

**SOKOTO STATE CONTRIBUTORY  
HEALTHCARE MANAGEMENT AGENCY  
[SOCHEMA]**

**ACCREDITATION, SELECTION AND CONTRACTING  
OF  
HEALTH CARE PROVIDER MANUAL**

**2018**

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## SECTION 1

## INTRODUCTION/BACKGROUND

SOCHEMA's mandates includes accreditation, selection and contracting of health care providers. To ensure the provision of quality healthcare services to the residents of Sokoto State the Agency has developed various standards and requirement for accreditation as Health care Facility (HCFs)

This document defines a set of Minimum Standards in the following areas:

1. **Health infrastructure:** Types/Levels of facilities including recommended infrastructure dimensions, furniture and medical equipment.
2. **Human resources for health:** Minimum recommended staff number and cadre for each type of health facility

## SECTION 2

## **HEALTHCARE PROFESSIONALS UNDER SOCHEMA**

- i. Specialist Medical Practitioners
- ii. General Medical Practitioners
- iii. Pharmacists
- iv. Nurses/Midwives
- v. Medical Laboratory Scientists
- vi. Radiographers
- vii. Physiotherapists
- viii. Dental Surgeons
- ix. Optometrists
- x. Medical Records Officers
- xi. Dental Technologist
- xii. Pharmacy Technicians
- xiii. Medical Laboratory Technicians
- xiv. Community Health Workers
- xv. Nutritionists
- xvi. Social workers

**SECTION 3**  
**REQUIREMENTS FOR HEALTHCARE PROFESSIONALS**

**3.1 Specialist Medical Practitioners**

1. They include: physicians, dental surgeons, radiologists, paediatricians, psychiatrists, surgeons, gynaecologists, ENT surgeons, ophthalmologists, etc.
2. Possession of recognized specialist qualifications in the proposed area of practice in addition to (3.2. 1-3) below.

**3.2 General Medical Practitioners**

1. Possession of the Bachelor of Medicine, Bachelor of Surgery (MBBS) degree, or its equivalent, recognized by the Medical and Dental Council of Nigeria;
2. Registration with the Medical and Dental Council of Nigeria.
3. Possession of the current licence to practise, issued by the Medical and Dental Council of Nigeria (MDCN).

**3.3 Pharmacists**

1. Possession of the Bachelor of Pharmacy (B. Pharm) degree or equivalent qualification, recognized by the Pharmacists Council of Nigeria (PCN)
2. Registration with PCN
3. Possession of the professional licence to practice, issued by the Pharmacists Council of Nigeria (PCN).

**3.4 Pharmacy Technicians**

1. Possession of pharmacy technician certificate issued by the school of health technology accredited and recognized by the Pharmacists Council of Nigeria (PCN)
2. Registration with the PCN
3. Possession of current annual permit to practice, issued by the Pharmacists Council of Nigeria (PCN).

**3.5 Medical Laboratory Scientists**

1. Possession of the Bachelor of Medical Laboratory Science (BMLS) degree or equivalent qualification, recognized by the Medical Laboratory Science Council of Nigeria (MLSCN)

2. Registration with the MLSCN
3. Possession of the current license to practice, issued by the MLSCN.

### **3.6 Medical Laboratory Technicians**

1. Possession of certificate issued by Medical Laboratory Science Council Of Nigeria (MLSCN)
2. Registration with the MLSCN
3. Possession of current annual tag issued by MLSCN

### **3.7 Nurse Practitioners**

1. Qualified Nurse (i.e. BNSc or its equivalent, Registered Nurse/Midwife [RN/RM] or other specialized areas of Nursing)
2. Registration by the Nursing and Midwifery Council of Nigeria (NMCN)
3. Possession of the current licence to practice, issued by the NMCN

### **3.8 Radiographers and Ultrasonographers**

1. Possession of the Bachelor of Radiography degree, or equivalent qualification recognized by the Radiographers Registration Board of Nigeria (RRBN)
2. Registration with the RRBN
3. Possession of the current licence to practice, issued by the RRBN.

### **3.9 Physiotherapists**

1. Possession of the BSc, BMR or B physiotherapy or equivalent qualification, recognized by the Medical Rehabilitation Therapist Board of Nigeria (MRTBN)
2. Registration with the MRTBN
3. Possession of the current licence to practice, issued by the MRTBN.

### **3.10 Medical Rehabilitation Therapy Technician**

1. Possession of Medical Rehabilitation Therapy Technician certificate issued by schools accredited and recognized by the MRTBN
2. Registration with the MRTBN
3. Possession of current annual permit to practice, issued by MRTBN

### **3.11 Dental Surgeons**

1. Possession of the Bachelor of Dental Surgery degree, or equivalent qualification, recognized by the Medical and Dental Council of Nigeria (MDCN)
2. Registration with the MDCN
3. Possession of the current licence to practise issued by the MDCN.

### **3.12 Dental Technicians/Technologist**

1. Possession of the certificate, BSc. Or HND in Dental Technology or equivalent qualification from accredited Schools or institution

#### **Note:**

Dental Technologists are required to be registered with their relevant Regulatory body.

### **3.13 Optometrists**

1. Possession of Doctor of Optometry degree, or equivalent qualification recognized by Optometrist and Dispensing Optician Registration Board of Nigeria (ODORBN)
2. Registration with ODORBN
3. Possession of current licence to practise issued by ODORBN.

### **3.14 Community Health Workers**

#### **3.14.1 Community Health Officers**

- a. Must have completed a 12-month course for Community Health Officer Course in an approved University Teaching Hospital or College of Health Technology as additional to qualification in (3.14.a.ii) and (3.14.a.iii) below.
  - i. Must be registered by Community Health Practitioners Registration Board of Nigeria (CHPRBN)
  - ii. Possesses a current licence to practice by the CHPRBN
  - iii. Must have the **Standing Orders** from Federal Ministry of Health for Community Health Officers and Community Health Extension Workers.

### **3.14.2 Senior Community Health Extension Workers**

- i. Must have completed a 36 month course for Community Health Extension Worker in an approved Health Institution
- ii. Must have complied with (3.14.a.ii) and (3.14.a.iii)

### **3.14.2 Junior Community Health Extension Workers**

- i. Must have completed a 24-month course for Junior Community Health Extension Worker in an approved Health Institution.
- ii. Must have complied with (3.14.a.ii) and (3.14.a.iii)

**Note:** Healthcare facilities are advised to train their staff on basic life support (BLS)



## **SECTION 4**

### **CLASSIFICATION OF HEALTH CARE FACILITIES**

Healthcare Facilities shall be classified into:

- a. Primary Health Care Facilities
- b. Secondary Health Care Facilities
- c. Tertiary Health Care Facilities.

#### **4.1 Primary Health Care Facilities**

Primary Health Care Facilities - First contact with the health system, i.e. gatekeepers.

These include:

- 4.1.1 Primary Health Care Centres (PHCs)
- 4.1.2 Comprehensive Health Care Centres
- 4.1.3 Nursing and Maternity Homes (Proof of Access to Medical Practitioner)
- 4.1.4 Out-patient Departments of General Hospitals, Armed Forces, the Police and Other Uniformed Services Hospitals/Clinics, University Medical Centres, Federal Staff Hospitals and Outpatient Department of Federal Medical centres, Specialist Hospitals and Teaching Hospitals.
- 4.1.5 Non-specialist Private Hospitals and Clinics

#### **4.2 Secondary Health Care Facilities**

Secondary Health Care Facilities provide health services on referral from Primary Facilities.

These include:

- 4.2.1 General/Divisional Hospitals (out-patient specialist care and in-patient care for medical, surgical, paediatrics, obstetrics and gynaecology etc) Specialist Hospitals/Reference Hospitals
- 4.2.2 Federal Medical Centres
- 4.2.3 Pharmacies
- 4.2.4 Laboratories
- 4.2.5 Dental clinics
- 4.2.6 Physiotherapy clinics
- 4.2.7 Radiography centers
- 4.2.8 Ophthalmology centers
- 4.2.9 Optometry centers
- 4.2.10 ENT clinics

### **4.3 Tertiary Health Care Facilities**

Tertiary Health Care Facilities provide health services on referral from primary and secondary levels.

These include:

- 4.2.1 Teaching Hospitals
- 4.2.2 Specialist Hospitals
- 4.2.3 Specialty/Specialized Hospitals (orthopedic, psychiatric, etc)
- 4.2.4 Federal Medical Centres
- 4.2.5 Military Reference Hospitals

**SECTION 5**  
**OBLIGATIONS OF HEALTH CARE FACILITIES**

The obligations of healthcare facilities shall include:

- 5.1.1 Providing the Agency with the following information:-
  - i. Names of serving health professionals and their qualifications (doctors, nurses, pharmacists, etc)
  - ii. Hours of duty coverage
  - iii. Details of equipment available for medical care;
- 5.1.2 Ensuring that every beneficiary who visits the facility for care is attended to with utmost care, skill and prompt attention.
- 5.1.3 Provide service to duly identified enrollee at all times using the current Agency enrollee register.
- 5.1.4 All primary healthcare facilities must have facilities for ante-natal, delivery and post-natal care.
- 5.1.5 Shall ensure the prompt documentation of data and filling of key monitoring tools and transmission of same to the Agency.
- 5.1.6 The Provider will forward utilization data in a prescribed format to AGENCY at the end of every month. These will include but not limited to Out-patient utilization data, In-patient utilization data, surgical encounter data, Maternity services encounter data, Disease-specific data for indicator diseases to be determined by AGENCY. These reports shall be sent to AGENCY not later than 10 days after the end of the encounter month

**SECTION 6**  
**REQUIREMENTS FOR HEALTH CARE FACILITIES (HCFS)**

- 5.2 Possession of professionals with relevant academic qualifications
- 5.3 Registration with the relevant regulatory body
- 5.4 Possession of the current licence to practice
- 5.5 Appropriate facility for service delivery
- 5.6 Registration by State authorities where applicable
- 5.7 Possession of professional indemnity cover
- 5.8 Possession of evidence of registration with Corporate Affairs Commission (CAC)  
or official gazette for government owned health institutions
- 5.9 Possession of adequate information and communication technology (ICT)  
infrastructure which must include **internet access, 2 desk top computers and 2  
laptops at the minimum.**

**SECTION 7**  
**FACILITY AND PERSONNEL REQUIREMENTS FOR PRIMARY HEALTH CARE.**

**7.1 FACILITY REQUIREMENT FOR PRIMARY HEALTH CARE FACILITY**

Note: Infrastructural and personnel requirements enumerated below concerns all facilities mentioned in section 4.1 other than PHCs.

The following minimum features shall be provided at a Primary Health Care Facility:

**7.1.1 Waiting and Reception Area**

- i. At least 4 x 3 metres
- ii. Sitting facilities
- iii. Reception table
- iv. Registration table
- v. Medical record keeping facilities
- vi. Wheel chair/patients' Trolley
- vii. Adequate ventilation
- viii. Weighing scale
- ix. Stadiometre for heights

**7.1.2 Consulting Room**

- i. At least 4 x 3 metres
- ii. Examination couch
- iii. Wash hand basin
- iv. Thermometer
- v. Good light source
- vi. Stethoscope
- vii. Diagnostic set
- viii. Sphygmomanometer
- ix. Table and chairs
- x. Adequate ventilation

**7.1.3 Treatment Room**

- i. At least 2 x 3 metre
- ii. Instruments cabinet
- iii. Dressing trolley/tray

- iv. Cotton swab
  - v. Needles and syringes
  - vi. Galipot
  - vii. Dressing forceps
  - viii. Needle holder
  - ix. Suture materials
  - x. Antiseptics and disinfectants
  - xi. Gauze/bandages
  - xii. Disposable gloves
  - xiii. Wash hand basin
  - xiv. Dressing stool
  - xv. Colour coded containers for waste disposal
  - xvi. Safety box(es) for sharps
- 7.1.4 Patients' toilet facilities with adequate water supply
- 7.1.5 Sterilizer/Autoclave
- 7.1.6 Containers for disposal of sharp objects
- 7.1.7 Emergency tray containing:
- i. Needles and syringes
  - ii. Scalp vein needles
  - iii. I V giving set
  - iv. Injection hydrocortisone
  - v. Injection adrenaline
  - vi. 5% dextrose
  - vii. Normal saline
  - viii. Injection Aminophyline
  - ix. Gloves
- 7.1.8 **Resuscitative equipment**
- i. Ambu bag
  - ii. Oxygen cylinder and trolley
  - iii. Suction machine (auto or pedal)
  - iv. Drip stand
  - v. Oropharyngeal airway
- 7.1.8 **Appropriate fire fighting equipment**

**7.1.9 Adequate waste disposal facilities**

**7.1.10 Refrigerator**

**7.1.11 Alternate power supply**

**7.1.12 Internet facility and 2 desk tops and 2 laptops**

**7.2 MINIMUM FACILITIES FOR LABOUR ROOM**

**7.2.1 Labour room at least 4 x 3 metres**

**7.2.2 Equipment and consumables in labour room**

- a. Delivery bed
- b. Baby's cot
- c. Weighing scale for (babies)
- d. Delivery packs containing:
  - i. Episiotomy scissors
  - ii. Kocher forceps
  - iii. Artery forceps
  - iv. Surgical scissors
  - v. Kidney dish without cover
  - vi. Galipot
  - vii. Straight scissors (long)
  - viii. Cord scissors
  - ix. Kidney dish with cover
  - x. Cord Clamp
  - xi. Needle & Syringe
  - xii. Mucous extractor
  - xiii. Surgical gloves
  - xiv. Disposable gloves
  - xv. Draw Mackintosh
  - xvi. Tape rule
  - xvii. Sterilizer (for delivery pack)
  - xviii. Suturing materials
  - xix. Gauze bowl
  - xx. Vitamin K, Oxytocin and Ergometrine injections

### 7.2.3 **Resuscitative Equipment:**

- a. Oxygen
- b. Suction machine (auto or pedal)
- c. Resuscitative table
- d. Oropharyngeal airway
- e. Disposable gloves
- f. Needles & syringes
- g. 10/50% dextrose
- h. Scalp vein needle 21G, 23G
- i. IV giving set
- j. Normal saline
- k. Dextrose saline

### 7.2.4 **At least 1 bed**

### 7.2.5 **Adequate toilet facilities**

### 7.2.6 **Adequate lighting**

### 7.2.7 **Adequate water supply**

### 7.2.8 **Adequate waste disposal**

### 7.2.9 **Washable floor**

### 7.2.10 **Ward**

- a. Lying-in ward with minimum distance of one metre in-between adjoining beds, and 1 x 3 sq. metres between two rows of beds.
- b. A locker and an over-bed table for each bed
- c. Sterilizer/Autoclave
- d. Wheel chair/patients' trolley
- e. Ward screen
- f. Sluice room
- g. Adequate lighting
- h. Clean water
- i. Clean toilet and bath facilities with adequate water supply
- j. Adequate drainage
- k. Fire fighting facilities in good condition that are appropriately distributed throughout the premises
- l. Mosquito screening for the wards
- m. Nurses ' bay

### 7.2.11 **Doctors' room**



- 7.2.12 Possession of required professional indemnity insurance cover as stipulated in the Agency Operational *Guidelines***
- 7.2.13 Possession of appropriate equipment and staff to render services in the field of specialization**
- 7.2.14 Registration of premises by the Government of the State in which they operate, where applicable**
- 7.2.15 Alternative power supply in good condition**

### **7.3 SIDE LABORATORY**

- a. Microscope Bench centrifuge
- b. Refrigerator
- c. Glassware (slide, cover slips, etc)
- d. Stains
- e. Reagents/Kits
- f. Haematocrit centrifuge and reader
- g. Adequate waste disposal

**Note:** Side laboratory is a prerequisite for registration as a primary healthcare facility

### **7.4 PERSONNEL REQUIREMENTS**

#### **Primary Health Care Facilities (other than PHCs)**

Public and private hospitals should have the following:

- a. At least one Medical Practitioner
- b. At least five Registered Nurses/Midwives
- c. At least two Hospital Assistants
- d. At least one administrative staff and secretarial duties
- e. At least one Medical Records
- f. At least one Medical Laboratory Technician

### **7.5 PRIMARY HEALTH CENTRES (PHCs) – INFRASTRUCTURAL REQUIREMENTS.**

Primary Healthcare Centres should meet the standards as set by the National Primary Health Care Development Agency (NPHCDA). The minimum standard set below is culled from ‘The Minimum Standards for PHCs in Nigeria Manual’ of the NPHCDA.

## **7.5.1 Minimum Infrastructure:**

### **7.5.1.1 Building and Premises**

- i. Minimum Land Area: 4,200 square metres
- ii. Colour: Green
- iii. A detached building of at least 13 rooms
- iv. Walls and roof must be in good condition with functional doors and netted windows
- v. Functional separate male and female toilet facilities with water supply within the premises
- vi. Have a clean water source from a motorized borehole
- vii. Be connected to the national grid and other regular alternative power source
- viii. Have a sanitary waste collection point
- ix. Have a waste disposal site
- x. Be clearly signposted – visible from both entry and exit points
- xi. Be fenced with generator and gate houses
- xii. Staff accommodation provided within the premises: 2 units of 1-bedroom flats

### **The building should have sufficient rooms and space to accommodate;**

- i. Waiting/Reception areas for Child Welfare, ANC, Health Education and ORT corner
- ii. Staff station
- iii. 2 consulting rooms
- iv. Adolescent health service room
- v. Pharmacy & Dispensing unit
- vi. 2 delivery rooms
- vii. Maternity/lying-in section
- viii. In-patient ward section
- ix. Laboratory
- x. Medical records area
- xi. Injection/Dressing area  
Minor procedures room
- xiii. Food demonstration area
- xiv. Kitchen
- xv. Store
- xvi. Toilet facilities (Male and Female)

The premises should;

- a. Have a waste disposal site
- b. Be fenced and provided with staff quarters or accommodation within the community.
- c. Be connected to the national grid and provided with alternate power sources.

#### 7.5.1.2 Medical Equipment:

The Basic Equipment List for Primary Health Care Facilities in Nigeria are listed below:

S/N	Item description	Quantity
A	<b>FEMALE WARD</b>	
1.	Angle poised lamp	1
2.	Artery forceps (Medium)	4
3.	Bed pan (stainless steel)	2
4.	Bowls stainless steel with stand	2
5	Ceiling fan	2
6	Plastic chair	2
7	Stainless covered bowl for cotton Wool	2
8	Graduated medicine, cup	2
9	Dissecting forceps	2
10	Dressing scissors	2
11	Dressing trolley	1
12	Drinking mug	2
13	Dust bin (Pedal)	2
14	Galipot (medium)	1
15	Gloves, disposable pack of 100	2
16	Hospital bed, mattress and Macintosh	6
17	Stainless Instrument tray	1
18	Forceps Jar	1
19	Kerosene pressure lamp	1
20	Kidney dishes (large)	4
21	Length measure for babies	1

22	Long benches	1
23	Mercurial Sphygmomanometer (Acossons)	6
24	Hand Breast Pump, rubber bulb	4
25	Refrigerator (kerosene)	1
26	Screen 1	3
27	Mackintosh sheet	1
28	Stethoscope (Littman)	1
29	Stitch removal/suture scissors	1
30	Writing Table	1
31	Tape measure	1
32	Thermometer, oral	2
33	Thermometer rectal	2
34	Tongue depressor	2
35	Vaginal speculum, Sims, set of 3	2
<b>B</b>	<b>INFANT AND CHILD WELFARE</b>	
1	Ceiling fan	1
2	Plastic Chairs	2
3	Stainless covered bowl for cotton Wool	1
4	Basket with lid for ORS	2
5	Dressing Trolley	1
6	Cup, medicine, graduated	4
7	Dust bin (pedal)	2
8	Stainless Galipot (medium size)	1
9	Table infant weighing scale (Seward)	5
10	Stainless instrument tray	1
11	Stainless kidney dish (medium size)	1
12	Wooden long benches	1
13	Plastic bowls	1
14	Refrigerator, gas/kerosene	1
15	Spoon measure	3
16	Wooden tables	2
17	Thermometer, rectal	4
18	Tongue depressor	2

19	Vaccine cold box	5
20	Length measure for babies	3
21	Bowls stainless steel with stand	1
22	Wall clock	1
23	Door name plate	1
<b>C</b>	<b>FIRST STAGE ROOM</b>	
1	Stainless bedpan	3
2	Bowls stainless steel with stand	1
3	Ceiling fan	1
4	Plastic chairs	3
5	Stainless covered bowls for cotton wool	2
6	Dressing trolley	1
7	Stainless steel drinking mug	2
8	Pedal dust bin	1
9	Foetal stethoscope	1
10	Stainless galipot (medium)	1
11	Latex gloves, disposable pack of 100	2
12	Hospital bed, mattress and mackintosh	2
13	Mercurial Sphygmomanometer (Acossons)	1
14	Jar, forceps	2
15	Kerosene pressure lamp	1
16	Stainless kidney dish (median)	2
17	Mackintosh sheet	4
18	Nail scrubbing brush, box of 12	1
19	Stainless instrument tray with stand	1
20	Sponge holding forceps	2
21	Stethoscope (Littman)	1
22	Office table	1
23	Thermometer, oral	2
24	Tongue depressor	2
25	Weighing scale (Seward)	1
26	Chart holder	4
27	Bedside cabinet	2
28	Over-bed cabinet	2

29	Thermometer jar	4
30	Soap/disinfectant dispenser	1
31	Urinal, female	2
32	Drip stand	1
33	Oro-pharyngeal airway (set of 7)	2
34	Wall clock	1
35	Door name plate	
	<b>LABOUR</b>	
1	Artery forceps (Medium)	4
2	Bed pan, adult stainless steel	2
3	Stainless Bowls with stand	1
4	Ceiling fan	1
5	Plastic Chairs (president)	1
6	Covered bowl for cotton wool	1
7	Delivery couch	2
8	Dissecting forceps	1
9	Dressing trolley	1
10	Dust bin (Pedal)	1
11	Enema can	2
12	Episiotomy scissors	2
13	Foetal stethoscope (Aluminium)	2
14	Stainless Galipot	1
15	Gloves, disposable pack, pack of 100	4
16	Instrument tray	1
17	Forceps jar	1
18	Kerosene pressure lamp	1
19	Kidney dish	2
20	Length measure for babies	1
21	Mackintosh sheet	2
22	Nail scrubbing brush, box of 12	1
23	Needle holder	2
24	Scalpel blade, pack of 100, 4 sizes	3
25	Sponge holding forceps	4
26	Stethoscope (Littman)	1

27	Suture needle	1
28	Syringes & Needles (100)2cc,	5
29	Syringes & Needles (100) 5cc,	5
30	Syringes & Needles (100) 10cc,	1
31	Thermometer, oral	1
32	Vaginal speculum, Sims set of 3 2 36 Wall clock	1
33	Water container with tap	1
34	Screen	2
35	Soap/disinfectant dispenser 1 40 Scrub brush dispenser	1
36	Nursery costs	1
37	Angle poised lamp	1
38	Vacuum extractor, manual	1
39	Suction pump	1
40	Weighting scale, baby	1
41	Instrument cabinet	1
42	Tape measure	1
43	Thermometer jar	1
44	Urinary catheter	3
45	Umbilical cord clamp, pack of 100	1
46	Drip stand 2 52 Suture kit	1
47	Oro-pharyngeal airway, set of 7	1
48	Plastic apron	10
	<b>ANTENATAL /INTERVIEW ROOM</b>	
1	Ceiling fan	2
2	Examination couch	1
3	Foetal stethoscope	2
4	Stainless galipot (medium)	1
5	Latex gloves, disposable pack of 100	20
6	Hammer, reflex	1
7	Height measuring stick	1
8	Wooden long benches	3
9	Mackintosh sheet	2
10	Nail scrubbing brush, pack of 12	1
11	Pen torch	1

12	Mercurial Sphygmomanometer(Acossons)	1
13	Stethoscope	1
14	Tables	2
15	Thermometer, oral	2
16	Tongue depressor	6
17	Soap/disinfectant dispenser	1
18	Thermometer jar	1
19	Angle poised lamp	1
20	Bowls stainless steel with stand	1
21	Dressing trolley	1
22	Urine dipstick for sugar and albumin, pack of 100	20
23	ANC gowns for patients	50
24	Wall clock	1
25	Door name plate	1
	<b>NUTRITION</b>	
1	Spoon	10
2	Stainless drinking mugs	10
3	Gas cylinders	2
4	Knives	4
5	Gas cookers	1
6	Weighing scale (Seward)	1
7	Blender and mill	2
8	Stainless tray	1
9	Plates	10
10	Water container	4
11	Bucket wit lid	4
12	Chopping board	2
13	Cooking spoons	6
14	Kerosene stove	2
15	Utility table	2
16	Cooking pot (A set of 6)	1
	<b>LABORATORY</b>	
1	Kidney dish (medium)	1



2	Box, microscope slide (x100)	1
3	Centrifuge, manual	1
4	Clam, test tube	1
5	Container, sputum screw capped	50
6	Container, sputum, snapped on lid	50
7	Microscope, binocular	1
8	Refrigerator, kerosene	1
9	Scalpel handle	1
10	Slides rack	3
11	Spirit lamp	1
12	Stop watch	1
13	Test tube rack	1
14	Tray test tube	2
15	Tray test tube	2
16	Waste receptacle	1
17	Microscope cover slides pack of 1000	1
18	Bunsen burner	1
19	Tripod stand	1
20	Wire gauze	1
21	Laboratory glass ware	1
22	Blood lancets, pack of 200	1
23	Tourniquet	1
24	Urine dipstick (multistix)	10
25	Stool specimen bottles, pack of 100	1
26	Urine specimen bottles, pack of 100	1
27	Wall Clock	1
28	Door name plate	1
29	Haemoglobinometer (sliding type)	1
	<b>STERILIZATION</b>	
1	Bucket autoclave	1
2	Tape dispenser	1
3	Scrub brush dispenser	1
4	Autoclave tape	1
5	Storage cabinet	2

6	Sterilizing drums, set of 3	6
7	Soap/disinfectant dispenser	1
8	Nail scrubbing brush, pack of 12	1
9	Wall clock	1
10	Door name plate	1
	<b>CLEANING AND UTILIZATION</b>	
1	Brooms	10
2	Mops	10
3	Mop buckets	3
4	Dusters	20
5	Buckets	10
6	Aprons	10
7	Wellington boots	3
8	Latex gloves	10
9	Kerosene pressure lamp	2
10	Hurricane lamp	4
11	Apron, utility	8
12	Flash light – 24 box batteries	4
13	Nail scrubbing brush, pack of 12	1
14	Fire extinguishers	2
15	Soap box	5
	<b>DRESSING/ INJECTION ROOMS</b>	
1	Artery forceps (medium size)	2
2	Stainless Bowl with stand	1
3	Ceiling fan 2 4. Plastic chairs	2
4	Stainless covered bowl for cotton wool	1
5	Dissecting forceps (medium)	2
6	Dressing scissors	2
7	Dust bin (pedal bin)	1
8	Stainless Instrument tray	2
9	Latex gloves (size 7 1/2) pack of 100	1
10	Stainless instrument tray	1
11	Jar, forceps	1

12	Kidney dish (medium)	2
13	Long benches	1
14	Needle holder	2
15	Plastic bowls	1
16	Scalpel blade, pack of 100, 4 sizes	3
17	Scalpel handle	2
18	Stainless catheter tray with cover	1
19	Spencer wells artery forceps	2
20	Small sterilizer	1
21	Sponge holding forceps	4
22	Mercurial Sphygmomanometer (Acossons)	1
23	Stethoscope	1
24	Stitch removal/suture	2
25	Stretcher trolley	2
26	Suture needles	1
27	Syringes & needles (100) 2cc, 5	5
28	Syringes & needles (100) 5cc 5	5
29	Syringes & needles (100) 10cc	1
30	Table	1
31	Tape measure	1
32	Thermometer, oral	2
33	Thermometer, rectal	2
34	Tongue depressor	4
35	Scrub brush dispenser	2
36	Weighting scale, adult	1
37	Height measuring stick	1
38	Stainless dressing trolley	2
39	Tourniquet	1
40	Pen torch	1
41	Instrument cabinet	2
42	Medicine cupboard	1
43	Wheel chair	1
44	Angle poised lamp	2
45	Filling cabinet	1
46	Suction pump	1

47	Filling cabinet	1
48	Refrigerator, kerosene	1
49	Tissue forceps	4
50	Dressing forceps	4
51	Sterilizing forceps	4
52	Bandage scissors	2
53	Soap/disinfectant dispenser	2
54	Examination couch	1
55	Foot step	1
56	Swivel stool	1
57	Incision and Drainage kit	10
58	Suture kit	4
59	Stainless ear syringe	2
60	Wall clock	5
	<b>LINEN STORE</b>	
1	Linen cupboard	2
2	Pedal dust bin	1
3	Table	1
4	Plastic chair (President)	2
5	Bed sheet	32
6	Draw sheet	16
7	Pillow case	32
8	Bath towel	24
9	Hand towel	24
10	Theatre gown	10
11	Lithotomy leggings	10
12	Perineal sheet	1
13	Standing fan	1
14	Wall clock	1
	<b>CONSULTING CUBICLE</b>	
1	Ceiling fan	2
2	Plastic Chairs	3
3	Stainless covered bowl for cotton wool	2

4	Dust bin	2
5	Examination couch	1
6	Hammer, reflex	1
7	Height measuring stick	1
8	Macintosh	2
9	Pen torch	1
10	Mercurial Sphygmomanometer (Acossons)	1
11	Stethoscope	1
12	Snellen's chart	1
13	Tables	2
14	Thermometer, oral	2
15	Tongue depressor	6
16	Weighing scale (child)	2
17	Bowls stainless steel with stand	1
18	Wall clock	1
19	Diagnostic set	1
	<b>STAFF ROOM</b>	
1	Examination couch	1
2	Chair	5
3	Table	5
4	Dust bin	2
5	Filling cabinet	2
6	Standing fan	1
7	Refrigerator, kerosene	1
8	Wall clock	1
	<b>RECORDS</b>	
1	Table	2
2	Plastic chairs	2
3	Safe (daily cash sales)	1
4	Standing fan	2
5	Dust bin	1
6	Filling cabinet	2
7	Wall clock	1

	<b>MALE WARD</b>	
1	Angle poised lamp	1
2	Artery forceps (medium)	2
3	Stainless bedpan	2
4	Bowls stainless steel with stand	2
5	Ceiling fan	2
6	Mercurial Sphygmomanometer(Acossons)	6
7	Covered bowl for cotton wool	2
8	Cup, medicine, graduated	2
9	Dissecting forceps (medium)	2
10	Dressing scissors	2
11	Stainless drinking mug	2
12	Pedal dust bin	2
13	Stainless galipot (medium)	2
14	Latex glove, disposal pack of 100	2
15	Hospital, mattress and mackintosh	6
16	Stainless instrument tray	1
17	Jar forceps	1
18	Kerosene pressure lamp	1
19	Kidney dishes (medium)	4
20	Length measure for babies	1
21	Mackintosh sheet	6
22	Nursery cots	4
23	Pump, breast, hand rubber bulb	2
24	Refrigerator	1
25	Screen	1
26	Plastic chairs	1
27	Spoon, measure	2
28	Standing fan	1
29	Littman stethoscope	1
30	Stitch removal/suture scissors	1
31	Syringes & needles (100) 2cc,	5
32	5cc	5
33	10cc	1

34	Tables	1
35	Tape measure	1
36	Thermometer, oral	2
37	Thermometer, rectal	2
38	Tongue depressor	2
39	Tourniquet	1
40	Vaginal speculum, Sims, set of 3	2
41	Weighing scale	1
	<b>FAMILY PLANNING</b>	
1	Ceiling fan	1
2	Plastic chairs (president)	2
3	Stainless covered bowl for cotton wool	1
4	Dissecting forceps	1
5	Stainless galipot (medium)	1
6	Gloves, disposable pack, box of 100	1
7	Instrument tray	1
8	Stainless kidney dish (medium)	1
9	Mercurial Sphygmomanometer (Acossons)	1
10	Small size sterilizer	1
11	Syringes & needles	10
12	Table	1
13	Thermometer, oral	1
14	Swivel stool	1
15	Foot step	1
16	Screen	1
17	Stethoscope (Littman)	1
18	Angle poised lamp	1
19	IUD Kit 1 22. Pedal bin	1
20	Thermometer jar	1
21	Bowls stainless steel with stand	1
22	Stainless instrument trolley	1
23	Gynae couch	1
24	Auvarde speculum	1
25	Tenaculum forceps	1

26	Kick about	1
27	Wall clock	1
28	Door name plate	1
	<b>OTHERS</b>	
1	Communication facility; e.g. mobile phone or radio	1
2	Motorcycle	1
3	Bicycle	6
4	Solar Refrigerator	1

## 7.6 PHC PERSONNEL REQUIREMENT

- |  |   |
|--|---|
| a. Medical officer                       | 1 |
| b. CHO (must work with standing order)   | 1 |
| c. Nurse/midwife                         | 4 |
| d. CHEW (must work with standing order)  | 3 |
| e. Pharmacy technician                   | 1 |
| f. JCHEW (must work with standing order) | 6 |
| g. Environmental Officer                 | 1 |
| h. Medical records officer               | 1 |
| i. Laboratory technician                 | 1 |

### *Support staff*

- |                               |   |
|-------------------------------|---|
| a. Health Attendant/Assistant | 2 |
| b. Security personnel         | 2 |
| c. General maintenance staff  | 1 |

## 7.7 NURSING AND MATERNITY HOMES

- Proof of access to Medical Practitioner
- At least two registered nurses/midwives
- At least two hospital assistants
- At least one administrative staff for medical records and secretarial duties



**SECTION 8**  
**FACILITY AND PERSONNEL REQUIREMENTS FOR SECONDARY**  
**HEALTH CARE FACILITY**

This level of health care is to have facilities for out-patient and in-patient services, for general, medical, surgical, paediatric, maternal care, etc. The wards are divided strictly into gender compartments. For a facility to be accredited as secondary facility it must possess the following accredited services:

- i. Pharmacy
- ii. Laboratory
- iii. Operating theatre (where applicable)

**8.1 Facility Requirements**

In addition to the requirements specified for primary health care facilities and the compulsory requirement above, the secondary health care facility depending on the services applied for, shall possess the following:

- 8.1.1 X-ray and allied diagnostics
- 8.1.2 Surgical operating theatre
- 8.1.3 Lying-in ward with minimum distance of one metre in-between adjoining beds, and 1 x 3 sq. metres between two rows of beds
- 8.1.4 A locker and an over-bed table for each bed
- 8.1.5 Separate wards for male, female and children
- 8.1.6 Delivery room, where applicable, to be 12sq. metres
- 8.1.7 Wheel chair/patients' trolley
- 8.1.8 Sluice room
- 8.1.9 Possession of required professional indemnity insurance cover as stipulated in the NHIS Operational *Guidelines*
- 8.1.10 Possession of appropriate equipment and staff to render services in the field of specialization
- 8.1.11 Laundry Services
- 8.1.12 Medical Equipment Management System
- 8.1.13 Medical Janitorial Services
- 8.1.14 Catering Services
- 8.1.15 Bed pan/Urinal
- 8.1.16 At least four Bed linens per bed
- 8.1.17 Screens
- 8.1.18 Adequate waste disposal

8.1.19 Adequate alternate power source

8.1.20 Fire-fighting equipment

**Note:** Any other facility that may be prescribed by the Agency.

## **8.2 Minimum Requirements For O & G**

### **8.2.1 Personnel**

- a. Consultant Obstetrician and Gynaecologist
- b. At least a visiting Paediatrician
- c. At least two RN/RM per shift
- d. Peri-operative nurse
- e. Anaesthetic personnel

### **8.2.2 Gynaecological Clinic**

### **8.2.3 Antenatal, Post-natal and Family Planning Clinics**

### **8.2.4 Antenatal, Post-natal and Gynae Wards**

### **8.2.5 Delivery Suite:**

- a. First Stage
- b. At least one bed
- c. Labour room at least 4 x 3 metres

### **8.2.6 Equipment and consumables in labour room should include the following:**

- a. At least 2 Delivery beds
- b. Baby's cot
- c. Weighing scale for (babies)
- d. Delivery pack containing:
  - Episiotomy scissors
  - Kocher forceps
  - Artery forceps
  - Surgical scissors
  - Kidney dish without cover
  - Galipot
  - Straight scissors (long)
  - Cord scissors
  - Kidney dish with cover
  - Cord Clamp
  - Needles & Syringes –

- e. Mucous extractor
- f. Surgical gloves
- g. Disposable gloves
- h. Draw Mackintosh
- i. Tape rule
- j. Sterilizer (for delivery pack)
- k. Suturing materials
- l. Gauze bowl
- m. Vitamin K, Oxytocin and Ergometrine injections
- n. Resuscitative Equipment:
  - o. Oxygen
  - p. Suction machine (auto or pedal)
  - q. Ambu bag
  - r. Resuscitative table
  - s. Oropharyngeal airway
  - t. Disposable gloves
  - u. Needles & syringes
  - v. 10/50% dextrose
  - w. Scalp vein needle 21G, 23G
  - x. IV giving set
  - y. Normal saline
  - z. Dextrose saline
  - aa. At least 4 beds
  - bb. Adequate toilet facilities
  - cc. Adequate lighting
  - dd. Adequate water supply
  - ee. Adequate waste disposal
  - ff. Washable floor

### **8.2.7 Operating Theatre**

- a. Standard theatre room
- b. Operating table
- c. Diathermy Machine
- d. Gynae and Obstetrics Packs
- e. Anaesthetic machine
- f. Cardio-Respiratory Monitor

- g. Suction Machine
- h. Autoclave
- i. Emergency Tray
- j. Adequate air conditioning units
- k. Adequate resuscitative equipment
- l. Operating light source
- m. Washable floor

### **8.3 MINIMUM REQUIREMENTS FOR SURGERY**

#### 8.3.1 Personnel

- i. Consultant Surgeons
- ii. Peri-operative nurse
- iii. Anaesthetic personnel (doctors/nurses)
- iv. Intensive Care Nurse or Accident and Emergency Nurse, Theatre technician

#### 8.3.2 Surgical Clinic

#### 8.3.3 Male and Female Surgical Ward

#### 8.3.4 **Operating Theatre**

- i. Standard theatre room
- ii. Operating table
- iii. Diathermy Machine
- iv. Minor and Major Surgical Packs
- v. Anaesthetic machine
- vi. Cardio-Respiratory Monitor
- vii. Suction Machine
- viii. Autoclave
- ix. Emergency Tray
- x. Adequate air conditioning units
- xi. Adequate resuscitative equipment
- xii. Operating light source
- xiii. Washable floor

#### 8.3.5 **Casualty (Accident & Emergency)**

- i. Stretcher
- ii. Couch
- iii. Drip stand
- iv. Emergency Trolley/Cupboard

- v. Adequate resuscitative equipment

## **8.4 Minimum Requirements For Paediatrics**

### **8.4.1 Personnel**

- i. Paediatrician
- ii. Paediatric nurses
- iii. Nutritionist/dietician

### **8.4.2 Equipment**

#### **8.4.2.1 Paediatric Clinic**

- i. Examination couch
- ii. Auroscope
- iii. Laryngoscope/Endotracheal tube
- iv. Oxygen cylinder with face mask
- v. Torch light/spot light
- vi. Tongue depressor
- vii. Weighing scale
- viii. Tape rule
- ix. Suction machine
- x. Treatment tray/Cupboard
- xi. Paediatric sphygmomanometer
- xii. Paediatric stethoscope
- xiii. Sterilizer
- xiv. Waiting area
- xv. Clinical thermometer

#### **8.4.2.2 Emergency Paediatric Unit (EPU)**

- i. Paediatric couch/beds
- ii. Solusets and Haemosets
- iii. Weighing scale
- iv. Tape rule
- v. Suction machine
- vi. Oxygen cylinder/face mask/endotracheal tube
- vii. Diagnostic set
- viii. Emergency drug tray/cupboard
- ix. Treatment tray

- x. Sphygmomanometer/stethoscope
- xi. Paediatric resuscitative kit
- xii. Paediatric ambu bag
- xiii. Gloves

#### 8.4.2.3 Special Care Baby Unit (SCBU)

- i. Scrubbing Room
- ii. Incubator
- iii. Heat radiant
- iv. Exchange blood transfusion kits
- v. Solusets (various set)
- vi. Phototherapy machine
- vii. Oxygen cylinder/face mask/endotracheal tube
- viii. Weighing scale and tape rule
- ix. Spot light/torch light
- x. Diagnostic set
- xi. Emergency drug tray/cupboard
- xii. Treatment/instrument tray

#### 8.4.2.4 Nutritional Rehabilitation Unit (NRU)

- i. Demonstration laboratory (i.e. room with demonstration aids)
- ii. Nutritional clinic
  - Weighing scale
  - Tape rule
  - Health Education Aids (i.e. posters, flow charts)

### 8.4.3 MINIMUM REQUIREMENTS FOR INTERNAL MEDICINE

#### 8.4.3.1 Personnel

- i. Consultant Physicians
- ii. Qualified Nurse with Relevant Specialization

#### 8.4.3.2 Medical Out-patient Department

#### 8.4.3.3 Diabetic Clinic

#### 8.4.3.4 Hypertensive Clinic

#### 8.4.3.5 Cardiac Clinic

#### 8.4.3.6 G I Clinic

8.4.3.7 Renal/Nephrology Clinic

8.4.3.8 Neurology Clinic

8.4.3.9 Relevant Equipment such as: ECG, EEG, Echo – Cardiography

#### **8.4.4 MINIMUM REQUIREMENTS FOR DENTAL CLINICS**

##### **8.4.4.1 Personnel**

- i. Dental Surgeon
- ii. Dental Therapist
- iii. Dental Technologist

##### **8.4.4.2 Dental Clinic**

- i. General outlay (20 sq meter)
- ii. Waiting area
- iii. Screened/partitioned cubicle
- iv. Complete dental unit
- v. Autoclave
- vi. Extraction forceps
- vii. Elevators
- viii. Amalgamator
- ix. Tooth filling instruments (temporary/permanent)
- x. Tooth extraction materials
- xi. Dental syringes
- xii. Xylocaine cartridge/spray
- xiii. Dental X-ray machine

*NOTE: Dental services may be provided by in-house facilities or stand- alone dental centres accredited by the Agency.*

#### **8.4.5. MINIMUM REQUIREMENTS FOR EAR, NOSE AND THROAT (OTORHINOLARYNGOLOGY)**

##### **8.4.5.1 Personnel**

- i. ENT Surgeon
- ii. ENT Nurse

#### **8.4.5.2 Well-Equipped Clinic**

- i. ENT examination table with instrument set(Console)
- ii. Headlamp/head mirror
- iii. Auroscope
- iv. Fibre optic Naso-laryngo-pharyngoscope
- v. Suction machine
- vi. Sterilizing systems
- vii. Chemical sterilization
- viii. Steam sterilization (Autoclave)

#### **8.4.5.3 Audiometry Unit**

- i. Audiometer
- ii. Tympanometer
- iii. Bera equipment
- iv. Calorimeter

#### **8.4.5.3 Special Therapy Unit**

### **8.4.6 MINIMUM REQUIREMENTS FOR OPHTHALMOLOGY**

#### **8.4.6.1 Personnel**

- i. Consultant Ophthalmologist
- ii. Ophthalmic Nurse
- iii. Anaesthetic Personnel

#### **8.4.6.2 Ophthalmology Clinic**

- i. Waiting area
- ii. Instrument tray/trolley
- iii. Slit lamp
- iv. Applanation tonometer
- v. Ophthalmoscope
- vi. Retinoscope
- vii. Flash light
- viii. VA chart box
- ix. Trial lens set (for refraction)
- x. Visual field machine
- xi. AB scoring machine



- xii. CVF machine
- xiii. Ophthalmic drops
- xiv. Lensometer

#### **8.4.6.3 Treatment Room**

- i. Examination couch
- ii. Minor treatment set
- iii. Sterilization systems
- iv. Autoclave
- v. Angle poised lamp
- vi. Treatment tray/trolley
- vii. Flash light

#### **8.4.6.4 Adequate Inpatient Ward**

#### **8.4.6.5 Theatre**

- i. Operating microscope
- ii. General ophthalmic surgery set
- iii. Oxygen and delivery system

### **8.4.7 MINIMUM REQUIREMENTS FOR OPTOMETRY**

#### **8.4.7.1 Personnel**

- i. Optometrist
- ii. Ophthalmic Technician

#### **8.4.7.2 Clinic**

- i. Waiting area
- ii. Instrument tray/trolley
- iii. Slit lamp
- iv. Lensometer
- v. Ophthalmoscope
- vi. Retinoscope
- vii. Flash light
- viii. VA chart box
- ix. Trial lens set (for refraction)

- x. Visual field machine
- xi. AB scoring machine
- xii. CVF machine
- xiii. Ophthalmic drops
- xiv. Applanation tonometer

#### 8.4.2.3 Optometry laboratory

- i. Glazing Machine
- ii. PD (pupillary distance) rule

#### 2.7.9.3 Optometry laboratory

2.7.9.3.1 Glazing Machine

2.7.9.3.2 PD (pupillary distance) rule

### 8.4.8 MINIMUM REQUIREMENTS FOR PSYCHIATRY

#### 8.4.9 MINIMUM REQUIREMENTS FOR PHARMACY

##### 8.4.9.1 Personnel

- i. Superintendent Pharmacist
- ii. Pharmacy Technician where applicable
- iii. Sales Personnel where applicable

##### 8.4.9.2 Pharmacy

- i. Possession of approved and registered premises as specified by the Pharmacists Council of Nigeria (PCN)
- ii. Possession of required professional indemnity insurance cover as stipulated in the *Agency Operational Guidelines*
- iii. Pharmacy must be equipped to meet the minimum requirements as prescribed below:
  - Pharmacist with basic qualification and registered with the Pharmacists Council of Nigeria
  - Pharmacists possession of current licence to practise from the Pharmacists Council of Nigeria (PCN)
  - Possession of current premises licence issued by the PCN
  - Pharmacy must be supervised by a Superintendent pharmacist, approved and registered by the Pharmacists Council of Nigeria
  - Pharmacy must provide services 24 hours a day and 7 days a week.

#### **8.4.9.3 General outlay of the premises:**

- a. Entire space area as prescribed by PCN
- b. Arrangement of shelves and drugs for easy access
- c. Pharmacist's office/counseling area
- d. Display of original certificates
- e. Separate dispensing area with tray and spatula/spoon
- f. Air-conditioner
- g. Fans
- h. Refrigerator
- i. Washable floor

#### **8.4.9.4 Adequate storage for drugs:**

- a. Separate air-conditioned store with shelves
- b. Refrigerator

#### **8.4.9.5 Drug Information Unit:**

- a. Computer, Printer and Internet access
- b. Medi-Pharm or MIMs Africa
- c. Martindale – Extra-pharmacopoeia
- d. Pharmacy Laws
- e. British Pharmacopoeia
- f. National Drug Policy
- g. National Essential Medicines List
- h. Pharmacy Journals
- i. The 4 part compendium of standards for the assurance of pharmaceutical care in Nigeria.

#### **8.4.9.6 Schedule drugs**

- a. Separation of schedule drugs from over-the-counter drugs
- b. Availability of lockable DDA cupboard
- c. Availability of disposal of Dangerous Drugs Register (PCN Form K)
- d. Regular entries into the Dangerous Drugs Register (PCN Form K)

#### **8.4.9.7 Adequate record keeping/ computerization**

- a. Drug receipts

- b. Sales invoices
- c. Sales books/ledgers
- d. Bin cards
- e. Adverse Drug Reaction Register

8.4.9.8 Alternative power supply

8.4.9.9 Fire Extinguisher

**Note:** Pharmacy services may be provided by hospital facilities as stated above, or by the community pharmacies accredited by the Agency.

#### **8.4.10 MINIMUM REQUIREMENTS FOR MEDICAL LABORATORY SERVICES**

##### **8.4.10.1 Personnel**

- i. Medical Laboratory Scientist
- ii. Medical Laboratory Technician
- iii. Medical Laboratory Assistant
- iv.

**Note:** It is necessary to have an officer dedicated to Quality assurance/bio-safety at secondary and tertiary healthcare facilities.

##### **8.4.10.2 Laboratory**

- i. Possession of a laboratory approved by the Medical Laboratory Science Council of Nigeria (MLSCN)
- ii. The laboratory should be equipped to perform full investigations in the following areas:
  - a. Haematology/Blood group serology
  - b. Clinical Chemistry
  - c. Medical Microbiology
  - d. Medical Parasitology
  - e. Histopathology ( where necessary)

8.4.10.3 Possession of personnel requirements for comprehensive laboratory services, i.e. qualified Medical laboratory scientists in the following specialized areas:

- a. Medical Microbiology

- b. Heamatology/Blood group serology
- c. Clinical Chemistry
- d. Medical Parasitology
- e. Histopathology ( where necessary)

8.4.10.4 Possession of the following general minimum equipment and consumables:

- i. Binocular Microscope
- ii. Incubator
- iii. Weighing balance
- iv. Water or Dry bath
- v. Bench Centrifuge
- vi. Haemoglobin electrophoresis machine and accessories
- vii. Haematocrit centrifuge and reader
- viii. ESR system and accessories
- ix. Bunsen burner and gas cylinder
- x. Laboratory consumables (disposables, reagents, chemicals, stains e.t.c )
- xi. Laboratory glass wares
- xii. Colorimeter/Spectrophotometer
- xiii. Improved Neubauer counting chamber
- xiv. Domestic and Blood Bank Refrigerators
- xv. Sterilizer/Autoclave
- xvi. Bleeding Bay/Sample Collection Room
- xvii. Pipetting devices ( single or variable, serologic, etc )
- xviii. Microtome (where necessary)
- xix. Wooden or plastic racks
- xx. Wash- up room/special media room
- xxi. Adequate water supply
- xxii. Air-conditioner
- xxiii. Fire extinguishing facilities
- xxiv. Alternative power supply
- xxv. Toilet facilities/washable floor
- xxvi. Adequate Sharp/Waste Disposal
- xxvii. Bio-safety cabinet
- xxviii. Waste disposal (local incinerator must be provided)

- xxix. Impermeable working benches (Formica/tiles)
- xxx. No cloth blinds
- xxxi. Separate media room for microbiology which must be air-conditioned
- xxxii. Adequate illumination is vital
- xxxiii. Copy of certificate of incorporation or business name registration certification must accompany the n completed forms

Note: Possession of the following equipment at the different departments/benches

#### 8.4.10.5 Chemical Pathology

- a. Flame Photometer
- b. Colorimeter/spectrophotometer
- c. Fridge
- d. Deep freezer
- e. Chemical Balance
- f. Automatic Pipette

#### 8.4.10.6 Haematology

- a. Haematocrit
- b. Microscope
- c. Centrifuge
- d. Colorimeter (if offering chemical pathology colorimeter spectrometer provided for chemical pathology will suffice)

#### 8.4.10.7 Parasitology

- a. Microscope
- b. Centrifuge
- c. Hot air oven

#### 8.4.10.8 Bacteriology

- a. Binocular
- b. Autoclave
- c. Hot air oven
- d. Anaerobic jar
- e. Facilities for CO<sub>2</sub> incubation
- f. Centrifuge

- g. Incubator

#### 8.4.10.9 Blood transfusion Science

- a. Blood Bank
- b. Facilities for bleeding of donors (bleeding coach)
- c. Centrifuge
- d. Microscope
- e. Water bath

#### 8.4.10.10 Histology

- a. Microtome

### **8.4.11 MINIMUM REQUIREMENTS FOR RADIOGRAPHY**

#### **8.4.11.1 Personnel**

- a. At least a part time Radiologist
- b. Radiographer

#### **8.4.11.2 Radiological Centre**

Premises duly registered with the Government of the State in which the facility operates as an X-ray centre, and possession of minimum of radiological equipment for routine and special investigations, as specified by the Radiographers Registration Board of Nigeria (RRBN) and Nigeria Nuclear Regulatory Agency (NNRA).

#### **8.4.11.2 Radio Diagnosis**

Minimum requirements as follows:

- a. Waiting room
- b. Standard X-Ray room as specified by the RRBN
- c. At least one static X-Ray machine with a minimum of 100 MAS and 125 KVP output rating
- d. One sizeable processing room equipped with a set of manual processor, including a drier
- e. One X-Ray couch with Bucky
- f. One chest stand
- g. Lead aprons
- h. Protective cubicle
- i. Hangers – all sizes

- j. Cassettes – all sizes
- k. X-ray viewing box
- l. Gloves and masks
- m. Gonad Shields
- n. Safe Light
- o. Lead Lining as specified by RRBN

#### **8.4.12 MINIMUM REQUIREMENTS FOR ULTRASONOGRAPHY**

##### **8.4.12.1 Personnel**

- i. Sonographer
- ii. Visiting Sonologist

##### **8.4.12.2 USS Centre**

- i. Registration with RRBN
- ii. Possession of professional indemnity cover as may be determined from time to time by the NHIS
- iii. Patient waiting room
- iv. One ultrasound machine – with at least standard probes of different resistance rating
- v. Gel

**NOTE:** The above services may be provided by in-house facilities or by stand-alone centres accredited by the NHIS.

#### **8.4.13 MINIMUM REQUIREMENTS FOR PHYSIOTHERAPY AND OTHER MEDICAL REHABILITATION THERAPY PROFESSIONS**

##### **8.4.13.1 Personnel**

- i. Registered Physiotherapists and Other medical rehabilitation therapists
- ii. Medical rehabilitation therapy technicians

##### **8.4.13.2 Clinic/Centre**

- i. Certification of equipment and premises by MRTB
- ii. Registration with the Medical Rehabilitation Therapists Board (MRTB)
- iii. Possession of professional indemnity cover as stipulated in the Agency Operational *Guidelines*.
- iv. Current licence to practise



- v. Well-equipped gym containing:
  - Bicycle ergometer Wall & parallel bars
  - Hand and wrist exerciser
  - Traction machine
  - Re-education boards
  - Exercise mats/matresses
  - Shoulder wheels
  - Tread mill
  - Air-conditioner
  - Compression Bands
  - Foam Pads of all sizes and shapes
  - Bowls and dishes
  - Sterilizers/Autoclave

#### 8.4.13.3 Treatment room (rehabilitation equipment)

- i. Short-wave diathermy
- ii. Infra-red
- iii. Hydropak (Hot, cold)
- iv. Electrical stimulators
- v. Ultrasound stimulators
- vi. Wax bath stimulators
- vii. Ultraviolet stimulators
- viii. Micro wave stimulators
- ix. Sphygmomanometer
- x. Splints
- xi. Clean linen
- xii. Gloves and masks
- xiii. Crepe bandages
- xiv. Stadiometer
- xv. Ointment/cream for massage

#### 8.4.13.4 Assistive devices (store)

- a. Walking stick
- b. Crutches
- c. Walking frame

- d. Wheel chairs

#### **8.4.14 MEDICAL RECORD (Minimum Requirement for Health Records)**

##### **8.4.14.1 Personnel**

- a. Health Technicians in Health Information Management
- b. Register with NHRA and HRORBN
- c. OND/HND in Health Information Management register with NHRA and HRORBN

##### **Material**

- a. Patient waiting room with pigeon window well furnished.
- b. Patients Hand card
- c. Patients folder
- d. Tracer card
- e. Out Patient Register
- f. In Patients Register
- g. Notification of Diseases Form
- h. ICD 10/11 by WHO
- i. Computer/IT Backups
- j. Library with Professional Medical journals
- k. Health records Archive As specified by HRORBN
- l. Agency desk office

8.4.14.2 Good ventilation

8.4.14.3 Washable floor

8.4.14.4 Alternate Power Supply

8.4.14.5 Fire-fighting equipment

**Note:** Physiotherapy and Other medical rehabilitation therapy services may be provided by in-house facilities or by stand-alone physiotherapy clinics/centres accredited by the Agency.

**SECTION 9**  
**FACILITY AND PERSONNEL REQUIREMENTS FOR TERTIARY HEALTH**  
**CARE FACILITY**

**Categories**

- 9.1 Teaching Hospitals
- 9.2 Federal Medical Centres
- 9.3 Specialist Hospitals
- 9.4 Specialized Hospitals

**9.1 TEACHING HOSPITALS**

**9.1.1 Personnel**

Each department/ subspecialty must be headed by the appropriately qualified and licensed professional/ skilled experienced personnel

**9.1.2 Clinics**

- a. **Psychiatry**
- b. Subspecialty in: **Surgery** (viz: Urology, ENT, ophthalmology, orthopaedics, pediatric surgery, etc)
- c. Internal medicine (viz. dermatology, nephrology, neurology, cardiology etc)
- d. **O&G** (Reproductive endocrinology, high risk obstetrics and gynecological oncology etc)
- e. Pediatrics (viz. paediatric oncology, paediatric nephrology, paediatric neurology, paediatric cardiology and neonatology)

**9.1.3 Services**

In addition to all the departments identified at the secondary level:

- a. Specialized Laboratory services
  - i. Blood Transfusion services
  - ii. Histopathology
  - iii. Forensic Services
  - iv. PAP smear
  - v. HIV confirmation, CD 4 count and Viral load etc
- b. Specialized medical imaging department
  - i. Magnetic Resonance Imaging (MRI)
  - ii. Radiotherapy
  - iii. Nuclear Medicine

- iv. Computerized Tomography Scan
- c. Physiotherapy
- d. Pharmacy.
  - i. Satellite Pharmacy
  - ii. Pharmaceutical Care
  - iii. Compounding
  - iv. Drug Information Service
  - v. Therapeutic Drug Monitoring
  - vi. Unit dose dispensing
- e. Medical Library
- f. Adequate Information and Communication Technology (ICT) infrastructure to include internet access.
- g. Dialysis
- h. Optometry

9.1.4 Minimum Bed Space - 70 Beds

9.1.5 Equipment: As for each sub-specialty

## 9.2 **FEDERAL MEDICAL CENTERS**

### 9.2.1 **Personnel**

Each department/ subspecialty must be headed by the appropriately qualified and licensed professional/ skilled experienced personnel

### 9.2.2 **Clinics**

All the clinics identified at the secondary level and available sub-specialties.

### 9.2.3 **Services**

As per existing departments and sub-specialties

### 9.2.4 **Equipment**

As for each sub-specialty in addition to requirements at secondary level.

### 9.2.5 **Minimum Bed Space - 50 Beds**

## 9.3 **SPECIALIST HOSPITALS**

### 9.3.1 **Personnel**

Each department/ subspecialty must be headed by the appropriately qualified and licensed professional/ skilled experienced personnel

### 9.3.2 **Clinics**

All the clinics identified at the secondary level and available sub-specialties.

### 9.3.3 **Services**

As per existing departments and sub-specialties

### 9.3.4 **Equipment**

As for each sub-specialty in addition to requirements at secondary level.

### 9.3.5 **Minimum Bed Space - 40 Beds**

## 9.4 **SPECIALIZED HOSPITALS**

### 9.4.1 **Personnel**

Each department/ subspecialty must be headed by the appropriately qualified and licensed professional/ skilled experienced personnel

### 9.4.2 **Clinics**

All relevant clinics and available sub-specialties.

### 9.4.3 **Services**

As per existing departments and sub-specialties

### 9.4.4 **Equipment**

As for each sub-specialty in addition to requirements at secondary level for the specific service.

### 9.4.5 **Minimum Bed Space - 20 Beds**

## **SECTION 10**

### **PROCEDURES FOR ACCREDITATION**

Accreditation of health care organizations is defined as an external assessment of the entire organization's performance against a predetermined set of objective and accepted measurable standards for participation in the Schemes programs.

The Sokoto State Contributory Health Management Agency SOCHEMA performs accreditation for the following purposes:

- i. To ensure accessibility and availability of healthcare services to enrollees of the Agency
- ii. To promote and improve quality of Healthcare
- iii. To ensure continuous improvement of quality of services provided under the Scheme
- iv. To improve public confidence in the Health care system

A full accreditation procedure for any health care facility includes the following steps:

- i. Application for participation in the Scheme (which attracts a non-refundable fee of fifty thousand naira N20,000.00 and shall comprise of both the registration fee and the accreditation fee. It shall be for each service applied for)
- ii. Screening of completed applications to determine suitability for possible inspection
- iii. Accreditation visits by teams of Healthcare professionals to perform an in-depth evaluation to determine whether the facilities meet the established standards.
- iv. HCF shall be accredited provisionally for two years in the first instance.
- v. The Agency shall pay two compulsory quality assurance visits to the HCF pending the next accreditation visit.
- vi. At the expiration of two years, it shall be assessed with emphasis on any deficiency noted during the first accreditation visit.
- vii. If there is no improvement, the HCF shall have its accreditation withdrawn.
- viii. A HCF that meets the Agency accreditation requirements shall be issued full accreditation.
- ix. Approval of recommended facilities for accreditation by Agency Management
- x. Publishing a list of institutions that have met these requirements and have been accredited by the Scheme
- xi. Periodic review of accredited Health care facilities to determine whether they should continue to provide services to enrollees of the Agency.

**SECTION 11**  
**ACCREDITATION FEES**

Each healthcare facility shall pay the sum of fifty thousand naira (N20, 000:00 and shall comprise of both the registration fee and the accreditation fee. It shall be for each service applied for).

All re-accredited facilities shall be required to pay re-accreditation fees as follows:

- a. Primary Facilities Forty Thousand Naira (N20,000.00)
- b. Secondary and Tertiary Facilities Thirty Thousand Naira (N20, 000.00) per service.

All fees are subject to review.

**SECTION 12**  
**CONDITIONS FOR RENEWAL OF THE ACCREDITATION OF HEALTH**  
**CARE FACILITIES**

Accreditation of every HCF shall be renewable every three (3) years. Some of the criteria for re-accreditation shall include:

- i. Accreditation for not less than three years
- ii. Availability of requisite skilled/experienced personnel
- iii. Availability of facilities to provide prompt and efficient services to enrollees
- iv. The institution has a well-organized and proper management structures.
- v. Employment of trained managers to run the administration of facilities professionally.
- vi. Attendance of Agency-HCF meetings shall be mandatory as an avenue to educate stakeholders. It shall be mandatory for the Director/CEO of Agency accredited facilities with appreciable number of enrollees to attend these meetings at least annually and the Agency shall use attendance of these meetings as one of the prerequisite for reaccreditation.
- vii. HCF must have made all returns due to the Agency if applicable.
- viii. Current licences of personnel and registration with regulatory bodies. (current licences of personnel to be sent to Agency on yearly basis or as applicable).
- ix. For a hospital/clinic to be accredited as secondary or tertiary healthcare facilities, it should have in-house pharmacy and laboratory.
- x. Every HCF shall meet the basic ICT infrastructure requirement for their category of accreditation.
- xi. All accredited HCFs shall put in place a functional medical records unit/department as a prerequisite to their re-accreditation. The unit/department shall coordinate the ICT of the facility.
- xii. The institutionalization of internal total quality management system that will ensure effective delivery of qualitative healthcare in liaison with the Agency and TPAs.
- xiii. Compliance with Agency operational guidelines
- xiv. Compliance with the judgment of the Arbitration board
- xv. Application for re-accreditation



**Note:**

- The Agency shall work towards ranking of accredited HCFs. This will enable the Scheme to set ceiling for the number of enrollee a HCF can efficiently and effectively manage.
- The Agency shall encourage group practice as a means of providing qualitative healthcare to enrollees.