

2015-02-17

**HEALTH SERVICES (SUBSTANCE DEPENDENCY TREATMENT
FACILITIES) REGULATIONS, 2015**

Arrangement of Regulations

PART I

PRELIMINARY

1. Citation
2. Definitions
3. Application

PART II

LICENSING OF TREATMENT FACILITIES

4. Operating a treatment facility without a licence prohibited
5. Application for a licence
6. Form of licence
7. Renewal of licence
8. Register of licensed premises
9. Cessation of operation by licence
10. Suspension or cancellation of a licence

PART III

REQUIREMENTS FOR THE OPERATION OF TREATMENT FACILITIES

11. Requirements for the operation of treatment facilities
12. Treatment programme requirements

PART IV

TREATMENT FACILITY ADMINISTRATION

13. Administration
14. Qualifications of a Clinical Director
15. Confidentiality

PART V

ADMISSION TO TREATMENT FACILITIES

16. Admissions Register
17. Admission

PART VI

MAINTENANCE OF MEDICAL RECORDS

18. Medical records
19. Record keeping requirements

PART VII

TREATMENT AND REHABILITATION

- 20. Rights of clients
- 21. Individualized service plan
- 22. Crisis intervention techniques
- 23. Detoxification
- 24. Death of clients
- 25. Immunity from actions
- 26. Rehabilitation

PART VIII

TRANSFER AND DISCHARGE

- 27. Transfer of clients
- 28. Discharge of clients

PART IX

ADVISORY AND INSPECTION COMMITTEE

- 29. Advisory and Inspection Committee

PART X
OFFENCES

30. Offences

FIRST SCHEDULE

APPLICATION FOR A LICENCE TO OPERATE A TREATMENT
FACILITY

SECOND SCHEDULE

LICENCE FEES

THIRD SCHEDULE

EVALUATION FORM FOR TREATMENT FACILITIES

S.I. 2015 No.

Health Services Act

CAP. 44

HEALTH SERVICES (SUBSTANCE DEPENDENCY TREATMENT FACILITIES) REGULATIONS, 2015

The Minister, in exercise of the powers conferred on him by section 10(1) (w) of the *Health Services Act*, makes the following Regulations:

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the *Health Services (Substance Dependency Treatment Facilities) Regulations, 2015*.

Definitions

2. In these Regulations,

“applicant” means a person who applies for a licence under regulation 5;

“Clinical Director” means the director responsible for the administration and operation of a treatment facility;

“Committee” means the Advisory and Inspection Committee established under regulation 14 of the *Health Services (Private Hospitals, Nursing Homes, Senior Citizens’ Homes and Maternity Homes) Regulations, 2005* (S.I. 2005 No. 58) ;

“detoxification” means the process by which the effects of drugs and other substances are eliminated in a safe and effective manner with withdrawal

symptoms minimized, from persons who are afflicted with substance dependency;

“individualized service plan” means a written action plan based on the assessment of data that identifies the client’s needs and the strategy for providing care and treatment to meet those needs;

“qualified staff person” means a person who is employed in a clinical capacity at the treatment facility including

- (a) a Clinical Director;
- (b) a medical practitioner;
- (c) a registered nurse; or
- (d) a drug counsellor.

“substance dependency” means the chronic, habitual, regular or recurrent abuse of alcohol, inhalants or controlled substances as identified in Parts I, II and III of the *First Schedule to the Drug Abuse (Prevention and Control) Act*, Cap. 131; and

“treatment facility” means premises used to provide an organized programme of therapeutic activities which include the evaluation, care, treatment and rehabilitation of persons who are afflicted with substance dependency.

Application

3. Part II shall not apply to a treatment facility established or maintained by the Minister, a board or a committee appointed by the Minister.

PART II

LICENSING OF TREATMENT FACILITIES

Operating a treatment facility without a licence prohibited

4. No person shall use or operate any premises as a treatment facility unless that person has first, applied for and obtained a licence to do so.

Application for a licence

5. A person who is desirous of operating or using premises as a treatment facility shall

(a) on application to the Minister in the form set out as Form 1 in Part I of the *First Schedule*;

(b) on satisfaction of the requirements set out in regulation 11; and

(c) on payment of the relevant fee set out in the *Second Schedule*,

be granted with a licence for the purpose.

Form of licence

6. A licence issued by the Minister under regulation 5

(a) shall be in the form set out as Form 2 in Part II of the *First Schedule*; and

(b) is not transferable.

Renewal of licence

7. A licence issued under regulation 5 shall expire one year from the date of the grant of the licence and is renewable on payment of the relevant fee specified in the *Second Schedule*, during the month following the date of expiration.

Register of licensed premises

8. The Chief Medical Officer shall keep a register of all the premises for which licences have been issued under these Regulations.

Cessation of operation by licence

9.(1) Where a licensee intends to discontinue operating the premises to which a licence relates as a treatment facility, the licensee shall no later than 30 days before the cessation of the operation, give notice, in writing, thereof to the Minister.

(2) Whenever,

- (a) a licensee ceases to operate a treatment facility; or
- (b) a licence has been suspended or cancelled under regulation 10,

the licensee shall immediately deliver up the licence to the Minister.

Suspension or cancellation of a licence

10.(1) The Minister may suspend or cancel a licence granted in accordance with these Regulations where

- (a) there is overcrowding at a treatment facility and the Chief Medical Officer and the Committee have so advised;
- (b) a notice has been served under section 11 of the *Health Services Act, Cap. 44* and there is no appeal therefrom or the appeal is dismissed and the owner or occupier of the treatment facility has not within the time specified by the Judge, on the dismissal of the appeal, carried out the work required by the notice; or
- (c) the Clinical Director or the licensee fails to comply with these Regulations.

(2) The Minister shall cancel the licence of a treatment facility where he is satisfied that the licensee has ceased to operate the premises, to which the licence relates, as a treatment facility.

(3) A person who is aggrieved by the decision of the Minister to suspend or cancel a licence granted under these Regulations may, by notice in writing, appeal to a Judge in Chambers, within 14 days after the receipt of the notice of the decision.

(4) Where the Minister suspends or cancels a licence in relation to a treatment facility in accordance with paragraph (1), he shall give the Chief Medical Officer 14 days to make arrangements for the clients of the affected treatment facility to be

- (a) transferred to another treatment facility; or
- (b) discharged into the custody of
 - (i) a parent of the client;
 - (ii) a guardian of the client;
 - (iii) a spouse of the client; or
 - (iv) a person authorised by the Chief Medical Officer,

until a treatment facility can be found to accommodate that client.

PART III

REQUIREMENTS FOR THE OPERATION OF TREATMENT FACILITIES

Requirements for the operation of treatment facilities

11.(1) No person shall operate a treatment facility unless, in respect of the facility,

- (a) a person is appointed as the Clinical Director;

- (b) a registered medical practitioner is
 - (i) working on the premises at all times; or
 - (ii) at all times available to respond to a request for his services on the premises;
- (c) provision is made, to the satisfaction of the Chief Medical Officer, that suitable medical attention is available for each client whenever required;
- (d) that person complies with any provision of the *Health Services (Building) Regulations, 1969 (S.I. 1969 No. 233)* ;
- (e) the services of a dietitian and a nutritionist are available to prescribe the amount and composition of meals to be served to clients;
- (f) there is at least one registered nurse or drug counsellor for every 10 clients;
- (g) clients of different sexes are accommodated in separate units;
- (h) clients who are over the age of 10 years and who are of different sexes are accommodated in separate units;
- (i) the floor area of a unit used for the accommodation of a client's bed is not less than 8.36 square metres;
- (j) the floor area for a client's bed is not less than 4.18 square metres, and the distance between each bed is not less than 0.76 metres;
- (k) there are suitably placed handrails of adequate lengths in hallways, toilets and shower stalls;
- (l) there are ramps to facilitate movement of wheelchairs;
- (m) there are suitably placed bells and buzzers;
- (n) there are fire extinguishers in proper working condition and clearly marked exits;
- (o) there are serviceable emergency exits;

- (p) there is an adequate supply of water and provision for water that is to be used in emergencies;
- (q) there are toilet seats that are equipped with the appropriate appliances for use by incapacitated persons or there are commodes where required;
- (r) there is at least one toilet for every 8 patients;
- (s) there is provision for facilities and equipment to ensure the efficient and sanitary preparation and storage of food in accordance with the *Health Services (Food Hygiene) Regulations, 1969 (S.I. 1969 No. 232)* ;
- (t) there is a separate room or specific area to be used solely for the purpose of laundering soiled linen or linen that has been used by a person with an infectious disease;
- (u) there are provisions for recreational facilities;
- (v) there are private rooms reserved for interviews;
- (w) there are adequate precautions taken to prevent the occurrence of fire or other accident;
- (x) there are emergency procedures in place in case of a disaster or other emergency; and
- (y) there is provision for the safe storage and handling of medication, instruments, drugs or other substances or any other article specified by the Minister.

(2) Where the Minister is required to make provision for the safe storage and handling of medication, instruments, drugs, other substances or any other article in accordance with paragraph (1)(y), the Minister shall make an order on the advice of the Chief Medical Officer.

Treatment programme requirements

12.(1) The Clinical Director shall ensure that

- (a) the treatment facility has a written treatment programme that is available to staff, clients and members of the public that explains the range of care and treatment activities provided;
- (b) clients receive care and treatment in accordance with the treatment facility's treatment programme;
- (c) the treatment facility meets the identified needs of the clients.

(2) The treatment programme referred to in sub-paragraph (a) of paragraph (1) shall include:

- (a) the levels of care or treatment provided by the treatment facility;
- (b) the client population to be served, including age groups and other relevant characteristics;
- (c) the staff composition and staffing qualification requirements;
- (d) the responsibilities of staff in relation to meeting the goals and objectives of the treatment facilities with respect to their clients;
- (e) the process of admission and discharge of clients, including criteria for admission and discharge;
- (f) the system of referral for alternative services for those individuals who do not meet admission criteria;
- (g) the client admission and ongoing assessment and evaluation procedures used by the programme, including individualized service plans referred to in regulation 21;
- (h) a plan for providing emergency care and treatment, including use of facility approved interventions to be used by staff in an emergency situation;

- (i) the quality assurance and improvement process, how results will be utilized to improve care and treatment;
 - (j) the system governing the reporting, investigation, and resolution of any allegations of abuse, neglect and exploitation that may arise; and
 - (k) a statement of the rights of clients and the system for ensuring that the client's rights are protected and promoted.
- (3) The Clinical Director shall review all elements of the written treatment programme annually and any modifications to be made shall be submitted to the Chief Medical Officer.

PART IV

TREATMENT FACILITY ADMINISTRATION

Administration

13. The Clinical Director shall supervise and manage the affairs of the treatment facility and perform any other duties in connection with the management of the treatment facility that shall
- (a) ensure that any staff person providing a service for which a licence, certification, registration or credential is required holds the licence, certification, registration or credential in accordance with the relevant enactments;
 - (b) ensure and maintain evidence that the staff have the appropriate licence, certification, registration or credential prior to providing a service to clients;
 - (c) maintain evidence of the staff having the appropriate licence, certification, registration or credential;
 - (d) provide continuous training programmes for medical practitioners, nurses, nutritionists, dietitians, care-givers, counsellors, social

workers, psychologists, psychotherapists, psychiatrists and other like professionals who are employed by the treatment facility;

- (e) provide drug awareness training for members of staff other than medical practitioners, nurses, nutritionists, dietitians, care-givers, counsellors, psychologists, psychotherapists and psychiatrists; and
- (f) ensure the annual appraisal of all members of staff of the treatment facility.

Qualifications of a Clinical Director

14. A person is qualified for appointment as a Clinical Director who
- (a) is a registered medical practitioner, registered nurse, registered paramedical professional or trained counsellor and who has not less than a year of training in substance dependence treatment as recognised by the Chief Medical Officer; and
 - (b) has not less than 3 years of experience in the management of a treatment facility.

Confidentiality

15.(1) The Clinical Director and persons concerned or employed at a treatment facility shall regard as confidential documents, medical records, information or matters disclosed in the discharge of their functions at the treatment facility.

(2) No Clinical Director or employee of the treatment facility shall make use of or disclose documents, records, information or matters disclosed in the discharge of their functions at the facility.

(3) Notwithstanding paragraphs (1) and (2) confidential information may be disclosed where

- (a) the information is to be disclosed by an Order of the High Court; or
- (b) the information is required to be disclosed by law.

PART V

ADMISSION TO TREATMENT FACILITIES

Admissions Register

16. The Clinical Director of a treatment facility shall keep a register of every person admitted to the treatment facility as a client.

Admission

17.(1) The Clinical Director of a treatment facility may admit to that facility any person as a client who requests admission and who, in the opinion of a Clinical Director, appears to be suffering from substance dependency.

(2) Where a person who is in need of treatment for substance abuse is under the age of 18 years, a request under paragraph (1) may be made on his behalf by his parent or guardian.

(3) A person who is admitted to the treatment facility as a voluntary patient may,

(a) on his written application; or

(b) if admitted at the request of a parent or guardian under paragraph (2), on the written application of that parent or guardian,

be discharged within 24 hours of the application.

PART VI

MAINTENANCE OF MEDICAL RECORDS

Medical records

18.(1) The Clinical Director shall maintain medical records in respect of a person admitted to a treatment facility as a client and those records shall contain in relation to the person the following particulars:

- (a) name, date of birth and gender;
- (b) national registration number;
- (c) address and telephone number;
- (d) dates of admission and discharge;
- (e) physical description of the person or a photograph of the person;
- (f) admission assessment information and a determination of eligibility for admission;
- (g) health screening information;
- (h) individualized service plans;
- (i) medical practitioner's orders;
- (j) medication being taken by the client;
- (k.) special diet of the client;
- (l) medical condition of the client;
- (m) allergies;
- (n) contact information of next-of-kin in case of emergency;
- (o) fee agreement;

- (p) documentation of care and treatment required, the client's response to care and treatment, change in condition and changes in care and treatment;
 - (q) transfer information of the client; and
 - (r) referral information of the client.
- (2) The Clinical Director shall maintain the medical records of each client for a minimum of 10 years from the date of the creation of the records.
- (3) A medical practitioner may, on obtaining the permission of the client or family member authorized by the client, request medical records pertaining to a client and medication concerning that client at the treatment facility.

Record keeping requirements

- 19.(1) The Clinical Director and the staff of a treatment facility shall keep the medical records referred to in regulation 18 confidential and those medical records shall only be disclosed where
- (a) the patient or, in the case of a client who is a minor, the parent or guardian, consents to the disclosure; or
 - (b) the medical records are required by law or by an order of the court.
- (2) Where a client is transferred to another treatment facility or institution, the Clinical Director shall send the medical records of the client to that treatment facility or institution and he shall take reasonable measures to ensure that those medical records are kept confidential in the process of transfer.
- (3) Where a treatment facility changes ownership or ceases to function, the medical records of clients who have been at the facility shall be given to the Chief Medical Officer who shall be responsible for their security and confidentiality until other suitable arrangements for the storage or destruction of those medical records can be made.

PART VII
TREATMENT AND REHABILITATION

Rights of clients

- 20.(1) A client at a treatment facility, has the right to
- (a) be informed in advance about his care and treatment and changes in the care and treatment which will affect his welfare;
 - (b) participate in decisions regarding his care and treatment;
 - (c) the confidentiality of his records, communications and personal information subject to individualized service plans;
 - (d) voice complaints and file grievances without discrimination or fear of reprisal and to have those complaints and grievances addressed in a timely manner;
 - (e) be free of restraints unless the restraints are medically recommended;
 - (f) be free from physical punishment;
 - (g) be free from arbitrary transfer to another treatment facility;
 - (h) be free from involuntary treatment;
 - (i) be free from abuse, neglect and misappropriation of his money and personal property; and
 - (j) be informed prior to or at the time of admission and during the stay at the treatment facility of charges for care, treatment or related charges.
- (2) Where a client believes that his rights under this regulation have been contravened, he may appeal in writing to the Clinical Director who shall determine the matter within 10 working days.
- (3) Where a client is dissatisfied with the decision of the Clinical Director, he may appeal to a Judge in Chambers.

Individualized service plan

21.(1) An individualized service plan shall be designed for a client at a treatment facility by a qualified member of staff who is assigned by the Clinical Director based on the client's care and treatment needs.

(2) The individualized service plan shall

- (a) specify the care and treatment necessary to meet the client's assessed needs;
- (b) include referrals for services that the facility does not provide;
- (c) specify the extent and frequency of care and treatment;
- (d) specify the criteria to be met for termination of care and treatment;
- (e) define the therapeutic activity; and
- (f) estimate the length of stay and the plan for discharge.

(3) A medical practitioner assigned to a client by the Clinical Director shall evaluate the client's individualized service plan in order to determine the client's response to care and treatment and to monitor the client's progress on the plan.

(4) The evaluation referred to under paragraph (3) shall be conducted by the medical practitioner in the case of

- (a) intensive treatment which consists of any level of residential treatment involving 10 or more hours of therapeutic activity per week, every 30 days; or
- (b) less intensive treatment which consists of less than 10 hours of therapeutic activity per week either at a residential or a non-residential treatment facility, every 90 days,

and this evaluation does not include client participation in self-help groups.

Crisis intervention techniques

22.(1) The Clinical Director shall design crisis intervention techniques applicable to a treatment facility and these techniques shall be implemented with the approval of the Chief Medical Officer.

(2) Staff of the treatment facility shall receive training in the proper use of crisis intervention techniques, including formal certification in the control of aggression.

(3) For the purposes of this regulation, "crisis intervention techniques" means psychotherapeutic techniques that a medical practitioner may use to communicate with the client to coerce or encourage that client to comply with the instructions of the medical practitioner without the use of physically aggressive or restraining techniques.

Detoxification

23.(1) Where a client desires to undergo detoxification at a treatment facility, the medical practitioner assigned to the client by the Clinical Director shall inform that client of the following:

- (a) the physical and psychological aspects of withdrawal, including the duration and intensity of symptoms and how those symptoms should be managed;
- (b) the use of non-pharmacological approaches to manage and cope with withdrawal symptoms;
- (c) the loss of substance tolerance following detoxification and the ensuing increased risk of overdose and death from illicit drug use that may be potentiated by the use of alcohol or benzodiazepines; and
- (d) the importance of continued support such as psychosocial and appropriate pharmacological interventions, to maintain abstinence, treat comorbid mental health problems and reduce the risk of adverse outcomes including death.

(2) The medical practitioner assigned to a client by the Clinical Director shall assess the client who desires to undergo detoxification under paragraph (1) to determine whether that client may undergo detoxification by

- (a) utilizing urine analysis to aid in the identification of the use of opioids and other substances;
- (b) clinically assessing signs of withdrawal, where present;
- (c) taking a history of drug and alcohol misuse and treatment, including previous attempts at detoxification;
- (d) reviewing current and previous physical and mental health problems and the treatment for these;
- (e) considering risks for self-harm, loss of opioid tolerance and the misuse of drugs or alcohol as a response to opioid withdrawal symptoms;
- (f) considering the person's current social and personal circumstances including employment and financial status, living arrangements, social support and criminal activity; and
- (g) considering the impact of drug misuse on family members and any dependents.

(3) Where the medical practitioner has performed an assessment under paragraph (2), he shall submit the results of that assessment to the Clinical Director for a determination to be made on whether the client, under paragraph (1), should undergo detoxification.

(4) The Clinical Director, on the recommendation of the medical practitioner referred to in paragraph (1), may grant permission for the client under paragraph (1) to undergo detoxification.

(5) The Clinical Director, on the recommendation of the medical practitioner referred to in paragraph (1), may refuse to grant permission to the client under paragraph (1) to undergo detoxification where the client is

- (a) suffering from a medical condition and is in need of urgent treatment;

- (b) in police custody, is serving a short prison sentence or a short period of remand; or
 - (c) a pregnant woman who has a substance dependency.
- (6) The Clinical Director shall establish policies and procedures governing methods of detoxification and those policies and procedures in the Application for Licence to Operate a Treatment Facility Form, set out as Form 1 of the *First Schedule*, shall include
- (a) the management of observation and monitoring procedures which may affect the client;
 - (b) provision of adequate supervision by staff;
 - (c) determining the onset of acute withdrawal or psychiatric or medical emergency; and
 - (d) a procedure to record findings throughout the duration of the detoxification.
- (7) The Clinical Director shall establish, discharge or transfer plans for those clients who have completed detoxification which shall include
- (a) a relapse prevention plan;
 - (b) a follow-up plan which addresses continuing care or other post-care services; and
 - (c) documentation of referrals made in relation to the client by the treatment facility where applicable.

Death of clients

24. Where a client of a treatment facility dies suddenly or dies within 24 hours of admission to a treatment facility, the Clinical Director shall in relation to the death of that client immediately notify

- (a) the Chief Medical Officer;
- (b) the Coroner and the Commissioner of Police; and

- (c) the family of that client.

Immunity from actions

25. No liability is to be attached to a person who, in good faith,
- (a) procures a client's
 - (i) admission to; or
 - (ii) discharge from a treatment facility; or
 - (b) carries out the instructions of any person authorised by these Regulations to procure the admission of any client to a treatment facility.

Rehabilitation

26.(1) A client of a treatment facility shall be eligible for rehabilitation services where he successfully completes the treatment set out for him according to his individualized service plan and is about to be discharged from a treatment facility.

(2) The medical practitioner of a client who is about to be discharged from a treatment facility shall be advised of the aftercare plan for the client and that aftercare plan shall provide for the following:

- (a) the goals to be accomplished during aftercare;
- (b) a relapse prevention plan;
- (c) the type, frequency and duration of counselling services and the need for ancillary services;
- (d) any other treatment which is necessary in the interest of the client's health and well-being.

PART VIII
TRANSFER AND DISCHARGE

Transfer of clients

27.(1) The Clinical Director may, with the consent of the client, transfer that client to another treatment facility.

(2) Where a client admitted to treatment is in need of special medical treatment which is not available at the treatment facility, the Clinical Director may, on consultation with the medical practitioner assigned to that client by the Clinical Director, authorise the transfer of that client to another treatment facility.

Discharge of clients

28.(1) The Clinical Director shall, in consultation with the medical practitioner assigned to a client, design a discharge or transfer plan in relation to a client where that client is being transferred to another treatment facility or is being discharged from a treatment facility.

(2) The discharge or transfer plan referred to under subsection (1) shall include

(a) a relapse prevention plan;

(b) a follow-up plan which addresses continuing care or other post-care services; and

(c) documentation of referrals made in relation to the client by the treatment facility where applicable.

(3) Where a client decides to discontinue treatment at a treatment facility the Clinical Director shall notify the family of the client.

PART IX

ADVISORY AND INSPECTION COMMITTEE

Advisory and Inspection Committee

29.(1) The Committee shall on an annual basis complete the evaluation form for the programmes offered by a treatment facility which is the form set out in the *Third Schedule* to these Regulations and submit that form to the Chief Medical Officer accompanied by any written recommendations.

(2) Where the Committee inspects the premises of a treatment facility and finds that the condition of that treatment facility does not meet the standards required by these Regulations, the Committee shall inform the Chief Medical Officer of this fact and may recommend that a written notice be served on the licensee, in accordance with section 11 of the *Health Services Act, Cap. 44*.

PART X

OFFENCES

Offences

30. A person who contravenes regulations 4, 11, 15, 18, 19 and 20 is guilty of an offence and is liable on summary conviction to a fine of \$5 000 or to imprisonment for a term of 12 months, or to both; and in the case of a continuing offence, to a further fine of \$200 for each day or part thereof during which the offence continues after a conviction is first obtained.

FIRST SCHEDULE

(Regulations 5(a) and 6(a))

APPLICATION FOR A LICENCE TO OPERATE A TREATMENT FACILITY

Part I

FORM I

APPLICATION FOR A LICENCE TO OPERATE A TREATMENT FACILITY

1. Full name and address of the owner and operator of the premises:

2. Name and address of the premises:

3. Full name and address of the Clinical Director of the premises:

4. Categories and number of clients to be accommodated in the treatment facility:

5. Size of the premises and the size of the floor space where the beds will be accommodated:

6. Number of beds:

7. Number of detoxification rooms:

8. The treatment programmes and activities which are expected to be carried on in the treatment facility:

9. The policies and procedures governing the methods of detoxification employed at the treatment facility:

Signature of Applicant

Date

Part II
FORM 2

LICENCE TO OPERATE A TREATMENT FACILITY

Licence No.: _____

1. This licence is granted to _____
2. Full name and address of the owner and operator of premises:

3. Name and address of the premises:

4. Full name and address of the Clinical Director of the premises:

5. Conditions of the Licence: _____

This Licence is granted on the day of _____, 20____ and expires on the _____ day
of _____, 20____.

Minister

SECOND SCHEDULE*(Regulations 5(c) and 7)***LICENCE FEES**

	\$
Fees payable in respect of the grant of a licence to operate a treatment facility	1 500
Fees payable for the renewal of a licence to operate a treatment facility	1 500

THIRD SCHEDULE

*(Regulation 29(1))*EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY

Name of Treatment Facility:	Geographic Location:	Private: (For Profit)	Type of Establishment:
Address:	Rural:	Non-Governmental Organization	1. Service In: General Hospital
	Urban:	Community Based Organization Support Group	Psychiatric Hospital 2. Specialized Centre 3. Outpatient Specialized In: Dependence Mental Health 4. Halfway House 5. Extended-stay Psychiatric Centre 6. Other:
Tel:	Founded In:	Other:	
Fax:			
E-mail:			

Third Schedule - Cont'd

**EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY - Cont'd**

Officer	Name	Profession	Years of Experience	
Clinical Director				
Registration and documentation			YES	NO
Charter/founding document				
Authorization to operate by the competent health sector authority				
TREATMENT FACILITY			YES	NO
Organization and operations manual				
Organizational structure chart				
Administrative services				
Clinical Director				
Treatment programme manual			YES	NO
Admission protocol				
Treatment contract				

*Third Schedule - Cont'd***EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY - Cont'd**

FINANCING	YES	NO
Private resources		
Public sector assistance		
International cooperation		
Cost/client (average treatment)		
STATISTICAL INFORMATION	YES	NO
Activities Report		
Recording of Diagnosis using The Diagnostic and Statistical Manual (DSM) as a guide for classification		
Coding of Diagnosis		
SELECTIVITY IN TREATMENT ACCORDING TO	YES	NO
Sociodemographic factors		
Type of substance		
Treatment history		
Special conditions		

Third Schedule - Cont'd

**EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY - Cont'd**

TARGET POPULATION	YES	NO
Individuals		
Couples or families		
Groups		
Stakeholders (ORGANIZATIONS, GROUPS, etc.)		
Communities or neighbourhoods		
Admission and discharge record		
SERVICES AVAILABLE	YES	NO
Initial treatment		
Treatment phase		
Detoxification		
Outpatient care		
Partial hospitalization		
Individualized attention		
Family therapy		
Legal assistance		
Preventive activities		
Promotion of early treatment		

Third Schedule - Cont'd

**EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY - Cont'd**

SERVICES AVAILABLE - Concl'd	YES	NO
Inter-institutional coordination for immediate attention		
Re-adaptation center		
Dissemination of information		
Research		
Training		
Social Work		
Other		

NOTES

Third Schedule - Cont'd

**EVALUATION FORM FOR THE PROGRAMMES
OFFERED BY A TREATMENT FACILITY - Concl'd**

TYPE OF SPECIFIC INTERVENTION	YES	NO
ACUTE PHASE		
Emergency		
Detoxification		
Treatment for withdrawal symptoms		
INTERMEDIATE PHASE OR TREATMENT	YES	NO
Support		
Intervention		
Stabilization		
MAINTENANCE	YES	NO
Monitoring		
Relapse prevention		
TARGET OF TREATMENT	YES	NO
Substance use		
Causes		
Consequences		

Third Schedule - Cont'd

EVALUATION OF QUALITY

0 - inadequate or very insufficient
1- acceptable with slight deficiencies
2 - adequate and sufficient

ASPECT EVALUATED	POINTS		
	0	1	2
1. ACCESSIBILITY			
Hours of operation			
Availability of transportation			
Access to public transportation			
Cost of treatment to the client			
AVERAGE FOR THE AREA OF ACCESSIBILITY			
2. PHYSICAL INFRASTRUCTURE	0	1	2
Architectural aspects			
AVERAGE FOR THE SUB-AREA			
Functional Areas	0	1	2
Administrative			
Residential			
Therapeutic			
Recreation and sports			
Instruction and productive activities			

Third Schedule - Cont'd

AVERAGE FOR THE SUB-AREA			
Services	0	1	2
Drinking water			
Sewerage			
Power sources			
Telecommunications			
Security			
AVERAGE FOR THE SUB-AREA			
Equipment available	0	1	2
Clinical activity			
Administrative			
Residential			
Instructional			
AVERAGE FOR THE SUB-AREA			
AVERAGE FOR THE AREA OF INFRASTRUCTURE			
3. HUMAN RESOURCES	0	1	2
Composition of the therapeutic team:			
Rate of staff rotation			
Selection of staff			
Training			
Refresher training			
Systematic staff supervision			
Procedures manual for special situations			
AVERAGE FOR AREA OF HUMAN RESOURCES			

Third Schedule - Concl'd

ASPECT EVALUATED	POINTS		
	0	1	2
4. THERAPEUTIC ACTIVITIES			
Frequency			
Professional participation			
Initial evaluation			
Abstinence monitoring			
Access to medical care			
AVERAGE FOR THE AREA OF THERAPEUTIC ACTIVITIES			
5. HUMAN RIGHTS OF CLIENTS			
AVERAGE FOR THE AREA OF CLIENT'S RIGHTS			
6. CONTROL AND CONTAINMENT			
AVERAGE FOR THE AREA OF CONTROL AND CONTAINMENT			
7. SOCIAL RE-ADAPTATION			
AVERAGE FOR THE AREA OF SOCIAL RE-ADAPTATION			
8. MONITORING			
AVERAGE FOR THE AREA OF MONITORING			
9. EVALUATION OF EFFECTIVENESS			
AVERAGE FOR EVALUATION OF EFFECTIVENESS			
THE AVERAGE FOR THE AREAS EVALUATED			
RATING OF THE ESTABLISHMENT			

Made by the Minister this day of , 2015.

Minister Responsible for Health