**Chapter A1 - Organisation and Administration**

1. **Organisational structure**

*(Remarks: please attach organisational chart of the hospital and label it as Appendix A1.1)*

1. **Board of Directors** 
   1. Members of the Board of Directors being a Natural Person (Name must be as stated on Hong Kong Identity Card / Passport)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Name**  **(in English)** | **Name**  **(in Chinese)** | **Hong Kong Identity Card Number** | **For non-Hong Kong resident ONLY** | | **Profession\*** | **Being employed by the hospital** |
| **Passport Number** | **Passport Issuing Country / Region** |
| Chairman |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |
|  |  |  |  |  |  | Choose an item. | Choose an item. |

\*Registered medical practitioners / registered dentists refer to medical practitioners / dentists registered under the Medical Registration Ordinance (Cap. 161) or the Dentists Registration Ordinance (Cap. 156).

* 1. Members of the Board of Directors being a Body Corporate

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Name of Body Corporate**  **(in English)** | **Name of Body Corporate**  **(in Chinese)** | **Business Registration Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Roles of Board of Directors

|  |  |
| --- | --- |
| 1. Responsible for the overall coordination and evaluation of activities within the hospital | Choose an item. |
| 1. Responsible for setting up and enforcing rules, policies and procedures relating to the quality of patient care and patient safety, and for the operation of the hospital | Choose an item. |
| 1. Responsible for ensuring compliance of the hospital with conditions of the licence | Choose an item. |
| 1. Responsible for assuring that the quality and safety of care are evaluated through a quality management system and that identified problems are appropriately addressed | Choose an item. |
| 1. Responsible for ensuring that information or document relating to the operation of the hospital is provided in a timely manner as requested by the Director | Choose an item. |
| 1. Responsible for overseeing the financial management of the hospital | Choose an item. |
| 1. Responsible for ensuring the hospital’s compliance with relevant Ordinances and Laws of Hong Kong | Choose an item. |

* 1. Meetings

|  |  |
| --- | --- |
| Meetings held at least quarterly to review the performance of the hospital | Choose an item. |

* 1. Visits

|  |  |
| --- | --- |
| Pay regular visits to the hospital at intervals not less than six months to monitor the performance of the Chief Medical Executive and the management of the hospital | Choose an item. |

1. **Chief Medical Executive**
   1. Information of Chief Medical Executive

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Qualification |  |
| Experience in hospital administration |  |
| Number of years registered under Medical Registration Ordinance (Cap. 161) |  |
| Tel. |  |
| Fax |  |
| Email |  |

* 1. Deputising person in the absence of Chief Medical Executive

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Qualification |  |
| Experience in hospital administration |  |
| Number of years registered under Medical Registration Ordinance (Cap. 161) |  |
| Tel. |  |
| Fax |  |
| Email |  |

* 1. Roles of the Chief Medical Executive

|  |  |
| --- | --- |
| 1. Responsible for the day to day administration of the hospital | Choose an item. |
| 1. Responsible for the adoption and implementation of rules, policies and procedures concerning healthcare services provided in the hospital | Choose an item. |
| 1. Keeps and maintains a staff register | Choose an item. |
| 1. Keeps and maintains a patients attendance register with information on the patient’s name, identifier and personal particulars, and date(s) of attendance | Choose an item. |
| 1. Keeps and maintains a hospital admission register with information on the patient’s name, identifier(s) and personal particulars, date of admission, and date of discharge, transfer or death | Choose an item. |
| 1. Ensures the staff involved in clinical care practice within their professional scope of practice and competence | Choose an item. |
| 1. Ensures that every healthcare professional working in the hospital has a valid practising certificate, or an enrolment that is still in force, for the professional capacity concerned; and that every healthcare personnel working in the hospital has the requisite qualifications, training and experience relevant to the healthcare services that the healthcare personnel provides | Choose an item. |
| 1. Ensures the advice given by the Medical Advisory Committee of the hospital is properly implemented | Choose an item. |

1. **Policies & Procedures**

|  |  |
| --- | --- |
| 1. Policies and procedures are: | |
| 1. clearly set out in an understandable language | Choose an item. |
| 1. documented in a policy manual readily accessible to staff | Choose an item. |
| 1. drawn up on the basis of adequate information and in consultation with relevant professionals | Choose an item. |
| 1. feasible of being implemented | Choose an item. |
| 1. in compliance with guidelines / codes / regulations / standards issued by professional bodies and Government | Choose an item. |
| 1. not in conflict with relevant legislation | Choose an item. |
| 1. There are policies and procedures on the following items: | |
| 1. admission policy for patients | Choose an item. |
| 1. staff management | Choose an item. |
| 1. patient care | Choose an item. |
| 1. patient safety | Choose an item. |
| 1. patient identification | Choose an item. |
| 1. risk assessment | Choose an item. |
| 1. handling of information | Choose an item. |
| 1. patients’ rights | Choose an item. |
| 1. complaints handling | Choose an item. |
| 1. charges | Choose an item. |
| 1. research activities | Choose an item. |
| 1. quality assurance activities | Choose an item. |
| 1. specific requirements and handling procedures for each service | Choose an item. |
| 1. The hospital has policy to prohibit all forms of bribery and corruption, and to avoid situation with conflict of interest. Policies and procedures are developed with reference to the guides and tools produced by the Independent Commission Against Corruption | Choose an item. |
| 1. There is a central register of policies and procedures that includes the title, issue date and review date | Choose an item. |
| 1. There is mechanism to ensure staff are conversant with relevant procedures | Choose an item. |
| 1. Evaluation is carried out regularly on the practice adopted against the procedures | Choose an item. |
| 1. Policies and procedures are reviewed at intervals not more than three years and revised as necessary | Choose an item. |

1. **Clinical Governance** 
   1. Please describe the governance structure and how clinical governance is carried out in your organisation

|  |
| --- |
|  |

* 1. Frequency on reviewing the following items:

|  |  |
| --- | --- |
| 1. Patient feedback |  |
| 1. Risk assessment and quality assurance |  |
| 1. Multi-disciplinary audit |  |
| 1. Research and evaluation of patient services |  |
| 1. Human resource management |  |
| 1. Professional development and training |  |