

Republic of the Philippines Department of Health

OFFICE OF THE SECRETARY

July 3, 2019

DEPARTMENT CIRCULAR No. 2019- **0377**

TO

ALL DOH CENTER FOR HEALTH **DEVELOPMENT** DIRECTORS, **FACILITIES** HEALTH AND **SERVICES** REGULATORY (HFSRB) DIVISION BUREAU CHIEFS, REGULATORY **LICENSING** AND **ENFORCEMENT DIVISION** (RLED), **HFSRB CHIEFS** AND RLED REGULATORY OFFICERS, CHIEF OF HOSPITALS AND **DIRECTORS** HOSPITAL MEDICAL AND **OTHER**

CONCERNED STAKEHOLDERS

SUBJECT:

Revised Checklist for Review of Floor Plans of Drug Abuse Treatment and Rehabilitation Centers and Hemodialysis Clinics

A review of floor plan checklists were conducted by the Health Facilities Evaluation and Review Committee of the HFSRB to align with the recent changes in regulation. Based on the review, the checklist of the floor plan of the following health facilities will have some minor revisions:

- A. Drug Abuse Treatment and Rehabilitation Center
- The Dangerous Drugs Board Regulation No. 2 Series of 2019 was approved and adopted on February 7, 2019.
- 1. Annex H-3a (Residential Drug Abuse Treatment and Rehabilitation Center for In-Patient),
- 2. Annex H-3b (Non-Residential Drug Abuse Treatment and Rehabilitation Center for Out-Patient) a
- 3. Annex H-3c (Residential Drug Abuse Treatment and Rehabilitation Center with Out-Patient Facility)
- B. Hemodialysis Clinics
- To maintain confidentiality and ensure security and privacy of patients.
- 1. Annex H-5 (Hemodialysis Clinics)

The revised Checklist for Review of Floor Plans to be used for the evaluation of the DATRC and Hemodialysis Clinics shall be effective starting July 5, 2019.

Thank you.

By Authority of the Secretary of Health:

ROLANDO ENRIQUE D. DOMINGO, MD, DPBO Undersecretary of Health Health Regulation Team



ANNEX H-3a A.O. No. 2016-0042

CHECKLIST FOR REVIEW OF FLOOR PLANS RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER

PHYSICAL PLANT (420 sq. m.) 1.1 Administrative Office 1.2 Registration/Waiting/Reception Area 1.3 Consultation and Counseling Room 1.4 Intervention and Psychological Evaluation Testing Room 1.5 Emergency Clinic with examining table 1.6 Living quarters (at least 7.43 m² per bed) 1.7 Toilet and bath 1.8 Staff toilet 1.9 Multipurpose Area/Recreational Area (at least 1.40 sq.m./person) 1.10 Outdoor Activity Area (at least 1.40 sq.m./person) 1.11 Dining Area 1.12 Kitchen (enclosed with screen) 1.13 Medical Records Room (at least 9.0 sq.m.) PLANNING AND DESIGN 2.1 Floor plans properly identified and completely labeled 2.2 Conforms to applicable codes as part of normal professional service: 2.2.1 Exits restricted to the following types: door leading directly building, interior stair, ramp, and exterior stair 2.2.2 Minimum of two (2) exits, remote from each other, for each building 2.2.3 Exits terminate directly at an open space to the outside of the state of the facility directly accessible from public 2.3.2 Assignment of function areas follows logical flow 2.3.2.1 Client reception area located near entrimmediately accessible to client 2.3.2.2 Examination and treatment room near rece (door should have provision for visual obsection and state of the should have provision for visual obsections are sidents 2.3.4 Administrative office near the entrance are sidents 2.3.5 Provision of perimeter fence	3rd
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HEALTH FACILIT	TIES EVALUATION AND REVIEW CO	OMMITTEE (HFERC)
	[] Approved [] Disappro	oved
	Assigned Chairperson, HFERC	
	Vice-Chairperson, HFERC	
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Member	Member	Member
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Republic of the Philippines Department of Health **HEALTH FACILITIES AND SERVICES REGULATORY BUREAU**

ANNEX H-3b A.O. No. 2016-0042

CHECKLIST FOR REVIEW OF FLOOR PLANS NON-RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER

Address		
Date		Review 1st 2nd 3rd
1 PHYSICA 1.1 1.2 1.3 1.4 1.5 1.6 1.7	Psychologica Consultation Toilet with L Staff toilet	ea otion and Waiting Area al Testing and Counseling Room a, Examination and Treatment Room (with examining table)
2 PLANNING 2.1 2.2		properly identified and completely labeled applicable codes as part of normal professional service: Exits restricted to the following types: door leading directly outside the building, interior stair, ramp, and exterior stair Minimum of two (2) exits, remote from each other, for each floor of building Exits terminate directly at an open space to the outside of the
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COMMENTS:		



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MENTS:		
UEALTH EACH ITH	ES EVALUATION AND DEVIEW C	OMMITTEE (HEEDC)
	ES EVALUATION AND REVIEW C	
[] Approved [] Disapp	roved
	Assigned Chairperson, HFERC	
	Vice-Chairperson, HFERC	
Member	Member	Member



ANNEX H-3c

CHECKLIST FOR REVIEW OF FLOOR PLANS RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER WITH OUTPATIENT FACILITY

			Review	1st	2nd	3rd
PHYSICA	AL PLANT (4	420 sa. m.)				
	Administrat					
	1.1.1	Administrative/Bu	siness Office			
-	1.1.2	Registration/Waiti		Area		
-	1.1.3	Consultation and				
	1.1.4	Intervention and F	•		sting Room	
	1.1.5	Emergency Clinic			· ·	
	1.1.6	Medical Records	Room (at leas	t 9.0 sq.m.)		
	1.1.7	Staff toilet	•			
1.2 F	Residential	Service				
_	1.2.1	Living quarters (a	t least 7.43 sq	.m. per bed)		
_	1.2.2	Toilet and bath				
_	1.2.3	Multipurpose Are			· ·	erson)
_	1.2.4	Outdoor Activity	Area (at least 1	.40 sq.m./pe	erson)	
-	1.2.5	Dining Area	1			
407	1.2.6	Kitchen (enclosed	with screen)			
1.3 (Outpatient S					
-		Multipurpose Area Toilet with lavatory				
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ΗΕΔΙ ΤΗ ΕΔ	ACILITIES EVALUATION AND REVIEW COMMIT	TTEE (HEERC)
HEALITTA		TILL (III LIKO)
	[] Approved [] Disapproved	
	Assigned Chairperson, HFERC	
	Assigned Chairperson, HFERC Vice-Chairperson, HFERC	
	Vice-Chairperson, HFERC	
Member		Member
Member	Vice-Chairperson, HFERC	Member
Member	Vice-Chairperson, HFERC	Member
Member	Vice-Chairperson, HFERC	Member



ANNEX H-5 A.O. No. 2016-0042

CHECKLIST FOR REVIEW OF FLOOR PLANS HEMODIALYSIS CLINIC

Name of Health Facility:					
Address:					
Date:		Review:	1 st	2 nd	3 rd
Classification According to C	Ownership:	Institution-	-Based	Free-Sta	nding
1. PHYSICAL PLANT					
1.1 A. Treatment	Area				
	Dialysis Stati	on (at least 6	m² per stat	ion)	
1.1.2	Nursing Stati	on	in por otat	1011)	
1.1.3	Work Area (v		station)		
		Work Count			
		Hand Washi			
		Storage Cab			
B. Treatmen	t Support Area				
1.1.1	Storage Room		nstruments	/supplies, etc.	
1.1.2	Toilet Facility				
1.1.3	Water Treatn			,	
1.1.2 1.1.3 1.1.4	Reprocessing		,	processing of d	ialvzer
1.1.5	Janitor's clos				,
1.2 Non-Treatmen			3		
1.2.1	Business Are	a			
		Information			
		Admitting			
	1.2.1.3				
1.2.2	Waiting Area				
1.2.3					
1.2.4	Toilet				
2. PLANNING AND DESIGN					
2.1 Floor plans pro	perly identified a	nd completel	y labeled		
2.2 The Dialysis Tr					
enclosed section	on or environme	ent" provided	appropria	tely with contro	ol doors for
entry and exit of	of patients and	staff in order	to attain/n	naintain Patien	t Safety
including Patie	nt Comfort, Priv	/acy/Conveni	ience and	at the same tin	ne Infection
Control.					
2.3 Nurses' station	located and des	igned to allov	v adequate	surveillance of	patients on
dialysis machin	es to ensure pa	itient security	by control	lling main entry	to treatment
section					



2.4	All other Support Areas/Rooms such as but not limited to the Water Treatment Room, Reprocessing Room, Storage Room, Patients' Toilet, Staff Pantry, Offices and the like are properly planned and located "outside" or "zoned" from the Dialysis Treatment Section.
	The staff and service access or passage to these Support Areas/Rooms does not intrude the Dialysis Treatment Section in view of maintaining Patient Safety including Patient Comfort, Privacy/Convenience and at the same time Infection Control at all times.
2.6	Appropriate waiting area is provided and found commensurate to the number of companions/relatives of dialysis patients (provide at least 0.65 sq.m /person).
COMMENTS:	
<u> </u>	



ame of Health Facility:		
ddress:		
OMMENTS:		
HEALTH FACILIT	ES EVALUATION AND REVIEW CON	IMITTEE (HFERC)
]] Approved [] Disappro	oved
	Chairmaran HEEDC	
	Chairperson, HFERC	
	Vice-Chairperson, HFERC	
Member	Member	Member
Member	Member	Member