (ICB) Infection Control Guidelines" published by the Centre of Health Protection (CHP)

Medical Gas Pipeline System: HTM 02-01

If the applicant proposes to adopt alternative standard(s) / code(s) other than the standard(s) as stated for the corresponding areas, justifications such as best practices and technical capability for healthcare operational needs shall be submitted with substantial project reference and technical drawings together with engineering calculations.

Annex IIa

Summary of the healthcare electrical standard(s) / code(s) by critical care areas where the key design parameters are to be complied for intended use

Table IIa(1)

Critical Care Area	*Proposed Location(s)*	*Healthcare Engineering Standard(s) to be complied*	*Major medical equipment to be installed with healthcare engineering provisions**	*Remark*
Example Operating Theatre (ref.: OT1, OT2)	OT1: 2/F ; OT2: 3/F	Section 4, HTM06-01	Anaesthesia Units, Radiologic Imaging System (C-arm), Cardiac Stimulator, Patient Monitor	Individual Built-in Uninterrupted Power Supply (UPS) System will be provided for each listed major equipment
Cardiac Catheterization Lab (ref.: CCIC01)	CCIC01: 5/F	Section 4, HTM06-01	Bi-plane Catheterization Unit, Defibrillator, Cardiac Stimulator	Individual Built-in Uninterrupted Power Supply (UPS) System will be provided for each listed major equipment

* *Healthcare engineering provisions include emergency power supply, uninterruptible power supply (UPS) and/or battery with specified backup time, isolated power supply, etc. for the critical care area.*

Annex IIa

Summary of the healthcare ventilation and air-conditioning standard(s) / code(s) by specialised ventilation areas where the key parameters are to be complied for intended use

Table IIa(2)

Specialised Ventilation Area	*Proposed Location(s)*	*Healthcare Engineering Standard(s)to be complied*	*Major parameters applied **	*Remark*
Example Operating Theatre (ref.: OT1, OT2)	OT1: 2/F ; OT2: 3/F	Section 7 and Appendix 7, HTM03-01	Air change rate: 25 ACH Nominal pressure: 25 Pa	Primary Air Unit (PAU) with dual motor will be provided. Standard Layout 2 of Appendix 7 in HTM03-01 is referred.
Negative Pressure Isolation Room (ref.: IS01)	IR01: 6/F	Section 7.2 & Table 7-1, ASHRAE 170-2008; Chapter 3 of Section 3.1, ICB IC Guideline, DH	ASHRAE 170-2008: Room condition: 21-24 deg.C, max RH60 ICB IC Guideline:- Pressure differential: >-2.5Pa ACH: ≥12 Filter efficiency: 90% for supply, 99.97% for return	Anteroom will be provided.

* *Major parameters include pressure gradient, air change per hour (total and outdoor air), filtration efficiency, design temperature, design relative humidity, etc. of the specialised ventilation area.*

Annex IIa

Summary of the medical gas pipeline system standard(s) / code(s) by service areas where the key parameters are to be complied for intended use

Table IIa(3)

Service Area	*Proposed Location(s)*	*Healthcare Engineering Standard(s)to be complied*	*Types of medical gases and key design parameters*	*Remark*
Example High dependency unit	2/F	Chapter 4, HTM02-01	Oxygen Nominal pressure: 400kPa Diversified flow: 50L/min Medical air: Nominal pressure: 400kPa Diversified flow: 440L/min Vacuum: Nominal pressure: 40kPa Diversified flow: 130L/min	

* *Key design parameters include number of terminal units, nominal pressure (in kPa), diversified flow (in L/min), etc. for each piped medical gas supplied to the service area.*

Annex IIb

Documents required for the application **of** the proposed change
in XXX services **of XXX hospital**

(To be issued by DH on receipt of Letter of Intent of Change in Service)

The person registered of XXX Hospital or its authorised representative shall submit the following documents together with the "Application Form for Change in Services" to the Director of Health for the application of proposed change in XXX service at least XX working days before the intended date of commencement of operation:

1. Documents to prove fitness for carrying out the service in respect of accommodation

[*For proposed services involving critical care areas*]

(a) Certificate of Compliance with Healthcare Engineering Requirements for electrical installation issued by a Registered Professional Engineer of electrical discipline or building services discipline **(Annex Va)**

[*For proposed services involving specialised ventilation areas*]

(b) Certificate of Compliance with Healthcare Engineering Requirements for specialised ventilation system issued by a Registered Professional Engineer of mechanical discipline or building services discipline **(Annex Vb)**

[*For proposed services involving any change in medical gas pipeline systems*]

(c) Certificate of Compliance with Healthcare Engineering Requirements for medical gas pipeline system issued by a Registered Professional Engineer of mechanical discipline or building services discipline **(Annex Vc)**

2. Documents to prove fitness for carrying out the service in respect of medical equipment

(a) Update list of critical medical equipment and major medical equipment (e.g. x-ray machine, haemodialysis machine, etc.) supporting proposed services

(b) Proof of fitness of the aforesaid medical equipment for safe operation (valid license, e.g., irradiating apparatus license, radioactive substance license, valid certificate, satisfactory acceptance test report, etc.)

(c) Maintenance schedule as advised by manufacturer and the record of last maintenance

SAMPLE

Annex IIb

3. Documents regarding staffing

(a) Duty roster of proposed service

(b) Relevant training records

(c) Relevant drill records or proposed date

4. Update information of previous submissions

Office for Regulation of Private Healthcare Facilities

Department of Health

Remarks:

* Examples of reference healthcare engineering standards / codes for the following systems are:-

Electricity Supply: HTM 06-01

Ventilation and Air-conditioning System:HTM 03-01 or ASHRAE 170 and "Infection Control Branch (ICB) Infection Control Guidelines" published by the Centre of Health Protection (CHP)

Medical Gas Pipeline System: HTM 02-01

If the applicant proposes to adopt alternative standard(s)/code(s) other than the standard(s) as stated for the corresponding areas, justifications such as best practices and technical capability for healthcare operational needs shall be submitted with substantial project reference and technical drawings together with engineering calculations.

SAMPLE

Annex III

List of documents of healthcare engineering systems and other facilities

To be available on site for inspection

1. Electrical installation(s)

(a) Summary of applicable standard(s)

(b) List of key system parameters

(c) As-fitted electrical schematic diagram(s)

(d) As-fitted layout plan(s)

(e) Inspection and test report(s)

(f) Certificate(s) of fixed electrical installation(s) (e.g. WR1, WR2)

(g) Engineering calculations

(h) Major equipment specifications

2. Specialised ventilation system(s)

(a) Summary of applicable standard(s)

(b) List of key system parameters

(c) As-fitted air-side and water-side schematic diagram(s)

(d) As-fitted layout plan(s)

(e) Inspection and test report(s)

(f) Engineering calculations

(g) Major equipment specifications

3. Medical gas pipeline system(s)

(a) Summary of applicable standard(s)

(b) List of key system parameters

(c) As-fitted medical gas pipeline schematic diagram(s)

(d) As-fitted layout plan(s)

(e) Inspection and test report(s), including analysis report(s) of piped medical gas(es)

(f) Certificate(s) for storage of medical gas(es) and inspection/testing of pipeline system(s)

(g) Engineering calculations

(h) Major equipment specifications

Annex III

4. Other facilities

(a) Certificate(s) of fire service installation and equipment (e.g. FS251, FSI/314A, FS172)

(b) Certificate(s) of lift(s) and escalator(s), if applicable

Annex IVa

Certificate of Design to Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital
(With Establishment of a New Building for Hospital Services)

Electrical installation

Section A

Information of the hospital and new building covered by the Application for Change in Services:

Hospital :_____

Name of building :_____

Location of building :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C that the electrical installation(s) of the building described in section A has(have) been designed in accordance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

SAMPLE

Annex IVa

Section C

I, as a Registered Professional Engineer, certify that the electrical installation(s) of the building described in section A has(have) been designed in accordance with the specified standard(s) (namely_____) and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

The particulars of the electrical installation(s) are shown in the following schematic diagrams(s) and layout plan(s):

Drawing No.	Revision	Drawing Title

SAMPLE

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying an electrical installation shall be registered in the electrical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

Annex IVb

Certificate of Design to Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital
(With Establishment of a New Building for Hospital Services)

Specialised ventilation system

Section A

Information of the hospital and new building covered by the Application for Change in Services:

Hospital :_____

Name of building :_____

Location of building :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C that the specialised ventilation system(s) of the building described in section A has(have) been designed in accordance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

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SAMPLE

Annex IVb

Section C

I, as a Registered Professional Engineer, certify that the specialised ventilation system(s) of the building described in section A has(have) been designed in accordance with the specified standard(s) (namely_____) and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

The particulars of the specialised ventilation system(s) are shown in the following schematic diagrams(s) and layout plan(s):

Drawing No.	Revision	Drawing Title

SAMPLE

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying a specialised ventilation system shall be registered in the mechanical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

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Annex IVc

Certificate of Design to Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital
(With Establishment of a New Building for Hospital Services)

Medical gas pipeline system

Section A

Information of the hospital and new building covered by the Application for Change in Services:

Hospital :_____

Name of building :_____

Location of building :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C that the medical gas pipeline system(s) of the building described in section A has(have) been designed in accordance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

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SAMPLE

Annex IVc

Section C

I, as a Registered Professional Engineer, certify that the medical gas pipeline system(s) of the building described in section A has(have) been designed in accordance with the specified standards (namely_____) and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*.

The particulars of the medical gas pipeline system(s) are shown in the following schematic diagrams(s) and layout plan(s):

Drawing No.	Revision	Drawing Title

SAMPLE

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying a medical gas pipeline system shall be registered in the mechanical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

Annex Va

Certificate of Compliance with Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital

Electrical installation

Section A

Information of the hospital and service covered by the Application for Change in Services:

Hospital :_____

Service :_____

Service Location :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C the electrical installation(s) of the critical care area(s) for the service described in section A to be in compliance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*, and I hereby warrant that the electrical installation(s) comply with the requirements of the *Code of Practice for Private Hospitals, Nursing Homes and Maternity Homes*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

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SAMPLE

Annex Va

Section C

I, as a Registered Professional Engineer, certify that the electrical installation(s) of the critical care area(s) for the service described in section A have been designed, installed and completed in accordance with the specified standard(s) (namely_____ _____) and requirements described herewith and in compliance with the *Guidelines for Healthcare Engineering Systems of Private Hospitals*:

Electrical service	Source of power supply (N/E/U)*	Backup time of power supply (minute)	Connected to IPS (Yes/No)*
Critical medical equipment			
General medical equipment			
Fixed medical lighting			
General lighting			
Others (_____)			

N : Normal power supply; E : Emergency power supply; U : Uninterruptible power supply/battery
IPS : Isolated Power Supply
** : Please delete as appropriate.*

I also confirm that I have personally inspected the electrical installation(s) covered by this Certificate and the results of the inspection are satisfactory.

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying an electrical installation shall be registered in the electrical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

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SAMPLE

Annex Vb

Certificate of Compliance with Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital

Specialised ventilation system

Information of the Hospital and Service covered by the Application for Change in Services:

Hospital :_____

Service :_____

Service Location :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C the specialised ventilation system(s) for the service described in section A to be in compliance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*, and I hereby warrant that the specialised ventilation system(s) comply with the requirements of the *Code of Practice for Private Hospitals, Nursing Homes and Maternity Homes*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

SAMPLE

Annex Vb

Section C

I, as a Registered Professional Engineer, certify that the specialised ventilation system(s) for the service described in section A have been designed, installed and completed in accordance with the specified standard(s) (namely_____) and requirements described herewith and in compliance with the *Guidelines for Healthcare Engineering Systems of Private Hospitals*:

Location	Differential Pressure to Adjacent Areas (Pa)	Air Change Per Hour (Outdoor/Total) (ACH)	Relative Humidity (%)	Room Temperature (°C)	Filter Efficiency (MERV/ HEPA)

I also confirm that I have personally inspected the specialised ventilation system(s) covered by this Certificate and the results of the inspection are satisfactory.

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying a specialised ventilation system shall be registered in the mechanical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

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SAMPLE

Annex Vc

Certificate of Compliance with Healthcare Engineering Requirements
For Application for Change in Services of Private Hospital

Medical gas pipeline system

Section A

Information of the Hospital and Service involved in the Application for Change in Services:

Hospital :_____

Service :_____

Service Location :_____

Section B

I, as the authorised representative of the Licensee, declare that I have arranged a Registered Professional Engineer to certify in section C the medical gas pipeline system(s) for the service described in section A to be in compliance with the specified standards and requirements in the *Guidelines for Healthcare Engineering Systems of Private Hospitals*, and I hereby warrant that the medical gas pipeline system(s) comply with the requirements of the *Code of Practice for Private Hospitals, Nursing Homes and Maternity Homes*.

Name :_____

Post Title :_____

Signature :_____

Date :_____

Licensee Chop :_____

SAMPLE

Annex Vc

Section C

I, as a Registered Professional Engineer, certify that the medical gas pipeline system(s) for the service described in section A have been designed, installed and completed in accordance with the specified standard(s) (namely_____) and requirements described herewith and in compliance with the *Guidelines for Healthcare Engineering Systems of Private Hospitals*:

Location	Piped Medical Gas	Number of Terminal Units	Nominal Pressure (kPa)	Diversified Flow (L/min)

I also confirm that I have personally inspected the medical gas pipeline system(s) covered by this Certificate and the results of the inspection are satisfactory.

Name :_____

R.P.E. Number :_____

Discipline[1] :_____

Signature :_____

Date :_____

[1] *A Registered Professional Engineer certifying a medical gas pipeline system shall be registered in the mechanical discipline or building services discipline with the Engineers Registration Board under the Engineers Registration Ordinance (Cap. 409).*

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SAMPLE