



THE DEPARTMENT OF HEALTH REGULATORY SERVICES

Health Practice Commission

3rd Floor Government Administration Building, 133 Elgin Avenue

Box 132 Grand Cayman KY1-9000, CAYMAN ISLANDS

Telephone: (345) 949-2813 or 946-2084

Website: www.dhrs.gov.ky Email: hpcfilities@gov.ky

Guidelines for a New Health Care Facility

1. The Health Care Facility (HCF) owner shall submit a cover letter outlining the application to the Health Practice Commission (HPC).

- This letter shall inform the HPC of the details of the proposed HCF.

2. An application shall be submitted by the owner of the HCF to the Department of Planning for approval of modification/construction of the facility, in order to obtain a final Certificate of Occupancy.

- The applicant consults the Planning Department regarding the planning requirements.

3. At a minimum of one month prior to the proposed date of operation of the facility; the owner shall submit to the Health Practice Commission a, completed application for a certificate to operate a Health Care Facility.

- The application must include:

• Application Fee of \$300.00 KYD
• Completed Health Care Facility application (Form A)
• Proof of Caymanian Ownership
• Proof of the Certificate of Incorporation and register of members
• List of all Employees
• Proof of License to Practice in the Cayman Islands for all Health Practitioners, including Clinic Manager
• List of Special equipment within the facility

• Evidence of Medical Malpractice Insurance for all Health Practitioners
• Evidence of Health Insurance for all Employees
• Evidence of Public Liability Insurance
• List of all services offered and corresponding Fee Schedule
• Certificate of Occupancy
• Trade and Business Licence
• Floor Plan of physical facility
• Map showing location of HCF (Planning)

4. Once the completed application and application fee have been received, the Inspection Coordinator will be contacted by the Health Practice & Facilities Inspector (HP&FI) regarding scheduling of the National Standards Inspection.

5. The HP&FI shall report the findings of the National Standards Inspection to the HPC at the next available Health Practice Commission meeting.

6. The HPC may issue the Certificate to Operate a Health Care Facility with or without conditions.

- All relevant fees will be due upon receipt of application.

Fees are as followed:

- Facilities with up to 3beds (consult/ examination/ treatment rooms or dental chairs) 1000.00 KYD

- Facility with more than 3beds (consult/ examination/ treatment rooms or dental chairs) 1000.00 KYD plus \$200.00 per bed, consult/ examination/ treatment rooms or dental chairs

NOTE:

- All non-Caymanian workers are required to obtain a work permit.
- Health Care Facility: is defined in the Health Practice Act (2021 Revision) means premises at which health services are provided by a registered practitioner.
- Health Services: include clinical examination, nursing care, dental care, the provision of blood and blood products, diagnostic procedures, the provision of medical and surgical services, provision of pharmaceuticals, advice or counselling and any such other services as is provided by a registered practitioner under this law.
- Management of a health care facility: Clinical services at every health care facility shall be managed by a person who is a registered practitioner in the principal list of a Council.
- Clinical trials: The manager of a health care facility shall not permit any person to carry out clinical trials in a health care facility without the prior written consent of the Commission.