



MINISTRY OF HEALTH
SINGAPORE

MH 78:04/4-2

21 October 2009

Licensees of Private Hospitals, Convalescent Hospitals and Nursing Homes
(See distribution list)

**LICENSING TERMS AND CONDITIONS
ON LICENSED BEDS IN HEALTHCARE INSTITUTIONS**

The Ministry of Health has completed a review of the licensing framework for healthcare institutions providing residential care for patients. As part of the review, we have revised the definition of "licensed beds"¹ and are imposing new licensing conditions in relation to licensed bed numbers.

2 The "Licensing Terms and Conditions on Licensed Beds in Healthcare Institutions" issued by the Director of Medical Services under section 6(5) of the Private Hospitals and Medical Clinics Act are enclosed with this letter for your compliance. These licensing terms and conditions shall take effect on 1 January 2010.

3 Please review your institution's licensed beds in accordance with the new licensing terms and conditions, and submit an application to the Ministry **for approval** of your licensed beds using the enclosed application form at Annex A. We would appreciate it if you could submit your application form to the Ministry before **15 December 2009**.

4 For any further clarifications, please email us at moh_ela_info@moh.gov.sg.

DR ARTHUR CHERN
GROUP DIRECTOR (HEALTH REGULATION)
for DIRECTOR OF MEDICAL SERVICES

¹ The new definition of "licensed beds" is also referred to as "bed complement" in MOH's current definition of beds for data collection.



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LICENSING TERMS AND CONDITIONS ON

LICENSED BEDS IN HEALTHCARE INSTITUTIONS

IMPOSED UNDER SECTION 6(5) OF THE PRIVATE HOSPITALS AND MEDICAL CLINICS ACT (CAP 248)

1. Application

- 1.1 These licensing terms and conditions apply to private hospitals (including convalescent hospitals and nursing homes) and shall come into effect on 1st January 2010.
- 1.2 A breach of these licensing terms and conditions may attract potential consequences under the PHMC Act, including but not limited to:
 - (a) Suspension or revocation of private hospital, convalescent hospital or nursing home licence; and
 - (b) Prosecution.

2. Definition of Beds

- 2.1 The terms of “licensed beds” and “beds in service” of a healthcare institution are defined as follows:

Licensed Beds: Approved number of beds that the healthcare institution regularly maintained and staffed for the accommodation and full time care of a succession of inpatients, and are situated in wards or areas of the healthcare institution where continuous medical care is provided. These exclude cots for normal, healthy newborn babies in the maternity wards but include incubators and cots for premature or ill babies admitted to the healthcare institution. On occasions whereby wards are temporarily closed down for renovation purposes, the number of beds available for use in the healthcare institution would be reduced but the number of licensed beds should not be affected.

Beds in Service: Average daily *census* of available beds. An available bed is one that is immediately available to be used by an admitted patient or resident if required. A bed is immediately available for use if it is located in a suitable place for care and where nursing and auxiliary staff is available, either immediately or within a reasonable period. It should exclude the cots for normal, healthy newborn babies in the maternity wards but include incubators and cots for premature or ill babies admitted to the healthcare institution. This number will be affected by temporary closure of wards for renovation purposes since available beds for use by admitted patients are reduced.

3. Application for Licensed Beds

- 3.1 During licence application or renewal, the applicant shall state clearly in the application form the number of beds to be licensed. The licensee must ensure that the healthcare institution has the physical space and capacity to match the number of licensed beds, and must also meet the care staff ratios.

4. Variation of Licensed Beds

- 4.1 The licensee of every private hospital (including convalescent hospital but excluding nursing home) must obtain approval from the Director before he increases or decreases the number of licensed beds in the hospital by more than 10% for a period of 6 months or longer.
- 4.2 The licensee of every nursing home must obtain approval from the Director before he increases or decreases the number of licensed beds in the nursing home.

Dated this 21st day of October 2009.



PROF K SATKU
DIRECTOR OF MEDICAL SERVICES
MINISTRY OF HEALTH, SINGAPORE

Director of Medical Services
 Ministry of Health
 (Fax No.: 6325-2600)

LICENSING TERMS AND CONDITIONS ON LICENSED BEDS IN HEALTHCARE INSTITUTIONS
 IMPOSED UNDER SECTION 6(5) OF THE PHMC ACT

APPLICATION FOR LICENSED BEDS IN HOSPITAL

NAME OF HOSPITAL: _____

ADDRESS: _____

Total Number of Licensed Beds: _____

	General beds	HD beds	ICU beds	#Cots	Isolation beds (exclusive^)	Total
Medical						
Surgical						
Maternity (Include beds in labour ward)						
Children: Paediatric Neonatal			* L 2 NICU = **L 3 NICU = *** PICU =			
Psychiatric						
Convalescent						

Exclude healthy newborns who are not admitted

*L2 NICU = Level 2 Neonatal ICU ** L3 NICU = Level 3 Neonatal ICU ***PICU = Paediatric ICU **

^ Exclusively as isolation bed and does not form part of the general beds pool

Note: Day Surgery Beds/ Observation Beds are not included as licensed beds

Information as at: _____ (Date)

Name, Designation and Signature of Authorised Person to sign on behalf of Licensee:

Contact Number: _____

Director of Medical Services
 Ministry of Health
 (Fax No.: 6325-2600)

LICENSING TERMS AND CONDITIONS ON LICENSED BEDS IN HEALTHCARE INSTITUTIONS
 IMPOSED UNDER SECTION 6(5) OF THE PHMC ACT

APPLICATION FOR LICENSED BEDS IN HOSPITAL [OFF-SITE]
“Only applicable to Hospital with licensed beds at off-site premises”

NAME OF HOSPITAL (OFF-SITE): _____

ADDRESS: _____

Total Number of Licensed Beds: _____

	General beds	HD beds	ICU beds	#Cots	Isolation beds (exclusive [^])	Total
Medical						
Surgical						
Maternity (Include beds in labour ward)						
Children: Paediatric Neonatal			* L 2 NICU = **L 3 NICU = *** PICU =			
Psychiatric						
Convalescent						

Exclude healthy newborns who are not admitted

*L2 NICU = Level 2 Neonatal ICU ** L3 NICU = Level 3 Neonatal ICU ***PICU = Paediatric ICU **

[^] Exclusively as isolation bed and does not form part of the general beds pool

Note: Day Surgery Beds/ Observation Beds are not included as licensed beds

Information as at: _____ (Date)

Name, Designation and Signature of Authorised Person to sign on behalf of Licensee:

Contact Number: _____

Director of Medical Services
Ministry of Health
(Fax No.: 6325-2600)

**LICENSING TERMS AND CONDITIONS ON LICENSED BEDS IN HEALTHCARE INSTITUTIONS
IMPOSED UNDER SECTION 6(5) OF THE PHMC ACT**

APPLICATION FOR LICENSED BEDS IN NURSING HOME

NAME OF NURSING HOME: _____

ADDRESS: _____

Total Number of licensed beds : _____

General beds	Isolation beds (exclusive [^])	Total

[^] exclusively as isolation bed and not part of the general beds

Information as at: _____ (Date)

Name, Designation and Signature of Authorised Person to sign on behalf of Licensee:

Contact Number: _____

Distribution List (Private Hospitals – Public Sector)

Alexandra Hospital

Changi General Hospital

Institute Of Mental Health/Woodbridge Hospital

KK Women's And Children's Hospital

National Cancer Centre Singapore

National Heart Centre Of Singapore

National University Hospital

Singapore General Hospital

Tan Tock Seng Hospital

Distribution List (Private Hospitals – Private Sector)

East Shore Hospital

Gleneagles Hospital

Johns Hopkins Singapore International Medical Centre

Mount Alvernia Hospital

Mount Elizabeth Hospital

Raffles Hospital

Thomson Medical Centre Limited

West Point Hospital

Distribution List (Convalescent Hospitals)

Ang Mo Kio - Thye Hua Kwan Hospital

Bright Vision Hospital

Kwong Wai Shiu Hospital And Nursing Home

Ren Ci Community Hospital

Ren Ci Hospital & Medicare Centre

St Andrew's Community Hospital

St. Luke's Hospital

Distribution List (Nursing Homes – Commercial Homes)

Cherry Nursing Home Pte Ltd
East Coast Medicare Centre Pte Ltd
Econ Medicare Centre (Choa Chu Kang)
Econ Medicare Centre (Recreation)
Econ Medicare Centre Braddell
Econ Medicare Centre (Chai Chee)
Econ Medicare Centre & Nursing Home
Econ Medicare Centre Pte Ltd
Greenview Nursing Home (S) Pte Ltd
Irene Nursing Home Pte Ltd
Lee Ah Mooi Old Age Home
Margaret Chio Nursing Home Pte Ltd
Maritime Medical Centre Pte Ltd
Min Chong Comfort Home Pte Ltd
Moonlight Home For The Aged And Handicapped
Nightingale Nursing Home Pte Ltd
Orange Valley Nursing Home
Orange Valley Nursing Home (Bukit Merah)
Orange Valley Nursing Home (Clementi)
Orange Valley Nursing Home (Marsiling)
Orange Valley Nursing Home (Simei)
Orange Valley Nursing Home (Thomson)
Our Lady Of Lourdes Nursing Home Pte Ltd
Pacific Healthcare Nursing Home
Paean Nursing Home Pte Ltd
Serene Nursing Home Pte Ltd
Soo's Nursing Home Pte Ltd
Sunnyville Home
The Lantor Residence
United Medicare Centre
Windsor Convalescent Home Pte Ltd
Windsor Nursing Home Pte Ltd

Distribution List (Nursing Homes – Voluntary Homes)

All Saints Home
All Saints Home (Hougang)
Apex Harmony Lodge
Assisi Hospice
Bethany Methodist Nursing Home
Bright Hill Evergreen Home
Dover Park Hospice
Grace Lodge
Jamiyah Nursing Home (Darul Syifaa)
Ju Eng Home For Senior Citizens
Kwong Wai Shiu Hospital And Nursing Home
Ling Kwang Home For Senior Citizens
Lions Home For The Elders (Bedok South)
Lions Home For The Elders (Toa Payoh Rise)
Man Fut Tong Nursing Home
Moral Home For The Aged Sick
Peacehaven Nursing Home
Ren Ci Nursing Home
Saint Theresa's Home
Singapore Christian Home For The Aged
Society For The Aged Sick
Sree Narayana Mission Home For The Aged Sick
St Joseph's Home
Sunlove Home
Surya Home
Swami Home
Tai Pei Old People's Home
Tai Pei Social Service (Tpss)
Thian Leng Old Folks Home
Thong Teck Home For Senior Citizens
Villa Francis Home For The Aged