

## **STEPS IN REGISTERING A NURSING HOME WITH THE MINISTRY OF HEALTH**

1. Inform the Registrar, Institutions/Facilities in the Ministry of Health of the intention to establish a nursing home.
2. Detailed information will then be given on the requirements for operating a nursing home. (Written guidelines are available).
3. The client should have selected a location that is safe, quiet and conducive to healthy living prior to contacting the Ministry.
4. The client should have the location approved for use as a nursing home by:
  - Kingston & St. Andrew Corporation, if it is in the Corporate area or
  - The local Parish Council if it is in a rural parish
5. Monitoring Officer will visit the site in order to confirm its suitability.
6. The Ministry of Health will contact the Public Health Department in the parish where the home is to be located in order to have an inspection done.
7. If both departments have approved the site, the client should apply for registration and proceed to prepare the building for the receipt of residents. Application forms may be obtained in the Standards and Regulation Division of the Ministry of Health.
8. The client should arrange to have the building inspected by the Fire Prevention Division of the Jamaica Fire Brigade and comply with their recommendations.
9. A final inspection will be done when the building is ready and the clients so informs the Registrar, Institutions/Facilities.
10. The reports received from the Monitoring Officers, Public Health Department and the Fire Prevention Officers together with the application are then submitted to a Registration Committee where a recommendation for registration may be given.  
This Committee meets every three (3) months.  
The requisite fee of \$5,000.00 for under Twenty-five (25) residents and \$10,000.00 for Twenty-five (25) and over must accompany this application every two (2) years (six months before the due date).
11. The recommendation will be sent to the Chief Medical Officer in the Ministry of Health who will make a decision on the application for registration.
12. If the facility is approved, the client will receive a Registration Certificate to be displayed prominently in the facility.

Please note that at no time during the registration process should residents be accepted into the home. It is a breach of the **Nursing Home Registration Act** for any person to operate a nursing home or maternity home without having been registered by the Ministry of Health.