

## **Requirements for registration of an Ultrasound centre:**

### **Requirements**

1. Application letter – to be written by the practitioner in charge
2. Application form
3. A registered Ultrasonographer/Specialist Ultrasonographer (Practitioner in Charge) with the council.
  - a. 2 passport sized photos
  - b. Registration certificate
  - c. Current Practising certificate
  - d. A job profile of working experience or updated CV
  - e. 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. Machine specifications.
5. An approval/registration certificate and letter/report from the Health Department of the city or town of operation.
6. Valid Registration and Practising certificates of personnel. **NB: Personnel are AHPCZ Registered Practitioners**
7. Registration fees applies
8. Company registration documents (CR14, CR6, etc)
9. Tax clearance (not compulsory)

#### **Additional requirement if applying for mobile ultrasound**

10. Confirmation or acceptance letters from the respective institution or places where the ultrasound services will be done

## MINIMUM REQUIREMENTS

### 1. Front Entrance

- Access for wheelchairs.

### 2. 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.
- A Water dispenser and tumblers
- 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.

### **3. 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.

### **4. 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.

### **5. Power Backup**

- Appropriate and adequate backup power.

### **6. Water Backup**

- Adequate means of water backup.

### **7. Examination Room**

- Ultrasound scan room shall be at least 12 square meters in floor area
- Impervious and non-slippery floors
- Walls should be brought to a smooth, impervious and washable finish
- Adequate ventilation and lighting provided by both natural and artificial means.
- Ultrasound machine with colour Doppler
- Examination couch.
- Four-way folding screen
- Foot stool
- Suitable linen.
- Handwashing basin
  - Connected to running tap water
  - Splash back tiles

- Liquid soap
- Paper towels and ultrasound gel.
- Foot operated receptacle with self closing devices with plastic lining for ease of cleaning and infection control purposes.