



Counsellors Private Practice

REGISTRATION REQUIREMENTS

1. Application form
2. Application letter written by Practitioner in Charge
3. Practitioner in Charge (Counsellor with at least one year counselling experience after registration)
 - i. Copy of registration certificate
 - ii. Copy of Practising Certificate
 - iii. Recent Passport photo
 - iv. Up to date Curriculum Vitae or Job profile clearly showing work experience as Counsellor for at least one year after registration date.
 - v. A testimonial from another registered counsellor who has got more experience than practitioner in charge and is not involved in the registration of the specific institution
4. Valid Registration and Practising certificates of additional personnel. **NB: Additional Personnel refer to AHP CZ Registered Counsellors**
5. City/Town Council inspection licence/letter/report and registration licence from the Health Department of the city or town of operation. (Certified)
6. Company registration documents (CR14, CR6, etc) - certified
7. ZIMRA Tax clearance - certified

MINIMUM REQUIREMENTS

1. **Counselling Room**
 - Spacious room away from noise to allow client privacy and safety
 - Adequate ventilation and lighting provided by both natural and artificial means
 - Walls must be brought to a smooth, impervious and washable finish.

- Impervious and washable floors or well-maintained disinfected carpet
- **Equipment**
 - One desk
 - 3 chairs (for counsellor, for client and relative/spouse/partner)
 - Lockable filing cabinet for patients/clients information

2. Front Entrance

- Access for wheelchairs.

3. Reception/Waiting Area

- Minimum floor 4 x 4m
- Adequate ventilation and lighting provided by both natural and artificial means.
 - *Natural Ventilation - window on external wall capable of being opened- openable area must be at least 25% of the window area. The window area must be at least 10% of the floor area.*
 - *Artificial Ventilation - where natural ventilation is not possible, there must be a provision for artificial ventilation (fans/air conditioners).*
 - *Lighting – where natural lighting is not possible, there must be a provision for artificial lighting.*
- Floors must be impervious and non-slippery
- Floors for executive clinics which attend to executives must have some comfort such as carpets and sofas.
- Walls must be brought to a smooth, impervious and washable finish.
- Desk and chair for receptionist.
- Sitting area for patients. Number of seats depends on how busy the rooms are.
- Chairs must be covered with washable material.
- Patient register
 - *All attendances on daily basis (Section 5a of Statutory Instrument 132 of 1995).*
 - *Clinical records of all doctor-patient encounters must be kept and filed.*
 - *Records must be on site and readily available to the Practitioners when needed and to the Inspectors.*
 - *A blend of electronic and hard copy records is allowable. Automated medical records improve patient queue management, record keeping and paperless office.*
- Lockable cupboard for patients files.
- Computer and printer (optional).
- Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.
- Displayed on the wall:
 - Valid practitioner's practising certificate and other relevant licences.

- The HPA certificate should be displayed at a conspicuous place and a non-compliance fee shall be charged for failure to comply with this requirement.

4. Sanitary Facilities

- Separate facilities for patients and staff. Where possible, separate facilities for male and female patients.
- Facilities to be clearly labelled.
- Wash hand basin:
 - *Connected to hot and cold water.*
 - *Splash back tiles.*
 - *Liquid soap.*
 - *Non-reusable hand drying facilities (i.e. paper towels or hand dryers).*
 - Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

5. Medical Waste Disposal

- Arrangement for medical waste disposal & sharps with a reputable Company / nearest hospital
- Arrangement for general waste disposal.
- Fire Extinguishers
 - Types: 9L Water, 9kg Dry Chemical Powder, Form, and Carbon Dioxide.
 - To have a valid Service Date.
 - Fire hose reel: for multi-storey buildings as applicable.

6. Power Backup

- Appropriate and adequate backup power.

7. Water Backup

- Adequate means of water backup.

8. Approval Process - Kindly take note of section 102



Health Professions
Act Extract - Reg of I

APPROVED BY BOARD: 31 MARCH 2021

SIGNED BY CHAIRPERSON:

A handwritten signature in blue ink, appearing to be 'A. S. S.', written over a faint grid background.