

Promoting compliance in Healthcare and Training Standards

#### THE HEALTH PROFESSIONS COUNCIL OF ZAMBIA

The Health Professions Act, 2009

(Act No. 24 of 2009)
The Health Professions (General) Regulations, 2012

						<del> ,</del>							
	APP	LICAT	ION FC	R RE	ENEV	VAL OF	A HE	ALTH	FAC	CILITY			
	Ī	PART A	(PAR	ΓΙCU	LAR	S OF T	HE AF	PLIC	ANT	<u>'</u>			
	Information Required					mpleted b				,	nent pos	ition)	✓
1	(a) Name of Applicant												
	(b) Nationality					(c) Id	entity C	Card No.					
	(d) Phone No.					(e) <b>Em</b>	ail						
	(f) Residential Physical Address					(g) Em	ployme dress	ent Phys	sical				
	PART	В (РА	RTICU	LAR	S OF	THE H	EALT	H FAC	CILI	TY)			
	(a) Name of Facility												
	(b) Licence Number												
	(c) Class	A		В		C			D		E		
	(d) Mobility Type	Fixed				ile (Circlo l / Railwa	y/Wate	er/Air		Tele	Platforn	n	
	(e) Location Type	Rural			1			rban					
	(f) Facility Type	Hospital Level 1 Class B- Private				Hospital Level 2 Mini-Hospital/Zonal		Hospital Level 3 Hospices					
		Health Centre ENT Clinics			Health Post Eyes Clinic		General Practice Dental Clinic						
		Audiometry Adult				Audiometry Pediatric			Optical Centre				
		Diagnostic Centre			Specimen Collection		Fertility						
		Rehabilitation Centre			Physiotherapy		First-aid stations						
		Domiciliary			Mobile Clinics Other type			Ambulai	ices				
		Other Emergency Ministry of Health			Faith Based			NGOs					
		Zambia Army				ZNS				ZAF			
	(g) Ownership	Police			Correctional Services			Zambia Police					
		Private Zambian				Private Non-Zambian			Others (specify)				
	(h) Ownership Type	Public				Private							
	(i) Accessibility	Open				Restricted							
	(j) Owners Name, Nationality and Shares		Name						N	ationality		% Share	
	(Supported by registration documents at PACRA/	1											
	Government Gazette.	2											
2	Registrar of Societies, and	3											
	Ministry of Community	4											
	Development)	5											
	(k) Location/ Physical	Plot No.			Street/Road		Township/Area						
		Ward		Constituency			Zone- n/a for private						
	Address	District			Prov	-			Distance from DHO		Km		
		GPS Co	ordinates	s L	atitud	le			Lon	gitude			
	(l) Facility Contact Details	Postal A	Address						Pho	one No			
	(1) Tuesting Contact Details	Email A	ddress						Mo	bile No.			

*M		ART C (SUPERVISING h practitioner can supervise:	PRACTITIONERS) one for class A and B, three for	the other classes	
*Re	efer to Appendix I for Health Fac	cility supervision requiremen	nts for each health facility class)		
	(a) Name				
	(b) Nationality		(c) NRC / Passport No.		
3	(d) Profession		(e) HPCZ Registration No		
	(f) Work Place Address		(g) Residential Address		
	(h) Phone No.		(i) Email Address		
		PART D (AT	ΓACHMENTS)		
		Photocopy of ZRA valid T	ax clearance certificate		
4	Tick the copies of the documents that have been	Photocopy of Business Per	mit from the local authority		
	attached. (The licences/certificates should	Photocopy of Fire Certifica	ite from the local authority		
	be valid for the period the		k midwife were applicable. Note		
	facility is seeking renewed for)		<ul> <li>their annual practicing certificat</li> <li>ith companies disposing of medi</li> </ul>		
		for facilities with no appro	ved incinerator	7 111	
		PART E (SCOPE	OF SERVICES)		
5	Indicate services provided at the health facility	Please refer to Appendix I			
	,	PART F (APPL	ICABLE FEES)		
6	Fee Schedule	Please refer to appendix II			
	PART G (STAFFING)				
7	List all the staff working at the support staff	<u> </u>	Please refer to appendix III		
	support stair	PART H (SERVICE D	ELIVERY RETURNS)		
9	Complete the service delivery A	•	Please refer to appendix IV		
10	professional misconduct, or be Health Professions Act, 2009, or If yes, specify y details:  Nature of offence:  Date of Conviction:	en convicted of an offence in or any other law within or out	e working at the facility ever bee volving fraud or dishonesty or o side Zambia?	of any offence under the	
App	olicant 's signature	Designation	n this form is correct and to	Date	
			this Day		
		Commissioner	of Oaths/Notary Public		

#### FOR OFFICIAL USE ONLY

<b>Accounts Department</b> Payment Received by: _				
Tayment Received by	Name Officer	Designation	Signature	Date
Date Received		A	Amount Received	
STAMP			Receipt No:	
Receiving of Application				
	y: Name Officer	Designation	Signature	Date
ii. Payments iii. Attachmen Comments and I hereby recom	nmend that the:			
,	<ul><li>be licenced pursuant to ation be rejected pursua</li></ul>		b, c or d)	
Application Received b	v:			
	Name Officer	Designation	Signature	Date
b) The application	be renewed pursuant to ation be rejected pursua	nt to <b>Section 39 &amp; 45 (a,</b>		
(If the appl	lication is being rejected, n 19 (3)	issue notice of rejection	pursuant to	
	Regional Ma	nager (Name, Signatu	re & Date)	-

## APPENDIX I: SCOPE OF SERVICES

# Bed Capacity\_\_\_\_\_

### Catchment Population \_\_\_\_\_

Operating Hours  Appointment Based Day time (May excluded Sunday & Weekends) 24 hours services Patient Triaging services General Practice Consultation and Treatment General Practice Consultation and Treatment General Surgery Specialty Consultation and Treatment General Surgery Specialty Consultation and Treatment Internal Medicine Specialty Consultation and Treatment Pediatric & Child Health Surgery Specialty Consultation and Treatment Obstetrics & Gynecology Specialty Consultation and Treatment Pediatric & Child Health Surgery Specialty Consultation and Treatment Obstetrics & Gynecology Specialty Consultation and Treatment Orthopedic Specialty Consultation and Treatment Urology Specialt	Service Area	Service Scope	
24 hours services			
24 hours services	Operating Hours	Day time (May excluded Sunday & Weekends)	
General Practice Consultation and Treatment General Surgery Specialty Consultation and Treatment General Surgery Specialty Consultation and Treatment General Surgery Specialty Consultation and Treatment Internal Medicine Specialty Consultation and Treatment Pediatric & Child Health Surgery Specialty Consultation and Treatment Obstetrics & Gynecology Specialty Consultation and Treatment Neurology Specialty Consultation and Treatment Orthopedic Specialty Consultation and Treatment Cardiology Specialty Consultation and Treatment Urology Specialty Consultatio		24 hours services	
General Practice Consultation and Treatment General Surgery Specialty Consultation and Treatment General Surgery Specialty Consultation and Treatment General Surgery Specialty Consultation and Treatment Internal Medicine Specialty Consultation and Treatment Pediatric & Child Health Surgery Specialty Consultation and Treatment Obstetrics & Gynecology Specialty Consultation and Treatment Neurology Specialty Consultation and Treatment Orthopedic Specialty Consultation and Treatment Cardiology Specialty Consultation and Treatment Urology Specialty Consultatio		Patient Triaging services	
General Surgery Specialty Consultation and Treatment  General Surgery Specialty Consultation and Treatment  Internal Medicine Specialty Consultation and Treatment  Pediatric & Child Health Surgery Specialty Consultation and Treatment  Obstetrics & Gynecology Specialty Consultation and Treatment  Obstetrics & Gynecology Specialty Consultation and Treatment  Outpatient Services  Outpati			
General Surgery Specialty Consultation and Treatment   Internal Medicine Specialty Consultation and Treatment   Pediatric & Child Health Surgery Specialty Consultation and Treatment   Obstetrics & Gynecology Specialty Consultation and Treatment   Neurology Specialty Consultation and Treatment   Obstetrics & Gynecology Specialty Consultation and Treatment   Orthopedic Specialty Consultation and Treatment   Orthopedic Specialty Consultation and Treatment   Urology Specialty Consultation and Treatment   Other Specialty Consultation   Other Specialty Consultation   Other Specialty Consultation   Other Specialty Consultation   Other Specialty Consu		General Practice Consultation and Treatment	
Internal Medicine Specialty Consultation and Treatment Pediatric & Child Health Surgery Specialty Consultation and Treatment Obstetries & Gynecology Specialty Consultation and Treatment Neurology Specialty Consultation and Treatment Orthopedic Specialty Consultation and Treatment Orthopedic Specialty Consultation and Treatment Urology Specialty Consultation and Treatment Urology Specialty Consultation and Treatment Other Specialty Consultation and Treatment Procedures Oral surgery treatment procedures Prosthodontics treatment procedures Prosthodontics treatment procedures Prosthodontics treatment procedures Prosthodontics treatment procedures		General Surgery Specialty Consultation and Treatment	
Outpatient Services  Outpatient Survices  Outpatient Services  Outpatien			
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Outpatient Services  Orthopedic Specialty Consultation and Treatment Cardiology Specialty Consultation and Treatment Urology Specialty Consultation and Treatment Other Specialty Consultation and Treatment Other Specialty Consultation and Treatment Other Specialty Consultation and Treatment ART Service VMMC Services Cervical Cancer Screening Other Cancer Screening services Endoscope Service Electrocardiogram (ECG) Patient Observation services Pharmacy Services Pharmacy Services Serological Hematology & Immunology (Clinical chemistry Microbiology molecular biology Histopathology Forensic Laboratory Public Health, Food & Drug Lab Services Ultrasound Echocardiogram X-Ray Imaging Fluoroscopy Mammogram Computer Tomography (CT) Magnetic Resonance Imaging (MRI) Dexa Scan Cardiac Catheterisation-Cat-Lab General Audiometry Ear, Nose and Throat Nutrition & Dietary services  Periodonics treatment procedures Restorative dentistry Endodonics treatment procedures Prosthodonics treatment procedures Prosthodonics treatment procedures Prosthodonics treatment procedures		Obstetrics & Gynecology Specialty Consultation and Treatment	
Outpatient Services    Cardiology Specialty Consultation and Treatment   Urology Specialty Consultation and Treatment   Urology Specialty Consultation and Treatment   Specify   ART Service   VMMC Services   Cervical Cancer Screening   Other Cancer Screening services   Electrocardiogram (ECG)   Patient Observation services   Pharmacy Services   Serological   Hematology & Immunology   VClinical chemistry   Microbiology   Indicate the profit of the			
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Other Specialty Consultation and Treatment – Specify ART Service VMMC Services Cervical Cancer Screening Other Cancer Screening services Endoscope Service Electrocardiogram (ECG) Patient Observation services Pharmacy Services Pharmacy Services Pharmaceutical Services  Serological Hematology & Immunology (Clinical chemistry Microbiology Forensic Laboratory Public Health, Food & Drug Lab Services  Ultrasound Echocardiogram X-Ray Imaging Fluoroscopy Mammogram Addiological services  Medical Imaging and Radiological services  Audiometry and ENT  Devia Scan Cardiac Catheterisation - Cat-Lab  Cardiac Catheterisation - Cat-Lab  Cardiac Catheterisation - Cat-Lab  Ear, Nose and Throat  Nutrition & Dietary services  Prostodontics treatment procedures Pestondontics treatment procedures Prostodontics treatment procedures	Outpatient Services	Cardiology Specialty Consultation and Treatment	
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Cervical Cancer Screening Other Cancer Screening services Endoscope Service Electrocardiogram (ECG) Patient Observation services  Pharmacy Services  Pharmacy Services  Pharmacy Services  Serological Hematology & Immunology \(Clinical chemistry\)  Laboratory Services  Microbiology molecular biology Histopathology Forensic Laboratory Public Health, Food & Drug Lab Services  Ultrasound Echocardiogram X-Ray Imaging Fluoroscopy Mamnogram Computer Tomography (CT) Magnetic Resonance Imaging (MRI) Dexa Scan Cardiac Catheterisation-Cat-Lab  General Audiometry Ear, Nose and Throat  Nutrition & Dietary services  Dental survives  Pediatrics Audionics treatment procedures Prosthodontics treatment procedures		ART Service	
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Patient Observation services Pharmacy Services Pharmaceutical Services Serological Hematology & Immunology   Clinical chemistry   Microbiology   Microbiology   Histopathology   Forensic Laboratory   Public Health, Food & Drug Lab Services   Ultrasound   Echocardiogram   X-Ray Imaging   Fluoroscopy   Mammogram   Computer Tomography (CT)   Magnetic Resonance Imaging (MRI)   Dexa Scan   Cardiac Catheterisation- Cat-Lab   General Audiometry   Audiometry and ENT   Pediatrics Audiometry   Pediatrics Audiometry   Ear, Nose and Throat   Nutrition & Dietary services   Oral Health consultation   Periodontics treatment procedures   Oral surgery treatment procedures   Prosthodontics treatment procedures   Prosthodontics treatment procedures   Prosthodontics treatment procedures   Prosthodontics treatment procedures			
Pharmacy Services   Pharmaceutical Services   Serological   Hematology & Immunology   Clinical chemistry   Discription of the process   Claboratory Services   Microbiology   Microbiology		<u> </u>	
Serological   Hematology & Immunology   Clinical chemistry			
Laboratory Services  Hematology & Immunology (Clinical chemistry Microbiology Molecular biology Histopathology Forensic Laboratory Public Health, Food & Drug Lab Services Ultrasound Echocardiogram X-Ray Imaging Medical Imaging and Radiological services  Mammogram Computer Tomography (CT) Magnetic Resonance Imaging (MRI) Dexa Scan Cardiac Catheterisation- Cat-Lab General Audiometry Pediatrics Audiometry Pediatrics Audiometry Pediatrics Audiometry Nutrition & Dietary services  Nutrition & Dietary services  Periodontics treatment procedures Restorative dentistry Findontics treatment procedures Prosthodontics treatment procedures	Pharmacy Services		
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Laboratory Services  Microbiology molecular biology Histopathology Forensic Laboratory Public Health, Food & Drug Lab Services  Ultrasound Echocardiogram X-Ray Imaging Fluoroscopy Mammogram Computer Tomography (CT) Magnetic Resonance Imaging (MRI) Dexa Scan Cardiac Catheterisation- Cat-Lab General Audiometry Pediatrics Audiometry Fear, Nose and Throat Nutrition & Dietary services  Nutrition and Cafeteria Oral Health consultation Periodontics treatment procedures Restorative dentistry Endodontics treatment procedures Prosthodontics treatment procedures			
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Public Health, Food & Drug Lab Services         Ultrasound         Echocardiogram       X-Ray Imaging         Fluoroscopy       Mammogram         Computer Tomography (CT)       Magnetic Resonance Imaging (MRI)         Dexa Scan       Cardiac Catheterisation- Cat-Lab         General Audiometry       Pediatrics Audiometry         Far, Nose and Throat       Nutrition and dietetics consultation and treatment         Nutrition & Dietary services       Xitchen and Cafeteria         Oral Health consultation       Periodontics treatment procedures         Oral surgery treatment procedures       Coral surgery treatment procedures         Dental survives       Endodontics treatment procedures         Prosthodontics treatment procedures       Prosthodontics treatment procedures			
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Hedical Imaging and Radiological services  Fluoroscopy  Mammogram  Computer Tomography (CT)  Magnetic Resonance Imaging (MRI)  Dexa Scan  Cardiac Catheterisation- Cat-Lab  General Audiometry  Pediatrics Audiometry  Ear, Nose and Throat  Nutrition & Dietary services  Nutrition and dietetics consultation and treatment  Kitchen and Cafeteria  Oral Health consultation  Periodontics treatment procedures  Oral surgery treatment procedures  Restorative dentistry  Endodontics treatment procedures  Prosthodontics treatment procedures  Prosthodontics treatment procedures			
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Magnetic Resonance Imaging (MRI)  Dexa Scan  Cardiac Catheterisation- Cat-Lab  General Audiometry  Pediatrics Audiometry  Ear, Nose and Throat  Nutrition & Dietary services  Nutrition and dietetics consultation and treatment  Kitchen and Cafeteria  Oral Health consultation  Periodontics treatment procedures  Oral surgery treatment procedures  Restorative dentistry  Dental survives  Magnetic Resonance Imaging (MRI)  Dexa Scan  Cardiac Catheterisation-Cat-Lab  One diatrics Audiometry  Pediatrics Audiometry  Ear, Nose and Throat  Nutrition and directics consultation and treatment  Kitchen and Cafeteria  Oral Health consultation  Periodontics treatment procedures  Oral surgery treatment procedures  Prosthodontics treatment procedures	Radiological services		
Dexa Scan Cardiac Catheterisation- Cat-Lab General Audiometry Pediatrics Audiometry Ear, Nose and Throat Nutrition & Dietary services  Nutrition and dietetics consultation and treatment Kitchen and Cafeteria Oral Health consultation Periodontics treatment procedures Oral surgery treatment procedures Restorative dentistry Dental survives			
Cardiac Catheterisation- Cat-Lab         General Audiometry         Pediatrics Audiometry         Ear, Nose and Throat         Nutrition and dietetics consultation and treatment         Kitchen and Cafeteria         Oral Health consultation       Periodontics treatment procedures         Oral surgery treatment procedures       Oral surgery treatment procedures         Dental survives       Endodontics treatment procedures         Prosthodontics treatment procedures       Prosthodontics treatment procedures			
Audiometry and ENT  Pediatrics Audiometry Ear, Nose and Throat  Nutrition & Dietary services  Nutrition and dietetics consultation and treatment  Kitchen and Cafeteria  Oral Health consultation Periodontics treatment procedures Oral surgery treatment procedures Restorative dentistry  Endodontics treatment procedures Prosthodontics treatment procedures  Prosthodontics treatment procedures  Prosthodontics treatment procedures			
Audiometry and ENT    Pediatrics Audiometry			
Ear, Nose and Throat  Nutrition & Dietary services  Nutrition and dietetics consultation and treatment  Kitchen and Cafeteria  Oral Health consultation  Periodontics treatment procedures  Oral surgery treatment procedures  Restorative dentistry  Endodontics treatment procedures  Prosthodontics treatment procedures	Audiometry and ENT		
Nutrition & Dietary services    Nutrition & Dietary services	rudiometry and Ervi		
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Dental survives Endodontics treatment procedures Prosthodontics treatment procedures			
Prosthodontics treatment procedures		·	
	Dental survives	•	
Orthodontics treatment procedures			
Orthodolities treatment procedures		Orthodontics treatment procedures	
Dental Lab services		Dental Lab services	
Dental X-ray services		Dental X-ray services	

	General Physiotherapy	
	Paediatric Physiotherapy	
	Hydrotherapy	
Physical rehabilitation	• • • • • • • • • • • • • • • • • • • •	
services	1 0 0	
Physical rehabilitation services  Mental Health Services  Ophthalmic services  Cancer Diseases  Occupation health services  Renal & Dialysis services  Critical care services  Operating theatre services  In-Patient Services  MCH & Adolescent  Maternity Services  Mobile Services  Support Services		
	· ··	
	Mental Health Services – Consultation and treatment	
Mental Health Services	Mental health wards	
	Rehabilitation services -	
	Ophthalmic services consultation & treatment	
Onhthalmic services	*	
- P	•	
Cancar Disassas		
Calicer Diseases		
Occupation health services		
Ranal & Dialysis sarvicas		
Kenar & Diarysis services		
Critical care services		
Operating theatre services		
In-Patient Services		
services    Speech and language   Occupation therapy gym   Hydrotherapy   Prosthetics and orthotics   Mental Health Services   Mental Health Services   Mental Health Services   Consultation and treatment   Mental health wards   Rehabilitation services   Ophthalmic services consultation & treatment   Ophthalmic services consultation & treatment   Ophthalmic services consultation   Oncology consultation   Oncology consultation   Oncology consultation   Occupation   Occupation health screening   Visual   Occupation health screening   Visual   Occupation health screening   Audiometry   Occupation health screening   Heat Tolerance   Occupation health screening   Occupation health screening   Occupation health screening   Others   Renal consultation   Dialysis treatment services (Specify Units)   Intensive Care Unit   ICU (Specify Capacity)   Hyperbaric Oxygen Therapy (HBOT) Services   Operating theatre services   Private admission rooms   Medical wards   Paediatrics   Specialised wards, Specify   Adolescent support service   Automatical wards   Paediatrics   Specialised wards, Specify   Adolescent support service   Ambulance-ALS   Ambulance-ALS   Ambulance-ALS   First Responder Vehicle   Rescue Vehicle   Rescue Vehicle   Pomiciliary Care   Mortuary Services   Incineration servi		
Renal & Dialysis services Critical care services Departing theatre services n-Patient Services MCH & Adolescent		
MCH & Adolescent		
Occupation therapy gym   Hydrotherapy   Prosthetics and orthotics   Mental Health Services   Ometal Health Services   Ophthalmic services   Ophthalmic services   Ophthalmic services consultation & treatment   Ophthalmic services consultation & treatment   Ophthalmic services consultation   Oncology consultation   O		
Maternity Services	Maternity Services	
Mobile Services		
Woolle Services		
Support Services	•	
Support Scr vices	Incineration services	

Verified by:	Name Officer (Facility Staff)	Designation	Signature	Date
Clinic or H	ospital STAMP			

### **APPENDIX II (FEE SCHEDULE)**

(a) Application Fees - All facilities & services

Clinic	Zambian	Non-Zambian
Class A to E & Mobile health facilities	K 450.00	K 450.00

(b) Licensing Fees - Private Health Facilities

	Zambian	Non-Zambian
Class A	K 31,900.00	K 44,660.00
Class B	K 28,710.00	K 40,190.00
Class C	K 11,660.00	K 17,240.00
Class D	`K 11,660.00	K 17,240.00
Class E	K 11,660.00	K 17,240.00
Mobile health facilities (Air, Water & Road)	K 9,260.00	K 12,970.00

(c) Licensing Fees - Public Health Facilities

	Zambian	Non-Zambian
Class A & B	K 1,130.00	n/a
Class C, D & E	K 500.00	n/a
Mobile health facilities (Air, Water &	K 200.00	n/a
Road)		

(d) Accreditation Fees (Full or Provisional) - Private Health Facilities

	Zambian	Non-Zambian
Class A & B	K 4,200.00	K 5,000.00
Class C, D & E	K 1,130.00	K 1,360.00

(e) Accreditation Fees (Full or Provisional) - Public Health Facilities

	Zambian	Non-Zambian
Class A & B	K 1,130.00	n/a
Class C, D & E	K 500.00	n/a

(f) Mandatory Ethical and Clinical Guidelines

National Health Care Standards	K 100.00	Professional Code of ethics- GNC	-
Patients Right Charter - English	K 50.00	Standard Treatment Guidelines	
Patients Right Charter - Local Language	K 50.00	Zambia National Formulary	-
Professional Code of ethics- HPCZ	K 50.00	British National Formulary - Adults	
Confidentiality guidelines	K 50.00	British National Formulary - Paediatrics	
Patient consenting guidelines	K 50.00	Standard Operating Procedures -	
Patient Record Guidelines	K 50.00	specific for the scope of services	
Pervasive incentives guidelines	K 50.00		

### APPENDIX III: LIST OF ALL STAFF WORKING AT THE FACILITY



Promoting compliance in Healthcare and Training Standards

Note: Health Professions are required to have renewed their practicing certificate for the year the facility is seeking Licence Renewal

S/N	Section/ Unit	Name	Profession	Registrat ion Type	Phone Number	NRC/ Passport	Nationality	Employee Status
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

### APPENDIX IV: SERVICE DELIVERY RETURNS



#### Promoting compliance in Healthcare and Training Standards

### (a) Report Period:

### (b) Facility Utilisation during the year under review

Category	<b>Under Five</b>	Above Five	Total
Outpatients' attendant			
In-patients' attendants			
Total			

#### (c) HIMS Reporting Report

Quarter	<b>Under Five</b>	Submitted timely	Submitted out of time	Not submitted
	January			
1st Quarter	February			
	March			
	April			
2 <sup>nd</sup> quarter	May			
	June			
	July			
3 <sup>rd</sup> Quarter	August			
	September			
	October			
4 <sup>th</sup> Quarter	November			
	December			

#### (d) Quality Improvement

Indicate the quality improvement undertaken at the facility during the year

Service Area/ Department	Problem	Improvement undertaken	Comment

Name		Position		
Sign	•••••	Date		
Clinic or Hospital STAMP				