

**[DOH ADMINISTRATIVE ORDER NO. 24, s. 1994,
February 15, 1994]**

**RULES AND REGULATIONS GOVERNING THE ACCREDITATION OF
AMBULATORY SURGICAL CLINICS**

SECTION 1. Title — These rules and regulations shall be known as the "Rules and Regulations Governing the Accreditation of Ambulatory Surgical Clinics".

SECTION 2. Authority — These rules and regulations are issued pursuant to Section 4, paragraph H of Executive Order 119, which states that the Department of Health (DOH) has the power and function to:

. . ."regulate the operation of and issue licenses and permits to government and private hospitals, clinics, and dispensaries, laboratories, blood banks, drug stores, and such other establishments which by the nature of their functions are required to be regulated by the ministry. . ."

SECTION 3. Purpose — These rules and regulations are promulgated to ensure the general public of quality services by the Ambulatory Surgical Clinics.

SECTION 4. Scope — These regulations shall apply to all ambulatory surgical clinics independent of a hospital.

SECTION 5. Regulatory Authority — The Department through Office for Health Facilities, Standards and Regulations shall exercise regulatory functions under these rules and regulations.

SECTION 6. Definition of Terms — As used in these rules and regulations:

6.1 Ambulatory Surgical Clinic a medical clinic independent of a hospital performing surgical operations on an outpatient basis and duly accredited by the Department of Health. It shall be referred to in these rules as the "clinic".

6.2 Diplomate of Specialty Society a doctor of medicine who has completed specialty training in a hospital accredited by the specialty society concerned and duly certified by its Board.

6.3 Tertiary Hospital is fully departmentalized and equipped with the service capabilities needed to support certified medical specialists and other licensed physicians rendering services in the field of medicine, pediatrics, obstetrics and gynecology, surgery, their subspecialties and ancillary services.

6.4 Department shall mean the Department of Health.

6.5 Bureau shall refer to the Bureau of Licensing and Regulation.

SECTION 7. Accreditation Requirements (Technical Standards) — The following requirements shall be complied with by an ambulatory surgical clinic applying for accreditation.

7.1 Personnel

7.1.1 Physician surgeon who is a diplomate in his chosen field of specialty:

7.1.1.1 At least one of the medical staff of the clinic shall be a member of the medical staff of a tertiary hospital located within a reasonable distance from the clinic for ease in admitting emergency cases that may arise from the procedures.

7.1.1.2 If the above is not possible the clinic shall have a Memorandum of Agreement with a tertiary hospital within a reasonable distance from the former regarding acceptance of emergency cases that may arise from the procedures. This shall include provision of ambulance services.

7.1.2 Certified Anesthesiologist

7.1.3 Registered Nurse

7.1.4 Nursing Aide

7.1.5 Administrative Personnel

7.1.6 Utility Man

7.2 Equipment/Instruments

7.2.1 Stethoscope

7.2.2 Sphygmomanometer with Stand

7.2.3 Examining Light

7.2.4 Oxygen Unit with Gauge

7.2.5 Surgical Instrument Set

7.2.6 Instrument Table

7.2.7 Treatment Table

7.2.8 Tracheostomy Set

7.2.9 Thoracostomy Set

7.2.10 Paracentesis Set

- 7.2.11 Patient's Bed(s) with Guard Rails - 90 cm width - 70 cm length
- 7.2.12 Operating Table
- 7.2.13 Suction Apparatus
- 7.2.14 Operating Room Light
- 7.2.15 Stand-by Operating Room Light
- 7.2.16 Anesthesia machine for each Operating Room
- 7.2.17 Anesthesia Table
- 7.2.18 Laryngoscope with different sizes of blades
- 7.2.19 Endotracheal tube, different sizes
- 7.2.20 Ambu Bag
- 7.2.21 Sterilizer
- 7.2.22 ECG Machine
- 7.2.23 Defibrillator
- 7.2.24 Lumbar Set
- 7.2.25 Stretcher
- 7.2.26 Wheelchair
- 7.2.27 Other Requirements:
 - 7.2.27.1 Stand-by Generator
 - 7.2.27.2 Fire Extinguisher
 - 7.2.27.3 Transport Vehicle for Patient's use (Ambulance) or a contract with providers of such ambulance services.

7.3 Physical Plant

7.3.1 Administrative Services:

- 7.3.1.1 Lobby
 - Information counter/admitting area
 - Communication Area
 - Waiting Area
 - Toilet Facilities