

**Notes for Application of Changes in Management and Services of
Scheduled Nursing Home under the exemption of
Private Healthcare Facilities Ordinance (Cap.633)**

Part I. Change in Management

1. All scheduled nursing homes under the exemption of Cap. 633 shall inform Department of Health (DH) when there is a change in management including:-
 - (a) Head of the nursing home
 - (b) Medical practitioner in-charge
 - (c) Registered nurse in-charge

2. The curriculum vitae of the new management shall be submitted to DH **before the expiry of 14 days** after the change occurred.

Part II. Change in Nursing Home Services

3. All scheduled nursing homes under the exemption of Cap. 633 shall submit written notification to DH for any change in services (e.g. service scope, increase in number of beds, reshuffling of services, etc.) or alteration works.

4. Nursing homes should inform DH of the plan for change **at least 3 months** before the expected date of service commencement.

5. When the services / sites is ready for inspection, the application form shall be submitted with the following information to DH:-
 - (a) layout plan of new/expanded/reshuffled service(s) or alteration works
 - (b) staffing support
 - (c) document(s) to certify fitness of the premises for carrying out the service, if applicable

6. Application form should be submitted **at least one month before the expected date of service commencement**. DH may arrange inspection with the schedule nursing home as necessary. Relevant policies and procedures and proof of fitness of equipment for safe operation have to be available for inspection.

Office for Regulation of Private Healthcare Facilities
Department of Health