

Staffing of a Nursing Home

The staff a nursing home should consist of:

- (a) 1 nurse to be responsible for overall care and management ;(curative and rehabilitative)
- (b) Retired nurses in the ratio of 1 nurse for 15 resident beds;
- (c) Supportive Nursing Aids or Health Care Assistants(HCA), 1 HCA for 8 resident beds;
- (d) 1 Speech Therapist to attend to post stroke patients;
- (e) 2 Social Workers;
- (f) 4 Recreational Assistants;
- (g) 1 Physiotherapist to provide physical and occupational care;
- (h) Transport facilities; and
- (i) One Manager to look after building, utilities and plant.

LIST OF SANITARY CONDITIONS

1. SANITARY CONDITIONS AND PHYSICAL STATE OF BUILDING

- (i) The building housing the Nursing Home should be of sound construction with regard to the security and protection of the residents.
- (ii) All rooms should be provided with adequate lighting and ventilation.
- (iii) The floors should be covered with hard skid-proof materials.
- (iv) Adequate amount of potable water should be provided.
- (v) Storage tanks should be provided to ensure constant water supply to the whole premises and should not be less than 0.4m³ per resident for two running days.
- (vi) All solid and liquid wastes should be disposed of to the satisfaction of the Sanitary Authority.
- (vii) Smoking should be prohibited in the building.
- (viii) Cooking should not be allowed in sleeping areas/rooms.
- (ix) Appropriate and adequate sanitary facilities should be provided

2. Sanitary Block

(i) *Water Closet*

The number of water closets for the residents should be as follows:

- (a) 1 wc for 1 to 5 residents not provided with individual wc.
- (b) 2 wcs for 6 – 12 residents not provided with individual wc.
- (c) 3 wcs for 13 – 21 residents not provided with individual wc.
- (d) 4 wcs for 22 – 32 residents not provided with individual wc.
- (e) 5 wcs for 33 – 40 residents not provided with individual wc.
- (f) Each water closet should not be less than 2 metres square.
- (g) Adequate openings should be provided to the external air in the sanitary block to have adequate ventilation.
- (h) The floors of the water closets should be of non skid material.
- (i) The walls should be tiled up to 1.5 metres from the ground floor.
- (j) Special provision should be made for physically disabled residents.
- (k) Full time attendants should be appointed for the cleaning of the Sanitary Blocks.

(ii) *Shower*

- (a) One shower should be provided for every 6 residents.
- (b) Shower should be 6 to 8 metres square.
- (c) The floors of each bathroom should be of non slippery material.
- (d) The walls should be lined with tiles at least 2 metres above the ground floor.
- (e) Hot water should be provided at all times.
- (f) Special provision should be made for physically disabled residents.
- (g) Adequate openings should be provided in each bathroom to have adequate light and ventilation.

(iii) *Wash Hand Basin*

There should be one wash basin for every 6 residents excluding wash hand basin in single bedroom.

3. Store/Kitchen

(i) Stores

- (a) Racks standing 300mm above floor level should be provided
- (b) There should be no soiled pipes or inspection chamber in the stores.
- (c) The store should be rodent proof.
- (d) All frozen food should be stored in a cold room or in freezers.
- (e) The cold room should be equipped with a continuous temperature monitoring device.

(ii) Kitchen

- (a) The kitchen should be flyproof.
- (b) The doors should be fitted with self-closing devices and made to open outwards.
- (c) The floor should be of hard skid proof tiles without crevices and should be adequately sloped for liquids to drain to trapped outlets and should be easy to clean and disinfect.
- (d) The junctures of the floor and walls are properly covered to facilitate cleaning.
- (e) There should be no sewage pipe, drain or inspection chamber in the kitchen.
- (f) The walls should be covered with tiles 2 metres above floor.
- (g) There should be a preparation section in the kitchen with 2 separate stainless steel wash basins, one for vegetarian and one for non-vegetarian.
- (h) Pedal operated refuse bins should be provided in kitchen. Kitchen waste should be collected in covered refuse bins and should be properly stored prior to removal for disposal purposes.
- (i) Separate chopping boards should be provided for vegetables, fish, poultry and meat.
- (j) All cooking should be done in the cooking section of the kitchen.
- (k) All cooking points should be hooded.
- (l) Apparatus for extracting smokes, fumes and odours, approved by the Sanitary Authority should be provided. If a chimney is required, it should be prolonged 2 metres above the roof of the premises and neighbourhood building.
- (m) All preparation tables in the kitchen should be topped with un-jointed aluminium sheets or stainless sheets or single sheet marble.
- (n) There should be no in-built cupboard under wash basins and tables.
- (o) A wash hand basin with soap and hand drying facilities should be provided in the kitchen.
- (p) No direct communication should exist between kitchen and watercloset or residential area.
- (q) All kitchen utensils should be in good condition and should not be dented or rusty.
- (r) Kitchen staff should wear clean overalls and caps whilst in the kitchen.
- (s) Food Handlers should observe strict personal hygiene when handling food.
- (t) Personal clothing and effects of kitchen staff should not be kept in the kitchen.
- (u) Cooked food should be kept at suitable temperature prior to service.
- (v) All food handlers should be in possession of Food Handler Certificate issued by the Ministry of Health.

- (w) Adequate and conveniently located facilities for hand washing with soap, nail brush and hand drying facilities should be provided in the food processing section; pedal operated bins are highly recommended.
- (x) The kitchen should be equipped with hot cupboards and food trolleys.

4. Miscellaneous

- (i) *Cleaning and disinfection*
A written cleaning and disinfection schedule approved by the Sanitary Authority should be made for the whole establishment.
- (ii) *Disinsectisation*
The establishment should be disinsectised at least once every three months.
- (iii) *Control of rodents*
Rodent control should be done at regular intervals.
- (iv) *Yard*
 - (a) The yard should be properly fenced and maintained clean at all times.
 - (b) Sufficient number of refuse bins with lids should be provided and kept in an enclosure prior to collection.
- (v) *Personnel*
All persons working in the establishment and engaged in the preparation , serving, cooking, carriage ,handling or delivery of any food should be holder of a valid Food Handler's Certificate issued by the Ministry of Health and Quality of Life

Conditions regarding Environmental Aspects

1. Necessary precautions be taken during site preparation and infrastructural works so as not to cause any nuisance by way of noise or dust pollution to the surrounding environment;
2. Building shall be properly painted, lighted and ventilated;
3. Floors and stairs be rendered non-slippery;
4. Properly marked and easily accessible water closets be provided for both male and female in adequate numbers;
5. An adequate and continuous supply of potable water be made available on the premises at all times, including water storage tank(s);
6. A proper drainage network be provided for evacuation of surface runoff;
7. All wastewater be collected, conveyed, treated and disposed of to the satisfaction of the Wastewater Management Authority and more particularly with regards to the Sewerage Treatment Plant and sizing of soakaway(s);
8. Necessary precautions be taken to prevent contamination in the event of leaks and blockages from the wastewater pipes within the wall and slabs of the building;
9. Adequate wash hand basins with liquid soap dispensers be provided;
10. Solid wastes (except healthcare wastes) be properly collected, stored and disposed of to the satisfaction of the Sanitary Authority and the Ministry of Local Government;
11. Domestic and non- pathogenic wastes be properly stored in covered bins pending removal by Local Authorities;
12. Pathogenic wastes be collected and stored in air tight containers and transported away for proper disposal by the services of an authorised contractor to the satisfaction of the Solid Waste Division of the Ministry of Local Government;
13. All electric motors and noise generating equipment such as pumps, generators, compressors, etc. be housed in soundproof enclosures so that noise emanating therefrom are within permissible levels as per EPA 2002 (Noise Regulations);
14. The operation of the home shall comply with all relevant legislations in force including the Pharmacy Act, the Dangerous Chemicals Control Act and the Private Health Institutions Act;
15. Kitchen, food-store room, preparation room and related facilities shall comply with the provisions of the Food Act;
16. A proper pest and infection control programme to be implemented;
17. A healthcare waste management plan to be implemented;
18. Inflammable materials shall not be stored within the premises and within the building, unless clearance has been obtained from Fire Services;
19. In the event of delayed claim of bodies arrangement be made for transfer of same to a mortuary;
20. Applicant complies with all relevant regulations in force.