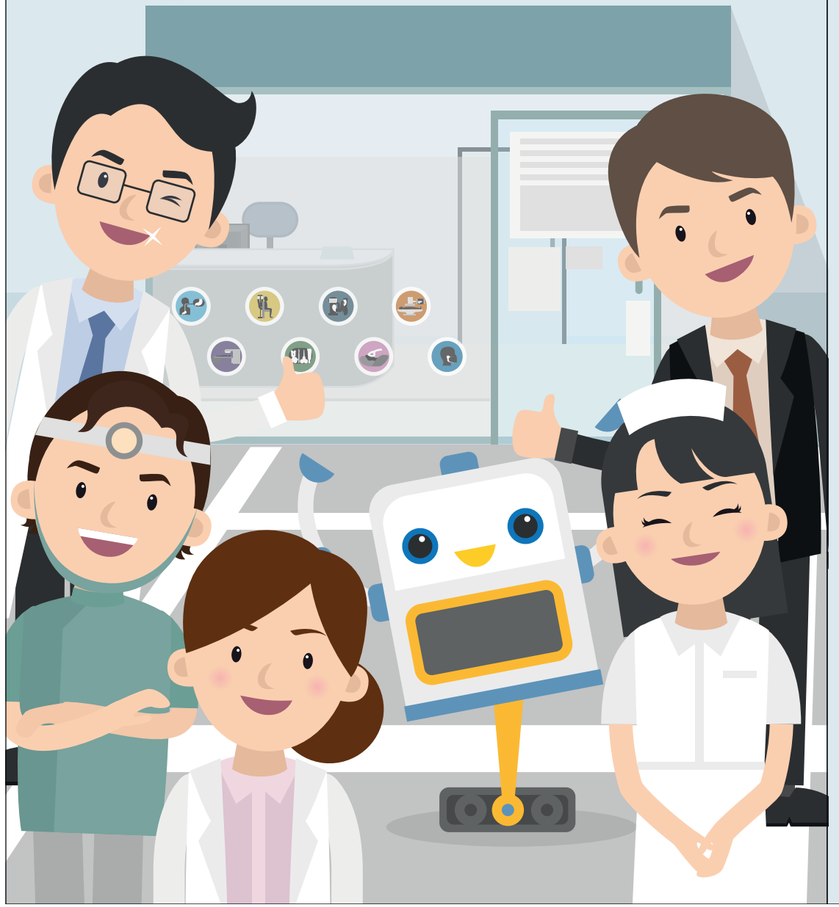
Department of Health

Private Healthcare Facilities Ordinance

Day Procedure Centres



Day Procedure Centre (DPC)

- Under the "Private Healthcare Facilities Ordinance" (Cap. 633) (the Ordinance), DPCs are premises used by registered medical practitioners or registered dentists to provide private medical services without lodging, and continuous confinement of the patients within the facility may not exceed 12 hours.
- In addition to general clinic services, DPC may carry out "Scheduled Medical Procedures" specified under the Ordinance.

"Scheduled Medical Procedures"

- "Scheduled medical procedures"are medical procedures that are carried out in an ambulatory setting and as specified in Schedule 3 to the Ordinance, including the following eight classes of specialized services:
  - Endoscopy procedure
  - Chemotherapy
  - Haemodialysis
  - Interventional radiology and lithotripsy
  - Radiotherapy
  - Surgical procedure
  - Anaesthetic procedure
  - Dental procedure
- Please refer to Section 2 of the Ordinance on the interpretation of "Scheduled Medical Procedures" and Column 2 of Schedule 3 to the Ordinance on the particular medical procedures under the abovementioned classes of specialized services.

Application for DPC Licence

- A DPC licence (either a full or provisional licence) is required for any premises where "Scheduled Medical Procedures" are carried out.
- There is no exemption for licensing for DPCs.
- The Department of Health has started accepting applications for DPC licences since 2 January 2020. Please refer to the "Code of Practice for Day Procedure Centres" for details of the standards required for DPCs and the "Guidance Notes for Application for Day Procedure Centre Licence" before submitting an application.
- Penalty provision pertaining to the operation of a DPC without a licence has commenced on 30 June 2022. Any person operating a DPC without a licence commits an offence and be liable on conviction to a fine of HK$100,000 and to imprisonment for 3 years.

Transitional Arrangement

- Operators of DPCs that were in operation on 30 November 2018 have already been issued with provisional licences upon their applications for licences, provided that the criteria as set out in Section 135(2) of the Ordinance are met.
- DPCs issued with provisional licences may continue to operate legally until the application for the full licence is approved, withdrawn or rejected, or the Secretary for Health appoints by notice published in the Gazette the date on which the transitional arrangement expires (in order to provide sufficient preparation time for the trade, the expiry date of the transitional arrangement will be at least 1 year after the date on which the notice is published).
- Applications for provisional licences for DPCs already ceased on 30 April 2020.

The Responsibilities of the Licensee of a DPC

- The licensee is wholly responsible for the operation of the DPC;
- Ensuring that the DPC complies with the requirements of the Ordinance, licensing conditions and the Code of Practice for DPCs;
- Appointing a "Chief Medical Executive" (CME) for the DPC;
- Setting up and enforcing rules, policies and procedures relating to the quality of care for, and the safety of, patients in the DPC;
- Making available to the public information about the prices of chargeable items and services provided in the DPC; and
- Putting in place complaints handling procedures.

The Responsibilities and Requirements of the CME of a DPC

- The CME is responsible for the day to day administration of the DPC.
- The responsibilities of the CME include adoption and implementation of rules, policies and procedures concerning healthcare services provided in the DPC.
- For a DPC with medical practice, the CME must be a registered medical practitioner. If the DPC also provides dental practice, the licensee must also appoint a registered dentist to assist the CME in carrying out the day to day administration of the dental practice.
- For a DPC with only dental practice, the CME must be a registered dentist.
- The CME of a DPC must be a medical practitioner or a dentist who has been registered for not less than 6 years in Hong Kong; and must not serve at the same time as the CME of a hospital, nor at the same time serve for more than 2 DPCs or more than 1 DPC and 1 clinic.
- The Ordinance does not prohibit having the same person as the licensee and the CME.

Validity Period of a DPC Licence

- Under normal circumstances, the licence of a DPC is valid for 3 years.

Other information

- Materials on the following subjects under the Ordinance are available:
  - Private Healthcare Facilities Ordinance
  - Clinics
  - Small Practice Clinics
  - Requirements for governance and premises of private healthcare facilities
- Further details are available at www.orphf.gov.hk (accessible by scanning this QR code).