



THE COUNTY GOVERNMENT OF BUNGOMA

DEPARTMENT OF HEALTH

POLICY

FOR

**ESTABLISHMENT, DESIGNATION AND UPGRADING
OF HEALTH FACILITIES**

IN

BUNGOMA COUNTY

FOREWORD

Over time, it has been observed that there is continued mismatch between health infrastructure development and other resources such as personnel, equipment, medicines and supplies across the County. This has resulted in inefficiency in investments and service delivery in the sector. On the other hand, there have been several requests by other stakeholders for establishment of new facilities and upgrading of existing ones from one level to another.

Whereas the relevant criteria for health facilities development has been stated or implied in the Health Sector Strategic and Investment Plan, the requests indicate that it is not well articulated. It has therefore become necessary to develop more detailed policy for establishment of new facilities as well as designations and upgrading of the existing ones.

This policy has been prepared by the Ministry of Health to enhance economy, equity, efficiency and effectiveness in infrastructure development and harmonise it with other inputs and commitment to ethical issues in the quest for professional health service provision. They are specifically aimed at providing criteria and procedures for designating level of service and upgrading of health centres from one level to another as well as establishing new ones. This policy and procedures apply to County Government Facilities.

Another challenge has been the disagreements on the designation of levels of health facilities between the different stakeholders. It is therefore necessary that clear and more detailed policy are provided to avoid such contradictions in future.

The stakeholders intending to establish or upgrade health facilities are urged to strictly adhere to this policy. No requests for creation; upgrading

and designation of facilities will be considered or approved unless it meets the set criteria and has followed the procedures prescribed in this policy.

**Chief Officer,
Health**

POLICY FOR ESTABLISHMENT, DESIGNATION AND UPGRADING OF HEALTH FACILITIES

1 .0 Background of the Policy

The Policy and objective of the Health Sector Strategic and Investment Plan on Health Infrastructure Development is to provide a network of functional, efficient and sustainable Health Infrastructure within 5km walking distance to every homestead for Public Health Facilities. Health Infrastructure is composed of Buildings, Medical equipment's, Communication systems or equipment's, Ambulance Services and transportation facilities.

Since devolution many stakeholders including National and County Governments, Non-Government Organization as well as communities have invested in health infrastructure development that has resulted into an increase in the number of health facilities within the County. It has however been noted that there has been a mismatch between investments in health Infrastructure and other components of the health services delivery which need to be harmonized.

This Policy is intended to provide the criteria for establishment, designation and upgrading of health facilities to enhance efficiency and effectiveness of subsequent infrastructure investments towards improved service delivery. It should be adhered to whenever stakeholders wish to establish, upgrade or assign a level of service delivery to an existing health unit.

Objective of the Policy

The main objective of this Policy is to enhance economy, efficiency and effectiveness in infrastructure development and harmonizing it with other input for improved service delivery in the health sector. The Policy is specifically aimed at providing criteria for:

- a) Designating levels of service delivery to Health Facilities.
- b) Upgrading of Health Facilities from one level to another.
- c) Establishment of new Health Facilities.

Rationale for development of the Policy

According to the Bungoma County Health Services Act, No.5 of 2019, there is a mismatch between health infrastructure and the health workforce across the County which has resulted in the inefficient use of these two critical investments. It has also been observed that inadequate staffing in existing facilities remains a big challenge in Bungoma County. Most of the existing health facilities have inadequate/ obsolete medical equipment for service delivery. There is therefore, need to rationalize health infrastructure investments to ensure that health facilities offer quality health services.

On the other hand, there have been several requests by stakeholders for establishment of new facilities and upgrading of existing facilities from one level to another. Whereas the relevant criteria has been stated or implied in the Health Sector Strategic and Investment Plan, some of the requests seem to indicate that it is not well understood and therefore the need for more detailed criteria to guide the processes for establishment of new facilities as well as upgrading existing ones.

Disagreements on the designation of levels of health facilities among stakeholders have also been an issue with each giving differing views on the ideal levels of each health facility. These varying opinions among stakeholders on the levels assigned to Health Facilities on infrastructure, supplies and staffing necessitates the need for a policy to address these issues.

Criteria for establishment, designation and upgrading of health facilities

General Strategic Positioning

The general strategy of the CHSSIP on health infrastructure development is:

- Improving or strengthening the existing health facilities as per the Kenya Medical Practitioners and Dentist Commission standards.

- Establish new health facilities with technical advice from the department based on disease burden, distance and population.

Criteria for Determining Levels of Care.(Replace determination to designation)

Infrastructure, Human Resource and Services offered determine the level of care as per the Kenya Policy of 2014-2030 (see Table 2 below to be inserted). Determination of levels of service delivery shall follow the criteria for upgrading of health facilities as outlined in this Policy.

Table 2: Levels of Health Service delivery to be provided by Mose and Catherine

Level of Health Unit	Level/Target/Population	Services provided
Community Health Unit	5,000	
Dispensary	1,000	Community based preventive and Promotive Health Services. Village Health committee or similar status.
Health Centre I	5,000	Preventive, Promotive and Outpatient Curative Health Services, outreach care, and emergency deliveries.
Health Centre II	20,000	Preventive, Promotive, Outpatient Curative, Maternity, inpatient Health Services and Laboratory services.
Sub – County Hospital	100,000	Preventive, Promotive Outpatient Curative, Maternity, inpatient Health Services, Emergency surgery and Blood transfusion and Laboratory services.
County Hospital	500,000	In addition to services offered at HC IV, other general services will be provided. It will also provide in service training, consultation and research to community-based health care programmes.
County Referral Hospital	2,000,000	In addition to services offered at the general hospital, specialist services will be offered, such as psychiatry, Ear, Nose and Throat (ENT), Ophthalmology, dentistry, intensive care, radiology, pathology, higher level surgical and medical services.
National Referral Hospital		These provide comprehensive specialist services. In addition, they are involved in teaching and research.

Criteria for Establishment of New Health FACILITY

As earlier stated, most of the existing health facilities are constrained in delivering services designated for their respective level of care due to inadequate staffing, supplies and infrastructure. Consequently, establishment of new facilities should be limited as this would further aggravate the problem of inadequacy. Notwithstanding the constraints, new facilities shall be established in adherence to a standard architectural design for a health facility as provided for in the health infrastructure standard and Norms of February (2017) in either of the following circumstances:

1. Where a community of about 5,000 people is not in reach of a health unit within 5 km walking distance. A Level 2 facility (dispensary) would then be established.
2. Before coming up with a new facility the existing health facilities in the catchment area must be adequately equipped and staffed to provide health services as per the level of care.
3. If access to available health Facility for recognizable community is observed to be constrained by geographical features such as mountains, water, conflict or otherwise, the establishment of a new facility would be determined by survey and assessment on a case by case basis. Factors to consider would include but not be limited to population of the community, distance to health facilities of different levels and ease of attracting staff to work in the area.

Criteria for Upgrading of Health facilities

Most of the existing health facilities are constrained in delivering services designated for their respective level due to inadequate staffing, supplies and general infrastructure. Higher levels of services require more of these inputs to function effectively. Any proposals to upgrade these health facilities (infrastructural or otherwise) should therefore be properly planned with evidence of resources to ensure that all the necessary inputs shall be

available to avoid wasteful investments. In this regard, upgrading of health facilities shall only be recommended if the following criteria with regards to Infrastructure and staffing are met:

Infrastructure requirements

1. The health facility should have met the bare minimum requirements for the current level in terms of human resource, supplies and other infrastructural development.
2. There should be a clear plan for providing the additional infrastructure for the higher level anticipated

Table 3 shows the basic infrastructural requirements for the different levels of care. The Medical Equipment standard lists and standard building plans, by level, can be obtained on request from the Health Infrastructure Division, Ministry of Health.

Table 3: Standard building infrastructure requirements by level of health unit

Level of Health Unit	Basic Requirements	
County Referral Hospital	<p>Infrastructure</p> <p>Out Patient Department</p> <p>Administration Offices</p> <p>Operation Theatres at least 5</p> <p>ICU Unit with at least 5 beds</p> <p>Emergency Accident Unit with at least 5 beds</p> <p>Female Medical Ward [at least 30 beds]</p> <p>Male Medical Ward [at least 30 beds]</p> <p>Pediatric Ward [at least 100 beds]</p> <p>Maternity Ward [at least 100 beds]</p> <p>Rehabilitation centre</p>	<p><i>Staff houses</i></p> <p>50No. resting rooms for technical officers + Ancillary structures</p>

	<p>Pharmacy with HSD Office</p> <p><i>ISO certified</i> Laboratory centre</p> <p>Modern Mortuary (Anatomy lab)</p> <p>Incinerator</p> <p><i>Injury and Burns unit</i></p> <p><i>Psychiatry unit</i></p> <p><i>Orthopedic and trauma ward with at least 30 beds</i></p> <p><i>Orthopedic workshop</i></p> <p><i>Male surgical ward with at least 30 beds</i></p> <p><i>Female surgical ward with at least 30 beds</i></p> <p><i>Male medical ward with at least 30 beds</i></p> <p><i>Female medical ward with at least 30 beds</i></p> <p><i>Obs/gynecological ward</i></p> <p><i>New born unit.</i></p> <p><i>Isolation wards with at least 10 beds</i></p> <p><i>Radiology department with CT Scan</i></p> <p><i>Dental unit</i></p> <p><i>CSSD (sterilizing department for instruments)</i></p> <p><i>Eye unit</i></p> <p><i>ENT department</i></p> <p><i>Chest clinic</i></p> <p><i>Dermatology department</i></p> <p><i>MCH/FP department</i></p>	
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	<p><i>Physiotherapy department</i></p> <p><i>Occupational department</i></p> <p><i>Laundry department</i></p> <p><i>Essential medical supplies stores</i></p> <p><i>Maintenance department</i></p> <p><i>Source of main power supply/ power Backup.</i></p> <p><i>Nutrition department</i></p> <p><i>Resource centre</i></p> <p><i>Oxygen plant</i></p> <p><i>Comprehensive Care Centre</i></p> <p><i>Waste disposal area.</i></p> <p><i>Reliable water supply source.</i></p>	
County Hospital	<p>Infrastructure</p> <p>Out Patient Department</p> <p>Administration Offices</p> <p>Operation Theatres at least 3 with 3 operating tables</p> <p>ICU Unit</p> <p>Emergency Accident Unit</p> <p>Female Medical Ward [at least 30 beds]</p> <p>Pediatric Ward [at least 50 beds]</p> <p>Maternity Ward [at least 50 beds]</p> <p>Male Ward Medical [at least 30 beds]</p> <p>Rehabilitation centre</p> <p>Pharmacy with HSD Office</p> <p><i>ISO certified</i> Laboratory centre</p> <p>Modern Mortuary</p>	<p><i>Staff houses</i></p> <p>24 No. Housing Units for technical officers + Ancillary structures</p>

	<p>Incinerator</p> <p><i>Injury and Burns unit</i></p> <p><i>Psychiatry ward</i></p> <p><i>Orthopedic and trauma ward</i></p> <p><i>Male surgical ward</i></p> <p><i>Female surgical ward</i></p> <p><i>Male medical ward</i></p> <p><i>Female medical ward.</i></p> <p><i>Obs/gynecological ward</i></p> <p><i>New born unit.</i></p> <p><i>Isolation wards</i></p> <p><i>Radiology department</i></p> <p><i>Dental unit</i></p> <p><i>CSSD (sterilizing department for instruments)</i></p> <p><i>Eye department</i></p> <p><i>ENT department</i></p> <p><i>Chest clinic</i></p> <p><i>MCH/FP department</i></p> <p><i>Physiotherapy department</i></p> <p><i>Occupational department</i></p> <p><i>Laundry department</i></p> <p><i>Dermatology department</i></p> <p><i>Essential medical supplies stores</i></p> <p><i>Maintenance department</i></p> <p><i>Source of main power supply/ power Backup.</i></p> <p><i>Nutrition department</i></p> <p><i>Resource centre</i></p> <p><i>Waste disposal area.</i></p>	
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	<i>Reliable water supply source.</i>	
Sub-County Hospital	Infrastructure Out Patient Department - Operation Theatre Drug Store with HSD Office Female Ward Male Ward Pediatric ward New-born unit Maternity Ward Mortuary Incinerator Placenta Pit and Medical Waste Pit	<i>Staff houses</i> 16 No. Housing Units for technical staff + Ancillary structures
Health Centre	Infrastructure Out Patient Department Male Ward Female ward Maternity ward with Placenta Pit MCH/FP Drug Store Medical Waste Pit Burning Chamber	<i>Staff houses</i> 6No. Housing Units + Ancillary structures
Dispensary	Infrastructure Outpatient Department Labour room and delivery room Placenta pit Medical Waste Pit Burning chamber	<i>Staff houses</i> 2No. Housing Units + Ancillary structures

4.4.2 Staffing requirements

To qualify for upgrading, the following criteria should be met:

1. The staffing at each level of care should be at least 65% of the core technical staff of the current level of service
2. There should be a clear plan of how the additional staff for the upgraded level of services is scheduled to be realized.

5.0 Procedure for determination, establishment and upgrading of health facilities

The Constitution of Kenya and the County Governments Act (2012) mandate the County Governments to plan, budget and implement health policies and health sector plans. Accordingly, provision of health services in Kenya has been Devolved to Counties which play a key role in the delivery and management of health services. The service delivery level determines the requirements of each facility and County Government therefore shall provide resources commensurate with the levels of care when coming up with new facilities or upgrading the existing ones. The Department of Health has set out the following procedures in for authorization of establishment of new and upgrading of existing health units intended to ensure that the criteria outlined in this Policy is adhered to.

6.0 Application of the Policy

This Policy and procedures apply to County Government facilities.



MINISTRY OF HEALTH

APPLICATION FOR ESTABLISHMENT, UPGRADING AND DETERMINATION OF LEVEL OF HEALTH FACILITIES (attach the standard form from KMPDC)

SECTION I: TO BE FILLED BY APPLICANT

1. Applicant:

Category	County Government	Private	FBO	GOK
Facility Name...

(i) Village:

(ii) Ward:

(iii) Sub-county:

(iv) County:

(v) Distance to the nearest Health Facility

(vi) Special geographical features:

(vii) Population information

Geographical Area	Population
Village	
Ward	
Sub-County	
County	

2. Request for:

a. *Upgrading:* From: To:

b. *Establishment of New:* Level of Health Facility:

3. Details on the Location of Health Facility proposed for Upgraded, Establishment and Designation

Direction	Distance	Level of Facility
Eastkm
Westkm
Southkm
Northkm

4. Plan for development and operational resources for the requested facility

a. Planned source of funds for development:

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b. Currents staffing levels: Attach detailed list

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.....

c. Plan for acquiring staff (additional in case of upgrading):

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.....

d. What will be the source of funds for operational expenses?

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Signature by authorised person:

Name:

Date:

SECTION II: EVALUATION BY THE SUB – COUNTY HEALTH TEAM (To be completed by SCHMT - COMMITTEE)

5. Information submitted is accurate: Yes No
6. Request justifiable and feasible: Yes No
7. Approval: Request Approved Request not approved:

If not approved, state reason for disapproval:

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Sign & Stamp:.....Date:
Sub-County Health Officer

N.B: If approved, the request should be submitted to the County Health Management Team (CHMT) through the Sub County Health Management Team (SCHMT) Committee on Health for ratification

SECTION III: APPROVAL BY THE COUNTY HEALTH MANAGEMENT TEAM (To be completed by the Chief Officer and the County Executive Committee Member – Health and Sanitation)

8. Request approved by CHMT:

If approved, attach CHMT Resolution / Minute

Sign & Stamp: Date:
Chief Officer – Health and Sanitation

9. Request approved by CECM – Health and Sanitation:

Sign & Stamp: Date:
County Executive committee Member – Health and Sanitation

(Triplicate Copy)

