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THE REPUBLIC OF UGANDA

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P.O.Box 7272
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KAMPALA, UGANDA

IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO

ADM.100/244/15

10th August 2018

Hospital Director Arua Regional Referral Hospital
Hospital Director Jinja Regional Referral Hospital
Hospital Director Hoima Regional Referral Hospital
Hospital Director Mubende Regional Referral Hospital
Hospital Director Mbale Regional Referral Hospital
Hospital Director China Uganda Friendship Hospital, Naguru
Hospital Director Gulu Regional Referral Hospital
Hospital Director Kabale Regional Referral Hospital
Hospital Director Soroti Regional Referral Hospital
Hospital Director Fort Portal Regional Referral Hospital
Hospital Director Moroto Regional Referral Hospital
Hospital Director Masaka Regional Referral Hospital
Hospital Director Mbarara Regional Referral Hospital

GUIDELINES FOR OPERATION AND MANAGEMENT OF MEDICAL OXYGEN PLANTS IN REGIONAL REFERRAL HOSPITALS.

As you will recall, you participated in the stakeholder's meeting that reviewed the draft guidelines for operation and management of medical oxygen plants in Regional Referral Hospitals (RRHs). This was part of the standard process set out by the Ministry of Health (MoH) to develop guidelines to ensure;

- i) Safe operation of the oxygen plants within their design capacity
- ii) Proper budgeting for operation and maintenance costs for efficiently running the oxygen plants
- iii) Proper operational planning and harmonising data collection, logistics and stores management

During the stakeholder's meeting, it was agreed that Ministry provides interim guidance on how to operate and manage the oxygen plants as the formal process of approving the guidelines is concluded.

In respect to the above, the MoH would like to guide as follows:

1. The oxygen plant should be operated by technicians who were trained by the suppliers and certified as competent to operate the plant. Where other staff have been trained to operate the plant, they should do so under supervision of the certified operator.

2. The oxygen plant shall not be operated for more than 14 hours per day for filling cylinders except for cases where direct piping is carried out.

3. Medical oxygen should be supplied to all Public lower level health facilities in your catchment area at no cost. The health facilities shall procure their own medical oxygen cylinders and cater of the transportation costs for delivery and cylinder pick up.

Telephone: General Lines: 256 - 417 - 712260 Permanent Secretary's Office: 256 - 417 - 712221 E-mail: ps@health.go.ug Website: www.health.go.ug **IN ANY CORRESPONDENCE ON THIS SUBJECT PLEASE QUOTE NO: ADM100/244/15 Ministry of Health P. O. Box 7272 Plot 6, Lourdel Road, Wandegaya KAMPALA UGANDA.**

4. For the Private Not for Profit (PNFP) and Private Health facilities, they will be required to pay a modest UGX 35,000=. The funds should be received and accounted for as part of the internally generated non tax revenue.

5. All cylinders from the lower level health facilities should first be dropped off and collected from the main store. No empty oxygen cylinder should be delivered directly to the oxygen plant.

6. Empty cylinders should be filled against an order processed by the Supplies Officer and authorized by the Hospital Director or his/her appointed representative.

7. All receipts and dispatches of empty/filled oxygen cylinders shall be recorded by the plant operator on duty. Documentation of daily receipts of empty cylinders and dispatch of filled cylinders shall be separately done using standard stores receipt and issue Forms.

8. The recommended mode of maintenance for the oxygen plants is through a sign maintenance service contract with the supplier of the oxygen plant or their recommended local representative to ensure access to spare parts, Aftersales support, reliable and standardised maintenance services. All maintenance works shall be supported with a Job card and maintenance report prepared by the Service Provider and verified by the Regional Workshop Manager.

9. The RRH shall maintain a service/repair logbook to enable evaluation of plant performance and cost of operation and maintenance.

10. The plant operator will every day record and monitor the purity of oxygen (% oxygen concentration) using the inbuilt oxygen purity monitor of the plant. This shall be recorded at the start of filling the first cylinder and the last filled cylinder respectively.

11. Each RRH should procure and install a 3ph 50-55kW diesel generator to provide power backup during hydroelectricity grid supply outages.

12. The average power consumption to fill one 6.5m³ cylinder is 8 units of power (i.e. 8kWh) - i.e. UGX 6,400/= per cylinder or UGX 208,296/= per day for 33 cylinders output per day.

13. Each RRH will prepare a quarterly report providing a summary of the following;

- a) Number of cylinders produced per month
- b) Number of cylinders filled and dispatched to lower level health facilities by level
- c) Cost of power per month/quarterly
- d) Cost of Plant maintenance/repair
- e) Other operational costs - e.g. stationery, staff welfare, communication

This is therefore, to issue out interim guidelines for operating and managing oxygen plants in RRHs for your use as the Ministry concludes the approval process by the MoH Top Management.



Dr. Diana Atwine

PERMANENT SECRETARY

COPY:

Hon. Minister of Health

Ag. Director Health Services

Director Clinical Services