

PSYCHOLOGISTS PRIVATE PRACTICE

REGISTRATION REQUIREMENTS

1. Application form
2. Practitioner in Charge Requirements
 - i. Application Letter
 - ii. Copy of Registration Certificate
 - iii. Copy of valid Practising Certificate
 - iv. 2 recent passport photos
 - iv. Updated CV/Job profile
 - v. A testimonial from a registered practitioner on the same register who has got more experience than practitioner in charge and is not involved in the registration of the specific institution
4. Additional personnel Requirements (Registered Psychologist)
 - i. Copy of registration certificate
 - ii. Copy of Practising certificate
5. An **approval/registration certificate** and **letter/inspection report** from the Health Department of the city or town of operation.
6. Company registration documents (CR14, CR6)
7. Non-refundable registration fee applies

MINIMUM REQUIREMENTS

1. Psychologist Consulting Room

- adequate ventilation and lighting provided by both natural and artificial means
- Psychologist's desk
- At least 2 Chairs
- Lockable filing cabinet for patients/clients information
- Security for psychologists tests, clients psychological reports – psychometric test results
- Facial tissues.

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 patients and staff. Where possible, separate facilities for male and female patients.
- Facilities to be 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.