

## **REGISTRATION WITH PRIVATE HOSPITALS AND MATERNITY HOMES BOARD**

The **Private Hospitals and Maternity Homes Board** wishes to bring to the attention of the general public that it is an **offence** under the **Private Hospitals and Maternity Homes Board Act, 1958 (Act 9)** as amended, for any person or institution to own or operate a **private hospital, clinic or maternity home** without registering with the Board.

We also wish to inform the general public that according to Sections 8(1) and 9 (1) of the Act, all **private hospitals and clinics** shall be operated by **ONLY Medical Practitioners**; and all **maternity homes** shall be operated by **ONLY qualified Midwives**.

**Non-Clinical Health professionals** are, therefore, **not allowed** under the Law to **register and operate any type of private medical facility**.

## **GUIDELINES FOR REGISTRATION OF PRIVATE MEDICAL FACILITIES**

### **Step 1**

#### **A. MEET WITH THE REGIONAL DIRECTOR OF HEALTH SERVICES**

- i. Discuss with the Regional Director of Health Services in the region of your choice, the priority areas in the region of your choice, the priority areas in the region that require services.
- ii. Agree on the siting of the health facility.
- iii. Discuss the block plan of the facility and get approval for the layout of the various sections.

#### **B. VISIT TO THE DISTRICT ADMINISTRATION**

- i. Acquire your land.
- ii. Present the block plan to the District Planning Office for approval from the District Administration.

## **Step 2**

### **A. CONTACT MINISTRY OF ENVIRONMENT, SCIENCE AND TECHNOLOGY**

- i. Apply for environmental impact assessment and obtain clearance from Environmental Protection Agency.
- ii. Apply for clearance from Atomic Energy Board of Ghana (Kwabenya – Accra), if your services will include radio imaging and resonance.

## **Step 3**

### **A. GET PRACTICE READY**

- i. Build or reorganize building according to the specifications of the Board.
- ii. Furnish practice according to the specifications of the Board.
- iii. Identify, employ or negotiate for staff
  - a. Doctors must have had five years post basic medical qualification experience from an accredited institution in Ghana.
  - b. Nurses must have had five years post basic nursing qualification experience from an accredited institution in Ghana.
  - c. Pharmacist and other technical health professionals must have had 2 – 3 years post basic pharmacy or health science qualification experience from an accredited institution in Ghana.
- iv. Send staff list and copies of certificate of qualification to relevant professional bodies for accreditation
  - a. Doctors to Medical and Dental Council
  - b. Nurses to Nurses and Midwives' Council

- c. Pharmacist to Pharmacy Council
- d. All other health professionals to the Allied Health Professionals Council (Director General's Office, Ministry of Health Headquarters).

B. APPLY TO THE PRIVATE HOSPITALS AND MATERNITY HOMES BOARD FOR THE REGISTRATION OF THE FACILITY

- i. Write and send a letter of intent stating:
  - a. Name of practice
  - b. Type of practice (hospital, clinic or maternity home)
  - c. Location, postal address and fixed landline number.
  
- ii. Complete and send registration form that will be sent to you with the following attachments:
  - a. 3 Copies of the approved block plan
  - b. List of equipment to be used in practice
  - c. List of services to be provided
  - d. Staff list and copies of certificate of qualifications and accreditation from relevant professional bodies (retention certificate for the current year for Doctors; PIN or verification report for nurses)
  - e. Proof of at least 5 years post qualification experience in a recognized institution of relevance to his/her profession
  - f. Non-Ghanaians are, in addition to the above, required to submit the following:
    - 1. Valid work permit issued by the Ministry of Interior
    - 2. Must have practised in his/her professional capacity for at least one year prior to application

NB: Foreigners cannot register a private health facility on their own. They must be in partnership with a Ghanaian.

3. Must have passed

- English language proficiency test where English was not the language he/she was trained in.
- A professional test set by the appropriate professional body, where applicable
- Has fulfilled any other conditions set by the Board.

iii. Registration fee.

**Step 4**

Register with the Registrar General's Department after registration. (Please check with Registrar General's Department if the name selected is registrable).

For further inquiries, contact the

Registrar,  
Private Hospitals and Maternity  
Homes Board,  
P. O. Box MB 534,  
Ministries Post Office,  
Accra.  
Tel. Numbers.: 021 674724/930310  
e-mail: phmhb73@yahoo.com

We are located at the Limp Fitting Centre, within the premises of Ghana Health Service Head Office, opposite Tema Station and adjacent the Rent Control Board.