

PLATEAU STATE PRIVATE HEALTH
(REGISTRATION, LICENSING AND REGULATIONS) EDICT



PLATEAU STATE OF NIGERIA
EDICT NO. 9 OF 1991

(1ST JANUARY, 1989) *Date of Commencement*

The Military Governor of Plateau State of Nigeria hereby makes the following Edict:-

Title and Commence- 1. This Edict may be cited as the Plateau State Private Health Establishments (Registration, Licensing and Regulations) Edict 1989 and shall be deemed to have come into operation on the 1st day of January, 1989

Interpreta- 2. In this Edict unless the context otherwise requires:-
tion. "The Committee" means the committee established under section 4 of this Edict;

"Company" means a company or an organisation duly registered under the provisions of the Companies Decree and includes a charitable organisation or association or partnership of any number of persons. "Commissioner" means the state's Commissioner responsible for the Ministry of Health;

"High Court" means the High Court of the state;

"Infectious disease" shall bear the same meaning as contained in the Public Health Law;

"In-patient" means the provision of health care services on a twenty four hour per day basis;

"Medical Practitioner" means a Medical Practitioner or a Dental Practitioner, as the case may be, fully or temporarily registered by the Medical and Dental Council of Nigeria, but does not include a dental practitioner provisionally registered by the Medical and Dental Council of Nigeria;

"Medical Practitioner in-charge" means only a Medical Practitioner fully registered by the Medical and Dental Council of Nigeria eligible to engage in private medical practice and is to be held responsible for the registration of a private hospital and for carrying into effect the provisions of this Edict;

"Health Professional in-charge" means a health professional duly registered, or recognised by the appropriate authority or statutory body in Nigeria eligible to engage in private practice of his profession and is to be held responsible for the registration of the appropriate health establishment and for carrying into effect the provisions of this Edict;

"Private Hospital" includes private hospitals, nursing homes, maternity homes, convalescent homes, dental hospitals, eye hospitals and medical centres, clinics and dispensaries providing in-patient and/or out-patient care under the control or supervision of

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practitioner, but does not include all other private health establishments controlled by a specialist pathologist or radiologist; means the Plateau State of Nigeria;

"out-patient" means the provision of health care services of less than twenty-four hours per day, (on daily services);

"Other private health establishments" includes:-

- (a) Medical Laboratory Centres, run by specialist Pathologists or Medical Laboratory Technologist/Scientist;
- (b) Physiotherapy Centres, run by Physiotherapists
- (c) Radiographic Centres (X-Ray), run by specialist radiologists or qualified radiographers.
- (d) Optical Centres, run by Ophthalmologists, Opticians, Optometrists, and
- (e) Psychiatric Centres, run by Psychiatrists.

"Private Health Establishments" means hospitals, nursing homes, maternity homes, convalescent homes, dental hospitals, eye hospitals, medical centres, clinics and dispensaries under the control or supervision of a Medical Practitioner/Dental Surgeon/Eye Specialist;

Licensing and registration of health centres.

3. (1) No person or company shall establish, manage or conduct a private health establishment or other private health establishment unless the private health establishment or other private health establishment has been duly registered or licensed under the provisions of this Edict.

(2) All existing registered or licensed private health establishments and other private health establishments before the coming into force of this Edict shall remain registered, or licensed and shall be deemed to have been registered or licensed under this Edict.

(3) The provisions of this Edict shall not apply to private health establishments and other private establishments controlled or run by the Federal Government, State Government or Local Governments.

Establishment of the Committee.

4. There is hereby established a committee to be known as the Plateau State Private Health Establishments (Registration, Licensing and Regulations) Committee.

Composition of the Committee

5.(1) The Committee shall consist of ten members to be appointed by the Commissioner and shall comprise of the Director Clinical Services and Training (Curative) of the State as Chairman, and the following members, viz:-

- (a) the Director Family Health Services in the Ministry of Health of the state or his duly authorised representative;
- (b) the Director Disease Control in the Ministry of Health of the state or his duly authorised representative;

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- (c) the Director Pharmaceutical Services in the Ministry of Health of the state or his duly authorised representative;
 - (d) the Director Nursing Services in the Ministry of Health of the State or his duly authorised representative;
 - (e) the Head of Laboratory Services in the Ministry of Health of the State or his duly authorised representative;
 - (f) a general practitioner, not being a person employed in the Public Service of the State;
 - (g) one person representing general public interest; and
 - (h) the Head of Medical Inspectorate Unit in the Ministry of Health of the State or his duly authorised representative;
- (2) A Secretary shall be appointed by the Commissioner from the staff of the Medical Inspectorate Unit who shall take and keep records of meetings and shall be a non-voting member.
- Power to Co-opt. 6. The Committee may co-opt a representative from other professions allied to medicine as and when necessary.
- Functions of the committee. 7. The functions of the Committee shall be:-
- (a) receiving applications for registration of private health establishments and other private health establishments;
 - (b) inspection of proposed and registered private health establishments and other private health establishments;
 - (c) approving or rejecting applications for registration of private health establishments and other private health establishments;
 - (d) controlling and regulating private health establishments and other private health establishments;
 - (e) issuing of certificate of registration or licence and renewal of same to approved private health establishments and other private health establishments;
 - (f) revocation or cancellation of certificate of registration or licence of private health establishments and other private health establishments;
 - (g) receiving of application, registration and renewal fees; and
 - (h) any other functions as may be conferred upon the committee from time to time by the Commissioner;
- Tenure of Office of the Committee 8. The members of the Committee, other than the ex-officio members, shall be appointed for a term of two years and shall be eligible for re-appointment for not more than two consecutive terms.
- Removal of members of the Committee 9. Any member of the Committee, other than an ex-officio member, may be removed for any of the following reasons, that is, where:-

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- (a) the member suffers from insanity or incapacitating chronic ill-health;
 - (b) he writes a letter of resignation under his hand, addressed to the Commissioner;
 - (c) the member is convicted of a criminal offence or found guilty by any tribunal; and
 - (d) the member is absent from three consecutive meetings of the Committee without valid reasons.
- Vacancy:** 10. The Commissioner may fill any vacancy that may occur in the Committee by appointing an appropriate person to serve the remaining period of the vacant member seat.
- Quorum.** 11. The quorum at any meeting of the Committee shall be seven members.
- Majority decision.** 12. The decision of the Committee shall be by simple majority of the members present.
- Voting.** 13. Every question at a meeting of the Committee shall be determined by a majority of the vote of the members present and voting on the question, and in the case of any equal division of votes, the Chairman of the meeting shall have a second or casting vote.
- Power to Co-opt.** 14. Where upon any occasion the Committee desires to obtain the advice of any person upon any matter it may co-opt such a person to be a member for such meeting(s) as may be required and any such person shall, while so co-opted, have all the rights and privileges of a member of the Committee except that he shall not be entitled to vote on any question or count towards a quorum.
- Minutes of meetings.** 15. The minutes of the meetings of the Committee shall be submitted to the Commissioner for his consideration.
- Power to regulate proceedings** 16. The Committee may regulate its own proceedings as to meetings and sittings.
- Power to receive application, etc.** 17. (1) The Committee shall have power to receive applications for registration and to inspect, register and regulate private health establishments in the State, subject to the provisions of this Edict.
- (2) The Committee shall grant a certificate of registration or licence within a period not exceeding ninety(90) days from the date of receipt of the application, unless there are reasons for any delay or rejection.
- (3) The Committee may suspend, revoke or cancel a certificate of registration or licence issued or deemed to be issued under the provisions of this Edict.

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- Form of Certificate. 18. (1) A Certificate of registration/licence shall be in a prescribed form as contained in this Edict and shall bear the seal of the State's Ministry of Health which shall be displayed in a prominent place in the private health establishment or other private health establishment.
- (2) No person or company shall use or operate a private health establishment or other private health establishment until a certificate of registration/licence has been issued in respect of such an establishment.
- Offence. 19. (1) No person shall use or operate more than one private health establishment or other private health establishment (premises) using one certificate or licence issued or deemed to be issued under this Edict.
- (2) Any person who contravenes the provision of this Section shall be guilty of an offence.
- Management and Supervision 20. Subject to the provisions of this Edict every private hospital shall be under the management, control and supervision of a registered medical practitioner incharge who shall be responsible for carrying into effect the provisions of this Edict.
- Qualification and Supervision. 21. (1) A Maternity home or convalescent home shall have a Nurse or Midwife with at least two years experience in-charge who shall be responsible for carrying into effect the provisions of this Edict, and a registered medical practitioner shall provide professional supervision and advice for such Nurse or Midwife in-charge.
- (2) An out-patient clinic/dispensary shall have a Community health Officer/Extension Worker of at least three years experience (for the extension worker) in-charge who shall be responsible for carrying into effect the provisions of this Edict, and a registered Medical practitioner shall provide professional supervision and advice for such Community Health officer/Extension Worker in-charge.
- (3) Where more than one Medical practitioners are managing or controlling a private hospital, one of such medical practitioners shall be nominated as the medical practitioner in-charge and any change of such medical practitioner in-charge shall be notified to the Committee in writing.
- Notification of change of staff 22. (1) Any change of Midwife or Nurse or Community Health Officer/Extension Worker in-charge of a maternity home or a convalescent home or out-patient clinic/dispensary shall be notified to the Committee in writing, within 14 days of such change.

- (2) With respect to a maternity home, nursing home, convalescent home, out-patient clinic/dispensary with a Nurse or Midwife or Community Health Officer/Extension Worker in-charge, any change of the medical practitioner providing professional supervision and advice to such Nurse or Midwife or Community Health Officer/Extension Worker in-charge of a maternity home, nursing home, or convalescent home and out-patient clinic/dispensary shall be notified to the Committee in writing.
- Keeping of Records. 23. Every private health establishment and other private health establishment shall keep all its records for inspection by the Committee or any other person duly authorised by it.
- Establishment of Medical Inspectorate Unit. 24. There is hereby established a unit to be known as the Medical Inspectorate Unit of the Ministry of Health of the State, which shall be responsible to the Committee.
- Membership of the inspectorate Unit. 25. The Medical Inspectorate Unit shall have five members of staff to be posted to the unit under the normal ministerial posting, and the staff shall comprise:-
- (a) the Principal Medical Officer in-charge;
 - (b) the Principal Community Health Officer;
 - (c) a Midwife/Nurse of at least 5 years experience;
 - (d) the Principal Health Superintendent; and
 - (e) the Medical Laboratory Scientist.
- Management of other private Health Establishment. 26. (1) Subject to the provisions of this Edict, any other private health establishments shall be under the management, control and supervision of an appropriate health professional in-charge, who shall be responsible for carrying into effect the provisions of this Edict.
- (2) Where more than one health professional in-charge is concerned with the management, control and supervision of other private health establishment, one of such appropriate health professional shall be nominated as the health professional in-charge, and any change of such health professional in-charge shall be notified to the Committee in writing within 14 days.
- Form of application for registration. 27. Application for the registration of private health establishments and other private health establishments shall be made to the Committee on a prescribed form and in a prescribed manner accompanied with the appropriate fee.

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- Restriction of supervision. 28. Subject to the provisions of this Edict, no medical practitioner or health professional in-charge shall be allowed to be in-charge of more than one private hospital or one other private health establishment.
- Residence of medical practitioner in-charge. 29. (1) Subject to the provisions of this Edict, no medical practitioner in-charge of an in-patient private hospital shall live more than a distance of 10 kilometres by road away from the private hospital he is in charge of.
- (2) A medical practitioner in-charge of an out-patient private hospital in an urban area shall live at a distance of not more than 25 kilometres away from each private hospital he is in charge of, but he shall not be in charge of more than two out-patient private hospitals.
- (3) Subject to the provisions of this Edict, a Medical Officer may supervise not more than five maternity homes, clinics/dispensaries, provided the distance of his residence by road to either of the five maternity homes/clinics/dispensaries is not more than a radius of 50 kilometres in rural areas.
- Registration Fees. 30. Subject to the provisions of this Edict, the Commissioner may give to the Committee general or specific directives as to the fees to be charged for the registration of private health establishments and other private health establishments in the State and the Committee shall comply and give effect to all such directives.
- Qualification for Registration. 31. Subject to the provisions of this Edict a private health establishment and other private health establishment shall not be registered unless the Committee is satisfied:-
- (a) that only fully registered Nigerian Medical practitioners and other health professionals are those setting it up;
 - (b) that the medical practitioner managing or controlling the private health establishments or any part thereof is registered by the Medical and Dental Council of Nigeria;
 - (c) that the Nurse or Midwife, Community Health Officer, Extension Worker managing or controlling the other private health establishments or any part thereof is registered by the Nursing or Midwifery Council of Nigeria/National Community Health Practise Board of Nigeria;
 - (d) that any other private health professional in-charge, managing or controlling the other private health establishments or any part thereof is duly registered or recognised by the appropriate authority in Nigeria;
 - (e) that the staff complement of the private health establishment and other private health establishments is adequate and in conformity with the provisions of the first schedule to this Edict:

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- (f) that the site, building and general amenities of the private health establishments and other private establishment is in all respects satisfactory, and in conformity with the requirements requirements as prescribed in the first schedule to this Edict;
- (g) that the equipment are suitable and meet the requirements of such private health establishments and other private health establishments as specified in the first schedule to this Edict;
- (h) that the private hospital with in-patient facilities contains not more than the maximum number of beds in conformity with the provisions of the first schedule to this Edict; and
- (i) that the private establishments, and other private health establishments in all other respects are in conformity with the public health laws existing in the state.

Inspection
and visiting.

32. (1) The Committee or any other person duly authorised by it may enter a private establishment and other private health establishment for the purpose of inspection and may require to be produced to it all or any of the records, registers, log-books and other documents required to be kept under the provisions of this Edict, and the medical practitioner or other health professional in-charge, Nurse/Midwife/Community Health Office/Extension Worker in-charge as the case may be, shall take steps as may be necessary to facilitate such inspection provided that nothing in this section shall be deemed to authorise the inspection of any medical record relating to a particular patient in any private health establishment or other private health establishments.

(2) The Committee or any person duly authorised by it shall visit private health establishments and other private establishments within its jurisdiction at least once in a month.

Exemption.

33. (1) The Committee may, with the written approval of the Commissioner, exempt any particular private health establishment and other private health establishment from any of the provisions of this Edict, other than the requirement to register and licence, and may in like manner relax or otherwise modify any of such provisions in respect of any particular private health establishment and other private health establishment.

(2) Any such exemption, relaxation or modification shall be expressed to be for a period not exceeding one year but the Committee with the written consent of the Commissioner may, in like manner from time to time review any such exemption, relaxation or modification which shall be in writing signed by the Chairman of the Committee and shall be displayed with the certificate of registration in the private health establishment or other private health establishment concerned in a prominent place accessible to any person.

Order of
Suspension
or Cancellation.

34. Where it appears to the Committee that the provisions of this Edict or any part thereof are not being carried into effect in a private health establishment or other private health establishments or that

a private health establishment or other private health establishment is not being conducted in the best interest of the health or well being of the patients admitted thereto, or that the medical practitioner or Nurse/Midwife/Community Health Officer/Extension Worker or any other health professional in-charge, as the case may be, has been suspended or has had his name removed from the register of the Council, the Committee may by order:-

- (a) suspend the registration of such private health establishments and other private health establishments until the conditions which caused the order of suspension to be issued have been rectified, or
- (b) cancel the registration of such private health establishments and other private health establishments and withdraw its certificate of registration and licence; provided that no such order of suspension or cancellation shall be made until the conditions of which such order is contemplated have been conveyed in writing to the Medical Practitioner in-charge or Nurse/Midwife/Community Health Officer/Extension Worker in-charge or any other private health professional in-charge, as the case may be, of such private health establishments or other private health establishments and such Officer in-charge has had an opportunity of presenting his case either personally or in writing to the Committee within twenty-one days thereof.

Procedure after withdrawal of Certificate.

35. (1) Where an order for suspension or cancellation of the registration of a private health establishment or other private health establishment has been exercised under the provisions of this Edict, such private health establishment or other private health establishment shall thereupon cease to operate and no new patients shall be admitted.
- (2) With respect to private hospitals, the remaining in-patients shall at the discretion of the Committee be discharged or transferred to another hospital or retained in the private hospital which has been so closed until in the opinion of the Committee they are fit to be discharged or transferred and such retention of in-patients shall not be deemed to constitute an offence under this Edict.
- (3) The Medical practitioner in-charge or the Nurse/Midwife, Community Health Officer/Extension Worker or other health professional in-charge shall bear the cost of and responsibility for transferring the in-patients to another hospital.

Right of appeal.

36. Any person or company aggrieved by an order of suspension or cancellation made under the provisions of this Edict may appeal to the High Court of the State, but the order of suspension or cancellation shall have immediate effect and shall not cease to have effect by reasons only of the lodging of any such appeal, except by an order made by the High Court.

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- Suspension not a bar to other proceedings.
37. Any order of suspension or cancellation made under the provisions of this Edict shall be in addition to any proceedings which may be instituted in respect of any contravention or failure to comply with the provisions of this Edict, and to any penalties which may be imposed upon conviction in such proceedings.
- Notice to Suspend.
38. Save in the case of serious infectious disease or other grave public health danger, the Committee shall give to the Medical practitioner Nurse/Midwife/Community Health Officer/Extension Worker or other health professional in-charge or company concerned twenty-one (21) days notice of the Committee's intention to suspend or cancel the registration.
- Offences committed by corporate organisations
39. Where an offence has been committed under this Edict in respect of the establishment or the conduct of a private health establishment or other private health establishment and such private health establishment or other private health establishment is owned by an individual or a company then, in addition to the medical practitioner or Nurse/Midwife/Community Health Officer/Extension Worker in-charge or any other health professional in-charge, as the case may be, such an individual or company and every Director, Manager, Secretary and other officers of the company who knowingly is or are a party to such an offence shall be guilty of the like offence and liable to the same punishment.
- Offences and Penalties.
40. Any person or company contravening or failing to comply with the provisions of this Edict shall be guilty of an offence and liable on summary conviction to penalties as follows:-
- (a) For operating private health establishments or other private health establishments without certificate of registration or licence:-
- (i) for a first offence, a fine of N500.00 in the case of an individual and a fine of N5,000 in the case of a company, and such a health establishment shall be closed;
 - (ii) for any subsequent offence, a fine of N1,000 or imprisonment for six months or both in the case of an individual, or a fine of N10,000 in the case of a company, and such a health establishment shall be closed;
 - (iii) in the case of a continuing offence, a fine of N100.00 for each day during which the offence continues in the case of an individual, or N500.00 for each day during which the offence continues in the case of a company;
 - (iv) in the case of a private establishment or other private health establishment owned by an individual or a company, then the individual or company shall pay the following processing fees or application to re-establish such a private health establishment or other health establishment:-

- (a) one thousand Naira (N1,000.00) for private health establishments and other private health establishments providing out and in-patient care; and
- (b) Five hundred Naira (N500.00) for private health establishments providing only out-patient care;
- (v) If upon reprocessing and re-inspecting, a private health establishment or other private health establishment owned by an individual or a company meets the conditions set out in this Edict for registration, such individual or company shall pay the stipulated registration fees again;
- (b) For contravening any provisions of this Edict in which no penalty is stipulated, half the punishment as is provided under subsection (a) (i) or (ii) of this section as the case may be;
- (c) Warning notice from the Committee for rectification within three months; and
 - (i) if no rectification is made after the expiration of three months, the penalty shall be closure; and
 - (ii) in case of continuing offence, a fine as provided in (iv) (a) above.
- (d) Report of the alleged professional misconduct to the appropriate statutory body or recognised authority for any appropriate action.

Power to
make
regulations.

41. 3. The Committee may, with the approval of the Commissioner, make regulations in respect of how to conduct and inspect private health establishments and other private health establishment within its area of jurisdiction and generally for the carrying into effect the purpose of this Edict, and without prejudice to the generality of the power so conferred, in particular for:-

- (a) prescribing any matter or thing requiring to be prescribed under the provisions of this Edict;
- (b) prescribing the standards of sanitary arrangements;
- (c) regulating the accommodation for patients;
- (d) regulating the accommodation and equipment for operating laboratories, sterilisation and disinfection of pharmacies and other similar premises;
- (e) prescribing the number of qualified Nurses, Midwives and Community Health Officers/Extension Workers to be employed in proportion to the number of beds available;
- (f) regulating the preparation and storage of food and drugs, and where drugs are dispensed in a private hospital, the number of qualified pharmacists or pharmacy technicians/Assistants to be employed;
- (g) regulating the arrangements for disinfection and prevention of the spread of infections;

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- (h) prescribing the arrangements for the presentation and control of fire and for the safety of patients and staff in the event of fire;
- (i) prescribing the records and statistics to be kept and the mode of keeping them as well as making regular returns of such records and statistics to the Committee;
- (j) prescribing the registers and records to be kept in respect of patients as well as making annual returns of such records to the Committee;
- (k) prescribing the monthly notification of deaths, births, stillbirths, miscarriages and abortions and weekly notification of infectious diseases and notifiable peuperal pyraxia;
- (l) prescribing the records to be kept when a child born in a private hospital is discharged or moved there from;
- (m) prescribing the conditions or requirements applicable for the registration of private health establishments and other private health establishments under this Edict.

Repeal of 42. The Private Hospital Law (Cap. 100) 1963 is hereby repealed in as far as it is applicable in the State.
Cap. 100, N.N. 1963.

FIRST SCHEDULE SECTION 31

- (a) The Radiographic or X-Ray Unit; to be constructed with solid concrete of adequate thickness of at least 9 inches) density and consistency capable of protecting adjoining rooms and space from ionising radiation and leakage above the permissible level. This is without prejudice to the use of modern mobile radiographic equipment;
- (b) The equipment installed shall conform with international safety requirements in respect of X-Ray tube leakage, electrical and mechanical risks;
- (c) the Staff for operating and handling the equipment shall possess minimum professional qualifications and training;
- (d) the health professional in-charge shall be a specialist radiologist or a qualified radiographer, who shall be responsible for carrying into effect the provisions of this Edict;

1. PRIVATE CLINIC (WITH OUT-PATIENT FACILITIES):-

- (1) Shall have the following basic facilities:-
 - (a) Waiting/Reception room: 4 x 3 metres or 12 square metres with sitting facilities and registration table.
 - (b) Record-Keeping facilities.

2 (a) Consulting room; 4x3 metres or 12 square metres with wash hand basin and towels;

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- (b) examination couch or dental chair (in case of dental clinic); and
 - (c) equipment for physical examination;
3. (a) Treatment room 4 x 3 metres or 12 square metres with wash hand basin and towels;
- (b) equipment for minor surgery needing local anaesthesia and a provision for sterilising such equipment;
4. Observation room 4 x 3 metres or 12 Square metres with one to four beds for observation;
- (a) Facilities for basic diagnostic investigation (e.g.) side room and a working bench for the laboratory; and
- (b) Sanitary and toilet facilities in accordance with public health laws;
5. Minimum Staff Complement;
- (a) One Medical practitioner in-charge or one Dental practitioner in-charge (in case of dental clinic) or one Community Health practitioner in-charge (Community Health Officer/Extension Worker);
- (b) One registered Staff Nurse or Midwife;
- (c) One clinical assistant/attendant or one dental assistant (in case of dental clinic); and
- (d) One medical practitioner providing professional advice/supervision (in case of non-medical practitioner in-charge).
6. Hours of consultation:
At the discretion of the proprietors provided these are clearly written on the premises for the information of the public and the committee.

2. PRIVATE MATERNITY HOME:

- (1) Out-patient shall have the following basic facilities:-
- (a) Waiting/reception room 4 x 3 or 12 metres with sitting facilities and registration table (wheel chair, stretcher and wheel trolley) optional;
 - (b) record keeping facilities;
 - (c) Consulting room: 4x3 metres or 12 square metres with examination couch, wash-hand basin and towels, and facilities for physical examination and screen;
 - (d) treatment room 4x3 metres or 12 square metres with wash-hand basin and hand towels, and a single bed for observation, and drip stand;
 - (e) facilities for minor laboratory test e.g. urine sugar, protein and HB level; and

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- (1) Sanitary and toilet facilities in accordance with public health laws, and dustbin;
- (2) In-patient shall have the following basic facilities:-
 - (a) lying in ward (maximum of 15 patients per ward) minimum distance of one metre between two adjoining beds or 1.3 metres between two rows of beds;
 - (b) First stage labour room: 12 square metres with necessary equipment.
 - (c) delivery room: 12 square metres of washable walls and floor and with delivery couch, wash hand basin and towels, placenta receiver and other basic requirements for delivery;
 - (d) Sluice room and staff changing room;
 - (e) toilet facilities one per 5 in-patients
 - (f) bathroom one per 5 in-patients;
 - (g) Sanitary facilities, in accordance with public health laws;
 - (h) facilities for basic diagnostic investigation (ref: under laboratory); and
 - (i) Staff changing room;
- (3) Other facilities:-
 - (i) laundry and patient diet;
 - (ii) sterilization of equipment;
 - (iii) fire extinguisher; and
 - (iv) an ambulance.
- (4) Minimum Staff Complement:
 - (a) One registered Midwife in-charge.
 - (b) One medical practitioner providing professional advice/supervision;
 - (c) One registered staff midwife or staff nurse/midwife per 5 in-patient beds;
 - (d) One hospital aid per 5 in-patient beds;
 - (e) Medical records and or Secretarial staff as desired; and
 - (f) One or two night - Guards (watchmen)

3. PRIVATE NURSING OR CONVALESCENT HOME:

- (1) Out-patient - shall have the following basic facilities:-
 - (a) Waiting/reception room: 4 x 3 metres or 12 square metres with sitting facilities and registration table;
 - (b) record-keeping facilities;
 - (c) Consulting room 4 x 3 metres or 12 Square metres with examination couch, equipment for physical examination, wash-hand basin and towels;

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- (d) treatment room 4 x 3 metres or 12 square metres with wash-hand basin and towels, and a single bed for observation; and
 - (e) Sanitary and toilet facilities, in accordance with public health laws.
- (2) In-patient shall have the following basic facilities:-
- (a) facilities for waiting/reception, record keeping, consulting and treatment.
 - (b) Ward(s) with locker and over-head table for each bed. There shall be a separate ward for male, female and children;
 - (c) equipment for minor surgery needing local anaesthesia and provision for sterilization of each equipment.
 - (d) adequate toilet facilities (separate for male and female);
 - (e) bathrooms (separate for male and female);
 - (f) nursing bay;
 - (g) facilities for minor laboratory test e.g. urine, sugar, protein and Blood H.B;
 - (h) Sanitary facilities, in accordance with public health laws;
 - (i) Staff changing room.
- (3) Other facilities:-
- (i) Laundry and patient diet;
 - (ii) fire extinguisher; and
 - (iii) an ambulance
- (4) Minimum staff Complement:
- (a) One medical practitioner in-charge or one registered Nurse in-charge.
 - (b) One medical practitioner providing professional advice (in case of registered Nurse in-charge Nursing Home);
 - (c) One Staff Nurse per 5 in-patient beds;
 - (d) One laboratory Assistant;
 - (e) One Pharmacy Assistant (optional);
 - (f) Medical Records and/or secretarial staff as desired;
 - (g) Ward Assistants or Aides per 5 in-patient beds;
 - (h) One visiting Physiotherapist (in case of convalescent home);
 - (i) One Hair-Dresser (optional) in case of convalescent home); and
 - (j) One Night - Guard.

4. PRIVATE HOSPITAL (WITH IN AND/OR OUT-PATIENT FACILITIES)

- (1) Out-patients shall have the following basic facilities:-
- (a) Waiting/reception room: 24 square metres; sitting facilities and registration table;
 - (b) record-keeping facilities;
 - (c) Consulting room 4 x 3 metres or 12 square metres with examination couch, equipment for physical examination, wash hand basin and towels;

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- (d) treatment room 4 x 3 metres or 12 Square metres with wash hand basin and towels as well as beds for observation (1-2);
- (e) dispensing room 4 x 3 metres or 12 square metres;
- (f) Observation room 4 x 3 metres or 12 square metres;
- (g) Sanitary and toilet facilities, in accordance with public health laws;
- (h) Staff room; and
- (i) Cleaner's Stores

(2) In-patients shall have the following basic facilities:-

- (a) Ward(s) with locker and over-head table for each bed; There shall be separate wards for male, female and children;
- (b) facilities for infectious diseases; (isolation facilities)
- (c) labour and delivery rooms (where applicable) with washable water proof materials;
- (d) Operating Theatre 4 x 3 metres floor with washable and water proof material with adequate equipments; (in accordance with laid down requirements).
- (e) Staircase room;
- (f) adequate toilet facilities (separate for male and female);
- (g) bath rooms (separate for male and female);
- (h) Nursing Bay; and
- (i) Staff changing room.

(3) Diagnostic Facilities:-

- (a) Minimum investigation required for blood, urine, and stool (Ref: laboratory);
- (b) X-Ray (optional, needing special permission)

(4) Other facilities:-

- (a) Kitchen, including facilities for kitchen staff and storage (optional);
- (b) Sterilization facilities;
- (c) Fire extinguisher; and
- (d) An Ambulance.

(5) Minimum staff complement:-

- (a) One medical practitioner in-charge;
- (b) One registered Nurse in-charge of Nursing services;
- (c) One registered staff Nurse/Midwife or Staff Nurse per 5 in-patient beds;
- (d) One Laboratory Scientist;
- (e) One Pharmacy Assistant;
- (f) Medical Records and/or Secretariat staff as desired;
- (g) One Ward Assistant/aide per 5 in-patient beds.

5. PRIVATE DISPENSARY

- (1) Shall have the following basic facilities:-
 - (a) Waiting/Reception room 4 x 3 metres or 12 square metres with sitting facilities and registration table and;
 - (b) Record-keeping facilities.
- (2) Consulting room:-
 - (a) 4 x 3 metres or 12 square metres with wash hand basin and towels;
 - (b) Examination Couch and;
 - (c) Equipment for physical examination.
- (3) Treatment rooms:-
 - (a) 4 x 3 metres or 12 square metres with wash hand basin and towels,
 - (b) equipment for minor surgery needing local anaesthesia and a provision for sterilising such equipment, with one or two observation beds;
- (4) Dressing room:-
 - (a) 4 x 3 metres or 12 square metres;
 - (b) dressing table with equipment necessary for dressing;
 - (c) Sanitary and toilet facilities in accordance with public health laws and;
 - (d) facilities for basic diagnostic investigation e.g. side room working bench laboratory.
- (5) Minimum Staff complement:-
 - (a) One Community Health Practitioner in-charge (Community Health Officer/Extension Worker).
 - (b) One Community Health Practitioner;
 - (c) One Aid and;
 - (d) One Night-Guard (Optional).
- (6) **PRIVATE MEDICAL LABORATORY CENTRE**
 - (1) Shall have the following basic facilities;
 - (a) Waiting/Reception room 4 x 3 metres or 12 square metres with sitting facilities and registration table;
 - (b) Sample collection facilities for bleeding and collection of other materials for analysis which should be spacious and well ventilated with sitting facilities;
 - (c) record keeping facilities;
 - (d) wash up room/sterilization room 4 x 3 metres or 12 square metres with facilities for general sterilization, wash up of glass wares and hand basin;
 - (e) Main laboratory:-
 - (i) 36 square metres with adequate work benches and sink facilities. It may be an open laboratory or

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separate with various disciplines;

(ii) any of the following disciplines shall be covered:-

- Clinic/Biochemistry;
- Bacteriology;
- Parasitology;
- Histopathology;
- Haematology and;
- Blood Group Serology;

(f) Minimum equipment required for routine investigation:-

Type of	Clinical Biochemistry	Parasitology	Bacteriology	Haematology	Blood group	Histopathology serology
1. Autoclave	—	—	—	—	—	—
2. Balance	—	—	—	—	—	—
3. Centrifuge	—	—	—	—	—	—
4. Calorimeter	—	—	x	—	x	x
5. Flame Photometer	—	x	x	x	x	x
6. Hot Air Oven	—	—	—	—	—	—
7. Incubator	—	—	—	—	—	—
8. Microscope	—	—	—	—	—	—
9. Microtome	x	x	x	x	x	—
10. Refrigerator	—	—	—	—	—	—
11. Water Bath	—	x	—	—	—	—

(iii) Sanitary toilet facilities in accordance with public health laws with particular emphasis on safe disposal of laboratory specimens and laboratory wastes and,

(iv) a Fire Extinguisher.

(2) Minimum Staff Complement;

- (a) Medical Laboratory Technologist/Scientist in-charge with current licence to practice;
- (b) any person holding a qualification registrable and/or licensed by the Institute of Medical Technology of Nigeria;
- (c) One Laboratory Technician Assistant;
- (d) One receptionist/Clerical Staff and;
- (e) One Laboratory Attendant.

(3) Further requirements:-

- (i) The Institute of Medical Laboratory Technology of Nigeria shall approve the establishment of any private laboratory centre and the committee shall be responsible for the approval of minor or side - room laboratories for urine, sugar, protein and haemoglobin tests;
- (ii) Location:-
All private laboratory centres must be in a suitable location.

7. PRIVATE PHYSIOTHERAPY CENTRE:-

- (1) Shall have the following basic facilities:-
 - (a) Waiting/Reception room 4 x 3 metres or 12 square metres with sitting facilities and registration table;
 - (b) record keeping facilities;
 - (c) Consulting cubicles (sizes variable)
 - (d) activity area 36 square metres with adequate equipment for professional use and a wash hand basin and towel and;
 - (e) Sanitary/Toilet facilities in accordance with public health laws.
- (2) Any or all of the following disciplines shall be covered and adequate facilities made available:-
 - (a) electro-therapy
 - (b) exercise therapy; and
 - (c) hydro therapy (pool therapy)
- (3) Minimum Staff Complement:-
 - (a) One Physiotherapist in-charge registered with Physiotherapy Society of Nigeria (PSN);
 - (b) One Physiotherapist Assistant;
 - (c) One Clinic Assistant/Clerical Staff.
- (4) Extra facilities:-
 - (a) Ramps and corridor;
 - (b) Swinging door preferred; and
 - (c) Located off busy road.

8. PRIVATE RADIOGRAPHIC (X-RAY) CENTRE

- (1) (a) The Radiographic unit shall be constructed with solid concrete of adequate thickness (at least 9 inches, double block) or lead lined capable of protecting adjoining rooms and spaces from ionising radiation leakage above rooms and permissible level;
- (b) the equipment installed shall conform with international safety requirements in respect of X - Ray tube leakage, electrical and mechanical risks;
- (c) the staff operating the machines and handling the equipment shall possess minimum professional qualification and training; and
- (d) the health professional in-charge shall be a Specialist Radiologist or a qualified Radiographer, who shall be responsible for carrying into effect the provisions of this Edict.

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Licensing and Regulation)**

- (2) Shall have the following basic facilities:-
- (a) Waiting/Reception room 4 x 3 metres or 12 square metres with sitting facilities and registration table;
 - (b) record keeping and storage facilities;
 - (c) Consulting room 12 square metres with wash-hand basin. Extra 12 square metres for ultra-sonographic procedures;
 - (d) radiography room - with control cubicle or panel, 24 square metres (lead glass window);
 - (e) dark room with lights, darkroom hopper, tanks and processing equipment;
 - (f) Changing rooms with at least a mirror;
 - (g) Sanitary and toilet facilities in accordance with public health laws; and
 - (h) fire extinguisher.
- (3) Equipment (must meet internationally accepted standards):-
- (a) X-Ray Machine;
 - (b) tube support X-Ray cassette holder;
 - (c) X-Ray tube (X-Ray proof and electrically shock proof)
- (4) Range of radiographic procedures available shall be some or all of the following:-
- (a) Straight Radiography;
 - (b) Other Specialised Radiographic procedures, without surgical procedure (with contract agent orally e.g. Barium Meal studies);
 - (c) Specialised Radiographic procedure with minor surgical procedure without anaesthesia (with contract agent through blood vessels or uterus (incubation); e.g. I.V.P. Utere Salpingography);
 - (d) ultra-Sonography (using sound);
 - (e) tomography (stratified or layer Radiography);
 - (f) Major Radiography (procedure requiring instrumentation with the use of (anaesthesia) as well as multi-disciplinary specialist health team e.g. ventriculography, angio-cardiography e.t.c.
 - (g) therapeutic Radiography; and
 - (h) nuclear medicine.
- (5) Other accessory equipments:-
- (a) adequate number of cassette screens, film hangers, secondary radiation grids and beam colimators;
 - (b) lead rubber aprons and gloves; and
 - (c) equipment for continuous personal radiation monitoring and occasional site monitoring.
- (6) Additional equipment as required for various types of radiographic procedures:

(7) Professional ethics to be observed:-

- (a) radiographic examination shall be performed only on medical request, except for approved mass surveys against communicable diseases such as tuberculosis; pneumoconiosis;
- (b) no Radiographer shall irradiate human beings without request or reference card duly signed by a registered medical practitioner; and
- (c) no Radiographer or Radiologist shall irradiate the lower abdomen of a child-bearing woman without ensuring that she is not pregnant.

9. PRIVATE DENTAL CENTRE

(1.) A private Dental Centre shall have the following basic facilities:-

- (a) Surgery room 36 square metres with equipment for professional use as well as wash hand basin and towel.
- (b) Waiting/Reception room 4 x 3 metres with sitting facilities and registration table;
- (c) Recovery room 4 x 3 metres with a bed;
- (d) Rest room (optional);
- (e) Dental laboratory with required facilities;
- (f) Sanitary and toilet facilities in accordance with public health laws.

(2) Equipment:-

- (a) dental chair with a drill and suction machine; ;
- (b) hand instruments (assorted) as directed by the Committee;
- (c) polishing wheel;
- (d) trimming machine;
- (e) fire extinguisher; and
- (f) Other assorted materials as dictated by the nature of the job being handled.

(3) Minimum Staff Complement:-

- (a) dental surgeon with B.D.S. or any qualification recognised by the Nigerian Medical Council;
- (b) dental Technologist with C. & G. 739 final;
- (c) an assistant for the Dental Surgeon;
- (d) an assistant with C. & G. intermediate; and
- (e) receptionists/attendants and Clerical Staff.

NB: Either of (a) or (b) can be in-charge depending on the premises being registered.

(4) Range of practice:-

- (a) all dental surgical cases with or without anaesthesia ia
- (b) Crown and bridge
- (c) Orthodontics

- (d) dentures and
- (e) any other dental services which existing facilities permit.

10. PRIVATE EYE HOSPITAL CENTRE

A private eye hospital centre shall have the following basic facilities:-

- (a) reception/waiting room 4 x 3 metres with adequate sitting facilities and a registration table;
 - (b) Workshop 4 x 3 metres;
 - (c) dispensing room 4 x 3 metres;
 - (d) Surgery room 4 x 3 metres floor with washable and water/proof material and adequate equipment/facilities;
 - (e) record keeping facilities;
 - (f) Sanitary and toilet facilities in accordance with public health laws;
 - (g) Sluice room;
 - (h) Ward(s) with locker and overhead table for each bed; there shall be a separate ward for male/female; and
 - (i) Other facilities as provided under private hospital.
- (2) Minimum Staff Complement:-
- (a) Ophthalmologist in-charge (where surgeries are included)
 - (b) an optometrist/ophthalmic optician in-charge for non surgical centre;
 - (c) technicians (trained on the job);
 - (d) receptionist/Clerical Staff.
- (3) Equipment:-
- (a) diagnostic set;
 - (b) trial lens set;
 - (c) snellen chart;
 - (d) snellen chart; and
 - (e) a grinding machine;

11. A PRIVATE PSYCHIATRIC CLINIC/HOSPITAL

(A) OUT-PATIENT

(1) Shall have the following basic facilities:-

- (a) Day room at least 36 square metres with adequate sitting facilities.
 - (i) reception room 4 x 3 metres (if separate) or can be part of the day room with 2 or 3 beds for physically ill patients.
 - (ii) reception hall 3 x 4 metres (if separate) or can be part of the day room with sitting facilities and registration table;
 - (b) consulting room 3 x 4 metres with a couch;
 - (c) record keeping facilities; and
 - (d) Sanitary and toilet facilities in accordance with public health laws.
- No glass windows or glass doors are allowed.

(2) Minimum Staff Complement:-

- (a) One medical practitioner (Psychiatrist) in-charge.
- (b) nurse/Midwife with registrable qualifications or Community Health practitioner(s);
- (c) auxillary Nurses;
- (d) attendants; and
- (e) eceptionist/Clerical Staff.

(3) Other facilities:-

- (a) small sterilizer;
- (b) dressing room with dressing facilities; and
- (c) minimum First Aid facilities.

(B) IN-PATIENT:

(1) Minimum basic facilities:-

- (a) reception (acute ward) 24 square metres with bed;
- (b) admission room 3 x 4 metres with a couch; and
- (c) Side Rooms 1½ x 2 metres (for violent patients) with high ceiling and pads.

(2) Minimum basic facilities for in-patients:-

- (a) locked wards, padded rooms with high ceiling 1½ x 2 metres;
- (b) Violent/Epileptic patients ward 1½ x 2 metres, padded rooms with high ceiling;
- (c) big hall 24 square metres or 26 square metres for dancing and other exercises
- (d) invalid ward 3 x 4 metres, ground floor only,
- (e) ground for farming (optional); and
- (f) field for football; and
- (g) for occupational therapy

- (3) (a) ECT. operation room. 3 x 4 metres with ECT equipment and facilities for anesthesia; and
- (b) recovery room for ECT with beds and oxygen cylinder.

(4) Minimum Staff Complement:

- (a) Medical practitioner (Psychiatric) in-charge
- (b) nurse(s) Midwife(s) and Community Health practitioner(s)
- (c) A Psychologist;
- (d) a social worker;
- (e) a Farm help; (c) and (d) could be on part-time basis.
- (f) auxillary nurses; and
- (g) attendants;

SCHEDULE 2

Section 3

Coat of Arms

**PLATEAU STATE PRIVATE HEALTH ESTABLISHMENT
(REGISTRATION, LICENSING AND REGULATIONS)
EDICT, 1989 LICENSE OF REGISTRATION**

License is hereby granted to.....
the proprietor of..... in.....
Local Government Area of Plateau State of.....
is **HEREBY CERTIFIED** to have been duly registered as a Private Hospital or other
private health establishment under the name of.....
GIVEN and issued under our hand this.....
day of.....

Seal of the
Ministry of Health.

.....
Chairman
**PLATEAU STATE PRIVATE HEALTH
ESTABLISHMENTS (REGISTRATION,
LICENSING AND REGULATION)
COMMITTEE.**

MADE at Jos this 25th day of September, 1989

LT. COL. ALIYU UMAR KAMA
Military Governor
Plateau State of Nigeria

EXPLANATORY NOTE

(This note does not form part of this Edict and has no legal effect).
The purpose of this Edict is to make provisions for the control of the registration of
private health establishments in the state with a view to regulating private medical prac-
tice.

~~.....~~ *[Handwritten signature]*

SCHEDULE 2

Section 3

Cost of Print

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