

No. A.12034/18/2019-MH.II/MS
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Medical Services Section

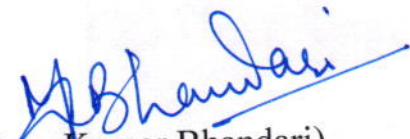
Nirman Bhawan, New Delhi
Dated 17th July, 2019

NOTICE

Subject: Placing the Draft notification on Clinical Establishments (Central Government) Third Amendment Rules, 2019 prescribing 'minimum standards for different categories of clinical establishments of Allopathy and AYUSH' in public domain for comments/suggestion-regarding

MoHFW plans to notify the rules to prescribe for "minimum standards for different categories of clinical establishments of Allopathy and AYUSH " under the relevant provisions of the Clinical Establishments (Registration and Regulation) Act, 2010.

2. The comments/suggestions on the draft may be forwarded to Dr. Anil Kumar, Addl. DDG, Dte.GHS, Ministry of Health and Family Welfare, Room No. 560-A, Nirman Bhawan, New Delhi- 110011 or by email to help.ceact2010@nic.in within 45 days from the date of issue of this notice.


(Mandeep Kumar Bhandari)

Joint Secretary

स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

DRAFT

[To be published in the Gazette of India, Extraordinary Part II, Section 3, Sub-section (i)]

**Government of India
Ministry of Health and Family Welfare
(Department of Health and Family Welfare)**

New Delhi, the 17th July, 2019.

Notification

G.S.R.____(E). –The following draft of certain rules further to amend the Clinical Establishments (Central Government) Rules, 2012, which the Central Government proposes to make in exercise of the powers conferred by section 52 of the Clinical Establishments (Registration and Regulation) Act, 2010 (23 of 2010) is hereby published for information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration on or after the expiry of a period of forty five days from the date on which copies of the Gazette of India containing these draft rules are made available to the public;

Objections and suggestions, if any, may be addressed to Dr. Anil Kumar, Addl. DDG ,Dte.GHS, Ministry of Health and family Welfare , Room No. 560-A, Nirman Bhawan, New Delhi- 110011 or sent on email to help.ceact2010@nic.in;

Objections and suggestions which may be received from any person within the period specified above will be considered by the Central Government.

1. (1) These rules may be called the Clinical Establishments (Central Government) Third Amendment Rules, 2019.
(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the said rules, after rule 8, the following rules shall be inserted, namely :

8B. Minimum Standards of Hindi and English versions of approved minimum Standards for following categories of Allopathic Clinical Establishments.

Minimum Standards (General) of Clinical establishments as listed under:

1. Clinic or Polyclinic: Only Consultation, With Dispensary, With Diagnostic Support and With Observation facility
2. Mobile Clinic: Only Consultation, With Procedures and Dental Mobile
3. Hospitals: Level 1 to 3
4. Health Check-up Centre
5. Dental Lab
6. Physiotherapy
7. Dietetics
8. Integrated Counselling Centre

Minimum Standards of Specific speciality/super speciality clinical departments / establishments

1. Anaesthesiology
2. a. Paediatrics (Hospital) b. Paediatrics (Clinic)
3. Burn Care Facility (Hospital)
4. a. Plastic Surgery (Hospital) b. Plastic Surgery (Clinic)
5. a. Cardiology (Hospital) b. Cardiology Services (Clinic)
6. Dental Set up a. Stand Alone b. Hospital Set Up
7. a. Dermatology (Hospital) b. Dermatology (Clinic) c. STD Clinic
8. a. Gastroenterology (Hospital) b. Gastroenterology (Clinic)
9. a. General Surgery (Hospital) b. General Surgery (Clinic)
10. a. Neurology (Hospital) b. Neurology (Clinic)
11. a. Neurosurgery (Hospital) b. Neurosurgery (Clinic)
12. a. Gynae and Obstetrics Indoor Services (Hospital) b. Gynae and Obstetrics (Clinic) c. IVF Centre /Clinic (ICMR Norm)

13. a. Orthopaedic (Hospital) b. Orthopaedic Services (Clinic)
14. a. Otorhinolaryngology (Hospital) b. Otorhinolaryngology (Clinic) c. Deaf and Dumb Clinic
15. a. Psychiatry Services (Hospital) b. Psychiatry Services (Clinic) c. Deaddiction Centre
16. a. Ophthalmology (Hospital) b. Ophthalmology (Clinic) c. Optometrist Services
17. a. Urology (Hospital) b. Urology Services (Clinic)
18. Dialysis Centre – merged with Nephrology
19. a. CTVS (Hospital) b. CTVS (Clinic)
20. Radiotherapy
21. Medical Diagnostic Laboratories
22. a. Imaging Centers - X-Ray Clinic / Cathlab / DSA / OPG and Dental / DEXA Scan
b. Imaging Centers - Sonography (Color Doppler) Clinic
c. Imaging Centers - CT Scan Center / PET CT Scan
d. Imaging Centers - MRI
23. a. Rheumatology b. Rheumatology Clinic /Polyclinic
24. a. Pulmonology b. Pulmonology Clinic
25. a. Medical Oncology /Clinical Haematology b. Medical Oncology /Clinical Haematology Clinic /Polyclinic
26. a. Gynae Oncology b. Gynae Oncology Clinic/ Polyclinic
27. a. Surgical Oncology b. Surgical Oncology Clinic /Polyclinic
28. a. Neonatology Clinic b. Neonatology
29. a. Paediatric Surgery b. Paediatric Surgery Clinic Polyclinic
30. Palliative Care
31. GI Surgery a. Hospital b. Clinic
32. Endocrinology a. Hospital b. Clinic
33. PMR clinic
34. Nephrology a. Hospital b. Clinic
35. Medicine and geriatrics a. Hospital b. Clinic.

5. Minimum Standards of AYUSH (all 7 systems, namely Ayurveda, Unani, Siddha, Homoeopathy, Yoga, Naturopathy and Sowa Rigpa) Clinical Establishments

[F. No. A.12034/18/2019-MH-II/MS]

Dr. Mandeep K. Bhandari, Joint Secretary

Note: The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (i) vide notification number G.S.R. 387(E), dated the 23rd May, 2012 and last vide notification number G.S.R. 468(E), dated the 18th May, 2018.

**Clinical Establishments
Act Standard for
Clinic or Polyclinic
(Only Consultation)**

Standard No. CEA orClinic- 001

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Clinic or Polyclinic (Only Consultation)

1. Definition

- 1.1 A clinic may be defined as a Clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by a single general practitioner or a specialist doctor or a super-specialist doctor.
- 1.2 A polyclinic may be defined as a Clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by more than one doctor or general practitioners or specialist doctors or super-specialist doctors.
- 1.3 A few minor procedures like dressing and administering Injections etc may be provided in the clinic or polyclinic however not requiring observation or short stay.

2. Scope (as applicable)

- 2.1 These set of common minimum standards framed are applicable to a single practitioner or more than one doctor clinic manned by a General physician or specialist doctor or super specialist or a group of doctors who are themselves providing patient care services like dispensing of medicines, Injection and dressing.
- 2.2 To provide examination, consultation, prescription to outpatients by a single doctor or general physician or specialist doctors or super-specialist doctor or group of doctors who are themselves providing patient care services like dispensing of medicines, Injection and dressing.
- 2.3 Advice for health education and health promotion;
- 2.4 **Any or more than one of the following are included:**
 - a) General Physician
 - b) Cardiology
 - c) Cardiothoracic surgery
 - d) Dermatology
 - e) ENT
 - f) Endocrinology
 - g) Gastroenterology

- h) Internal Medicine
- i) General Surgery
- j) Gastro Intestinal Surgery
- k) Gynecology & Obstetrics
- l) Medical Oncology
- m) Surgical Oncology
- n) Nephrology
- o) Neurosurgery
- p) Neurology
- q) Ophthalmology
- r) Orthopedics
- s) Pediatrics
- t) Pediatric Surgery
- u) Psychiatry
- v) Rheumatology
- w) Thoracic surgery
- x) Tuberculosis and Respiratory Diseases
- y) Urology

3. Infrastructure

- 3.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.
- 3.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.
- 3.3 The clinic facility shall be well illuminated, ventilated and clean with adequate water supply.
- 3.4 The clinic shall have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 3.5 The following other signage shall be well displayed in the language understood by the local public in the area:
 - a) Name of the doctor(s) with registration number.
 - b) Fee structure of the various doctors or specialists.
 - c) Timings of the clinics (For example: from 8am -2pm)
 - d) Services provided within the Facility.

4. Furniture & Fixtures

- 4.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic or polyclinic.
- 4.2 The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2** (this list is indicative and not exhaustive).

5. Human Resource

- 5.1 The general practitioner or specialist doctor or super-specialist doctors as per the scope of the clinic or polyclinic shall be registered with State or Central Medical Council of India.
- 5.2 The services provided by the medical professionals shall be in consonance with their qualification, training and registration.
- 5.3 In a clinic or polyclinic, minimum one support staff must be available to meet the care treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

6. Equipment or instruments or drugs

- 6.1 The clinic or polyclinic shall have essential equipment as per **Appendix 3**, and emergency equipment as per **Appendix 4**.
- 6.2 Other equipment as per the scope of service being practiced shall be available.
- 6.3 Adequate space for storage of equipment and medicines shall be provided and if available medicines shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.
- 6.4 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done.

- 6.5 The clinic or polyclinic shall have basic minimal essential drugs as per **Appendix 5**; however other drugs as per the scope of service being practiced may also be available.

7. Support Service

- 7.1 In a clinic or polyclinic minimum one support staff must be available to meet the care treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

8. Legal or Statutory Requirements

SN	Name of the Act or License	Licensing body
1	Registration of medical doctor with Central or State Medical Council	MCI or State Medical Council as applicable
2	Biomedical Waste Management Rules, 2016	State Pollution Control Board
3	Registration of the Clinic	State Council

9. Record Maintenance and reporting

- 9.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.
- 9.2 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council, Clinical Establishments Act 2010.

10. Process

10.1 Registration

- 10.1.1 Every patient visiting the clinic shall be registered.
- 10.1.2 Patient shall be guided and informed regarding Patients' Rights and Responsibilities **Appendix 6**

10.2 Assessment

10.2.1 Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with working diagnosis, legibly in the assessment or OPD prescription with the signature of the consultant or Specialist or Super specialist with date and time.

10.3 Infection Control

10.3.1 The clinic shall take all precautions to control infections like practising hand hygiene etc.

10.3.2 Availability of clean water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.3.3 Sanitation and hygiene of the toilets if available shall be maintained.

10.3.4 Mopping of all patient care areas with disinfectant shall be done at least once a day.

10.4 Safety Considerations

10.4.1 The clinic shall ensure to take care of patient safety aspects like patient fall, etc.

10.4.2 The clinic shall be kept pest and termite free.

10.5 Biomedical waste Management

10.5.1 Biomedical waste shall be managed in accordance with the Bio Medical Waste management Rules, 2016.

10.5.2 Clinic waste generated shall be segregated at source.

10.5.3 Needles and sharp waste shall be stored in tamper proof, leak proof and puncture proof container.

10.6 First aid

10.6.1 Provision shall be made for providing First Aid.

10.6.2 Contact details of ambulance hospital etc shall be available in case of emergency.

APPENDIX 1**Infrastructure Requirement (Desirable)**

Minimum area required for clinic shall be as follows:

SN	LOCATION	AREA REQUIRED	REMARKS
1	Common area (Reception and waiting)	35 sq ft carpet area	
2	Consultation room (ancillary area)	70 sq ft including storage	Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers.

Note: Reception, waiting, consultation room etc shall be adequate as per the requirement and workload of the clinic.

Ancillary areaorspace: Storage of records, reagents, consumables, stationery etc and eating area for staff.

APPENDIX 2**Furniture or fixtures**

S.N.	Articles
1.	Table
2.	Chairs
3.	Examination Table or couch
4.	Screens
5.	Foot Step
6.	Stools
7.	Storage Cabinet for records etc.
8.	BMW storage area

APPENDIX 3**Equipment or Instrument****I. Essential Equipment**

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Stethoscope		1
2	Thermometer	(Non Mercury)	1
3	Torch (flash lights)		1
4	Sphygmomanometer(Blood Pressure Apparatus)	(Non Mercury)	1
5	Weighing machine(Optional)	Adult	1

APPENDIX 4**I. Emergency Equipment**

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Resuscitation Equipment	- Adult	1
	Ambu Bag or Air Way	- Pediatric	1
2	Oxygen Concentrator or Cylinder (Portable)		1
3	Fire Extinguisher	-	1

APPENDIX 5**I. Emergency Drugs**

S. No.	Name of the Drug	Minimum Quantity
1	Injection Adrenaline	2 Ampoules
2	Injection Hydrocortisone	1 vial
3	Injection Atropine	1 Ampoule
5	Injection Pheniramine maleate	1 Ampoule
6	Injection Promethazine	1 Ampoule
7	Injection Deriphylline	1 Ampoule
8	Injection. Frusemide	1 Ampoule
9	Injection. Metoclopramide	1 Ampoule
10	Injection Dexamethasone	1 Ampoule
11	Injection Diazepam	1 Ampoule
12	Injection Dicyclomine Hydrochloride	1 Ampoule
13	Injection 5% dextrose infusion	1 Vac
14	Injection Normal saline	1 Vac

APPENDIX 6

Patients' Rights and Responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

1. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
2. Rate of services provided by the clinical establishment would be displayed prominently.
3. To access a copy of case papers, patient records, investigations reports and detailed bill.
4. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
5. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
6. To confidentiality, human dignity and privacy during treatment.
7. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
8. To non-discrimination about treatment and behaviour on the basis of HIV status.
9. To choose alternative treatment if options are available.
10. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination and treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

**Clinical Establishments
Act Standard for
Clinic or Polyclinic
with Dispensary
Standard No.CEA/Clinic- 002**

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Clinic or Polyclinic with Dispensary

11. Definition

- 11.1 A clinic may be defined as a clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by a single or general practitioner or group of general practitioners or specialist doctor or super-specialist doctor.
- 11.2 A polyclinic may be defined as a clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by more than one doctor or general practitioner or group of general practitioners or specialist doctor or super-specialist doctor.
- 11.3 A few minor procedures like dressing, administering Injections, family planning etc may be provided in the clinic or polyclinic however not requiring observation or short stay.
- 11.4 Dispensing of medicines shall be done by qualified professionals to out- patients.

12. Scope (as applicable)

- 12.1 These set of common minimum standards framed are applicable to a single practitioner or more than one doctor clinic manned by a general physician or specialist doctor or super specialist or a group of doctors who are themselves providing patient care services like dispensing of medicines, Injections and dressings.
- 12.2 To provide examination, consultation, prescription to outpatients by a single doctor or general physician or specialist doctor or super-specialist doctor or group of doctors who are themselves providing patient care services like dispensing of medicines, Injections and dressings.
- 12.3 To deliver primary service in health education and health promotion;
- 12.4 To deliver health care services of rehabilitative nature.
- 12.5 **Any or more than one of the following are included:**
- a) General Physician
 - b) Cardiology
 - c) Cardiothoracic surgery
 - d) Dermatology

- e) ENT
- f) Endocrinology
- g) Gastroenterology
- h) Internal Medicine
- i) General Surgery
- j) Gastro Intestinal Surgery
- k) Gynecology & Obstetrics
- l) Medical Oncology
- m) Surgical Oncology
- n) Nephrology
- o) Neurosurgery
- p) Neurology
- q) Ophthalmology
- r) Orthopedics
- s) Pediatrics
- t) Pediatric surgery
- u) Psychiatry
- v) Rheumatology
- w) Thoracic surgery
- x) Tuberculosis and Respiratory Diseases
- y) Urology

13. Infrastructure

- 13.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.
- 13.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.
- 13.3 The area shall be well illuminated, ventilated and clean with adequate water supply.
- 13.4 The clinic shall have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 13.5 The following other signages shall be well displayed in the language understood by the local public in the area:
 - a) Name of the doctor(s) with registration number(s).
 - b) Fee structure of the various doctors or specialists
 - c) Timings of the clinics (For e.g. from 8am -2pm)

- d) Services provided within the facility

14. Furniture & Fixtures

- 14.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic or polyclinic.
- 14.2 The furniture and fixtures shall be functional all the time. For indicative list of items refer to **Appendix 2** (This list is indicative and not exhaustive).

15. Human Resource Requirements

- 15.1 A single general practitioner or group of general practitioners or specialist doctors or super-specialist doctors as per the scope of the clinic or polyclinic shall be registered with State or Central Medical Council of India.
- 15.2 The services provided by the medical professionals shall be in consonance with their qualification, training and registration.
- 15.3 If dispensing is done by paramedic like pharmacist, he shall be qualified, trained and registered with the Pharmacy Council.

16. Equipment or instruments or drugs

- 16.1 The clinic or polyclinic shall have essential equipments as per **Appendix 3** and emergency equipment as per **Appendix 4**.
- 16.2 Other equipments as per the scope of service being practised shall also be available.
- 16.3 Adequate space for storage of equipments and medicines shall be provided and if available medicines shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.
- 16.4 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done.
- 16.5 The clinic or polyclinic shall have basic minimal essential drugs as per **Appendix 5**; however other drugs as per the scope of service being practised may also be available.

17.Support Service

7.1 In a Clinic or polyclinic, minimum one support staff must be available to meet the care, treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

18. Legal or Statutory Requirements

S. No	Name of the Actor License	Department or Area	Licensing body
1	Registration of medical doctor with Central or State Medical Council	Administration	MCI or State Medical Council
2	Biomedical Waste Management Rules, 2016	Administration	State pollution control Board
3	Local registration of the Clinic	Administration	State Council
4.	Pharmacy License	Administration	Indian Pharmacy Council

19.Record Maintenance and reporting

19.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.

19.2 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council, Clinical Establishments Act 2010.

19.3 Medicine Records and Registers

20. Basic processes

10.1 Registration

Every patient visiting the clinic shall be registered.

10.1.1 Patient shall be guided and informed regarding Patients' rights and responsibilities *Appendix 6*

10.2 Assessment

10.2.1 Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with working diagnosis, legibly in the assessment or OPD prescription with the signature of the consultant or Specialist or Super Specialist with date and time.

10.2.2 Medicines shall be dispensed by qualified doctor or pharmacist as allowed by law.

10.2.3 No medicines shall be dispensed from pharmacy store without a written prescription order of doctor, except in emergency cases. Medication dispensing shall be done with care to prevent any medication error. Following shall be checked before dispensing of medication. These checks shall be done at store level.

10.2.3.1 Medicine prescribed.

10.2.3.2 Dose of prescribed medicine.

10.2.3.3 Expiry date.

10.2.3.4 Particulate matter in liquid dosage forms and parenteral drugs.

10.2.3.5 Labels (if reconstituted drugs).

10.2.4 Labeling shall be done for every prepared or reconstituted medication, which shall include name, date of preparation, strength and frequency of administration of drug.

10.3 Infection Control

10.3.1 The clinic shall take all precautions to control infections like practising hand hygiene etc.

10.3.2 The clinic shall have availability of clean water for hand washing or should be maintained throughout the working hours of the clinic.

10.3.3 Sanitation and hygiene of the toilets if available shall be maintained.

10.3.4 Mopping of all patient care areas with disinfectant shall be done at least once a day

10.4 Safety Considerations

10.4.1 Effort shall be made to take care of patient safety aspects like patient fall, etc.

10.4.2 Effort shall be made to keep clinic pest and termite free.

10.5 Biomedical waste Management

10.5.1 Biomedical waste should be managed in accordance with the BMW management Rules, 2016.

10.5.2 Clinic waste generated should be segregated at source.

10.5.3 Needles and sharp waste should be stored in puncture proof, leak proof and tamper proof containers.

10.6 First aid

10.6 Provision shall be made for providing First Aid.

10.7 Contact details of ambulance hospital etc shall be available.

APPENDIX 1

Infrastructure requirement (Desirable)

Minimum area required for a clinic:

SN	LOCATION	AREA REQUIRED	REMARKS
1	Common area (Reception and waiting)	35 sq ft carpet area	
2	Consultation room (ancillary area)	70 sq ft carpet area including storage	Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers.
3	Store and pharmacy	40 sq ft	

Note: Reception, waiting, consultation room etc shall be adequate as per the requirement and workload of the clinic.

Ancillary area or space: Storage of records, reagents, consumables, stationery etc

APPENDIX 2

Furniture or fixtures

S.N.	Articles
1	Table
2	Chairs
3	Examination Table or couch
4	Screens
5	Foot Step
6	Stools
7	Storage Cabinet for records etc.
8	BMW Storage area

APPENDIX- 3

I. Essential Equipment:

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Stethoscope		1
2	Thermometer	(Non Mercury)	1
3	Torch (flash lights)		1
4	Sphygmomanometer (B.P. Apparatus)	(Non Mercury)	1
5	Weighing machine (Optional)	Adult	1

APPENDIX- 4

I. Emergency Equipment:

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Resuscitation Equipment	- Adult	1
	Ambu Bag or Air Way	- Pediatric	1
2	Oxygen Concentrator or Cylinder (Portable)		1
3	Fire Extinguisher	-	1

APPENDIX- 5

I. Emergency Drugs

S. No.	Name of the Drug	Minimum Quantity
1	Injection Adrenaline	2 Ampoules
2	Injection Hydrocortisone	1 vial
3	Injection Atropine	1 Ampoule
5	Injection Pheniramine maleate	1 Ampoule
6	Injection Promethazine	1 Ampoule
7	Injection Deriphylline	1 Ampoule
8	Injection Frusemide	1 Ampoule
9	Injection Metoclopramide	1 Ampoule
10	Injection Dexamethasone	1 Ampoule
11	Injection. Diazepam	1 Ampoule
12	Injection Dicyclomine Hydrochloride	1 Ampoule
13	Injection. 5% dextrose infusion	1 Vac
14	Injection. Normal saline	1 Vac

APPENDIX 6

Patients' rights and responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

11. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
12. Rate of services provided by the clinical establishment would be displayed prominently.
13. To access a copy of case papers, patient records, investigations reports and detailed bill.
14. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy.)
15. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
16. To confidentiality, human dignity and privacy during treatment.
17. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
18. To non-discrimination about treatment and behaviour on the basis of HIV status.
19. To choose alternative treatment if options are available
20. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with doctors during examination, treatment etc
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

**Clinical Establishments
Act Standard for
Clinic or Polyclinic or
Dispensary with
Diagnostic Support Services**

Standard No.CEA or Clinic-003

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Clinic or Polyclinic with Diagnostic Support Services

11 Definition

11.1 A clinic with support services may be defined as a healthcare facility providing examination, consultation, prescription to outpatients by a single general practitioner or or a group of general practitioners or specialist doctor or super-specialist doctor. In addition, also have the support services like pharmacy, Injections, family planning facility, dressing room, and sample collection facility, basic laboratory, X- ray, USG with or without color Doppler, ECG or any other.

- It differs from Health checkup center which provides health preventive and promotive services.

12 Scope (as applicable)

12.1 These set of common minimum standards framed are applicable to a single practitioner or more than one doctor clinic manned by a General physician or specialist doctor or super specialist or a group of doctors who are providing patient care services like dispensing of medicines, Injection and dressing, with observation or short stay facility. In addition, also have the support services like pharmacy, Injections, family planning facility, dressing room, sample collection facility, basic laboratory, X- ray, USG with or without colour Doppler, ECG or any other.

12.2 To provide examination, consultation, prescription to outpatients by a single doctor or general physician or specialist doctors or super-specialist doctor or group of doctors who are providing patient care services like dispensing of medicines, Injection and dressing with observation or short stay facility.

12.3 To deliver primary service in health education and health promotion;

12.4 To deliver health care services of rehabilitative nature.

12.5 Any or more than one of the following are included:

- a) General Physician
- b) Cardiology
- c) Cardiothoracic surgery
- d) Dermatology
- e) ENT
- f) Endocrinology
- g) Gastroenterology

- h) Internal Medicine
- i) General Surgery
- j) Gastro Intestinal Surgery
- k) Gynecology & Obstetrics
- l) Medical Oncology
- m) Surgical Oncology
- n) Nephrology
- o) Neurosurgery
- p) Neurology
- q) Ophthalmology
- r) Orthopedics
- s) Pediatrics
- t) Pediatric surgery
- u) Psychiatry
- v) Rheumatology
- w) Thoracic surgery
- x) Tuberculosis and Respiratory Diseases
- y) Urology

13 Infrastructure

- 13.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with municipal byelaws in force from time to time.
- 13.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.
- 13.3 The area shall be well illuminated, ventilated and clean with adequate water supply.
- 13.4 The clinic shall have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 13.5 The following other signage shall be well displayed in the language understood by the local public in the area:
 - a) Name of the doctors with registration number.
 - b) Fee structure of the various doctors or specialists
 - c) Timings of the clinics (For e.g. – from 8am -2pm)
 - d) Services provided within the Facility

14 Furniture & Fixtures

- 14.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic or Polyclinic.
- 14.2 The furniture and fixtures shall be functional all the time. For indicative list of items, refer to **Appendix 2**. (This list is indicative and not exhaustive).

15 Human Resource

- 15.1 The general practitioner or specialist doctor or super-specialist doctors as per the scope of the clinic or polyclinic shall be registered with State or Central Medical Council of India.
- 15.2 The services provided by the medical professionals shall be in consonance with their qualification, training and registration.
- 15.3 In a polyclinic, minimum one support staff must be available to meet the care treatment and service needs of the patient. However, number may depend upon the workload and scope of the service being provided by the clinical establishment.

16 Equipment or instruments or drugs

- 16.1 The clinic or polyclinic shall have essential equipment as per **Appendix 3**, emergency equipment **Appendix 4** and other equipment as per the scope of service being practiced as per **Appendix 5**.
- 16.2 Adequate space for storage of medicines equipment etc shall be provided. The equipment shall be of adequate capacity to meet work load requirement.
- 16.3 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done.
- 16.4 The clinic or polyclinic shall have desired beds for observation or short stay facility.
- 16.5 The clinic or polyclinic shall have basic minimal essential drugs as per **Appendix 6**; however other drugs as per the scope of service being practiced may also be available.

17 Support Service

- 7.1 In a Clinic or polyclinic, minimum one support staff must be available to meet the care treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

18 Legal or Statutory Requirements

S.No	Name of the Act or License	Department or Area	Licensing body
1	Registration of medical doctor with Central or State Medical Council	Administration	MCI or State Medical Council
2	Biomedical Management & Rules, 2016	Administration	State Pollution Control Board
3	Local registration of the Clinic	Administration	State Council
4.	Pharmacy License	Administration	Indian Pharmacy Council (If applicable)
5.	USG	Administration	PC-PNDT
5	Approval for X-ray if available	Administration	AERB

19 Record Maintenance and reporting

- 19.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.

- 19.2 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council Clinical establishments Act 2010.

10. Process

10.1 Registration

10.1.1 Every patient visiting the clinic shall be registered.

Patient shall be guided and informed regarding Patients' Rights and Responsibilities **Appendix 7**

10.2 Assessment

10.2.1 Each patient shall undergo an initial assessment, which would include measurement of the vitals, height & weight.

10.2.2 The same shall be documented in an assessment or O.P.D. card.

10.2.3 During the course of assessment, the patient findings, medications and investigations shall also be documented legibly in the card with the signature of the consultant or Specialist or super specialist, date and time.

10.2.4 No medicines shall be dispensed from pharmacy store (if facility available) without a written prescription order of doctor, except in emergency cases. Medication dispensing shall be done with care to prevent any medication error. Following shall be checked before dispensing of medication. These checks shall be done at store level:

10.2.4.1 Medicine prescribed.

10.2.4.2 Dose of prescribed medicine.

10.2.4.3 Expiry date.

10.2.4.4 Particulate matter in liquid dosage forms and parenteral drugs

10.2.4.5 Labels (if reconstituted drugs).

10.2.5 Labeling shall be done for every prepared or reconstituted medication, which shall include name, date of preparation, strength and frequency of administration of drug.

Clinical Establishments Act Standards for Clinic or Polyclinic with Dispensary /Clinic-002

10.2.6 The availability of support staff including nursing is essential to ensure safe observation or short stay facility.

10.3 Infection Control

10.3.1 The clinic shall take all precautions to control infections like religiously practicing hand washing.

10.3.2 Availability of running tap water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.3.3 The clinic environment shall be kept clean.

10.3.4 Sanitation and hygiene of the toilets shall be maintained.

10.3.5 Mopping of all areas with disinfectant shall be done at least once a day.

10.4 Safety Considerations

10.4.1 There shall be no seepage in walls or any blockade of drains. There shall be provision of air circulation. Effort shall be made to keep clinic pest and termite free. Availability of mosquito net on windows shall be ensured by the clinician.

10.5 Biomedical waste Management

10.5.1 Clinic waste generated shall be segregated at source.

10.5.2 Biomedical waste shall be managed in accordance with the BioMedical Waste management Rules, 2016.

10.5.3 Needles shall be destroyed with the help of a needle destroyer before putting them in tamper proof, leak proof and puncture proof container.

10.6 First aid & basic life support

10.6.1 Appropriate facility for First Aid shall be available.

APPENDIX 1

Infrastructure requirement (Desirable)

Minimum area required for a clinic:

SN	LOCATION	AREA REQUIRED	REMARKS
1	Common area (Reception and waiting)	35 sq ft carpet area	
2	Consultation room (ancillary area)	70 sq ft	Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers.
3	Store and pharmacy	40 sq ft	
4	Observation and short stay (if applicable)	65 sq ft or bed	
5	For X-Ray or USG, if applicable	As per laws applicable	

Note: Reception, waiting, consultation room etc shall be adequate as per the requirement and workload of the clinic.

Ancillary area or space: Storage of records, reagents, consumables, stationery etc eating area for staff

APPENDIX 2

Furniture or fixtures

S.No.	Articles
1	Table
2	Chairs
3	Examination Table or couch
4	Screens
5	Foot Step
6	Stools
7	Storage Cabinet for medicine, records etc.
8	Bed(s) for observation
9	BMW storage area

APPENDIX-3

I. Essential Equipment:

S. No.	Name of the equipment	Minimum Specifications	No. Of equipment
1	Stethoscope		1
2	Thermometer	(Non Mercury)	1
3	Torch (flash lights)		1
4	Tongue depressor		1
6	Measuring Tape		1
7	Sphygmomanometer (B.P. Apparatus)	(Non Mercury)	1
8	Height measuring Scale		1
9	Needle Destroyer		1
10	Weighing machine(Optional)	Adult	1
11	Bed(s)		1 or more
12	IV stand		1

APPENDIX- 4

I. Emergency Equipment:

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Resuscitation Equipment Ambu Bag or Air Way	- Adult - Pediatric	1 1
2	Oxygen Cylinder (Portable)		1
3	Fire Extinguisher	ABC Type	1

APPENDIX - 5

Specialty wise Equipment List

1. Cardiology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1
2	Pulse Oximeter		1

2. Cardiothoracic Surgery

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1
2	Pulse Oximeter		1

3. ENT

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Examination instruments set(speculums, mirrors, Bull's lamp)		1
2	Diagnostic Otoscope		1
3	Head Light		1
4	Oesophagoscope Adult	(Desirable)	1
5	Oesophagoscope Child	(Desirable)	1
6	Laryngoscope	(Desirable)	1
7	Tuning Fork		1

4. Endocrinology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Glucometer		1

5. Gastroenterology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Proctoscope		1
2	Surgical Gloves		1

6. General Medicine

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1

7. Gynaecology & Obstetrics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Sim's vaginal speculum		1
2	Infantometer		1

8. Neurosurgery

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	EMG Machine		1

9. Neurology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	EMG Machine		

10. Ophthalmology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Ophthalmoscope		1
2	Slit Lamp		1
3	Retinoscope		1
4	Perimeter		1
5	Distant Vision Charts		1
6	Near Vision charts		1
7	Trial Frame Adult or Children		1
8	Trial Lens Set		1

11. Orthopaedics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Ortho Fracture Table		1
2	Skeleton traction set		1
3	Cramer wire splints		1
4	Thomas Splint		1

12. Paediatrics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Nebulizer baby		1
2	Weighing machine infant		1

13. Tuberculosis and Respiratory Disease

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Spirometer		
2	Nebulizer		
3	Face mask		
4	Peak Air flow meter		

14. Urology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Uroflowmeter		

APPENDIX- 6

I. Essential Drugs

S. No.	Name of the Drug	Minimum Quantity
1	Injection Adrenaline	2 Ampoules
2	Injection Hydrocortisone	1 vial
3	Injection Atropine	1 Ampoule
5	Injection Pheniramine maleate	1 Ampoule
6	Injection Promethazine	1 Ampoule
7	Injection Deriphylline	1 Ampoule
8	Injection Frusemide	1 Ampoule
9	Injection Metoclopramide	1 Ampoule
10	Injection Dexamethasone	1 Ampoule
11	Injection. Diazepam	1 Ampoule
12	Injection Dicyclomine Hydrochloride	1 Ampoule
13	Injection 5% dextrose infusion	1 Vac
14	Injection. Normal saline	1 Vac

Note: Other drugs as per the scope of service being practiced may also be available.

APPENDIX 7

Patients' Rights and Responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

21. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
22. Rate of services provided by the clinical establishment would be displayed prominently.
23. To access a copy of case papers, patient records, investigations reports and detailed bill.
24. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
25. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
26. To confidentiality, human dignity and privacy during treatment.
27. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
28. To non-discrimination about treatment and behaviour on the basis of HIV status
29. To choose alternative treatment if options are available
30. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination, treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

**Clinical Establishments
Act Standard for
Clinic or Polyclinic with
Observation or Short Stay**

Standard No.CEA/ Clinic- 004

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Clinic or Polyclinic with Observation or Short Stay

20 Definition

- 20.1 A clinic with observation or short stay may be defined as a healthcare facility providing examination, consultation, prescription to outpatients by a single general practitioner or group of general practitioners or specialist doctor or super-specialist doctor and carrying out few minor procedures like dressing and administering Injections with observation or short stay facility.
- 20.2 A polyclinic with observation or short stay may be defined as a healthcare facility providing consultation to outpatients by more than one doctor or general practitioner or specialist doctor or super-specialist doctor and carrying out few minor procedures like dressing and administering Injections with observation or short stay facility.
- 20.3 Observation or short stay facility would be available.

21 Scope (as applicable)

- 21.1 These set of common minimum standards framed are applicable to a single practitioner or more than one doctor clinic manned by a General physician or specialist doctor or super specialist or a group of doctors who are providing patient care services like dispensing of medicines, Injection and dressing, family planning with observation or short stay facility.
- 21.2 To provide examination, consultation, prescription to outpatients by a single doctor or general physician or specialist doctors or super-specialist doctor or group of doctors who are providing patient care services like dispensing of medicines, Injection and dressing with observation or short stay facility.
- 21.3 To deliver primary service in health education and health promotion;
- 21.4 To deliver health care services of rehabilitative nature.
- 21.5 Any or more than one of the following are included:**
- a) General Physician
 - b) Cardiology
 - c) Cardiothoracic surgery
 - d) Dermatology
 - e) ENT

- f) Endocrinology
- g) Gastroenterology
- h) Internal Medicine
- i) General Surgery
- j) Gastro Intestinal Surgery
- k) Gynaecology & Obstetrics
- l) Medical Oncology
- m) Surgical Oncology
- n) Nephrology
- o) Neurosurgery
- p) Neurology
- q) Ophthalmology
- r) Orthopedics
- s) Pediatrics
- t) Pediatric surgery
- u) Psychiatry
- v) Rheumatology
- w) Thoracic surgery
- x) Tuberculosis and Respiratory s
- y) Urology

22 Infrastructure

- 22.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with municipal byelaws in force from time to time.
- 22.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.
- 22.3 The area shall be well illuminated, ventilated and clean with adequate water supply.
- 22.4 The clinic shall have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 22.5 The following other signage shall be well displayed in the language understood by the local public in the area:
 - a) Name of the doctors with registration number.

- b) Fee structure of the various doctors or specialists
- c) Timings of the clinics (For e.g. from 8am -2pm)
- d) Services provided within the Facility

23 Furniture & Fixtures

- 23.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic or Polyclinic.
- 23.2 The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2**. This list is indicative and not exhaustive.

24 Human Resource

- 24.1 The general practitioner or specialist doctor or super-specialist doctors as per the scope of the clinic or polyclinic shall be registered with State or Central Medical Council of India.
- 24.2 The services provided by the medical professionals shall be in consonance with their qualification, training, registration.
- 24.3 In a polyclinic, minimum one support staff must be available to meet the care treatment and service needs of the patient. , number may depend upon the workload and scope of the service being provided by the clinical establishment.

25 Equipment o rinstruments or drugs

- 25.1 The clinic or polyclinic shall have essential equipments as per **Appendix3**, emergency equipment **Appendix 4** and other equipments as per the scope of service being practiced as per **Appendix 5**.
- 25.2 Adequate space for storage of medicines equipments etc shall be provided. The equipment shall be of adequate capacity to meet work load requirement.
- 25.3 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done.
- 25.4 The clinic or polyclinic shall have desired beds for observation or short stay facility.

25.5 The clinic or polyclinic shall have basic minimal essential drugs as per **Appendix 6**; however other drugs as per the scope of service being practiced may also be available.

26 Support Service

7.1 In a Clinic or polyclinic, minimum one support staff must be available to meet the care treatment and service needs of the patient. However, number may depend upon the workload and scope of the service being provided by the clinical establishment.

27 Legal or Statutory Requirements

S. No	Name of the Act or License	Department or Area	Licensing body
1	Registration of medical doctor with Central or State Medical Council	Administration	MCI or State Medical Council
2	Biomedical Management Rules, 2016	Administration	State Pollution Control Board
3	Local registration of the Clinic	Administration	State Council
4.	Pharmacy License	Administration	Indian Pharmacy Council

28 Record Maintenance and reporting

28.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.

28.2 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council Clinical Establishments Act 2010.

10. Process

10.1 Registration

10.1.1 Every patient visiting the clinic shall be registered.

10.1.2 Patient shall be guided and informed regarding Patients' rights & responsibilities. *Appendix 7*

10.2 Assessment

10.2.1 Each patient shall undergo an initial assessment, which would include measurement of the vitals, height & weight.

10.2.2 The same shall be documented in an assessment or O.P.D. card.

10.2.3 During the course of assessment, the patient findings, medications and investigations shall also be documented legibly in the card with the signature of the consultant or specialist or super specialist, date and time.

10.2.4 No medicines shall be dispensed from pharmacy store (if facility available) without a written prescription order of doctor, except in emergency cases. Medication dispensing shall be done with care to prevent any medication error. Following shall be checked before dispensing of medication. These checks shall be done at store level:

10.2.4.1 Medicine prescribed.

10.2.4.2 Dose of prescribed medicine

10.2.4.3 Expiry date.

10.2.4.4 Particulate matter in liquid dosage forms and parenteral drugs.

10.2.4.5 Labels (if reconstituted drugs).

10.2.5 Labeling shall be done for every prepared or reconstituted medication, which shall include name, date of preparation, strength and frequency of administration of drug.

10.2.6 The availability of support staff including nursing is essential to ensure safe observation or short stay facility.

10.3 Infection Control

10.3.1 The clinic shall take all precautions to control infections like religiously practicing hand washing.

10.3.2 Availability of running tap water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.3.3 The clinic environment shall be kept clean.

10.3.4 Sanitation and hygiene of the toilets shall be maintained.

10.3.5 Mopping of all areas with disinfectant shall be done at least once a day.

10.4. Safety Considerations

10.4.1 Floor shall have even surface and be non slippery in nature. There shall be no seepage in walls or any blockade of drains. There shall be provision of air circulation. Effort shall be made to keep clinic pest and termite free. Availability of mosquito net on windows shall be ensured by the clinician.

10.5 Biomedical waste Management

10.5.1 Clinic waste generated shall be segregated at source.

10.5.2 Biomedical waste shall be managed in accordance with the BMW management Rules, 2016.

10.5.3 Needles shall be destroyed with the help of a needle destroyer before putting them in tamper proof, leak proof and puncture proof container.

10.6 First aid & basic life support

10.6.1 Appropriate facility for First Aid shall be available.

APPENDIX -1

Infrastructure Requirement (Desirable)

Minimum area required for clinic shall be as follows:

SN	LOCATION	AREA REQUIRED	
1	Common area (Reception and waiting)	35 sq ft carpet area	
2	Consultation room (ancillary area)	70 sq ft carpet area including storage	Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers.
3	Store and pharmacy	40 sq ft	
4	Observation and short stay (if applicable)	65 sq ft or bed	

Note: Reception, waiting, consultation room etc shall be adequate as per the requirement and workload of the clinic.

Ancillary areaorspace: Storage of records, reagents, consumables, stationery etc

APPENDIX 2

Furniture or fixtures

S. No	Articles
1	Table
2	Chairs
3	Examination Table or couch
4	Screens
5	Foot Step
6	Stools
7	Storage Cabinet for medicine, records etc.
8	Bed(s) for observation or short stay
9	BioMedical Waste storage area

APPENDIX 3

Equipment or Instruments

I. Essential Equipment.

S. No.	Name of the equipment	Minimum Specifications	No. Of equipment
1	Stethoscope		1
2	Thermometer	(Non Mercury)	1
3	Torch (flash lights)		1
4	Tongue depressor		1
6	Measuring Tape		1
7	Sphygmomanometer(B.P. Apparatus)	(Non Mercury)	1
8	Height measuring Scale		1
9	Needle Destroyer		1
10	Weighing machine(Optional)	Adult	1
11	Bed(s)		1 or more
12	IV stand		1

APPENDIX 4

II. Emergency Equipment:

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Resuscitation Equipment	- Adult	1
	Ambu Bag or Air Way	- Pediatric	1
2	Oxygen Cylinder (Portable)		1
3	Fire Extinguisher	ABC Type	1

APPENDIX - 5

Specialty Wise Equipment List:

I. Cardiology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1
2	Pulse Oximeter		1

II. Cardiothoracic Surgery

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1
2	Pulse Oximeter		1

III. ENT

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Examination instruments set (speculums, mirrors, Bull's lamp)		1
2	Diagnostic Otoscope		1
3	Head Light		1
4	Oesophagoscope Adult	(Desirable)	1
5	Oesophagoscope Child	(Desirable)	1
6	Laryngoscope		1
7	Tuning Fork		1

IV. Endocrinology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Glucometer		1

V. Gastroenterology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Proctoscope		1
2	Surgical Gloves		1

VI. General Medicine

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	ECG Machine		1

VII. Gynecology & Obstetrics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Sim's vaginal speculum		1
2	Infantometer		1

VIII. Neurosurgery

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	EMG Machine		1

IX. Neurology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	EMG Machine		

X. Ophthalmology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Ophthalmoscope		1
2	Slit Lamp		1
3	Retinoscope		1
4	Perimeter		1
5	Distant Vision Charts		1
6	Near Vision charts		1
7	Trial Frame Adult or Children		1
8	Trial Lens Set		1

XI. Orthopedics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Ortho Fracture Table		1
2	Skeleton traction set		1
3	Cramer wire splints		1
4	Thomas Splint		1

XII. Pediatrics

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Nebulizer baby		1
2	Weighing machine infant		1

XIII. Tuberculosis and Respiratory Disease

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Spirometer		
2	Nebulizer		
3	Face mask		
4	Peak Air flow meter		

XIV. Urology

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Uroflow meter		

APPENDIX- 6

I. Essential Drugs

S. No.	Name of the Drug	Minimum Quantity
1	Injection Adrenaline	2 Ampoules
2	Injection Hydrocortisone	1 vial
3	Injection Atropine	1 Ampoule
5	Injection Pheniramine maleate	1 Ampoule
6	Injection Promethazine	1 Ampoule
7	Injection Deriphylline	1 Ampoule
8	Injection Frusemide	1 Ampoule
9	Injection Metoclopramide	1 Ampoule
10	Injection Dexamethasone	1 Ampoule
11	Injection.Diazepam	1 Ampoule
12	Injection. Dicyclomine Hydrochloride	1 Ampoule
13	Injection 5% dextrose infusion	1 Vac
14	Injection Normal saline	1 Vac

Note: Other drugs as per the scope of service being practiced may also be available.

APPENDIX 7

Patients' rights and responsibilities:

Patients' rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

31. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
32. Rate of services provided by the clinical establishment would be displayed prominently.
33. To access a copy of case papers, patient records, investigations reports and detailed bill.
34. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
35. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
36. To confidentiality, human dignity and privacy during treatment.
37. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
38. To non-discrimination about treatment and behaviour on the basis of HIV status
39. To choose alternative treatment if options are available
40. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' responsibilities:

- Provide all health related information
- Cooperate with doctors during examination, treatment.
- Follow all instructions
- Pay hospital's agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

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Health Checkup Centre

29 Definition

The standards for Health Checkup Centre are framed based on the basic functions of the unit or centre or provider.

Type of Services	Scope of Services
Health Checkup	Health Checkup is interventions that do not require overnight stay at the centre for medical reasons; leaving the treatment after any stage should not cause any harm to the individual.

30 Scope (as applicable)

2. This includes the services being provided by the facility to which the standards will be applicable.

2.1. List of services: The scope of services that may be provided at an centre may include services in any or all of the following specialties, but not necessarily limited to:

Specific Services under each category to be decided by the centre	
	Health Checks e.g., Health Check up
1.	Laboratory services
2.	Imaging services
3.	Fitness check
4.	Consultation – Optional

2.2. List of Support Services:

2.2.1 Laboratory services to be available either in-house or outside the centre.

2.2.2 Imaging services to be available either in-house or outside the centre.

Sr. no.	Support Service	Applicability
1.	Accounting	Optional
2.	Billing	If Applicable
3.	Essential commodities like water supply, electric supply etc.	Applicable
4.	Finance	Optional
5.	Financial accounting and auditing	As required by Law
6.	Housekeeping and Sanitation	Applicable
7.	Inventory Management	Optional

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8.	Laundry services	Optional
9.	Medical records	Applicable
10.	Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)	Applicable
11.	Personnel Department	Optional
12.	Pharmacy or Dispensary	Optional
13.	Purchase	Applicable
14.	Reception	Applicable
15.	Security services	Optional
16.	Stores	Optional
17.	Waste management Housekeeping or sanitation	Applicable
18.	Equipment Management	Applicable

31 Infrastructure Requirements

31.1 **Basic signage-** A signage within or outside the facility shall be made available containing the following information.

31.1.1 A signage within or outside the facility should be made available containing the following information.

31.1.2 All signage meant for customer and visitors shall be bilingual

31.2 Following **informative signage** shall be displayed:

31.2.1 Name of the care provider with registration number

31.2.2 Name of organization.

31.2.3 Display of Registration under clinical establishments act

31.2.4 Fee structure

31.2.5 Availability of tariff list.

31.2.6 Timings of the facility

31.2.7 Availability of timings with names and respective specializations

31.2.8 Services provided

31.2.9 Directional signage for customers for utilities and conveniences like toilets, drinking water, telephone booths, shops.

31.2.10 Display of Health checks centre scope of services

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31.2.11 Floor Plan With Location Of Departments

31.2.12 Plan of Facility, if stand-alone building.

31.3 Following **safety signage** shall be displayed:

31.3.1 Safety Hazard and Caution signs

31.3.2 Display of all radiation hazard signage in radiation areas (if applicable).

31.3.3 Display of Biomedical waste segregation at all location where BioMedical Waste bins are kept

31.3.4 Display of danger signage at all electric panels and other dangerous areas

31.3.5 Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various customer and visitor areas in the hospital

31.3.6 Display of important phone contact numbers of hospital authorities

31.3.7 Displays required by regulations like PCPNDT Act, Lifts, Fire, etc.

31.3.8 Display of patients rights and responsibilities

31.3.9 Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc

31.3.10 Hazards- electrical, fall, pipe locations, prohibited areas

31.3.11 Signage for parking. (Signage for ambulance parking shall be separately mentioned)

31.3.12 Appropriate Fire exit signages

31.3.13 Display of how to use fire extinguisher at all point where fire extinguisher is installed

31.3.14 Emergency exit signage (preferably in auto illumination material, like radium)

3.4. Functional space planning of the facility like reception area, waiting area should be as per the scope of services.

3.4.1 Consultation & examination room

- i. Consultation room should be adequate to accommodate:
- ii. Table for Consultancy
- iii. Consultation chair,
- iv. Two stools or chairs,
- v. Examination bed, if necessary, will be of the size 6 ft X 2.5 ft.,
- vi. Privacy screen around examination area while having free mobility

3.4.2 Laundry (optional)

- i. Laundry services can be in-house or outsourced.
- ii. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- iii. If outsourced, quality of outsourced work is monitored by the organization.

3.4.3 House-Keeping:

- i. Housekeeping services should be made available for effective cleanliness.
- ii. Housekeeping services can be outsourced.
- iii. A designated area within functional areas for safe storage of housekeeping materials has to be in centre.

3.4.4 Security Services:

- i. There is a designated location for security staff on duty.

3.4.5 Clinical laboratory specifications:

- i. Laboratory services to be available either in-house or outside the Hospital for quick diagnosis of blood, urine, etc.,

3.4.6 Radiology section

- i. Imaging services to be available either in-house or outside the Hospital.
- ii. The department should be located at a place which is accessible to customers.
- iii. The size of the room should depend on the type of instrument installed.
- iv. It should conform to Atomic Energy Regulatory Board requirements.
- v. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- vi. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.
- vii. Separate Reporting Room for doctors should be provided.

3.4.7 Customer or Medical record-room:

- i. Customer or Medical record-storage should be of adequate size as per the load of the documents of the centre.
- ii. Tamperproof material and locking facility Cabinets or cupboards or Boxes should be used.
- iii. Fire extinguishers of correct type should be made available nearby all locations.

3.4.8 Store rooms:

- i. Store room should be lockable & of adequate size with exhaust fan.
- ii. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

3.4.9 Duty rooms for doctors

- i. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- ii. Separate beds if sharing for same gender.
- iii. Separate rooms for separate genders will be provided.

3.4.10 Duty rooms for technicians:

- i. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- ii. Separate beds if sharing for same gender.
- iii. Separate rooms for separate genders will be provided.

3.4.11 Dirty utility room:

- i. Separate area of minimum 15 sq feet.

32 Furniture &Fixtures

32.1 Furniture and fixtures shall be available in accordance with the services and workload of the centre. For indicative list refer to **Appendix 1**.

32.2 The furniture and fixtures shall be functional all the time.

33 Human Resource

33.1 A suitably qualified and individual heads the organization and manages in ethical manner. For detail refer to **Appendix 2**.

33.2 The technical staff employed should have the relevant education or registration, training and experience to provide service to customer care without supervision.

33.3 The additional staff member shall be adequately trained on specific job duties or responsibilities related to customer safety and well being.

33.4 Personnel record containing personal and professional information shall be maintained for each staff.

33.5 Periodic skill enhancement or upgradation or refresher trainings shall be provided for all categories of the staff relevant to their job profile.

34 Equipment or Instruments

34.1 The centre shall have equipment or instruments as per the scope of services provided. For indicative list refer to ***Appendix 3***

34.2 Adequate space for placement and usage of equipment and Instruments shall be provided.

34.3 The equipment should be of adequate capacity to meet work load requirement.

34.4 All equipment should be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment should be done.

35 Drugs and Consumables

35.1 Drugs and consumables as per the scope of services provided. For indicative list refer to ***Appendix 4***.

35.2 Storage of drugs, cosmetic and consumables shall be stored as per manufacturer's guidelines.

35.3 The drugs are handled by appropriate personnel in accordance of the regional, local and national regulations.

For Legal requirement refer to Appendix 5

For record maintenance refer to Appendix 6

APPENDIX 1**Furniture or fixture**

I. Furniture or Fixture Requirements: as per the scope of services		
Sr. No.	Name of the Equipment	Health checks Centre
1.	Adequate lockable storage space	As per requirement
2.	Air conditioning	As per requirement
3.	An examination table of 6 ft. X 2.5 ft. With privacy screen	As per requirement
4.	Blood pressure apparatus	1 per Centre
5.	Ceiling Fans	As per requirement
6.	Clock 1 per Centre	1 per Centre
7.	Computers (if required)	1 per Centre
8.	Consultant's chair	As needed
9.	Consultant's or Office table	1 per Centre
10.	Duty table for staff	1 per Centre
11.	Emergency resuscitation kit	1 per Centre
12.	Essential diagnostic tools required for examination of customer as per the scope of services offered by the Centre.	As per requirement
13.	Fire extinguisher	ABC 1 per ward or floor based on layout
14.	Foot stools	1 per consultation room
15.	Heavy duty Torch light	1 per Centre
16.	Hot Water Bags	As per requirement
17.	Hot Water geyser	As per requirement
18.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement
19.	Office chairs	1 per Centre
20.	Customer locker	1 per Centre
21.	Refrigerator if temperature sensitive medication are stored (if required)	1 per Centre
22.	Steel or Wooden cup board	As per requirement
23.	Steel rack	As per requirement
24.	Stethoscope	1 per Centre

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25.	Stools	As per requirement
26.	Stools revolving	2 per Centre
27.	Hammock Stretcher or Stretcher or Customer trolley – 1 per Centre	1 per Centre
28.	Telephone or Fax equipment	As per requirement
29.	Thermometer	1 per Centre
30.	Waiting chairs or benches for customer's relatives	50% of the customer strength
31.	Weighing machine	1 per Centre
32.	Wheel chair	1 per Centre
33.	X-ray viewer	1 per Centre

II. Other Furniture or Fixture Requirements

Sr. No.	Name of the Equipment	Health checks Centre
1.	Air conditioners Central AC	As per requirement
2.	Computer with modem with UPS, printer with internet connection	As needed
3.	Coolers	As needed
4.	Drinking Water purifier	As needed
5.	Emergency lamp	2 Per Area or Ward
6.	Exhaust Fan	As needed
7.	Fire extinguishers	As needed
8.	Geyser	1 per ward
9.	Refrigerator	1 per ward
10.	Tables & Chairs	As needed
11.	Telephone or cell phone	1 per ward
12.	Tube lights	As needed
13.	Vacuum cleaner	As needed
14.	Computer with Modem with UPS, Printer with Internet Connection	As needed
15.	Photocopy Machine	As needed
16.	Intercom (10 lines)	As needed
17.	Fax Machine	As needed

APPENDIX 2

Human Resource Requirement

1. This includes the Designation, minimum qualification & number of people required in the facility as per the scope of services.

1.1 Medical practitioners

1. **Category:** MBBS Doctors.
2. **Minimum Qualifications:** Degree or Post Graduate Degree from recognized university. **Registration:** (if applicable): with state or central council related to the profession.
3. **Trained or skilled:** Trained

Sr. no.	Health Checks
1.	As per Allopathy standards in relevant specialties as the profile of checkup provided at the centre

1.2 Nurses:

ANM or GNM or BSc or MSc nurses,
One per shift per for 50% of the total number of consulting room

1.3 Paramedics

1. **Category:** Paramedics
2. **Minimum Qualifications:** (diploma or degree from recognized university.)
3. **Registration with the concerned council**(if applicable): state or central council
4. **Trained or skilled:** Trained

Sr. no	Paramedics	Minimum qualification	Health Checks
1.	ECG Technician (if ECG services are provided in-house)	1 year experience of taking ECG	As per requirement
2.	Laboratory Attendant (if lab is in-house)	Ability to read national or local language	As per requirement
3.	Laboratory Technician (if Laboratory is in-house)	Qualified Laboratory Technician	As per requirement
4.	Medical Records Officer or Technician	Minimum qualification-12th Standard passed.	As per requirement
5.	Radiographer (if Imaging is in-house)	Qualified Radiographer	As per requirement
6.	Ward Ayah	Eight standard completed	As per

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			requirement
7.	Ward boy	Eight standard completed	As per requirement

1.4. Administrative staff: The number would vary as per scope of the centre or requirement and may be outsourced.

Administrative staff		
Sr. no	Administrative staff	Health Checks
1.	Office Administrator	As per requirement
2.	Accountant	As per requirement
3.	Multipurpose worker	As per requirement

APPENDIX 3

Equipment or Instrument

Following emergency equipment shall be available as follows:

Sr. No.	Emergency Equipment	Health Checks Centre
1.	Emergency equipment box for first aid & BLSS	Minimum 1
2.	Crash-Cart trolley:1	Minimum 1
3.	Portable defibrillator:1	Optional
4.	Disposable syringes	As needed
5.	Ambu Bag:1	Minimum 1
6.	Laryngoscope with cells & adult and pediatric blades	Minimum 1
7.	Sealed battery cell	Minimum 1
8.	Endotracheal tubes	As needed
9.	Pulse Oxymeter	Minimum 1
10.	Suction Apparatus	Minimum 1
11.	ECG Machine	Minimum 1
12.	BP Apparatus & Stethoscope	Minimum 1
13.	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs	Minimum 1

Other necessary and sterilizing equipment as per the scope of services shall also be available.

APPENDIX 4**Drugs, Medical devices and Consumables****I. Emergency drugs:**

Category: Emergency Drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.	Injection Adrenaline	As per I.P.	Minimum 10 Ampoules or Vials
2.	Injection Atropine	As per I.P.	Minimum 10 Ampoules or Vials
3.	Injection Calcium Carbonate	As per I.P.	Minimum 10 Ampoules or Vials
4.	Injection Dopamine	As per I.P.	Minimum 10 Ampoules or Vials
5.	Injection Dobutamine	As per I.P.	Minimum 10 Ampoules or Vials
6.	Injection Nitroglycerine	As per I.P.	Minimum 10 Ampoules or Vials
7.	Injection Sodium Bicarbonate	As per I.P.	Minimum 10 Ampoules or Vials
8.	Injection Hydrocortisone	As per I.P.	Minimum 10 Ampoules or Vials
9.	Inhaler Beclomethasone (250 microdose)	As per I.P.	Minimum 10 Ampoules or Vials
10.	Inhaler Salbutamol (200 micrograms)	As per I.P.	Minimum 10 Ampoules or Vials
11.	Injection Frusemide	As per I.P.	Minimum 10 Ampoules or Vials
12.	Injection Diazepam or Midazolam	As per I.P.	Minimum 10 Ampoules or Vials
13.	Injection. Deriphylline	As per I.P.	Minimum 10 Ampoules or Vials
14.	Injection. Phenytoin sodium	As per I.P.	Minimum 10 Ampoules or Vials
15.	Injection Pheniramine maleate (Avil)	As per I.P.	Minimum 10 Ampoules or Vials
16.	Injection Ondansetron	As per I.P.	Minimum 10 Ampoules or Vials
17.	Injection KCl	As per I.P.	Minimum 10 Ampoules or Vials
18.	Injection Lignocaine 2%	As per I.P.	Minimum 10 Ampoules or Vials
19.	Injection Amiodarone	As per I.P.	Minimum 10 Ampoules or Vials
20.	Injection Magnesium sulphate	As per I.P.	Minimum 10 Ampoules or Vials
21.	Injection Mannitol	As per I.P.	Minimum 10 Ampoules or Vials
22.	Injection Morphine or Injection Pethidine	As per I.P.	Minimum 10 Ampoules or Vials
23.	Injection. Noradrenaline bitartrate	As per I.P.	Minimum 10 Ampoules or Vials
24.	Injection. Fentanyl	As per I.P.	Minimum 10 Ampoules or Vials
25.	Water for Injection	As per I.P.	Minimum 10 Ampoules or Vials
26.	Injection Sodium Valproate	As per I.P.	Minimum 10 Ampoules or Vials
27.	Injection Voveran	As per I.P.	Minimum 10 Ampoules or Vials
28.	Injection Paracetamol	As per I.P.	Minimum 10 Ampoules or Vials
29.	Mannitol Injection	As per I.P.	Minimum 10 Ampoule or Vials
30.	Metoprolol Injection	As per I.P.	Minimum 10 Ampoules or Vials
31.	Nor2 saline Injection	As per I.P.	Minimum 10 Ampoules or Vials
32.	Oxygen Inhalation		
33.	Oxytocin Injection	As per I.P.	Minimum 10 Ampoules or Vials

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II. Linen

Sr. no	Linen	Quantity
1.	Bed sheets	As per requirement
2.	Bedspreads	As per requirement
3.	Blankets	one per bed
4.	Curtain cloth for windows and doors	As per requirement
5.	Overcoat for consultant	one per consultant
6.	Mats (Nylon)	As per requirement
7.	Mattress (foam) adults	As per requirement
8.	Pediatric Mattress	one per bed
9.	towels	As per requirement
10.	Pillow covers	As per requirement
11.	Pillows	As per requirement
12.	Table cloth	adequate quantity
13.	Uniform or Apron	As per requirement

III. Stationery as per the scope of services

Sr. no.	Items
1.	Consent Forms
2.	Consultant Reference Form
3.	Continuation sheets
4.	Diet Sheets
5.	Initial Assessment Form
6.	Pathological Books
7.	Registers
8.	Registration Card
9.	Sentinel Event Form
10.	Supplementary Sheets
11.	X-ray Forms

APPENDIX 5**Legal or Statutory Requirements**

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body, wherever applicable.

Sr. no.	Name of the Act	Department or Area	Licensing body
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayator Nagarpalika or Mahanagarpalika or Municipality or Municipal Corporation
2.	Registration under Clinical Establishments Act	Organization	Jurisdictional Authorities like Panchayat or Nagarpalika or Mahanagarpalika or Municipality or Municipal Corporation
3.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
4.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
5.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat or Nagarpalika or Mahanagarpalika or Municipality or Municipal Corporation
6.	Certificate uors 80-G of IT Act	Organization	If applicable.
7.	ESI registration in case of >20 employees	Organization	Employee State Insurance Company
8.	Excise permit to store Spirit.	Organization	Excise department
9.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
10.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
11.	License for lift	Lift	Mobile Electric Vehicles

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			Department
12.	License to play music for public use	Organization	Indian
13.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat or Nagarpalika or Mahanagarpalika or Municipality or Municipal Corporation
14.	PC PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
15.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
16.	TAN Number	Organization	Income Tax Department
17.	PAN Number	Organization	Income Tax Department
18.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
19.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

APPENDIX 6

Record Maintenance and reporting

1. Standard on record maintenance

Sr. no	Records
1.	Records
2.	Customer reports records
3.	Reports of investigations
4.	Consents

2. Standard on content of record.

Sr. no.	Name of Forms
1.	Registration number of treating doctor
2.	Name and contact number
3.	Relevant assessment
4.	Advise or Treatment record
5.	Imaging Report Format for each imaging modality
6.	Laboratory Report Forms for each category of investigation
7.	outcome

**Clinical Establishments
Act
Standard for
Mobile Clinic (only
Consultation) and dispensary**

Standard No.CEA orMobile Clinic- 001

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Mobile Clinic with Consultation and Dispensary

36 Definition

The Mobile clinic may be defined as a facility on a vehicle or specially fabricated on a vehicle providing examination, consultation, prescription to outpatients including dispensing of medicines by a general practitioner or specialist or super-specialist doctor to those in remote or specified areas who have access to little or no medical facilities.

37 Scope

37.1 The operation of mobile clinics is to render general health care services to those in remote or specified areas who have access to little or no medical facilities.

37.2 The mobile clinics will visit the identified service point to provide health services to the identified community or area.

37.3 To deliver primary service in health education and health promotion.

37.4 The services offered may also include one or more than one specialty of allopathy medicine, AYUSH, Dental, wellness, etc. and allied services like Physiotherapy, in the mobile clinic.

37.5 Health records for all patients will be maintained to monitor the program and to facilitate follow-up treatments.

38 Infrastructure

38.1 Vehicle

38.1.1 The vehicle shall be kept clean to provide safe and hygienic care to the patients commensurate to the scope of the services provided.

38.1.2 The vehicle shall be registered as per local laws and regulations.

38.1.3 The vehicle shall prominently display the name and services provided which is easily visible to the community.

38.1.4 The vehicle shall have provision for hand hygiene.

38.1.5 The vehicle shall have appropriate communication facilities.

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38.1.6 The vehicle shall be well illuminated and ventilated.

38.1.7 Furniture and fixtures shall be available in accordance with the activities and workload and shall be kept functional.

39 Human Resource

39.1 The general practitioner or specialist or super-specialist shall be registered with respective state or central council of India as per the scope of the mobile clinic.

39.2 The services provided by the medical professionals shall be in consonance with their qualification, training, registration.

39.3 Periodic skill enhancement or up gradation or refresher trainings shall be provided for all categories of the staff relevant to their job profile.

39.4 Personnel record containing personal and professional information shall be maintained for each staff.

39.5 Please refer below mentioned table for Manpower details. This list is indicative and not exhaustive.

39.6 Manpower

S. No	Category	Number	Minimum Qualifications from recognized university	Registration with the concerned council (if applicable)	
1	Doctor	1	MBBS	State or Central Medical council	
2	Pharmacist	1	Diploma in Pharmacy.	Pharmacy Council of India	Desirable
3	Staff nurse	1	Qualified staff nurse with general nursing.	Indian Nursing Council	
4	Counselor for HIV or AIDS counseling (Desirable)	1	Qualified staff nurse	Indian Nursing Council	Training required for counseling and lab techniques.
5	Driver	1	With requisite registration and licenses.		

40 Equipment or instruments requirement

- 40.1 The mobile clinic shall have essential equipments as per **APPENDIX I**.
- 40.2 Other equipments as per the scope of service being practiced shall be available.
- 40.3 Adequate space for storage of equipments and medicines shall be provided.
- 40.4 If available, all medicines shall be stored as per manufacturer's guidelines.
- 40.5 The equipment should be of adequate capacity to meet work load requirement.
- 40.6 All equipment should be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment should be done.
- 40.7 The mobile clinic shall have basic minimal essential drugs as per **APPENDIX II**; however other drugs as per the scope of service being practiced may also be available.

41 Record Maintenance and reporting

- 41.1 Records shall be maintained in physical or digital format.
- 41.2 Confidentiality, security and integrity of records shall be maintained.
- 41.3 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.
- 41.4 Copies of all records and statistics shall be kept with the clinical establishment in accordance with CE Act under Section 12(1) (iii) of CEA 2010, or any other relevant Act in force at the time.
- 41.5 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council Clinical Establishments Act 2010.

42 Basic processes

- 42.1 **Registration:** Every patient visiting the mobile clinic shall be registered.

42.2 Assessment: Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with working diagnosis, legibly in the assessment or OPD prescription with the signature of the consultant or Specialist or super Specialist with date and time.

Appendix 1

Essential Equipments

S. No.	Name of the equipment	Minimum Specifications	Number of equipment
1	Stethoscope		1
2	Thermometer	(Non Mercury)	1
3	Torch (flash lights)		1
4	Sphygmomanometer(B.P. Apparatus)	(Non Mercury)	1
5	Weighing machine(Optional)	Adult	1

Appendix- II

Emergency Drugs

S. No.	Name of the Drug	Minimum Quantity
1	Injection Adrenaline	2 Ampoules
2	Injection Hydrocortisone	1 vial
3	Injection Atropine	1 Ampoule
5	Injection Pheniramine maleate	1 Ampoule
6	Injection Promethazine	1 Ampoule
7	Injection. Deriiphylline	1 Ampoule
8	Injection Frusemide	1 Ampoule
9	Injection Metoclopramide	1 Ampoule
10	Injection Dexamethasone	1 Ampoule
11	Injection Diazepam	1 Ampoule
12	Injection Dicyclomine Hydrochloride	1 Ampoule
13	Injection 5% dextrose infusion	1 Vac
14	Injection Normal saline	1 Vac

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Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

MOBILE CLINIC – With Procedures

43 Definition

The Mobile clinic may be defined as a facility on a vehicle or specially fabricated on a vehicle providing examination, consultation, prescription to outpatients including dispensing of medicines ,basic laboratory services, vaccination facilities and procedures by a general practitioner or specialist or super-specialist doctor to those in remote or specified areas who have access to little or no medical facilities.

A Mobile clinic is a facility providing general or basic examination, consultation, prescription to outpatients by a General Practitioner(s) or Specialist or Super-specialist Doctor(s) in a mobile vehicle.

44 Scope

- 44.1 **Preventive:** Immunization, Antenatal and Postnatal Care.
- 44.2 **Diagnostic:** Minimum investigation facilities like Haemoglobin Test, Urine Examination for albumen, sugar and microscopic examination. Diseases like Leprosy, Tuberculosis, and locally endemic diseases to be detected and referred, ECG & Ultrasonography facilities also to be offered in the Mobile unit.
- 44.3 **Curative:** Treatment for minor ailments and geriatric cases etc. Appropriate referral of cases for medical specialists etc.
- 44.4 The Operation of Mobile Clinics is to render Primary Health Care services to those in remote or specified areas who have access to little or no medical facilities.
- 44.5 The mobile clinics will visit the identified service point to provide health services to the identified community or area.
- 44.6 To deliver primary service in health education and health promotion.
- 44.7 To deliver health care services of rehabilitative nature.
- 44.8 The services offered may also include one or more than one specialty of allopathy medicine, AYUSH, dental, wellness, etc. and allied services like physiotherapy, in the mobile clinic.
- 44.9 Health records for all patients will be maintained to monitor the program and to facilitate follow-up treatments.

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

44.10 Few minor procedures like dressing and administering Injections etc may be provided in the clinic however not requiring observation or short stay.

45 Infrastructure

45.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any from time to time.

45.2 The clinic should have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.

45.3 The following other signages shall be well displayed in the language understood by the local public in the area:

- a) Name of the doctors with registration number.
- b) Services provided within the Facility

46 Human Resource

46.1 The general practitioner or specialist doctor or super-specialist doctors as per the scope of the clinic or polyclinic shall be registered with State or Central Medical Council of India

46.2 The services provided by the medical professionals shall be in consonance with their qualification, training, registration.

- a) **Doctor:** Allopathic Doctor with minimum MBBS qualification.
- b) **Pharmacist:** With at least Diploma in Pharmacy(Desirable)
- c) **Staff Nurse:** Qualified staff nurse with general nursing.
- d) **Group D:** Male or Female

- e) **Counselor for HIV or AIDS counseling:** A nurse who will be given training for counselling and laboratory techniques.(Desirable)

- f) **Driver:** With requisite licenses, registration

46.3 Vehicle Requirements:

46.3.1 The vehicle should accommodate visiting team with all needed equipment and materials.

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- a) Oxygen Cylinder.
 - b) Drug Storage rack.
- 46.4 Equipment's Storage Rack.
- 46.5 Space for Laboratory Equipments.
- 46.6 IV infusion facilities.
- 46.7 A licensed driver with uniform, he should be a non-alcoholic and should be available as & when required.
- 46.8 Vehicle should be kept clean and tidy and should have a name board on the vehicle.
- 46.9 Vehicle should be regularly serviced and maintained so as to avoid any break down.
- 46.10 In case of break down, an alternative vehicle should be arranged for without compromising the services of Mobile Health Clinic.
- 46.11 Vehicle should be insured and coordinated. Under no circumstances, uninsured vehicle shall be used.
- 46.12 The clinic or polyclinic shall have essential equipment as per **APPENDIX I**, and emergency equipment as per **APPENDIX 2**.
- 46.13 Other equipment as per the scope of service being practiced shall be available.
- 46.14 Adequate space for storage of equipment and medicines shall be provided and if available, medicines shall be stored as per manufacturer's guidelines. The equipment should be of adequate capacity to meet work load requirement.
- 46.15 All equipment should be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment should be done.

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

47 Furniture & Fixtures

47.1 The Mobile Health Clinic should have furniture like

- a) Examination table
- b) Chairs
- c) Stools
- d) Table
- e) Furniture required for storage of drugs, equipments, chemicals etc.
- f) Dressing table and Stool.
- g) Waste collecting bins, as per Biomedical waste management Rules specifications.

48 Record Maintenance and reporting

48.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.

48.2 Copies of all records and statistics shall be kept with the clinical establishment in accordance with CE Act (under Section 12(1) (iii) of CEA 2010) or any other relevant Act in force at the time.

48.3 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council CEA 2010.

49 Basic processes

49.1 **Registration:** Every patient visiting the clinic shall be registered.

49.2 **Assessment:** Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with working diagnosis, legibly in the assessment or OPD prescription with the signature of the consultant or Specialist or super specialist with date and time.

49.3 **First Aid:** Provision shall be made for providing First Aid. Contact details of ambulance hospital etc shall be available.

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Appendix 1

Essential Equipments

S. No.	Name of the equipment
1	Stethoscope
2	Thermometer(Non Mercury)
3	Torch (flash lights)
4	Sphygmomanometer(B.P. Apparatus) (Non Mercury)
5	Weighing machine(Optional)
6	Autoclave
7	Stretcher Folding
8	Oxygen Cylinder with Accessories
9	Sterilizers
10	Examination Table
11	Stool
12	Artery forceps
13	Needle Holder
14	Needles
15	Cutting Scissor
16	Dressing Scissor
17	Dressing Bin
18	BP Handle
19	BP Blades
20	Glues syringes with needles
21	Disposable syringes kidney tray
22	Ambu bags
23	Suction apparatus with accessories

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Appendix- 2

Drugs

S.No	Name Of Drugs
1	All Essential Emergency drugs
2	Antibiotics
3	Analgesics
4	Anti Helminthics
5	Anti fungal drugs
6	Anti Hypertensives
7	Anti diabetics
8	Anti diarrheals
9	Sedatives
10	Anti snake venom
11	Vitamins and other supportive drugs
12	Eye drops
13	Ointments
14	Dressing materials
15	Anti coagulants
16	IV fluids
17	ORS

**Clinical Establishments
Act
Standard for
Mobile Dental Van**

Standard No.CEA or Dental Mobile Van

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

DEFINITION

Mobile dental van

SCOPE OF SERVICES PROVIDED

Units may be towed or self-propelled, ranging from smaller, one-chair to two-chair units that can be used for examination, preventive and treatment services.

MOBILE UNITS: Mobile units with more than one chair would generally be recommended for full treatment services

PHYSICAL INFRASTRUCTURE

LOCATION

It is important to consider the size and practicality of the unit needed in relation to the locations it will be required to service. Appropriate access to a suitable site and services (concrete pad, electricity, clean and waste water, data and phone) must be available at each location.

SPACE REQUIREMENT

1. In a self-propelled vehicle, a two-chair program requires a treatment area of a minimum of 18 square feet, plus a cab area of at least 7 square feet--generally a total of around 30 square feet.
2. There must be a specific space for cleaning and sterilisation of dental instruments designated as **STERILIZATION AREA** to accommodate front loading autoclave and lab area to carry out minor prosthetic adjustment with washbasin and running tap water.
3. Dedicated area for storing patient's records or Electronic Health Record (EHR)maintenance

OUTSIDE SIGNAGES

1. Name of the dental or medical college or hospital or charitable institute or NGO(to which the van belongs)

INSIDE SIGNAGES

1. Name of dentist in charge
2. Name of stationed doctors
3. OPD hours
4. Services provided
5. Charges of the services offered
6. Emergency contact number
7. Safety signages: to make the patient aware so as to inform treating doctor of any pre existing medical conditions

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

INFRASTRUCTURE CONSIDERATIONS

- medical gases –oxygen(cylinder)-in case treatment services are being provided
- floors and walls – these must be non-porous, without carpets, smooth and easily cleaned
- lighting – natural or high-intensity colour-corrected artificial lighting

FIXTURES

- Dental chair: minimum 2 dental chairs.
- specialist fittings (example: overhead light, x- ray unit, dental unit)
- hand-washing facilities (elbow-touch taps or infra-red)
- dental cabinetry and overhead cabinets
- bins for general waste, clinical waste and sharps

PERSONAL HYGIENE AND PROTECTION

Hand-washing facilities in every dental surgery are essential, and must not be combined with sinks used for other purposes, such as decontamination and instrument cleaning. Emphasis should be given to the use of hands-free facilities, where possible (eg, elbow or knee operated taps or infra-red-activated operating lights and hand-basin taps).

Procedures must be implemented for the safe handling and appropriate disposal of contaminated materials and waste. Hands-free access to bins for paper and clinical waste is recommended

ACOUSTICS

Compressor should preferably not be kept in the working area

LIGHTING

colour-corrected light or natural

SPECIFIC CONSIDERATIONS OF MOBILE DENTAL VAN

- Chassis: a durable, watertight, reinforced floor is recommended. Insulation should provide the best possible protection from outside temperatures.
- Levelling jacks: there should be one on each corner to provide stability when the unit is stationary.
- Access: there should be at least one door for one –two dental chairs
- Steps: these should be fold-away, lockable when in position, and incorporate a handrail.
- Windows: tinted security windows are best, with insect screens and blinds.
- Services: these will include a compressor, evacuator motor, water inlet, and pump for the base of the dental chair(s).
- Mounting brackets: these are required for lights, the x-ray unit and dental unit.
- Water supply: use a dual system so that town water can be used when available, plus storage tanks top or beneath the vehicle floor (but protected from road damage).
- Water filter: use a filter suitable for use in dental units, and locate this with the water pump.
- Waste disposal: there should be an inbuilt waste water collection unit beneath the floor for collection of the generated waste water. If disposed outside, solid and water waste must comply with territorial local authority and regional council requirements where the unit will be operated.

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

- Internal finishes: cabinetry and bench tops must be easily cleaned.
- Sinks or basins: there should be a minimum of one clean and one dirty.
- Equipment: must be properly secured to be protected from road shock and vibration, and wall-mounted x-rays and lights must be secure in-transit. Water and air lines must not leak, on-board power generators cannot make too much noise and/or vibration, and equipment must be properly placed to ensure there is adequate space for dentists and technicians to operate.

HUMAN RESOURCES DOCTORS	1. Dental surgeons(Bachelor in Dental Surgery or Master in Dental Surgery) on full time basis- 1-2 in number
TECHNICAL STAFF	1. Dental operating room assistant <ul style="list-style-type: none"> • one for a every 2 dental chairs installed • qualification: tenth pass • having 5 years working experience under a registered dental surgeon
NON TECHNICAL STAFF	GRADE IV staff employed full time.
Duty roster	Hospital or concerned authority for technical or non-technical staff

- Periodic health check up, vaccination of staff
- Once in a year health check up of all the staff.
 - Mandatory hepatitis B vaccination of the staff.

EQUIPMENT (FUNCTIONAL)	QUANTITY
1. Stethoscope	1
2. Thermometer- non mercury based	1
3. BP apparatus- non mercury based	1
4. Glucometer	1
5. Weighing machine	1
6. Emergency kit and medicine	
Oxygen cylinder	
Adrenaline	2 ampoules
Diphenhydramine	2 ampoules
Hydrocortisone	2 ampoules
Nitroglycerine	2 ampoules
Salbutamol	2 ampoules
Morphine	2 ampoules
Diazepamor midazolam	2 ampoules
Aspirin tablets	
Ambulatory bag	1
7. DEFIFIBRILLATOR- either mechanical or automatic	
8. Consumables- should be available in adequate number.	1

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

<ul style="list-style-type: none"> • Facemask • Gloves: both sterile and non-sterile • Cotton rolls • Gauze • 2cc and 5cc syringes with needles • Sutures- vicryl Silk • Lignocaine 2 percent with 1:200000 Adrenaline and without adrenaline • Zinc oxide powder and eugenol liquid • Glass ionomer (powder and liquid) • Silver based GIC(powder and liquid) • Gum paint 	
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<p>9. DENTAL EQUIPMENT Dental operating unit Dental chair</p> <p>SUCTION UNIT</p> <p>AUTOCLAVE</p> <p>IOPA MACHINE</p>	<p>Either hydraulic or electric; with a back rest in movable trendelenberg or reverse trendelenberg position</p> <p>Either attached to dental chair or separate; Should have a separate amalgam separation filter</p> <p>office-based front loading autoclave;</p> <ul style="list-style-type: none"> • Processing system and design – automation or manual; daylight loader or RVG • IOPA machine should be approved by AERB. • 1 Lead apron and thyroid collar or lead shield
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Maintenance of logbook mandatory which mentions the identity of the person radiographed, part exposed, date along with operator or doctor's name and signatures

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

SUPPORT SERVICES	
ETHICS	To do no harm (Non- maleficence) Veracity(truthfulness) confidentiality
<p>BMW MANAGEMENT</p> <p>Segregation of waste should be done in black, yellow and blue bags . It is mandatory to segregate the waste at the site of waste generation.</p> <p>BLACK BAGS:</p> <ul style="list-style-type: none"> Kitchen waste Carry bags Paper and packaging Disposable glasses or plates Leftover foods Bouquets Thermocol <p>YELLOW BAGS</p> <ul style="list-style-type: none"> Human tissues Histopathology specimens Body parts and organs Soiled waste swabs, dressing, mops, bandages or items contaminated with blood Microbiology or bio-technology waste <p>BLUE BAGS</p> <ul style="list-style-type: none"> Disinfected catheters Any other tubings IV bottles IV tubes Disinfected plastic drains Rubber or latex gloves(mutilated and disinfected) Other plastic material <p>RED BAGS</p> <p>Every dental chair installed will have its separate yellow bag. For 2 chairs there will be one black, one red and one blue bag.</p> <p>There will be one needle destroyer in the mobile van. Contract for disposal of BMW should be given to a company approved by government of India or Ministry of Environment or CPC.</p> <p>There should be a written contract for BMW management along with the economy involved.</p> <p>Logbook should be maintained mentioning weight of the waste (infected) and date on which waste (new or old) was lifted.</p>	

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

RECORD MAINTENANCE AND REPORTING	Daily record keeping for incoming patients mentioning patient name, age, sex, date, services rendered along with treatment charges.
MLC	NA
CONFIDENTIALITY	"All that may come to my knowledge in the exercise of my profession or in daily commerce with men, which ought not be spread, I will keep secret and will never reveal"-Hippocratic oath
STANDARDS ON BASIC PROCESSES	
<p>INFECTION CONTROL</p> <ol style="list-style-type: none"> 1. Instruments sterilization and cleaning must not be executed inside the surgery room. 2. There must be good supply of clean water, through a quality piping that support good water hygiene. 3. All general purpose cleaning equipment and agents should be stored in a separate part of the premises 4. There must be a specific space for cleaning and sterilisation of dental instruments and should not be used other than above. 5. Use trash bin lined with commercial color coded plastic bag for the medical waste inside the surgery room. 6. Needle destroyer must be used for disposable needles 7. Keep cleaning equipment always in a very clean condition before use; type of floor sanitizing and cleaning agents must be approved for clinical use. 8. Hands-free access to bins for paper and clinical waste is recommended 9. Emphasis should be given to the use of hands-free facilities, where possible (eg, elbow or knee operated taps or infra-red-activated operating lights and hand-basin taps). 10. Use of liquid soap (no soap bar) is mandatory 11. There should be no cotton or wool fabric curtains in dental clinics. 12. In door pets and natural plant inside the surgery room should be not permitted 13. Non-wooden storage cabinet shall be used for storing cleaning equipment and agents 14. An infection control protocol should be established to include an exposure control plan based on OSHA'S blood borne pathogen standard. This is a written plan to minimize or eliminate occupational exposure. 15. Personal Protective Equipment(PPE) such as laboratory coats, gowns ,facemask, gloves etc should be utilized. 	
FACILITIES FOR HAND WASHING	
<p>Hand-washing facilities in every dental surgery are essential, and must not be combined with sinks used for other purposes, such as decontamination and instrument cleaning. Emphasis should be given to the use of hands-free facilities, where possible (eg, elbow or knee operated</p>	

Clinical Establishments Act Standards for Mobile Clinic with Procedures in Local or Regional Anesthesia CEA or Mobile Clinic 002

taps or infra-red-activated operating lights and hand-basin taps).
Use of liquid soap (no soap bar) is mandatory.

FACILITIES FOR STERILIZATION

Disinfectants- 2 percent glutaraldehyde, sodium hypochlorite, chlorhexidine etc

Autoclave office-based; maintenance (self-contained with drier); availability of parts; door design; loading system; cylinder size; cycle-reporting system; validation and calibration system

POLICY ON OUTSOURCED SERVICES

Lab work can be outsourced

BioMedical Waste management, cleaning staff and pest control are some of the other services which can be outsourced

**Clinical Establishments
Act
Standard for
HOSPITAL (LEVEL 1A &1B)**

Standard No. CEA /Hospital - 001

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Categorization of Hospitals

The minimum standards for Allopathic hospitals under Clinical Establishments Act, 2010 **have been developed on the basis of level of care provided as defined below:**

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognized allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) -

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by Doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics & Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Single or Multiple basic medical specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

Hospital Level 2 (Non-Teaching)

This level may include all the services provided at level 1(A) and 1(B) and services through other medical specialties given as under, in addition to basic medical specialty given under 1(B) like:

- a. Orthopaedics
- b. ENT
- c. Ophthalmology
- d. Dentistry

- e. Emergency with or without ICU
- f. Anaesthesia
- g. Psychiatry
- h. Dermatology
- i. Pulmonary Medicine
- j. Physical medicine and Rehabilitation, etc.

And support systems required for the above services like Pharmacy, Laboratory, Imaging facility, Operation Theatre etc.

Example: District Hospital, Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 3 (Non-Teaching) Super-specialty services -

This level may include all the services provided at level 1(A), 1(B) and 2 and services of one or more of the super specialty with distinct departments and or also Dentistry if available. It will have other support systems required for services like pharmacy, Laboratory, and Imaging facility, Operation Theatre etc.

Example: Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 4 (Teaching) -

This level will include all the services provided at level 2 and may also have Level 3 facilities. It will however have the distinction of being teaching or training institution and it may or may not have super specialties. Tertiary healthcare services at this level can be provided through specialists and may be super specialists (if available). It will have other support systems required for these services. It shall also include the requirement of Medical Council of India or other registering body for teaching hospitals and will be governed by their rules. However registration of teaching Hospitals will also be required under Clinical Establishments Act for purpose other than those covered under Medical Council of India such as, records maintenance and reporting of information and statistics, and compliance to range of rates for Medical and Surgical procedures, etc.

Clinical Establishment Act Standards for Hospital (LEVEL 1A 1B)

1. Definition

A hospital is a clinical establishment providing patient treatment by qualified and trained staff and equipment through Allopathy - Modern system of medicine; where the patients are 'admitted' and stay overnight or more and they are referred as 'inpatients'; while some patients may go to a hospital just for diagnosis, treatment, or therapy and then leave, they are referred as 'outpatients' without staying overnight.

Hospitals have facility to admit and care for inpatients whilst the other clinical establishments are described as clinics or polyclinics or day care centres. There are other exceptions too like Hospice etc.

The general hospital, may have multiple departments taking care of many kinds of disease and Injury, and normally has an emergency department to deal with immediate and urgent care.

Specialized hospitals may include trauma centres, rehabilitation hospitals, children's hospitals, Mental hospitals or, and hospitals for dealing with specific medical needs such as psychiatric problems (psychiatric hospital) or Sanatorium, certain disease categories such as neurology, cardiology, oncology, or orthopaedic, IVF and so forth.

Some hospitals are affiliated with universities for medical research and the training of medical personnel such as physicians and nurses, often called teaching hospitals. Guidelines laid down by MCI or other legal bodies shall be applicable to such hospitals. The minimum standards will not apply to them.

A hospital can be situated in rural or urban setting. It can be run by Public Sector (Central government or State government or Local government or Public Sector undertaking or Registered Society etc) or by Private Sector (Individual Proprietorship or Registered Partnership or Registered Company or Co-operative Society or Trust or Charitable etc).

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognised allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) –

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by Doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics & Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Single or Multiple basic medical Specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

2. Scope

The scope of services that may be provided at a hospital(level 1A &1B) practising Allopathy – Modern system of Medicine may include patient-care services in any or all of the following specialities:

- 2.1. General Medicine
- 2.2. Obstetrics & Gynaecology (Non-surgical)
- 2.3. Paediatrics
- 2.4. Community Health and Family Medicine
- 2.5. General Dentistry
- 2.6. Basic Support services
 - a) Registration or help desk and billing
 - b) Diagnostic Services:(Can be own or outsourced or Tie up)
 - Collection centre or Laboratory
 - X-ray
 - UltraSonoGraphy
 - c) Waste Management Services (General and Biomedical)

3. Infrastructure

3.1	Signage
3.1.1	The Hospital shall display appropriate signage which shall be in at least two

	languages
3.1.2	The building shall have a board displaying the name of the hospital at a prominent location.
3.1.3	Directional signage shall be placed within the facility to guide the patient(s).
Following informative signage shall be displayed:	
3.1.4	Name of the care provider with registration number.
3.1.5	Registration details of the hospital as applicable.
3.1.6	Availability of fee structure of the various services provided (refer to Clinical Establishments Act 2010 rules & regulation).
3.1.7	Timings of the facility and services provided.
3.1.8	Mandatory information such as under PNDT Act etc.
3.1.9	Important contact numbers such as Blood Banks, Fire Department, Police and Ambulance Services available in the nearby area.
Following safety signage shall be displayed:	
3.1.11	Safety Hazard and Caution signs, for e.g. hazards from electrical shock, inflammable articles, radiation etc shall be displayed at appropriate places, and as applicable under law.
3.1.12	Appropriate Fire exit signage.
3.1.13	Signage for "No Smoking" at prominent places.
3.2.	Other requirements
3.2.1	Access to the hospital shall be comfortable for the patient and or attendants or visitors.
3.2.2	Access shall be provided within the requirements of "Persons with Disabilities Act" and shall be easy for all those whose mobility may be restricted due to whatever cause.
3.2.3	The hospital shall be developed and maintained to provide safe, clean and hygienic environment for patients, their attendants, staff and visitors
3.2.4	The hospital shall have 24hr provision of potable water for drinking & hand hygiene. It shall also have 24 hr supply of electricity, either through direct supply or from other sources.
3.2.5	The hospital shall have clean public toilet(s).
3.2.6	Furniture and fixtures shall be available in accordance with the activities and workload of the hospital. They shall be functional and properly maintained.
	<i>The minimum space requirements shall be as per Appendix 1</i>
	<i>Indicative list of furniture and fixtures is as per Appendix 2</i>

4. Medical Equipment and Instruments:

4.1	The hospital shall have adequate medical equipment and instruments, commensurate to the scope of service and number of beds.
4.2	There shall be established system for maintenance of critical equipment.
4.3	Equipment shall be kept in good working condition through a process of periodic inspection, cleaning and maintenance. Annual maintenance.
	<i>For indicative list of medical equipment and instruments, Please refer to Appendix 3.</i>

5. Drugs, Medical devices and Consumables:

5.1	The hospital shall have adequate drugs, medical devices and consumables commensurate to its scope of services and number of beds.
5.2	Emergency drugs and consumables shall be available at all times.
5.3	Drug storage shall be in a clean, well lit, and safe environment and shall be in consonance with applicable laws and regulations.
5.4	The facility shall have defined procedures for storage, inventory management and dispensing of drugs in pharmacy and patient care areas.
	<i>For indicative list of drugs, medical devices and consumables please refer to Appendix4.</i>

6. Human Resource Requirement

6.1	The hospital shall have qualified and or trained medical and nursing staff as per the scope of service provided and the medical or nursing care.
6.2	The support or paramedical staff shall be qualified and or trained as per the scope of services provided, and as per requirement
6.3	For every staff (including contractual staff), there shall be personal record containing the appointment order, documentary evidence of qualification and or training (and professional registration where applicable).
	<i>For human resource requirements please refer to Appendix5.</i>

7. Support Services:

7.1	The Hospital shall have a Registration or Help-desk & Billing counter.
7.2	The diagnostic services, whether in house or outsourced, shall be commensurate with the scope of service of the hospital.
7.3	Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws
7.4	Segregation, collection, transportation, storage and disposal of biomedical waste shall be done as per Bio medical waste handling rules.
7.5	The Hospital shall arrange transportation of patients for transfer or referral or investigations etc. in safe manner.

8. Legal or Statutory Requirements

8.1	Compliance with local regulations and law.
	<i>Indicative list of legal requirement is as per Appendix 6.</i>

9. Record Maintenance and reporting:

9.1.	The minimum medical records to be maintained and nature of information to be provided by the Hospitals shall be as prescribed by the Clinical Establishment Act
9.2.	Medical Records shall be maintained in physical or digital format.

9.3.	The hospital shall ensure confidentiality, security and integrity of records.
9.4.	The medical records of IPD patients shall be maintained in consonance with National or local law, MCI guidelines, and court orders.
9.5.	The Hospital shall maintain health information and statistics in respect of national programmes, notifiable diseases and emergencies or disasters or epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>For content of medical record refer to Appendix7</i>

10. Basic Processes

10.1.	The hospital shall register all patients who visit the hospital except if the required service is not available in the facility, in which case the patient is guided to the appropriate nearest facility.
10.2.	Patient shall be guided and informed regarding <u>Patients' rights & responsibilities</u> , cost estimates, third party services (e.g. Insurance) etc. Appendix 8.
10.3.	The billing shall be as per the Hospital tariff list, which shall be available to patients in a suitable format.
10.4.	Each patient shall undergo an initial assessment by qualified and or trained personnel.
10.5.	Further management of patient shall be done by a registered medical practitioner on the basis of findings of initial assessment; for example, OPD treatment, admission, transfer or referral, investigation etc.
10.6.	The hospital shall ensure adequate and proper spacing in the patient care area so as to prevent transmission of infections.
10.7.	Regular cleaning of all areas with disinfectant shall be done .
10.8.	Housekeeping or sanitary services shall ensure appropriate hygiene and sanitation in the establishment.
10.9.	At the time of admission of patient, general consent for admission shall be taken.
10.10.	In case of non-availability of beds or where clinical need warrants, the patient shall be referred to another facility along with the required clinical information or notes.
10.11.	Reassessments of the admitted patients shall be done at least once in a day and or according to the clinical needs and these shall be documented.
10.12.	Any examination, treatment or management of female patient shall be done in the presence of an employed female attendant or female nursing staff, if conducted by male personnel inside the hospital and vice versa
10.13.	The patient and family shall be treated with dignity, courtesy and politeness.
10.14.	The Hospital shall provide care of patient as per Standard Treatment Guidelines that may be notified by the Central or State Government (Desirable)
10.15.	The Clinical Establishment shall undertake to provide within the staff and facilities available, such medical examination and treatment as may be required to stabilize the emergency medical condition of any individual who comes or is brought to such clinical establishment.

10.16.	Prescription shall include name of the patient, date, name of medication, dosage, route, frequency, duration, name, signature and registration number of the medical practitioner in legible writing.
10.17.	Drug allergies shall be ascertained before prescribing and administration; if any allergy is discovered, the same shall be communicated to the patient and recorded in the case sheet as well.
10.18.	Patient identity, medication, dose, route, timing, expiry date shall be verified prior to administration of medication.
10.19.	Patients shall be monitored after medication administration and adverse drug reaction or events if any shall be recorded and reported.
10.20.	The hospital shall follow standard precautions like practicing hand hygiene, use of personal protection equipment etc. so as to reduce the risk of healthcare associated infections.
10.21.	Security and safety of patients, staff, visitors and relatives shall be ensured by provision of appropriate safety installations and adoption of appropriate safety measures.
10.22.	The patient and or family members are explained about the disease condition, proposed care, including the risks, alternatives and benefits. They shall be informed on the expected cost of the treatment. They shall also be informed about the progress and any change of condition.
10.23.	Informed consent shall be obtained from the patient or next of kin or legal guardian as and when required as per the prevailing Guidelines or Rules and regulations in the language patient can understand (for e.g. before Invasive procedures, Blood transfusion, HIV testing, etc.). Appendix 9
10.24.	A Discharge summary shall be given to all patients discharged from the hospital.
10.25.	Discharge or Death summary shall also be given to patient and or attendant in case of transfer or Leaving Against Medical Advice or Discharge Against Medical Advice or death
10.26.	The discharge summary shall include the points as mentioned in the Appendix in an understandable language and format. <i>For content of discharge summary refer to Appendix 10.</i>

APPENDIX 1

Minimum space requirements in a hospital level 1 shall be as follows:

Area (Desirable)		
Wards		
1.	Ward bed and surrounding space	6sqmor bed; in addition circulation space of 30% as indicated in total area shall be provided for Nursing station, Ward store, Sanitary etc
Minor Operation Theatre or Procedure room		
2.	OT for minor procedures (where applicable)	10.5sqm
Labour room		
3.	Labour Table and surrounding space	10.5 sqm for labour table
4.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Circulating area, Toilets	10.5 sqm for clean utility and store and 7 sqm for dirty utility and 3.5 sqm for toilet
5.	Bio-medical Waste	5 sqm
Other functional areas(laboratory, diagnostics, front office or reception, waiting area, administrative area etc.) should be appropriately sized as per the scope of service and patient load of the hospital		

Other requirements:

Wards:

1. The ward shall also have designated areas for nursing station, doctors' duty room, store, clean and dirty utility, janitor room, toilets and this shall be provided from circulation area.
2. For a general ward of 12 beds, a minimum of 1 working counter and 1 hand wash basin shall be provided.
3. Distance between beds shall be 1.0 metres.
4. Space at the head end of bed shall be 0.25 metres.
5. Door width shall be 1.2 metres and corridor width 2.5 metres

Labour room:

1. The obstetrical unit shall provide privacy, prevent unrelated traffic through the unit and provide reasonable protection of mothers from infection and from cross-infection.
2. Measures shall be in place to ensure safety and security of neonates.
3. Resuscitation facilities for neonates shall be provided within the obstetrical unit and convenient to the delivery room.
4. The labour room shall contain facilities for medication, hand washing, charting, and storage for supplies and equipment.
5. The labour room shall be equipped with oxygen and suction

Emergency room(if available)

1. Emergency bed and surrounding space shall have minimum 10.5 sq m or bed area.

APPENDIX 2**FURNITURE AND FIXTURES**

S.N	ARTICLES
2.	Examination Table
3.	Writing tables
4.	Chairs
5.	Almirah
6.	Waiting Benches
7.	Medical or Surgical Beds
8.	Labour Table- if applicable
9.	Wheel Chair or Stretcher
10.	Medicine Trolley, Instrument Trolley
11.	Screens or curtains
12.	Foot Step
13.	Bed Side Table
14.	Baby Cot- if applicable
15.	Stool
16.	Medicine Chest
17.	Examination Lamp
18.	View box
19.	Fans
20.	Tube Light or lighting fixtures
21.	Wash Basin
22.	IV Stand
23.	Colour coded bins for BMW

****This is an indicative list and the items shall be provided as per the size of the hospital and scope of service.***

APPENDIX 3**EQUIPMENT****a. EMERGENCY EQUIPMENT**

S. No.	Name of Emergency Equipment
1	Resuscitation equipment including Laryngoscope, endotracheal tubes, suction equipment, xylocaine spray, oropharyngeal and nasopharyngeal airways, Ambu Bag- Adult & Paediatric (neonatal if indicated)
2	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories (Desirable)
5	Equipment for dressing or bandaging or suturing
6	Basic diagnostic equipment- Non mercury Blood Pressure Apparatus, Stethoscope, weighing machine, thermometer (Non mercury)
7	ECG Machine
8	Pulse Oximeter (Desirable)
9	Nebulizer with accessories

b. Other equipment and consumables, which shall also be available in good working condition as per the scope of services and bed strength (some of the emergency equipment are already mentioned above).

Department	Equipment	Level 1A	Level 1B	Level 2	Level 3
NON MEDICAL					
Administration					
	Office equipment	Yes	Yes	Yes	Yes
	Office furniture	Yes	Yes	Yes	Yes
Electricity					
	Emergency lights	Yes	Yes	Yes	Yes
Water Supply					
	Hand-washing sinks or taps or bowls on stands in all areas	Yes	Yes	Yes	Yes
	Storage tank	Yes	Yes	Yes	Yes
	Water purification	Yes	Yes	Yes	Yes

	chemicals or filter				
	Water source for drinking water	Yes	Yes	Yes	Yes
Waste Disposal					
	Buckets for contaminated waste in all treatment areas	Yes	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes	Yes
	Sharps containers in all treatment areas	Yes	Yes	Yes	Yes
Safety					
	Fire extinguisher	Yes	Yes	Yes	Yes
Vehicle(OwnorOutsourced)					
	Vehicle 4 wheeler	Desirable	Desirable	Yes	Yes
	Ambulance	Yes	Yes	Yes	Yes
Medical Stores					
	Lockable storage	Yes	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes	Yes
Kitchen(OwnorOutsourced)					
	Cooking pots and utensils	Yes	Yes	Yes	Yes
	Cooking stove	Yes	Yes	Yes	Yes
	Food refrigeration	Yes	Yes	Yes	Yes
	Plates, cups & cutlery	Yes	Yes	Yes	Yes
	Storage	Yes	Yes	Yes	Yes
	Washing and drying area facilities	Yes	Yes	Yes	Yes
Laundry(OwnorOutsourced)					
	Detergentorsoap	Yes	Yes	Yes	Yes
	Washing and rinsing equipmentorbowls	Yes	Yes	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes	Yes
Housekeeping(OwnorOutsourced)					
	Buckets	Yes	Yes	Yes	Yes
	Soap and	Yes	Yes	Yes	Yes

	disinfectant				
MEDICAL					
Outpatient Rooms					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Container for sharps disposal	Yes	Yes	Yes	Yes
	Desk and chairs	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Light source	Yes	Yes	Yes	Yes
	Minor surgical instruments	No	Yes	Yes	Yes
	Ophthalmoscope	No	No	Yes (as applicable)	Yes
	Otoscope	No	No	Yes (as applicable)	Yes
	Patellar hammer	Yes	Yes	Yes	Yes
	Receptacle for soiled pads, dressings, etc.	Yes	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes	Yes
	Sutures	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Torch with extra batteries	Yes	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes	Yes
Women and Child health examination room					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Contraceptive supplies	Yes	Yes	Yes	Yes
	Birth register	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table with stirrups	Yes	Yes	Yes	Yes
	Fetal stethoscope	No	Yes	Yes	Yes
	Doppler	No	No	No	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Height measure	Yes	Yes	Yes	Yes
	IUD insertion set	Yes	Yes	Yes	Yes
	Pregnant woman Register	Yes	Yes	Yes	Yes
	Speculum and vaginal examination kit	Yes	Yes	Yes	Yes
	Syringes and needles	Yes	Yes	Yes	Yes
	Tape measure	Yes	Yes	Yes	Yes
	Tocardiograph	No	Yes	Yes	Yes

Labour room					
	Baby scales	Yes	Yes	Yes	Yes
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Clean delivery kits and cord ties	Yes	Yes	Yes	Yes
	Curtains if more than one bed	Yes	Yes	Yes	Yes
	Delivery bed and bed linen	Yes	Yes	Yes	Yes
	Fetal stethoscope	Yes	Yes	Yes	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	IV treatment sets	Yes	Yes	Yes	Yes
	Latex gloves and protective clothing	Yes	Yes	Yes	Yes
	Linens for newborns	Yes	Yes	Yes	Yes
	Mucus extractor	Yes	Yes	Yes	Yes
	Oral airways, various sizes	Yes	Yes	Yes	Yes
	Oxygen cylinder or concentrator	Yes	Yes	Yes	Yes
	Partograph charts	Yes	Yes	Yes	Yes
	Self inflating bag and mask - adult and neonatal size	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Suturing sets	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Tray with routine & emergency drugs, syringes and needles	Yes	Yes	Yes	Yes
	Urinary catheters and collection bags	Yes	Yes	Yes	Yes
	Vacuum extractor set	Yes	Yes	Yes	Yes
	Work surface near bed for newborn resuscitation	Yes	Yes	Yes	Yes
Inpatient Wards					
	Basic examination equipment (stethoscope, Non mercury BP Apparatus (etc)	Yes	Yes	Yes	Yes

	Beds, washable mattresses and linen	Yes	Yes	Yes	Yes
	Curtains	Yes	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes	Yes
	Dressing trolley or Medicine trolley	Yes	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes	Yes
	IV stands	Yes	Yes	Yes	Yes
	Medicine storage cabinet	Yes	Yes	Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Urinals and bedpans	Yes	Yes	Yes	Yes
Operation Theatre : If available					
	Adequate storage	Yes	Yes	Yes	Yes
	Ambu resuscitation set with adult and child masks	Yes	Yes	Yes	Yes
	Defibrillator			Yes	Yes
	Electro cautery	No	Yes	Yes	Yes
	Fixed operating lights	No	No	No	Yes
	Fixed suction machine	No		No	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Instrument tray	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	Laryngoscope set	No		Yes	Yes
	Mayo Stand	Yes	Yes	Yes	Yes
	Mobile operating light	Yes	Yes	Yes	Yes
	Ophthalmic Operating Microscope	No	No	Yes (as applicable)	Yes (as applicable)
	Oral airways, various sizes	No		Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	Portable suction machine	Yes	Yes	Yes	Yes
	Safety Box	No		Yes	Yes

	Sphygmomanometer (Non Mercury) and stethoscope	Yes	Yes	Yes	Yes
	Stool adjustable height	No	Yes	Yes	Yes
	Operating table	No	Yes	Yes	Yes
	IV Therapy Equipment	No			
	Anesthesia Equipment Anesthetic trolley or machine	No	Yes	Yes	Yes
	CO2 Monitor	No		Yes	Yes
	O2 Monitor	No		Yes	Yes
	Endoscopic equipment and necessary accessories	No	No	No	Yes
	Bronchoscope	No	No	Desirable	Yes
	Colonoscope	No	No	Desirable	Yes
	Endoscope	No	No	Desirable	Yes
	Fiber Optic Laryngoscope	No	No	Desirable	Yes
Central Supply					
	Amputation set	No	No	No	Yes
	Caesarean or hysterectomy set	No	No	Yes	Yes
	Dilatation and curettage set	No	No	Yes	Yes
	Endoscopic instrument cleaning machines and solutions	No	No	No	Yes
	Hernia set	No	No	Yes	Yes
	Laparotomy set	No	No	Yes	Yes
	Linens	Yes	Yes	Yes	Yes
	Locked storage	Yes	Yes	Yes	Yes
	Operating drapes	No	Yes	Yes	Yes
	Ophthalmic instrument	No	No	Yes	Yes
	Protective caps, aprons, shoes and gowns etc.	Yes	Yes	Yes	Yes
	Pelvic or fistula repair set	No	No	No	Yes
	Sterile gloves	Yes	Yes	Yes	Yes
	Sterilization equipment for instrument and linens	Yes	Yes	Yes	Yes
	Surgical supplies (e.g., sutures, dressings, etc.)	Yes	Yes	Yes	Yes
	Thoracocentesis set	No	No	No	Yes
	Thoracostomy set with	No	No	No	Yes

	appropriate tubes and water seal bottles				
	Thoracotomy set	No	No	No	Yes
	Thyroid or Parathyroid set	No	No	No	Yes
	Tracheostomy set	No	No	Yes	Yes
	Tubal ligation set	No	No	Yes	Yes
	Vascular repair set	No	No	Yes	Yes
	Other equipment as per the specialized services available shall also be there				

APPENDIX 4**DRUGS, MEDICAL DEVICES AND CONSUMABLES****a. List of Emergency Drugs and consumables (Essential in all hospitals)**

Sl. No.	Name of the Drug
	<i>INJECTIONECTIONS</i>
1.	Injection. Diazepam 10 Mg
2.	Injection. Frusemide 20 Mg
3.	Injection. Ondansetron 8 Mgor4ml
4.	Injection. Ranitidine
5.	Injection Nor Adrenaline 4 Mg
6.	Injection. Phenytoin 50 Mg
7.	Injection Diclofenac 75 Mg
8.	Injection. Deriphylline
9.	Injection Chlorpheniramine Maleate
10.	Injection. Hydrocortisone 100 Mg
11.	Injection. Atropine 0.6 Mg
12.	Injection. Adrenaline 1 Mg
13.	Injection. Kcl
14.	Sterile Water
15.	Injection. Soda Bicarbonate
16.	Injection. Dopamine
17.	Injection. Nalaxone 400 Mcg
18.	Injection. Lignocaine 50 Ml
19.	Tab. Sorbitrate
20.	Tab. Aspirin
21.	Injection. Tetanus
	<i>Other</i>
22.	Neb. Salbutamol2.5 Ml
23.	Neb. Budesonide

24.	Lignocaine Jelly 2%
25.	Activated Charcoal
26.	Calcium (Injection Or Tab)
	Fluids
27.	RL 500 ML
28.	NS 500 ML
29.	NS 250 ML
30.	NS 100 ML
31.	DNS 500 ML
32.	Dextrose 5% 500 ML
33.	Dextrose 10% 500 ML
34.	Pediatric Iv Infusion Solution 500 ML

- b. The other drugs and consumables shall be available as per the scope of services, bed strength and patient turnover.

APPENDIX 5**HUMAN RESOURCE**

The Human Resource requirement for any hospital depends on the scope of services provided by the hospitals, bed strength and workload of the hospital.

However on the basis of level of care provided the minimum staffing requirements for Hospital level 1 shall be as follows:

1.	Doctor	Qualified doctor shall be available round the clock on site. Level 1A shall have a MBBS qualified doctor. (Qualified doctor is a MBBS approved as per state government rules & regulations as applicable from time to time). Level 1B shall have MBBS doctor with required post-graduation qualification.
2.	Nurses	Qualified nurses per unit per shift shall be available as per requirement laid down by "The Indian Nursing Council, 1985", occupancy rate and distribution of bed.
3.	Pharmacist (If in house pharmacy available)	1 in a hospital
4.	Lab Technician (if in house laboratory service available)	1 in a hospital (minimum DMLT) BSc, MSc ,MLT(Desirable)
5.	X-ray Technician (if in house X-ray facility available)	1 in a hospital (minimum Diploma in X Ray Technician course)
6.	Multi Task staff	Minimum 1

Requirement of other staff (Support and administrative) will depend on the scope of the hospital.

APPENDIX 6**LIST OF LEGAL REQUIREMENTS**

Below is the list of legal requirements to be complied with by a hospital as applicable by the local state health authority (**all may not be applicable**):

Sn	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired or valid or NA)
1	Registration under Nursing Home Act or Medical Establishment Act				
2	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3	AERB Licenses				
4	NOC from Fire Department				
5	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				
	Pollution Control Licenses				
6	Building Completion Licenses				
7	Lift license for each lift				
8	DG Set Approval for Commissioning				
9	Diesel Storage Licenses				
10	Retail and bulk drug license (pharmacy)				
11	Food Safety Licenses				
12	Narcotic Drug Licenses				
13	Medical Gases Licenses or Explosives Act				
14	Clinical Establishments and Registration (if applicable)				
15	Blood Bank Licenses				
16	MoU or agreement with outsourced human resource agencies as per labor laws				
17	Spirit License				
18	Electricity rules				
19	Provident fund or ESI Act				
20	MTP Act				
21	PC PNDT Act				
22	Sales Tax registration				
23	PAN				
24	No objection certificate under Pollution Control Act (Air or Water)				
25	Arms Act, 1950 (if guards have weapons)				

APPENDIX 7**CONTENT OF MEDICAL RECORD**

Medical record shall contain, at the least, the following information:

S. No.	Content
1.	Name & Registration number of treating doctor
2.	Name, demographic details & contact number of patient
3.	Relevant Clinical history, Assessment and re-assessment findings, nursing notes and Diagnosis
4.	Investigation reports
5.	Details of medical treatment, invasive procedures, surgery and other care provided
6.	Applicable consents
7.	Discharge summary
8.	Cause-of-death certificate & Death Summary (where applicable)

APPENDIX 8

Patients' rights and responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

41. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
42. Rate of services provided by the clinical establishment would be displayed prominently.
43. To access a copy of case papers, patient records, investigations reports and detailed bill.
44. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
45. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
46. To confidentiality, human dignity and privacy during treatment.
47. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
48. To non-discrimination about treatment and behaviour on the basis of HIV status
49. To choose alternative treatment if options are available
50. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination, treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

APPENDIX 9**INFORMED CONSENT or CONSENT GUIDELINES**

The informed consent shall at the least contain the following information in an understandable language and format (desirably which a lay person can easily understand)

Sl. No.	Content
1.	Name of the patient or guardian (in case of minor or mentally disabled).
2.	Registration number of patient
3.	Date of admission
4.	Name & Registration number of treating doctor
5.	Name of procedure or operation or investigation or blood transfusion or anaesthesia and potential complications should be explained
6.	Signature of patient or guardian with date and time

APPENDIX 10**DISCHARGE SUMMARY**

The discharge summary shall at the least contain the following information in any understandable language and format:

Sl.no.	Content
1.	Name & Registration number of treating doctor
2.	Name, demographic details & contact number of patient, if available
3.	Date of admission and discharge
4.	Relevant clinical history, assessment findings and diagnosis
5.	Investigation results,
6.	Details of medical treatment, invasive procedures, surgery and other care provided
7.	Discharge advice (medications and other instructions).
8.	Instruction about when and how to obtain urgent care.

**Clinical Establishments
Act
Standard for**

HOSPITAL (LEVEL 1A &1B)

Standard No. CEA orHospital - 001

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Categorization of Hospitals

The minimum standards for Allopathic hospitals under Clinical Establishments Act, 2010 are developed on the basis of level of care provided, as defined below:

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognized allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) –

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics & Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Single or Multiple basic medical Specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

Hospital Level 2 (Non-Teaching)

This level may include all the services provided at level 1(A) and 1(B) and services through other medical specialties given as under, in addition to basic medical specialty given under 1(B) like:

- k. Orthopaedics
- l. ENT
- m. Ophthalmology
- n. Dental

- o. Emergency with or without ICU
- p. Anaesthesia
- q. Psychiatry
- r. Skin
- s. Pulmonary Medicine
- t. Rehabilitation, etc.

And support systems required for the above services like Pharmacy, Laboratory, Imaging facilities, Operation Theatre etc.

Example: District Hospital, Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 3 (Non-Teaching) Super-specialty services -

This level may include all the services provided at level 1(A), 1(B) and 2 and services of one or more of the super specialty with distinct departments and/or also Dentistry if available. It will have other support systems required for services like pharmacy, Laboratory, and Imaging facility, Operation Theatre etc.

Example: Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 4 (Teaching) -

This level will include all the services provided at level 2 and may also have Level 3 facilities. It will however have the distinction of being teaching or training institution and it may or may not have super specialties. Tertiary healthcare services at this level can be provided through specialists and may be super specialists (if available). It will have other support systems required for these services. It shall also include the requirement of MCI or other registering body for teaching hospitals and will be governed by their rules. However registration of teaching Hospitals will also be required under Clinical Establishment Act for purpose other than those covered under MCI such as, records maintenance and reporting of information and statistics, and compliance to range of rates for Medical and Surgical procedures, etc.

Clinical Establishment Act Standards for Hospital (LEVEL 1A 1B)

11. Definition

A hospital is a clinical establishment providing patient treatment by qualified and trained staff and equipment through Allopathy - Modern system of medicine; where the patients are 'admitted' and stay overnight or more and they are referred as 'inpatients'; while some patients may go to a hospital just for diagnosis, treatment, or therapy and then leave, they are referred as 'outpatients' without staying overnight.

Hospitals have facility to admit and care for inpatients whilst the other clinical establishments are described as clinics or polyclinics or day care centres. There are other exceptions too like Hospice etc.

The general hospital, may have multiple departments taking care of many kinds of disease and Injury, and normally has an emergency department to deal with immediate and urgent care.

Specialized hospitals may include trauma centres, rehabilitation hospitals, children's hospitals, Mental hospitals or, and hospitals for dealing with specific medical needs such as psychiatric problems (psychiatric hospital) or Sanatorium, certain disease categories such as neurology, cardiology, oncology, or orthopaedic, IVF and so forth.

Some hospitals are affiliated with universities for medical research and the training of medical personnel such as physicians and nurses, often called teaching hospitals. Guidelines laid down by MCI or other legal bodies shall be applicable to such hospitals. The minimum standards will not apply to them.

A hospital can be situated in rural or urban setting. It can be run by Public Sector (Central government or State government or Local government or Public Sector undertaking or Registered Society etc) or by Private Sector (Individual Proprietorship or Registered Partnership or Registered Company or Co-operative Society or Trust or Charitable etc).

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognised allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) –

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by Doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics &Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Singleor Multiple basic medical Specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

12. Scope

The scope of services that may be provided at a hospital(level 1A &1B) practising Allopathy – Modern system of Medicine may include patient-care services in any or all of the following specialities:

- 2.7. General Medicine
- 2.8. Obstetrics & Gynaecology (Non-surgical)
- 2.9. Paediatrics
- 2.10. Community Health and Family Medicine
- 2.11. General Dentistry
- 2.12. Basic Support services
 - d) Registration or help desk and billing
 - e) Diagnostic Services:(Can be ownoroutsourcedorTie up)
 - Collection centreorLaboratory
 - X-ray
 - USG
 - f) Waste Management Services (General and Biomedical)

13. Infrastructure

3.1	Signage
3.1.1	The Hospital shall display appropriate signage which shall be in at least two languages. A board stating “24 hours emergency available” is desirable.
3.1.2	The building shall have a board displaying the name of the hospital at a prominent location.
3.1.3	Directional signage shall be placed within the facility to guide the patient(s). The directional signages should be permitted outside in the nearby vicinity of

	the hospital or Nursing Home to facilitate easy access
Following informative signage shall be displayed:	
3.1.4	Name of the care provider with registration number.
3.1.5	Registration details of the hospital as applicable.
3.1.6	Availability of fee structure of the various services provided (refer to CEA 2010 rules & regulation).
3.1.7	Timings of the facility and services provided.
3.1.8	Mandatory information such as under PNDT Act etc.
3.1.9	Important contact numbers such as Blood Banks, Fire Department, Police and Ambulance Services available in the nearby area.
Following safety signage shall be displayed:	
3.1.11	Safety Hazard and Caution signs, for e.g. hazards from electrical shock, inflammable articles, radiation etc shall be displayed at appropriate places, and as applicable under law.
3.1.12	Appropriate Fire exit signage.
3.1.13	Signage for "No Smoking" at prominent places.
3.2. Other requirements	
3.2.1	Access to the hospital shall be comfortable for the patient and/or attendants/visitors.
3.2.2	Access shall be provided within the requirements of "Persons with Disabilities Act" and shall be easy for all those whose mobility may be restricted due to whatever cause.
3.2.3	The hospital shall be developed and maintained to provide safe, clean and hygienic environment for patients, their attendants, staff and visitors
3.2.4	The hospital shall have 24hr provision of potable water for drinking & hand hygiene. It shall also have 24 hr supply of electricity, either through direct supply or from other sources.
3.2.5	The hospital shall have clean public toilet(s).
3.2.6	Furniture and fixtures shall be available in accordance with the activities and workload of the hospital. They shall be functional and properly maintained.
	<i>The minimum space requirements shall be as per Appendix 1</i>
	<i>Indicative list of furniture and fixtures is as per Appendix 2</i>

14. Medical Equipment and Instruments:

4.1	The hospital shall have adequate medical equipment and instruments, commensurate to the scope of service and number of beds.
4.2	There shall be established system for maintenance of critical equipment.
4.3	Equipment shall be kept in good working condition through a process of periodic inspection, cleaning and maintenance. Annual maintenance.
	<i>For indicative list of medical equipment and instruments, Please refer to Appendix 3.</i>

15. Drugs, Medical devices and Consumables:

5.1	The hospital shall have adequate drugs, medical devices and consumables commensurate to its scope of services and number of beds.
5.2	Emergency drugs and consumables shall be available at all times.
5.3	Drug storage shall be in a clean, well lit, and safe environment and shall be in consonance with applicable laws and regulations.
5.4	The facility shall have defined procedures for storage, inventory management and dispensing of drugs in pharmacy and patient care areas.
	<i>For indicative list of drugs, medical devices and consumables please refer to Appendix4.</i>

16. Human Resource Requirement

6.1	The hospital shall have qualified and/or trained medical and nursing staff as per the scope of service provided and the medical or nursing care.
6.2	The support or paramedical staff shall be qualified and/or trained as per the scope of services provided, and as per requirement
6.3	For every staff (including contractual staff), there shall be personal record containing the appointment order, documentary evidence of qualification and/or training (and professional registration where applicable).
	<i>For human resource requirements please refer to Appendix5.</i>

17. Support Services:

7.1	The Hospital shall have a Registration or Help-desk & Billing counter.
7.2	The diagnostic services, whether in house or outsourced, shall be commensurate with the scope of service of the hospital.
7.3	Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws
7.4	Segregation, collection, transportation, storage and disposal of biomedical waste shall be done as per Bio medical waste handling rules.
7.5	The Hospital shall arrange transportation of patients for transfer or referral or investigations etc. in safe manner. The arrangement can be out sourced or self owned.

18. Legal or Statutory Requirements

8.1	Compliance with local regulations and law.
	<i>Indicative list of legal requirement is as per Appendix 6.</i>

19. Record Maintenance and reporting:

9.6.	The minimum medical records to be maintained and nature of information to be provided by the Hospitals shall be as prescribed by the Clinical Establishment Act
9.7.	Medical Records shall be maintained in physical or digital format.
9.8.	The hospital shall ensure confidentiality, security and integrity of records.
9.9.	The medical records of IPD patients shall be maintained in consonance with National or local law, MCI guidelines, and court orders.
9.10.	The Hospital shall maintain health information and statistics in respect of national programmes, notifiable diseases and emergencies or disasters or epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>For content of medical record refer to Appendix 7</i>

20. Basic Processes

10.27.	The hospital shall register all patients who visit the hospital except if the required service is not available in the facility, in which case the patient is guided to the appropriate nearest facility.
10.28.	Patient shall be guided and informed regarding <u>Patients' rights & responsibilities</u> , cost estimates, third party services (e.g. Insurance) etc. Appendix 8 .
10.29.	The billing shall be as per the Hospital tariff list, which shall be available to patients in a suitable format.
10.30.	Each patient shall undergo an initial assessment by qualified and/or trained personnel.
10.31.	Further management of patient shall be done by a registered medical practitioner on the basis of findings of initial assessment; for example, OPD treatment, admission, transfer or referral, investigation etc.
10.32.	The hospital shall ensure adequate and proper spacing in the patient care area so as to prevent transmission of infections.
10.33.	Regular cleaning of all areas with disinfectant shall be done .
10.34.	Housekeeping or sanitary services shall ensure appropriate hygiene and sanitation in the establishment.
10.35.	At the time of admission of patient, general consent for admission shall be taken.
10.36.	In case of non-availability of beds or where clinical need warrants, the patient shall be referred to another facility along with the required clinical information or notes.
10.37.	Reassessments of the admitted patients shall be done at least once in a day and/or according to the clinical needs and these shall be documented.
10.38.	Any examination, treatment or management of female patient shall be done in the presence of an employed female attendant or female nursing staff, if conducted by male personnel inside the hospital and vice versa
10.39.	The patient and family shall be treated with dignity, courtesy and politeness.

10.40.	The Hospital shall provide care of patient as per Standard Treatment Guidelines that may be notified by the Central or State Government (Desirable)
10.41.	The Clinical Establishment shall undertake to provide within the staff and facilities available, such medical examination and treatment as may be required to stabilize the emergency medical condition of any individual who comes or is brought to such clinical establishment.
10.42.	Prescription shall include name of the patient, date, name of medication, dosage, route, frequency, duration, name, signature and registration number of the medical practitioner in legible writing.
10.43.	Drug allergies shall be ascertained before prescribing and administration; if any allergy is discovered, the same shall be communicated to the patient and recorded in the case sheet as well.
10.44.	Patient identity, medication, dose, route, timing, expiry date shall be verified prior to administration of medication.
10.45.	Patients shall be monitored after medication administration and adverse drug reaction events if any shall be recorded and reported.
10.46.	The hospital shall follow standard precautions like practicing hand hygiene, use of personal protection equipment etc. so as to reduce the risk of healthcare associated infections.
10.47.	Security and safety of patients, staff, visitors and relatives shall be ensured by provision of appropriate safety installations and adoption of appropriate safety measures.
10.48.	The patient and/or family members are explained about the disease condition, proposed care, including the risks, alternatives and benefits. They shall be informed on the expected cost of the treatment. They shall also be informed about the progress and any change of condition.
10.49.	Informed consent shall be obtained from the patient or next of kin or legal guardian as and when required as per the prevailing Guidelines or Rules and regulations in the language patient can understand (for e.g. before Invasive procedures, Blood transfusion, HIV testing, etc.). Appendix 9
10.50.	A Discharge summary shall be given to all patients discharged from the hospital.
10.51.	Discharge or Death summary shall also be given to patient and/or attendant in case of transfer LAMA or DAMA or death
10.52.	The discharge summary shall include the points as mentioned in the Appendix in an understandable language and format. <i>For content of discharge summary refer to Appendix 10.</i>

APPENDIX 1**Minimum space requirements in a hospital level 1 shall be as follows:**

Note: Structural changes should be applicable to the Nursing home or Hospitals constructed after the implementation of CEA since it is not possible to change the existing structures, especially with restrictions of building bye-laws

Area (Desirable)		
Wards		
1.	Ward bed and surrounding space	6sqmor bed; Desirable: in addition circulation space of 30% as indicated in total area shall be provided for Nursing station, Ward store, Sanitary etc
Minor Operation Theatre or Procedure room		
2.	OT for minor procedures (where applicable)	10.5sqm (Desirable)
Labour room		
3.	Labour Table and surrounding space	10.5 sqm or labour table
4.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Circulating area, Toilets	10.5 sqm for clean utility and store and 7 sqm for dirty utility and 3.5 sqm for toilet
5.	Bio-medical Waste	5 sqm
Other functional areas (laboratory, diagnostics, front office or reception, waiting area, administrative area etc.) should be appropriately sized as per the scope of service and patient load of the hospital		

Other requirements:**Wards:**

6. The ward shall also have designated areas for nursing station, doctors' duty room, store, clean and dirty utility, janitor room, toilets and this shall be provided from circulation area.
7. For a general ward of 12 beds, a minimum of 1 working counter and 1 hand wash basin shall be provided.
8. Distance between beds shall be 1.0 metres (**Desirable**).
9. Space at the head end of bed shall be 0.25 metres.
10. Door width shall be 1.2 metres (**Desirable**) and corridor width 2.5 metres (**Desirable**).

Labour room:

6. The obstetrical unit shall provide privacy, prevent unrelated traffic through the unit and provide reasonable protection of mothers from infection and from cross-infection.
7. Measures shall be in place to ensure safety and security of neonates.
8. Resuscitation facilities for neonates shall be provided within the obstetrical unit and convenient to the delivery room.
9. The labour room shall contain facilities for medication, hand washing, charting, and storage for supplies and equipment.
10. The labour room shall be equipped with oxygen and suction

Emergency room(if available)

24. Emergency bed and surrounding space shall have minimum 10.5 sq mor bed area(Desirable).

APPENDIX 2**FURNITURE AND FIXTURES**

sn	ARTICLES
1	Examination Table
2	Writing tables
3	Chairs
4	Almirah
5	Waiting Benches
6	Medical or Surgical Beds
7	Labour Table- if applicable
8	Wheel Chair or Stretcher
9	Medicine Trolley, Instrument Trolley
10	Screens or curtains
11	Foot Step
12	Bed Side Table
13	Baby Cot- if applicable
14	Stool
15	Medicine Chest
16	Examination Lamp
17	View box
18	Fans
19	Tube Light or lighting fixtures
20	Wash Basin
21	IV Stand
22	Colour coded bins for BMW

****This is an indicative list and the items shall be provided as per the size of the hospital and scope of service.***

APPENDIX 3**EQUIPMENTS****c. EMERGENCY EQUIPMENT**

S. No.	Name of Emergency Equipment
1	Resuscitation equipment including Laryngoscope, endotracheal tubes, suction equipment, xylocaine spray, oropharyngeal and nasopharyngeal airways, Ambu Bag- Adult & Paediatric (neonatal if indicated)
2	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories (Desirable)
5	Equipment for dressing or bandaging or suturing
6	Basic diagnostic equipment- Non mercury Blood Pressure Apparatus, Stethoscope, weighing machine, thermometer (Non mercury)
7	ECG Machine
8	Pulse Oximeter (Desirable)
9	Nebulizer with accessories

d. Other equipment and consumables, which shall also be available in good working condition as per the scope of services and bed strength (some of the emergency equipment are already mentioned above).

Department	Equipment	Level 1A	Level 1B	Level 2	Level 3
NON MEDICAL					
Administration					
	Office equipment	Yes	Yes	Yes	Yes
	Office furniture	Yes	Yes	Yes	Yes
Electricity					
	Emergency lights	Yes	Yes	Yes	Yes
Water Supply					
	Hand-washing sinks or taps or bowls on stands in all areas	Yes	Yes	Yes	Yes
	Storage tank	Yes	Yes	Yes	Yes

	Water purification chemicals or filter	Yes	Yes	Yes	Yes
	Water source for drinking water	Yes	Yes	Yes	Yes
Waste Disposal					
	Buckets for contaminated waste in all treatment areas	Yes	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes	Yes
	Sharps containers in all treatment areas	Yes	Yes	Yes	Yes
Safety					
	Fire extinguisher	Yes	Yes	Yes	Yes
Vehicle(OwnorOutsourced)					
	Vehicle wheeler 4	Desirable	Desirable	Yes	Yes
	Ambulance	Yes	Yes	Yes	Yes
Medical Stores					
	Lockable storage	Yes	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes	Yes
Kitchen(OwnorOutsourced)					
	Cooking pots and utensils	Yes	Yes	Yes	Yes
	Cooking stove	Yes	Yes	Yes	Yes
	Food refrigeration	Yes	Yes	Yes	Yes
	Plates, cups & cutlery	Yes	Yes	Yes	Yes
	Storage	Yes	Yes	Yes	Yes
	Washing and drying area facilities	Yes	Yes	Yes	Yes
Laundry(OwnorOutsourced)					
	Detergentorsoap	Yes	Yes	Yes	Yes
	Washing and rinsing equipmentorbowls	Yes	Yes	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes	Yes
Housekeeping(OwnorOutsourced)					
	Buckets	Yes	Yes	Yes	Yes

	Soap and disinfectant	Yes	Yes	Yes	Yes
MEDICAL					
Outpatient Rooms					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Container for sharps disposal	Yes	Yes	Yes	Yes
	Desk and chairs	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Light source	Yes	Yes	Yes	Yes
	Minor surgical instruments	No	Yes	Yes	Yes
	Ophthalmoscope	No	No	Yes (as applicable)	Yes
	Otoscope	No	No	Yes (as applicable)	Yes
	Patellar hammer	Yes	Yes	Yes	Yes
	Receptacle for soiled pads, dressings, etc.	Yes	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes	Yes
	Sutures	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Torch with extra batteries	Yes	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes	Yes
Women and Child health examination room					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Contraceptive supplies	Yes	Yes	Yes	Yes
	Birth register	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table with stirrups	Yes	Yes	Yes	Yes
	Fetal stethoscope	No	Yes	Yes	Yes

	Doppler	No	No	No	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Height measure	Yes	Yes	Yes	Yes
	IUD insertion set	Yes	Yes	Yes	Yes
	Pregnant woman Register	Yes	Yes	Yes	Yes
	Speculum and vaginal examination kit	Yes	Yes	Yes	Yes
	Syringes and needles	Yes	Yes	Yes	Yes
	Tape measure	Yes	Yes	Yes	Yes
	Tococardiograph	No	Yes	Yes	Yes
Labour room					
	Baby scales	Yes	Yes	Yes	Yes
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Clean delivery kits and cord ties	Yes	Yes	Yes	Yes
	Curtains if more than one bed	Yes	Yes	Yes	Yes
	Delivery bed and bed linen	Yes	Yes	Yes	Yes
	Fetal stethoscope	Yes	Yes	Yes	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	IV treatment sets	Yes	Yes	Yes	Yes
	Latex gloves and protective clothing	Yes	Yes	Yes	Yes
	Linens for newborns	Yes	Yes	Yes	Yes
	Mucus extractor	Yes	Yes	Yes	Yes
	Oral airways, various sizes	Yes	Yes	Yes	Yes
	Oxygen cylinder or concentrator	Yes	Yes	Yes	Yes
	Partograph charts	Yes	Yes	Yes	Yes
	Self inflating bag and mask - adult and neonatal size	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Suturing sets	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Tray with routine & emergency drugs, syringes and needles	Yes	Yes	Yes	Yes

	Urinary catheters and collection bags	Yes	Yes	Yes	Yes
	Vacuum extractor set	Yes	Yes	Yes	Yes
	Work surface near bed for newborn resuscitation	Yes	Yes	Yes	Yes
Inpatient Wards					
	Basic examination equipment (stethoscope, Non mercury BP Apparatus (etc)	Yes	Yes	Yes	Yes
	Beds, washable mattresses and linen	Yes	Yes	Yes	Yes
	Curtains	Yes	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes	Yes
	Dressing trolley or Medicine trolley	Yes	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes	Yes
	IV stands	Yes	Yes	Yes	Yes
	Medicine storage cabinet	Yes	Yes	Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Urinals and bedpans	Yes	Yes	Yes	Yes
Operation Theatre		If available			
	Adequate storage	Yes	Yes	Yes	Yes
	Ambu resuscitation set with adult and child masks	Yes	Yes	Yes	Yes
	Defibrillator			Yes	Yes
	Electro cautery	No	Yes	Yes	Yes
	Fixed operating lights	No	No	No	Yes
	Fixed suction machine	No		No	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Instrument tray	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	Laryngoscope set	No		Yes	Yes
	Mayo Stand	Yes	Yes	Yes	Yes

	Mobile operating light	Yes	Yes	Yes	Yes
	Ophthalmic Operating Microscope	No	No	Yes (as applicable)	Yes (as applicable)
	Oral airways, various sizes	No		Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	Portable suction machine	Yes	Yes	Yes	Yes
	Safety Box	No		Yes	Yes
	Sphygmomanometer (Non Mercury) and stethoscope	Yes	Yes	Yes	Yes
	Stool adjustable height	No	Yes	Yes	Yes
	Operating table	No	Yes	Yes	Yes
	IV Therapy Equipment	No			
	Anesthesia Equipment Anesthetic trolley or machine	No	Yes	Yes	Yes
	CO2 Monitor	No		Yes	Yes
	O2 Monitor	No		Yes	Yes
	Endoscopic equipment and necessary accessories	No	No	No	Yes
	Bronchoscope	No	No	Desirable	Yes
	Colonoscope	No	No	Desirable	Yes
	Endoscope	No	No	Desirable	Yes
	Fiber Optic Laryngoscope	No	No	Desirable	Yes
Central Supply					
	Amputation set	No	No	No	Yes
	Caesarean or hysterectomy set	No	No	Yes	Yes
	Dilatation and curettage set	No	No	Yes	Yes
	Endoscopic instrument cleaning machines and solutions	No	No	No	Yes
	Hernia set	No	No	Yes	Yes
	Laparotomy set	No	No	Yes	Yes
	Linens	Yes	Yes	Yes	Yes
	Locked storage	Yes	Yes	Yes	Yes
	Operating drapes	No	Yes	Yes	Yes

	Ophthalmic instrument	No	No	Yes	Yes
	Protective caps, aprons, shoes and gowns etc.	Yes	Yes	Yes	Yes
	Pelvicofistula repair set	No	No	No	Yes
	Sterile gloves	Yes	Yes	Yes	Yes
	Sterilization equipment for instrument and linens	Yes	Yes	Yes	Yes
	Surgical supplies (e.g., sutures, dressings, etc.)	Yes	Yes	Yes	Yes
	Thoracocentesis set	No	No	No	Yes
	Thoracostomy set with appropriate tubes and water seal bottles	No	No	No	Yes
	Thoracotomy set	No	No	No	Yes
	ThyroidorParathyroid set	No	No	No	Yes
	Tracheostomy set	No	No	Yes	Yes
	Tubal ligation set	No	No	Yes	Yes
	Vascular repair set	No	No	Yes	Yes
Other equipment as per the specialized services available shall also be there.					

APPENDIX 4**DRUGS, MEDICAL DEVICES AND CONSUMABLES****c. List of Emergency Drugs and consumables (Essential in all hospitals)**

	Name of the Drug
1.	<i>INJECTIONECTIONS</i>
2.	INJECTION. DIAZEPAM 10 MG
3.	INJECTION. FRUSEMIDE 20 MG
4.	INJECTION. ONDANSETRON 8 MGor4ML
5.	INJECTION. RANITIDINE
6.	INJECTION NOR ADRENALINE 4 MG
7.	INJECTION. PHENYTOIN 50 MG
8.	INJECTION DICLOFENAC 75 MG
9.	INJECTION. DERIPHYLLINE
10.	INJECTION CHLORPHENIRAMINE MALEATE
11.	INJECTION. HYDROCORTISONE 100 MG
12.	INJECTION. ATROPINE 0.6 MG
13.	INJECTION. ADRENALINE 1 MG
14.	INJECTION. KCL
15.	STERILE WATER
16.	INJECTION. SODA BICARBONATE
17.	INJECTION. DOPAMINE
18.	INJECTION. NALAXONE 400 MCG
19.	INJECTION. LIGNOCAINE 50 ML
20.	TAB. SORBITRATE
21.	TAB. ASPIRIN
22.	INJECTION. TETANUS
23.	<i>OTHER</i>
24.	NEB. SALBUTAMOL2.5 ML
25.	NEB. BUDESONIDE

26.	LIGNOCAINE JELLY 2%
27.	ACTIVATED CHARCOAL
28.	CALCIUM (INJECTION or TAB)
29.	<i>FLUIDS</i>
30.	RL 500 ML
31.	NS 500 ML
32.	NS 250 ML
33.	NS 100 ML
34.	DNS 500 ML
35.	DEXTROSE 5% 500 ML
36.	DEXTROSE 10% 500 ML
37.	PEDIATRIC IV INFUSION SOLUTION 500 ML

d. The other drugs and consumables shall be available as per the scope of services, bed strength and patient turnover.

APPENDIX 5**HUMAN RESOURCE**

The Human Resource requirement for any hospital depends on the scope of services provided by the hospitals, bed strength and workload of the hospital.

However on the basis of level of care provided the minimum staffing requirements for Hospital level 1 shall be as follows:

7.	Doctor	Qualified doctor shall be available round the clock on site (Desirable for 1A). Level 1A shall have a MBBS qualified doctor. (Qualified doctor is a MBBS approved as per state government rules & regulations as applicable from time to time). Level 1B shall have MBBS doctor with required post-graduation qualification.
8.	Nurses	Qualified nurses per unit per shift shall be available as per requirement laid down by "The Indian Nursing Council, 1985", occupancy rate and distribution of bed. (Desirable)
9.	Pharmacist (If in house pharmacy available)	1 in a hospital
10.	Lab Technician (if in house laboratory service available)	1 in a hospital (minimum DMLT) BSc, MSc ,MLT(Desirable)
11.	X-ray Technician (if in house X-ray facility available)	1 in a hospital (minimum Diploma in X Ray Technician course)
12.	Multi Task staff	Minimum 1

Requirement of other staff (Support and administrative) will depend on the scope of the hospital.

APPENDIX 6**LIST OF LEGAL REQUIREMENTS**

Below is the list of legal requirements to be complied with by a hospital as applicable by the local/state health authority (**all may not be applicable**):

SN	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired or valid or NA)
1	Registration under Nursing Home Act or Medical Establishment Act				
2	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3	AERB Licenses (As per AERB regulations)				
4	NOC from Fire Department				
5	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				
	Pollution Control Licenses				
6	Building Completion Licenses				
7	Lift license for each lift				
8	DG Set Approval for Commissioning*				
9.	Diesel Storage Licenses*				
10	Retail and bulk drug license (pharmacy)				
11	Food Safety Licenses*				
12	Narcotic Drug Licenses*				
13	Medical Gases Licenses or Explosives Act*				
14	Clinical Establishments and Registration (if applicable)				
15	Blood Bank Licenses				
16	MoU or agreement with outsourced human resource agencies as per labor laws				
17	Spirit License				
18	Electricity rules				
19	Provident fund or ESI Act				
20	MTP Act				
21	PNDT Act				
22	Sales Tax registration				
23	PAN				
24	No objection certificate under Pollution Control Act (Air or Water)				
25	Arms Act, 1950 (if guards have weapons)				

* (as per regulations of State)

APPENDIX 7**CONTENT OF MEDICAL RECORD**

Medical record shall contain, at the least, the following information:

sn	Content
1	Name & Registration number of treating doctor
2	Name, demographic details & contact number of patient
3	Relevant Clinical history, Assessment and re-assessment findings, nursing notes and Diagnosis
4	Investigation reports
5	Details of medical treatment, invasive procedures, surgery and other care provided
6	Applicable consents
7	Discharge summary
8	Cause-of-death certificate & Death Summary (where applicable)

APPENDIX 8

Patients' rights and responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

51. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
52. To information on the Rates charged for each type of service provided and facilities available. Clinical Establishment shall display the same at a conspicuous place in the local as well as in English language.
53. To access a copy of case papers, patient records, investigations reports and detailed bill.
54. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
55. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
56. To confidentiality, human dignity and privacy during treatment.
57. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner.
58. To non-discrimination about treatment and behaviour on the basis of HIV status
59. To choose alternative treatment if options are available

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination, treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

APPENDIX 9**INFORMED CONSENT or CONSENT GUIDELINES**

The informed consent shall at the least contain the following information in an understandable language and format (desirably which a lay person can easily understand)

sn	Content
1	Name of the patient or guardian (in case of minor or mentally disabled).
2	Registration number of patient
3	Date of admission
4	Name & Registration number of treating doctor
5	Name of procedure or operation or investigation or blood transfusion or anaesthesia and potential complications should be explained
6	Signature of patient or guardian with date and time

APPENDIX 10**DISCHARGE SUMMARY**

The discharge summary shall at the least contain the following information in any understandable language and format:

sn	Content
1	Name & Registration number of treating doctor
2	Name, demographic details & contact number of patient, if available
3	Date of admission and discharge
4	Relevant clinical history, assessment findings and diagnosis
5	Investigation results,
6	Details of medical treatment, invasive procedures, surgery and other care provided
7	Discharge advice (medications and other instructions).
8	Instruction about when and how to obtain urgent care.

**Clinical Establishments
Act
Standard for**

HOSPITAL (LEVEL 2)

Standard No. CEA orHospital - 002

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Categorization of Hospitals

The minimum standards for Allopathic hospitals Under Clinical Establishment Act, 2010 are developed on the basis of level of care provided, as defined below:

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognized allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) -

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics & Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Single or Multiple basic medical Specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

Hospital Level 2 (Non-Teaching)

This level may include all the services provided at level 1(A) and 1(B) and services through other medical specialties given as under, in addition to basic medical specialty given under 1(B) like:

1. Orthopaedics
2. ENT
3. Ophthalmology
4. Dental
5. Emergency with or without ICU
6. Anaesthesia
7. Psychiatry
8. Skin
9. Pulmonary Medicine
10. Rehabilitation, etc.

And support systems required for the above services like Pharmacy, Laboratory, Imaging facilities, Operation Theatre etc.

Example: District Hospital, Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 3 (Non-Teaching) Super-specialty services –

This level may include all the services provided at level 1(A), 1(B) and 2 and services of one or more of the super specialty with distinct departments and/or also Dentistry if available. It will have other support systems required for services like pharmacy, Laboratory, and Imaging facility, Operation Theatre etc.

Example: Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 4 (Teaching) –

This level will include all the services provided at level 2 and may also have Level 3 facilities. It will however have the distinction of being teaching or training institution and it may or may not have super specialties. Tertiary healthcare services at this level can be provided through specialists and may be super specialists (if available). It will have other support systems required for these services. It shall also include the requirement of MCI or other registering body for teaching hospitals and will be governed

by their rules. However registration of teaching Hospitals will also be required under Clinical Establishment Act for purpose other than those covered under MCI such as, records maintenance and reporting of information and statistics, and compliance to range of rates for Medical and Surgical procedures, etc.

Clinical Establishment Act Standards for Hospital (LEVEL 2)

21. Definition

A hospital is a clinical establishment providing patient treatment by qualified and trained staff and equipment through Allopathy - Modern system of medicine; where the patients are 'admitted' and stay overnight or more and they are referred as 'inpatients'; while some patients may go to a hospital just for diagnosis, treatment, or therapy and then leave, they are referred as 'outpatients' without staying overnight.

Hospitals usually have facility to admit and care for inpatients whilst the other clinical establishments are described as clinics or polyclinics or day care centres. There are other exceptions too like Hospice etc

The general hospital, may have multiple departments taking care of many kinds of disease and Injury, and normally has an emergency department to deal with immediate and urgent care.

Specialized hospitals may include trauma centers, rehabilitation hospitals, children's hospitals, Mental hospitals or, and hospitals for dealing with specific medical needs such as psychiatric problems (psychiatric hospital) or Sanatorium, certain disease categories such as neurology, cardiology, oncology, or orthopaedic, IVF and so forth.

Some hospitals are affiliated with universities for medical research and the training of medical personnel such as physicians and nurses, often called teaching hospitals. Guidelines laid down by MCI or other legal bodies shall be applicable to such hospitals.

A hospital can be situated in rural or urban setting. It can be run by Public Sector (Central government or State government or Local government or Public Sector undertaking or Registered Society etc) or by Private Sector (Individual Proprietorship or Registered Partnership or Registered Company or Co-operative Society or Trust or Charitable etc).

Hospital Level 2 (Non-Teaching)

This level may include all the services provided at level 1(A) and 1(B) and services through other medical specialties given as under ,in addition to basic medical specialty given under 1(B) like:

- a. Orthopaedics
- b. ENT
- c. Ophthalmology
- d. Dental
- e. Emergency with or without ICU
- f. Anaesthesia
- g. Psychiatry
- h. Skin
- i. Pulmonary Medicine
- j. Rehabilitation, etc.

And support systems required for the above services like Pharmacy, Laboratory, Imaging facilities, Operation Theatre etc.

Example: District Hospital, Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

22. Scope

The scope of services that may be provided at a hospital level 2 practising Allopathy – Modern system of Medicine may include patient-care services in any or all of the following specialities, but not necessarily limited to:

Clinical Services:

- 2.1. General Medicine
- 2.2. General Surgery
- 2.3. Obstetrics and Gynaecology
- 2.4. Paediatrics including new born care
- 2.5. Orthopaedics
- 2.6. Anaesthesiology
- 2.7. Emergency Medicine & Trauma
- 2.8. Critical Care Medicine (e.g. HDU, ICU)
- 2.9. ENT
- 2.10. Ophthalmology

- 2.11. Psychiatry
- 2.12. Dermatology
- 2.13. Community Health and Family Medicine
- 2.14. Palliative Medicine
- 2.15. Geriatric Care
- 2.16. Dentistry including sub specialities
- 2.17. Physical Medicine & Rehabilitation
- 2.18. Transfusion Medicine or Blood Storage Centre or Blood Bank
- 2.19. Other emerging sub-specialities in any of the above fields.

Support services:

- 2.20. Registration or help desk and billing
- 2.21. Diagnostic Services (Own or Outsourced or Tie up)
 - a. Laboratory
 - b. Imaging Services
 - c. Non-imaging services
- 2.22. Pharmacy and Stores
- 2.23. CSSD or Sterilization Area
- 2.24. Linen management
- 2.25. Kitchen & Dietary Services (Own or Outsourced)
- 2.26. Waste Management Services (General and Biomedical)
- 2.27. Medical Gas Supply, Storage & Distribution
- 2.28. Ambulance services (Own or Outsourced)

23. Infrastructure Requirements:

3.1	Signage
3.1.1	The Hospital shall display appropriate signage which shall be in at least two languages
3.1.2	The building shall have a board displaying the name of the hospital at a prominent location
3.1.3	Directional signage shall be placed within the facility to guide the patient.
Following informative signage shall be displayed:	
3.1.4	Name of the care provider with registration number
3.1.5	Registration details of the hospital as applicable.
3.1.6	Availability of fee structure of the various services provided (refer to CEA 2010 rules & regulation).
3.1.7	Timings of the facility and services provided.
3.1.8	Mandatory information such as under PNDDT Act etc. prominently as applicable.
3.1.9	Important contact numbers such as Blood Banks, Fire Department, Police and Ambulance Services available in the nearby area.
Following safety signage shall be displayed:	
3.1.11	Safety Hazard and Caution signs, for e.g. hazards from electrical shock,

	inflammable articles, radiation etc.at appropriate places, and as applicable under law.
3.1.12	Appropriate Fire exit signage.
3.1.13	Signage for “No Smoking”.
3.2.	Other requirements
3.2.1	Access to the hospital shall be comfortable for the patient and/or attendants or visitors.
3.2.2	Access shall be provided within the requirements of “Persons with Disabilities Act” and shall be easy for all those whose mobility may be restricted due to whatever cause.
3.2.3	The hospital shall be developed and maintained to provide safe, clean and hygienic environment for patients, their attendants, staff and visitors
3.2.4	The hospital shall have 24hr provision of potable water for drinking & hand hygiene. It shall also have 24hr supply of electricity, either through direct supply or from other sources.
3.2.6	The hospital shall have clean public toilet(s) separate for males and females.
3.2.7	The hospital shall have mechanism for timely maintenance of the hospital building and equipment.
3.2.8	The hospital shall have appropriate internal and external communication facilities.
3.2.9	Furniture and fixtures shall be available in accordance with the activities and workload of the hospital. They shall be functional and properly maintained.
	<i>For minimum space requirements refer to <u>Appendix 1</u></i>
	<i>For indicative list of furniture and fixtures refer to <u>Appendix 2</u></i>

24. Medical Equipment and Instruments:

4.1	The hospital shall have adequate medical equipment and instruments, commensurate to the scope of service and number of beds
4.2	There shall be established system for maintenance of critical Equipment
4.3	All equipment shall be kept in good working condition through a process of periodic inspection, cleaning and maintenance. Advisory-Annual Maintenance.
	<i>For indicative list of medical equipment and instruments refer to <u>Appendix 3.</u></i>

25. Drugs, Medical devices and Consumables:

5.1	The hospital shall have adequate drugs, medical devices and consumables commensurate to the scope of services and number of beds
5.2	Emergency drugs and consumables shall be available at all times.
5.3	Drug storage shall be in a clean, well lit, and safe environment and shall be in consonance with applicable laws and regulations.
5.4	The facility has defined procedures for storage, inventory management and dispensing of drugs in pharmacy and patient care areas.
	<i>For indicative list of drugs, medical devices and consumables refer to <u>Appendix 4.</u></i>

26. Human Resource Requirements:

6.1	The hospital shall have qualified and/or trained medical staff as per the scope of service provided and the medical care.
6.2	The hospital shall have qualified and/or trained nursing staff as per the scope of service provided and the nursing care
6.3	The support or paramedical staff shall be qualified and/or trained as per the scope of services provided.
6.4	For every staff (including contractual staff), there shall be personal record containing the appointment order, documentary evidence of qualification and/or training (and professional registration where applicable).
	<i>For Human resource requirements refer to Appendix 5</i>

27. Support Services:

Registration or Help desk and Billing:	
7.1	The Hospital shall have a Registration or Help-desk & Billing counter, and the scope of this shall also include provision of patient guidance in matters like services available, cost estimation, healthcare insurance etc.
Diagnostic Services:	
7.2	Diagnostic services may be in-house or outsourced. For minimum standards for diagnostic services refer to CEA standards for Imaging and laboratory services.
7.3	Whether in house or outsourced, the services shall fulfil the requirements of safe and timely patient care.
7.4	The diagnostic services, whether in house or outsourced, shall be commensurate with the scope of services
Pharmacy Services	
7.5	Pharmacy services in a hospital can be in-house or outsourced.
7.6	All applicable legal requirements shall be complied with.
7.7	Medicine storage shall be in a clean, well lit, and safe environment, and as per manufacturer's requirements
CSSD or Sterilization Area	
7.8	Provision for instrument and linen sterilization and storage of sterile items shall be made available as per the scope of services.
7.9	Validation of Sterilization shall be done for ensuring the effectiveness of sterilization process.
Linen management:	
7.10	Soiled linen shall be collected, transported and washed separately in clean and hygienic environment.
7.11	Where linen is contaminated, appropriate decontamination shall be carried prior to despatch for washing.
Waste Management Services:	
7.12	Segregation, collection, transportation, storage and disposal of biomedical waste shall be as per Bio medical waste handling rules.
7.14	Segregation, collection, transportation, storage and disposal of general waste shall be as per applicable local laws

Medical Gas	
7.15	Oxygen for medical use shall be available. In addition other gases like Nitrous oxide, Carbon dioxide etc. may be available in consonance with the scope of services and bed strength.
7.16	Medical gases shall be stored and handled in a safe manner.
7.17	All applicable legal requirements shall be complied with.
7.18	Appropriate back-up and safety measures shall be in place to ensure patient safety at all times.
Ambulance services(OwnorOutsourced)	
7.19	The establishment shall have provision of transporting patients for transfer or referral or investigations etc in safe manner.
7.20	Ambulance Services may be in-house or outsourced. The Ambulance services shall comply with the applicable local laws, even if they are outsourced.

28. Legal or Statutory Requirements:

8.1	Every application must be accompanied with the documents confirming compliance with local regulations and law.
	<i>Indicative list is as per Appendix 6.</i>

29. Record Maintenance and reporting:

9.1	The minimum medical records to be maintained and nature of information to be provided by the Hospitals shall be as prescribed in Section 12 (1) (iii) of this Act.
9.2	Medical Records may be maintained in physical or digital format.
9.3	Confidentiality, security and integrity of records shall be ensured at all times
9.4	The medical records of IPD patients shall be maintained in consonance with National or local law, MCI guidelines, and court orders.
9.5	Every Hospital shall maintain health information and statistics in respect of national programmes, notifiable diseases and emergencies or disasters or epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>Content of medical record shall be as per Appendix 7</i>

30. Basic Processes:

Registration or help desk and billing services	
10.1.	The hospital shall register all patients who visit the hospital except if the required services are not available in the facility, in which case the patient is guided to the appropriate nearest facility. (Please also see Emergency Services)
10.2.	Once registered, depending on the clinical need, patient is guided to appropriate service area like OPD, ER etc.
10.3.	Patient shall be guided and informed regarding Patients' rights & responsibilities, cost estimates, third party services (e.g. Insurance) etc. <i>Please refer to Appendix 8.</i>

10.4.	The billing shall be as per the Hospital tariff list, which shall be available to patients in a suitable format.
Assessment and Plan of care	
10.5.	Each patient shall undergo an initial assessment by qualified and/or trained personnel.
10.6.	Further management of patient shall be done by a Doctor on the basis of findings of initial assessment; for example, OPD treatment, admission, transfer or referral, investigation etc.
10.7.	At the time of admission of patient, General Consent for admission shall be taken.
10.8.	In case of non-availability of beds or where clinical need warrants, the patient shall be referred to another facility along with the required clinical information or notes.
10.9.	Reassessments of the admitted patients shall be done at least once in a day and/or according to the clinical needs and these shall be documented.
10.10.	Any examination, treatment or management of female patient shall be done in the presence of an employed female attendant or female nursing staff, if conducted by male personnel inside the hospital and vice versa.
Informed Consent Procedure	
10.11.	Informed consent shall be obtained from the patient or next of kin or legal guardian as and when required as per the prevailing Guidelines or Rules and regulations in the language patient can understand (for e.g., before Invasive procedures, anaesthesia, Blood transfusion, HIV testing, Research, etc). <i>Please refer to Appendix 9.</i>
Care of Patient	
10.12.	The Hospital shall provide care of patient as per Standard Treatment Guidelines that may be notified by the Central or State Government (Desirable)
10.13.	Patient and/or families shall be educated on preventive, curative, promotive and rehabilitative aspects of care either verbally, or through printed materials.
10.14.	All the relevant documents pertaining to any invasive procedures performed shall be maintained in the record.
10.15.	Monitoring of patient shall be done during and after all the procedures and same shall be documented (for example, after anaesthesia, surgical procedures, blood transfusion, etc.).
10.16.	Staff involved in direct patient care shall receive basic training in CPR
Emergency Services:	
10.17.	Emergency patients shall be attended on priority. The Emergency department shall be well equipped with trained staff.
10.18.	The Clinical Establishment shall undertake to provide within the staff and facilities available, such medical examination and treatment as may be required to stabilize the emergency medical condition of any individual who comes or is brought to such clinical establishment.
Medication Prescription, Administration And Monitoring	
10.19.	Prescription shall include name of the patient, date, name of medication,

	dosage, route, frequency, duration, name, signature and registration number of the medical practitioner in legible writing
10.20.	Drug allergies shall be ascertained before prescribing and administration; if any allergy is discovered, the same shall be communicated to the patient and recorded in the Case sheet as well.
10.21.	Patient identity, medication, dose, route, timing, expiry date shall be verified prior to administration of medication
10.22.	Safe Injection practices shall be followed as per WHO guidelines.
10.23.	High Risk Medicines shall be identified and verified by trained healthcare personnel before administration.
10.24.	Patients shall be monitored after medication administration and adverse drug reaction events if any shall be recorded and reported
Infection Control	
10.25.	The hospital shall follow standard precautions like practicing hand hygiene, use of personal protection equipment, etc to reduce the risk of healthcare associated infections.
10.26.	The hospital shall ensure adequate and proper spacing in the patient care area so as to prevent transmission of infections.
10.27.	Regular cleaning of all areas with disinfectant shall be done .
10.28.	Prescribed & documented Infection Control Practices shall be followed in High risk areas like Operation theatre, ICU, HDU, etc as per good clinical practice guidelines.
10.29.	Housekeeping or sanitary services shall ensure appropriate hygiene and sanitation in the establishment.
Safety of the patient, staff, visitors and relative in a hospital	
10.30.	Security and safety of patients, staff, visitors and relatives shall be ensured by provision of appropriate safety installations and adoption of appropriate safety measures. E.g. identification of mother and baby in obstetric facility, etc
10.31.	The Hospital shall undertake all necessary measures, including demonstration of preparedness for fire and non-fire emergencies, to ensure the safety of patients, attendants, staff and visitors. (Please also see section on Infrastructure and Security and Fire)
10.32.	All applicable fire safety measures as per local law shall be adopted. This includes fire prevention, detection, mitigation, evacuation and containment measures. Periodic training of the staff and mock drills shall be conducted and the same shall be documented.
10.33.	In case of any epidemic, natural calamity or disaster, the owner or keeper of every Hospital shall, on being requested by the designated supervising Authority, cooperate and provide such reasonable assistance and medical aid as may be considered essential by the supervising authority at the time of natural calamity or disastrous situation
Patient Information and Education	
10.34.	The patient and/or family members shall be explained about the disease condition, proposed care, including the risks, alternatives and benefits. They shall be informed regarding the expected cost of the treatment. They shall also be informed about the progress and any change of condition.
10.35.	Patient and/or family are educated about the safe and effective use of

	medication, food drug interaction, diet, and disease prevention strategies.
Discharge	
10.36.	A Discharge summary shall be given to all patients discharged from the hospital. <i>For content of discharge summary refer to Appendix 10.</i>
10.37.	The discharge summary shall include the points as mentioned in the Appendix in an understandable language and format
10.38.	Discharge summary shall also be given to patient and/or attendant in case of transfer LAMA or DAMA or death.

APPENDIX 1

Minimum space requirements in a hospital level 2 shall be as follows:

Area(Desirable)		
Wards		
1.	Ward bed and surrounding space	6sq mor bed; in addition circulation space of 30% as indicated in total area shall be provided for Nursing station, Ward store, Sanitary etc
Intensive Care Unit (if available)		
2.	For medical or surgical ICU or HDU bed and surrounding space	10.5sqmor bed; in addition circulation space of 30% as indicated in the total area shall be provided for nursing station, doctors' duty room, store, clean and dirty utility, circulating area for movement of staff, trolley, toilet etc.
Minor Operation Theatre or Procedure room		
3.	OT for minor procedures (where applicable)	10.5 sq m; in addition circulation space of 30% as indicated in total area shall be provided for nursing station, scrub station, clean and dirty utility, dressing room, toilet etc.
Labour room		
4.	Labour Table and surrounding space	10.5 sq mor labour table
5.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Circulating area, Toilets	10.5 sqm for clean utility and store and 7 sqm for dirty utility and 3.5 sqm for toilet.
Operation Theatre (OT)		
6.	Operating Room Area	24.5sq m per operating room.
Emergency & Casualty (if separate):		
7.	Emergency bed and surrounding	10.5 sq mor bed

	space	
8.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Dressing area, Toilets	Nurse station out of circulation. Doctor duty room of 7sqm and a toilet of 3.5sqm. Store of 7sqm
Pharmacy		
9.	Pharmacy	The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session at the rate of 0.8 m ² per patient.
Bio-medical Waste		
10.	<50 beds	5 sq m
11.	50-100 beds	10 sq m
12.	>100 beds	20 sq m
Other functional areas(laboratory, diagnostics, front office or reception, waiting area, administrative area etc) should be appropriately sized as per the scope of service and patient load of the hospital.		

Other requirements:**Wards:**

1. The ward shall also have designated areas for nursing station, doctors' duty room, store, clean and dirty utility, janitor room, toilets and this shall be provided from circulation area.
2. For a general ward of 12 beds, a minimum of 1 WC and 1 hand wash basin shall be provided.
3. Distance between beds shall be 1.0 metres
4. Space at the head end of bed shall be 0.25 metres.
5. Door width shall be 1.2 metres and corridor width 2.5 metres

Intensive Care Unit (if available)

1. The unit is to be situated in close proximity of operation theatre, acute care medical and surgical ward units.
2. Suction, oxygen supply and compressed air should be provided for each bed.
3. Adequate lighting and uninterrupted power supply shall be provided.
4. Adequate multi-sockets with 5 ampere and 15 ampere sockets and/or as per requirement to be provided for each bed.

5. Nurse call system for each bed is desirable
6. ICU shall have designated area for nursing station, doctors' duty room, store, clean and dirty utility, circulating area for movement of staff, trolley, toilet, shoe change, trolley bay, janitor closet etc

Labour room:

11. The obstetrical unit shall provide privacy, prevent unrelated traffic through the unit and provide reasonable protection of mothers from infection and from cross-infection.
12. Measures shall be in place to ensure safety and security of neonates.
13. Resuscitation facilities for neonates shall be provided within the obstetrical unit and convenient to the delivery room.
14. The labour room shall contain facilities for medication, hand washing, charting, and storage for supplies and equipment.
15. The labour room shall be equipped with oxygen and suction

Operation Theatre

1. The operation theatre complex shall have appropriate zoning.
2. The operation theatre complex shall provide appropriate space for other areas- nursing station, doctors' duty room, scrub station, sterile store, Clean and dirty utility, Dress change room, Toilets.
 - a. Sterile area – consists of operating room sterile store and anesthesia room
 - b. Clean zone- consists of equipment or medical store, scrub area, pre and/or post-operative area and linen bay
 - c. Protective zone- consists of change room, doctors room and toilets
 - d. Dirty area
 - e. Due considerations are to be given to achieve highest degree of asepsis to provide appropriate environment for staff and patients.
3. Doors of pre-operative and recovery room are to be 1.5 m clear widths.

4. Air Conditioning to be provided in all areas. Window AC and split units should preferably be avoided as they are pure re circulating units and become a source of infection.
5. Appropriate arrangements for air filtration to be made.
6. Temperature and humidity in the OT shall be monitored.
7. Oxygen, Nitrous Oxide, suction and compressed air supply should be provided in all OTs.
8. All necessary equipment such as shadow-less light, Boyle's apparatus shall be available and in working condition.
9. Uninterrupted power supply to be provided.

Note: For Eye Hospitals only where procedures are done in local and/or regional anaesthesia, Minor OT criteria may be applicable.

Emergency room

25. Emergency bed and surrounding space shall have minimum 10.5 sq m or bed area.

Clinical Laboratory

1. The laboratory area shall be appropriate for activities including test analysis, washing, biomedical waste storage and ancillary services like Storage of records, reagents, consumables, stationary etc eating area for staff.

Imaging

1. The department shall be located at a place which is easily accessible to both OPD and wards and also to emergency and operation theatre.
2. As the department deals with the high voltage, presence of moisture in the area shall be avoided.
3. The size of the department shall depend upon the type of equipment installed.
4. The department or room shall have a sub-waiting area preferably with toilet facility and a change room facility, if required.

Central Sterilization and Supply

1. Department (CSSD) — Sterilization, being one of the most essential services in a hospital, requires the utmost consideration in planning.
2. Centralization increases efficiency, results in economy in the use of equipment and ensures better supervision and control.

3. The materials and equipment dealt in CSSD shall fall under three categories:
 - a) Those related to the operation theatre department,
 - b) Common to operating and other departments, and
 - c) Pertaining to other departments alone.

Other Departments

Other departments shall have appropriate infrastructure commensurate to the scope of service of the hospital.

APPENDIX 2**Furniture and Fixtures:**

	ARTICLES
	Examination Table
	Writing tables
	Chairs
	Almirah
	Waiting Benches
	Medical or Surgical Beds
	Labour Table- if applicable
	Wheel Chair or Stretcher
	Medicine Trolley, Instrument Trolley
	Screens or curtains
	Foot Step
	Bed Side Table
	Baby Cot- if applicable
	Stool
	Medicine Chest
	Examination Lamp
	View box
	Fans
	Tube Light or lighting fixtures
	Wash Basin
	IV Stand
	Colour coded bins for BMW

****This is an indicative list and the items shall be provided as per the size of the hospital and scope of service.***

APPENDIX 3**EQUIPMENTS****e. Emergency Equipment**

Sr No	Name of Emergency Equipment
1	Resuscitation equipment including Laryngoscope, endotracheal tubes, suction equipment, xylocaine spray, oropharyngeal and nasopharyngeal airways, Ambu Bag- Adult & Paediatric (neonatal if indicated)
2	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories
5	Equipment for dressing or bandaging or suturing
6	Basic diagnostic equipment- Non Mercury Blood Pressure Apparatus, Stethoscope, weighing machine, thermometer (Non mercury)
7	ECG Machine
8	Pulse Oximeter
9	Nebulizer with accessories

f. Other equipment and consumables, which shall also be available in good working condition as per the scope of services and bed strength (some of the emergency equipment are already mentioned above).

Department	Equipment	Level 1A	Level 1B	Level 2	Level 3
NON MEDICAL					
Administration					
	Office equipment	Yes	Yes	Yes	Yes
	Office furniture	Yes	Yes	Yes	Yes
Electricity					
	Emergency lights	Yes	Yes	Yes	Yes
Water Supply					
	Hand-washing sinks or taps or bowls on stands in all areas	Yes	Yes	Yes	Yes
	Storage tank	Yes	Yes	Yes	Yes

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	Water purification chemicals or filter	Yes	Yes	Yes	Yes
	Water source for drinking water	Yes	Yes	Yes	Yes
Waste Disposal					
	Buckets for contaminated waste in all treatment areas	Yes	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes	Yes
	Sharps containers in all treatment areas	Yes	Yes	Yes	Yes
Safety					
	Fire extinguisher	Yes	Yes	Yes	Yes
Vehicle(OwnorOutsourced)					
	Vehicle wheeler 4	Desirable	Desirable	Yes	Yes
	Ambulance	Yes	Yes	Yes	Yes
Medical Stores					
	Lockable storage	Yes	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes	Yes
Kitchen(OwnorOutsourced)					
	Cooking pots and utensils	Yes	Yes	Yes	Yes
	Cooking stove	Yes	Yes	Yes	Yes
	Food refrigeration	Yes	Yes	Yes	Yes
	Plates, cups & cutlery	Yes	Yes	Yes	Yes
	Storage	Yes	Yes	Yes	Yes
	Washing and drying area facilities	Yes	Yes	Yes	Yes
Laundry(OwnorOutsourced)					
	Detergentorsoap	Yes	Yes	Yes	Yes
	Washing and rinsing equipmentorbowls	Yes	Yes	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes	Yes
Housekeeping(OwnorOutsourced)					
	Buckets	Yes	Yes	Yes	Yes

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	Soap and disinfectant	Yes	Yes	Yes	Yes
MEDICAL					
Outpatient Rooms					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Container for sharps disposal	Yes	Yes	Yes	Yes
	Desk and chairs	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Light source	Yes	Yes	Yes	Yes
	Minor surgical instruments	No	Yes	Yes	Yes
	Ophthalmoscope	No	No	Yes (as applicable)	Yes
	Otoscope	No	No	Yes (as applicable)	Yes
	Patellar hammer	Yes	Yes	Yes	Yes
	Receptacle for soiled pads, dressings, etc.	Yes	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes	Yes
	Sutures	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Torch with extra batteries	Yes	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes	Yes
Women and Child health examination room					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Contraceptive supplies	Yes	Yes	Yes	Yes
	Birth register	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table with stirrups	Yes	Yes	Yes	Yes

Clinical Establishments Act Standards for Hospital (LEVEL 2)
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	Fetal stethoscope	No	Yes	Yes	Yes
	Doppler	No	No	No	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Height measure	Yes	Yes	Yes	Yes
	IUD insertion set	Yes	Yes	Yes	Yes
	Pregnant woman Register	Yes	Yes	Yes	Yes
	Speculum and vaginal examination kit	Yes	Yes	Yes	Yes
	Syringes and needles	Yes	Yes	Yes	Yes
	Tape measure	Yes	Yes	Yes	Yes
	Tococardiograph	No	Yes	Yes	Yes
Labour room					
	Baby scales	Yes	Yes	Yes	Yes
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Clean delivery kits and cord ties	Yes	Yes	Yes	Yes
	Curtains if more than one bed	Yes	Yes	Yes	Yes
	Delivery bed and bed linen	Yes	Yes	Yes	Yes
	Fetal stethoscope	Yes	Yes	Yes	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	IV treatment sets	Yes	Yes	Yes	Yes
	Latex gloves and protective clothing	Yes	Yes	Yes	Yes
	Linens for newborns	Yes	Yes	Yes	Yes
	Mucus extractor	Yes	Yes	Yes	Yes
	Oral airways, various sizes	Yes	Yes	Yes	Yes
	Oxygen cylinder or concentrator	Yes	Yes	Yes	Yes
	Partograph charts	Yes	Yes	Yes	Yes
	Self inflating bag and mask - adult and neonatal size	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Suturing sets	Yes	Yes	Yes	Yes
	Thermometer(Non mercury)	Yes	Yes	Yes	Yes
	Tray with routine & emergency drugs,	Yes	Yes	Yes	Yes

Clinical Establishments Act Standards for Hospital (LEVEL 2)
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	syringes and needles				
	Urinary catheters and collection bags	Yes	Yes	Yes	Yes
	Vacuum extractor set	Yes	Yes	Yes	Yes
	Work surface near bed for newborn resuscitation	Yes	Yes	Yes	Yes
Inpatient Wards					
	Basic examination equipment (stethoscope, Non mercury BP Apparatus (etc)	Yes	Yes	Yes	Yes
	Beds, washable mattresses and linen	Yes	Yes	Yes	Yes
	Curtains	Yes	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes	Yes
	Dressing trolley or Medicine trolley	Yes	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes	Yes
	IV stands	Yes	Yes	Yes	Yes
	Medicine storage cabinet	Yes	Yes	Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Urinals and bedpans	Yes	Yes	Yes	Yes
Operation Theatre		If available			
	Adequate storage	Yes	Yes	Yes	Yes
	Ambu resuscitation set with adult and child masks	Yes	Yes	Yes	Yes
	Defibrillator			Yes	Yes
	Electro cautery	No	Yes	Yes	Yes
	Fixed operating lights	No	No	No	Yes
	Fixed suction machine	No		No	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Instrument tray	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	Laryngoscope set	No		Yes	Yes

Clinical Establishments Act Standards for Hospital (LEVEL 2)
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	Mayo Stand	Yes	Yes	Yes	Yes
	Mobile operating light	Yes	Yes	Yes	Yes
	Ophthalmic Operating Microscope	No	No	Yes (as applicable)	Yes (as applicable)
	Oral airways, various sizes	No		Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	Portable suction machine	Yes	Yes	Yes	Yes
	Safety Box	No		Yes	Yes
	Sphygmomanometer (Non Mercury) and stethoscope	Yes	Yes	Yes	Yes
	Stool adjustable height	No	Yes	Yes	Yes
	Operating table	No	Yes	Yes	Yes
	IV Therapy Equipment	No			
	Anesthesia Equipment Anesthetic trolley or machine	No	Yes	Yes	Yes
	CO2 Monitor	No		Yes	Yes
	O2 Monitor	No		Yes	Yes
	Endoscopic equipment and necessary accessories	No	No	No	Yes
	Bronchoscope	No	No	Desirable	Yes
	Colonoscope	No	No	Desirable	Yes
	Endoscope	No	No	Desirable	Yes
	Fiber Optic Laryngoscope	No	No	Desirable	Yes
Central Supply					
	Amputation set	No	No	No	Yes
	Caesarean or hysterectomy set	No	No	Yes	Yes
	Dilatation and curettage set	No	No	Yes	Yes
	Endoscopic instrument cleaning machines and solutions	No	No	No	Yes
	Hernia set	No	No	Yes	Yes
	Laparotomy set	No	No	Yes	Yes
	Linens	Yes	Yes	Yes	Yes
	Locked storage	Yes	Yes	Yes	Yes

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	Operating drapes	No	Yes	Yes	Yes
	Ophthalmic instrument	No	No	Yes	Yes
	Protective caps, aprons, shoes and gowns etc.	Yes	Yes	Yes	Yes
	Pelvicofistula repair set	No	No	No	Yes
	Sterile gloves	Yes	Yes	Yes	Yes
	Sterilization equipment for instrument and linens	Yes	Yes	Yes	Yes
	Surgical supplies (e.g., sutures, dressings, etc.)	Yes	Yes	Yes	Yes
	Thoracocentesis set	No	No	No	Yes
	Thoracostomy set with appropriate tubes and water seal bottles	No	No	No	Yes
	Thoracotomy set	No	No	No	Yes
	ThyroidorParathyroid set	No	No	No	Yes
	Tracheostomy set	No	No	Yes	Yes
	Tubal ligation set	No	No	Yes	Yes
	Vascular repair set	No	No	Yes	Yes
	Other equipment as per the specialized services available shall also be there				

APPENDIX 4**DRUGS, MEDICAL DEVICES AND CONSUMABLES****e. List of Emergency Drugs and consumables (Essential in all hospitals)**

	Name of the Drug
	<i>INJECTIONECTIONS</i>
	INJECTION. DIAZEPAM 10 MG
	INJECTION. FRUSEMIDE 20 MG
	INJECTION. ONDANSETRON 8 MGor4ML
	INJECTION. RANITIDINE
	INJECTION NOR ADRENALINE 4 MG
	INJECTION. PHENYTOIN 50 MG
	INJECTION DICLOFENAC 75 MG
	INJECTION. DERIPHYLLINE
	INJECTION CHLORPHENIRAMINE MALEATE
	INJECTION. HYDROCORTISONE 100 MG
	INJECTION. ATROPINE 0.6 MG
	INJECTION. ADRENALINE 1 MG
	INJECTION. KCL
	STERILE WATER
	INJECTION. SODA BICARBONATE
	INJECTION. DOPAMINE
	INJECTION. NALAXONE 400 MCG
	INJECTION. LIGNOCAINE 50 ML
	TAB. SORBITRATE
	TAB. ASPIRIN
	INJECTION. TETANUS

	INJECTION. ADENOSINE
	<i>OTHER</i>
	NEB. SALBUTAMOL2.5 ML
	NEB. BUDESONIDE
	LIGNOCAINE JELLY 2%
	ACTIVATED CHARCOAL
	CALCIUM (INJECTION or TAB)
	<i>FLUIDS</i>
	RL 500 ML
	NS 500 ML
	NS 250 ML
	NS 100 ML
	DNS 500 ML
	DEXTROSE 5% 500 ML
	DEXTROSE 10% 500 ML
	PEDIATRIC IV INFUSION SOLUTION 500 ML

f. The other drugs and consumables shall be available as per the scope of services, bed strength and patient turnover.

g. Medical devices shall be available as per the scope of services, bed strength and patient turnover.

APPENDIX 5**HUMAN RESOURCE**

The Human Resource requirement for any hospital shall be as per the scope of services provided by the hospital.

The requirement mentioned below is the minimum requirement for upto 50 bedded Hospital Level 2 and it shall be prorated as required:

SN	Human Resource	Requirement
1	Doctor	MBBS doctor shall be available round the clock on site per unit. Availability of specialist as per the <i>Minimum standards of that specialty.</i>
2	Nurses	Qualified nurses per unit per shift shall be available as per requirement laid down by "The Indian Nursing Council, 1985", occupancy rate and distribution of bed.
3	Pharmacist (If in house pharmacy available)	1 in a hospital
4	Lab Technician (if in house laboratory service available)	1 in a hospital (minimum DMLT)
5	X-ray Technician (if in house X-ray facility available)	1 in a hospital (minimum Diploma in X Ray Technician course)
6	Multi-purpose Worker	Minimum 2

*Requirement of other staff (support and administrative) will depend on the scope of the hospital.

APPENDIX6**LIST OF LEGAL REQUIREMENTS**

Below is the list of legal requirements to be complied with by a hospital as applicable by the local or state health authority (all may not be applicable):

Sl.	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired or valid or NA)
1.	Registration under Nursing Home Act or Medical Establishment Act				
2.	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3.	AERB Licenses				
4.	NOC from Fire Department				
5.	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				
	Pollution Control Licenses				
6.	Building Completion Licenses				
7.	Lift license for each lift				
8.	DG Set Approval for Commissioning				
9.	Diesel Storage Licenses				
10.	Retail and bulk drug license (pharmacy)				
11.	Food Safety Licenses				
12.	Narcotic Drug Licenses				

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13.	Medical Gases Licenses or Explosives Act				
14.	Clinical Establishments and Registration (if applicable)				
15.	Blood Bank Licenses				
16.	MoU or agreement with outsourced human resource agencies as per labor laws				
17.	Spirit Licence				
18.	Electricity rules				
19.	Provident fund or ESI Act				
20.	MTP Act				
21.	PNDT Act				
22.	Sales Tax registration				
23.	PAN				
24.	No objection certificate under Pollution Control Act (Air or Water)				
25.	Wireless operation certificate from Indian P&T				
26.	Arms Act, 1950 (if guards have weapons)				

APPENDIX 7**CONTENT OF MEDICAL RECORD**

Medical record shall contain, at the least, the following information:

	Content
	Name & Registration number of treating doctor
	Name, demographic details & contact number of patient
	Relevant Clinical history, Assessment and re-assessment findings, nursing notes and Diagnosis
	Investigation reports
	Details of medical treatment, invasive procedures, surgery and other care provided
	Applicable consents
	Discharge summary
	Cause-of-death certificate & Death Summary (where applicable)

APPENDIX 8**Patients' rights and responsibilities:****Patients' Rights**

A patient and his or her representative has the following rights with respect to the clinical establishment-

60. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
61. Rate of services provided by the clinical establishment would be displayed prominently.
62. To access a copy of case papers, patient records, investigations reports and detailed bill
63. To informed consent prior to specific tests or treatment (e.g. surgery, chemotherapy)
64. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
65. To confidentiality, human dignity and privacy during treatment.
66. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner
67. To non-discrimination about treatment and behaviour on the basis of HIV status
68. To choose alternative treatment if options are available
69. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination, treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

APPENDIX 9**INFORMED CONSENT or CONSENT GUIDELINES**

The informed consent shall at the least contain the following information in an understandable language and format (desirably which a lay person can easily understand)

	Content
	Name of the patient or guardian (in case of minor or mentally disabled).
	Registration number of patient
	Date of admission
	Name & Registration number of treating doctor
	Name of procedure or operation or investigation or blood transfusion or anaesthesia or potential complications
	Signature of patient or guardian with date and time

APPENDIX 10**Discharge Summary**

The discharge summary shall at the least contain the following information in an understandable language and format.

Sl. No.	Content
	Name & Registration number of treating doctor
	Name, demographic details & contact number of patient, if available
	Date of admission and discharge
	Relevant clinical history, assessment findings and diagnosis
	Investigation results,
	Details of medical treatment, invasive procedures, surgery and other care provided
	Discharge advice (medications and other instructions).
	Instruction about when and how to obtain urgent care.

**Clinical Establishment
Act
Standard for**

HOSPITAL (LEVEL 3)

Standard No. CEA or Hospital - 003

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Categorization of Hospitals

The minimum standards for Allopathic hospitals Under Clinical Establishment Act, 2010 are developed on the basis of level of care provided, as defined below:

Hospital Level 1 (A)-

General Medical services with indoor admission facility provided by recognized allopathic medical graduate(s) and may also include general dentistry services provided by recognized BDS graduates.

Example: PHC, Government and Private Hospitals and Nursing Homes run by MBBS Doctors etc.

Hospital Level 1(B) -

This level of hospital shall include all the general medical services provided at level 1(A) above and specialist medical services provided by Doctors from one or more basic specialties namely General Medicine, General Surgery, Paediatrics, Obstetrics & Gynaecology and Dentistry, providing indoor and OPD services.

Level 1(A) and Level 1(B) Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

Example: General Hospital, Single or Multiple basic medical Specialties provided at Community Health Centre, Sub Divisional Hospital, and Private Hospital of similar scope, Nursing Home, Civil or District Hospital in few places etc.

Hospital Level 2 (Non-Teaching)

This level may include all the services provided at level 1(A) and 1(B) and services through other medical specialties given as under, in addition to basic medical specialty given under 1(B) like:

1. Orthopaedics
2. ENT
3. Ophthalmology
4. Dental

5. Emergency with or without ICU
6. Anaesthesia
7. Psychiatry
8. Skin
9. Pulmonary Medicine
10. Rehabilitation, etc.

And support systems required for the above services like Pharmacy, Laboratory, Imaging facilities, Operation Theatre etc.

Example: District Hospital, Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 3 (Non-Teaching) Super-specialty services -

This level may include all the services provided at level 1(A), 1(B) and 2 and services of one or more of the super specialty with distinct departments and/or also Dentistry if available. It will have other support systems required for services like pharmacy, Laboratory, and Imaging facility, Operation Theatre etc.

Example: Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

Hospital Level 4 (Teaching) -

This level will include all the services provided at level 2 and may also have Level 3 facilities. It will however have the distinction of being teaching or training institution and it may or may not have super specialties. Tertiary healthcare services at this level can be provided through specialists and may be super specialists (if available). It will have other support systems required for these services. It shall also include the requirement of MCI or other registering body for teaching hospitals and will be governed by their rules. However registration of teaching Hospitals will also be required under Clinical Establishment Act for purpose other than those covered under MCI such as, records maintenance and reporting of information and statistics, and compliance to range of rates for Medical and Surgical procedures, etc.

Clinical Establishment Act Standards for Hospital (LEVEL 3)

31. Definition

A hospital is a clinical establishment providing patient treatment by qualified and trained staff and equipment through Allopathy - Modern system of medicine; where the patients are 'admitted' and stay overnight or more and they are referred as 'inpatients'; while some patients may go to a hospital just for diagnosis, treatment, or therapy and then leave, they are referred as 'outpatients' without staying overnight.

Hospitals usually have facility to admit and care for inpatients whilst the other clinical establishments are described as clinics or polyclinics or day care centres. There are other exceptions too like Hospice etc

The general hospital, may have multiple departments taking care of many kinds of disease and Injury, and normally has an emergency department to deal with immediate and urgent care.

Specialized hospitals may include trauma centers, rehabilitation hospitals, children's hospitals, Mental hospitals or, and hospitals for dealing with specific medical needs such as psychiatric problems (psychiatric hospital) or Sanatorium, certain disease categories such as neurology, cardiology, oncology, or orthopaedic, IVF and so forth.

Some hospitals are affiliated with universities for medical research and the training of medical personnel such as physicians and nurses, often called teaching hospitals. Guidelines laid down by MCI or other legal bodies shall be applicable to such hospitals.

A hospital can be situated in rural or urban setting. It can be run by Public Sector (Central government or State government or Local government or Public Sector undertaking or Registered Society etc) or by Private Sector (Individual Proprietorship or Registered Partnership or Registered Company or Co-operative Society or Trust or Charitable etc).

Hospital Level 3 (Non-Teaching) Super-specialty services -

This level may include all the services provided at level 1(A), 1(B) and 2 and services of one or more of the super specialty with distinct departments and/or also Dentistry if available. It will have other support systems required for services like pharmacy, Laboratory, and Imaging facility, Operation Theatre etc.

These hospitals may provide following specialized services Cardiology, Cardiothoracic surgery, Neurology, Neurosurgery, Nephrology, Joint replacement, Plastic and reconstructive surgery, Rheumatology, Endocrinology, Respiratory Medicine, Oncology,

Nuclear Medicine, Paediatric Surgery, Gastroenterology, GI surgery, Transplantation Services, Blood Storage Centre or Blood Bank etc.

Example: Corporate Hospitals, Referral Hospital, Regional or State Hospital, Nursing Home and Private Hospital of similar scope etc.

32. Scope

The scope of services that may be provided at a hospital level 3 practising Allopathy – Modern system of Medicine may include patient-care services in any or all of the following specialities, but not necessarily limited to:

Clinical Services:

- 2.1. General Medicine
- 2.2. General Surgery
- 2.3. Obstetrics and Gynaecology
- 2.4. Fertility and Assisted Reproduction
- 2.5. Paediatrics
- 2.6. Paediatric Intensive Care
- 2.7. Paediatric surgery
- 2.8. Neonatology
- 2.9. Orthopaedics
- 2.10. Orthopaedics with Joint Replacement
- 2.11. Anaesthesiology
- 2.12. Emergency Medicine & Trauma
- 2.13. Critical Care Medicine (e.g. HDU, ICU)
- 2.14. ENT
- 2.15. Ophthalmology
- 2.16. Neurology
- 2.17. Neurosurgery
- 2.18. Cardiology
- 2.19. Cardiothoracic surgery
- 2.20. Urology
- 2.21. Nephrology & Dialysis
- 2.22. Gastroenterology
- 2.23. GI Surgery (Surgical Gastroenterology)
- 2.24. Minimally Invasive Surgery or Minimal Access Surgery
- 2.25. Respiratory Medicine
- 2.26. Endocrinology

- 2.27. Rheumatology
- 2.28. Clinical Immunology
- 2.29. Psychiatry & Mental Health
- 2.30. Medical Oncology
- 2.31. Surgical Oncology
- 2.32. Radiation Oncology
- 2.33. Nuclear Medicine
- 2.34. Plastic & Reconstructive Surgery
- 2.35. Dermatology
- 2.36. Community Health
- 2.37. Palliative Medicine
- 2.38. Geriatric Care
- 2.39. Family Medicine
- 2.40. Clinical Haematology
- 2.41. Organ transplantation
- 2.42. Genetics
- 2.43. Dentistry including sub specialities
- 2.44. Physical Medicine & Rehabilitation
- 2.45. Transfusion Medicine or Blood Storage Centre or Blood Bank
- 2.46. Other emerging sub-specialities in any of the above fields, or emerging independent specialities

Support services:

- 2.29. Registration or help desk and billing
- 2.30. Diagnostic Services (Own or Outsource or Tie up):
 - a. Laboratory
 - b. Imaging Services
 - c. Non-imaging services e.g. Audiology Lab, TMT, Echocardiography, Neurophysiology, Urodynamics, PFT, Sleep Studies (Polysomnography), etc.
- 2.31. Pharmacy and Stores
- 2.32. CSSD or Sterilization Area
- 2.33. Linen and Laundry
- 2.34. Kitchen & Dietary Services
- 2.35. Waste Management Services (General and Biomedical)
- 2.36. Medical Gas Supply, Storage & Distribution
- 2.37. Ambulance services

33. Infrastructure Requirements:

3.1	Signage
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Clinical Establishment Act Standards for Hospital (LEVEL 3)

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3.1.1	The Hospital shall display appropriate signage which shall be in at least two languages
3.1.2	The building shall have a board displaying the name of the hospital at a prominent location
3.1.3	Directional signage shall be placed within the facility to guide the patient.
Following informative signage shall be displayed:	
3.1.4	Name of the care provider with registration number
3.1.5	Registration details of the hospital as applicable
3.1.6	Availability of fee structure of the various services provided (refer to CEA 2010 rules & regulation).
3.1.7	Timings of the hospital and services provided
3.1.8	Mandatory information such as under PNDT Act etc. prominently as applicable.
3.1.9	Important contact numbers such as Blood Banks, Fire Department, Police and Ambulance Services available in the nearby area.
Following safety signage shall be displayed:	
3.1.11	Safety Hazard and Caution signs, for e.g. hazards from electrical shock, inflammable articles, radiation etc. at appropriate places, and as applicable under law.
3.1.12	Appropriate Fire exit signage.
3.1.13	Signage for "No Smoking" in prominent places.
3.2.	Other requirements
3.2.1	Access to the hospital shall be comfortable for the patient and/or attendants/visitors.
3.2.2	Access shall be provided within the requirements of "Persons with Disabilities Act" and shall be easy for all those whose mobility may be restricted due to whatever cause.
3.2.3	The hospital shall be developed and maintained to provide safe, clean and hygienic environment for patients, their attendants, staff and visitors
3.2.4	The hospital shall have 24 hour provision of potable water for drinking & hand hygiene. It shall also have 24 hour supply of electricity, either through direct supply or from other sources.
3.2.5	The building shall be planned as such that sensitive areas, such as wards, consulting and treatment rooms and operation theatres are placed away from the outdoor source of noise. The hospital shall be well illuminated and ventilated
3.2.6	The hospital shall have clean public toilet(s) separate for males and females.
3.2.7	The hospital shall have mechanism for timely maintenance of the hospital building and equipment.
3.2.8	The hospital shall have appropriate internal and external communication facilities.
3.2.9	Furniture and fixtures shall be available in accordance with the activities and workload of the hospital. They shall be functional and properly maintained.
	<i>For minimum space requirements refer to Appendix 1.</i>
	<i>For indicative list of furniture and fixtures refer to Appendix 2.</i>

34. Medical Equipment and Instruments:

4.1	The hospital shall have adequate medical equipment and instruments, commensurate to the scope of service and number of beds.
4.2	There shall be established system for maintenance of critical equipment
4.3	All equipment shall be kept in good working condition through a process of periodic inspection, cleaning and maintenance. Advisory-Annual Maintenance. Log Book to be maintained.
	<i>For indicative list of medical equipment and instruments refer to Appendix 3.</i>

35. Drugs, Medical devices and Consumables:

5.1	The hospital shall have adequate drugs, medical devices and consumables commensurate to the scope of services and number of beds
5.2	Emergency drugs and consumables shall be available at all times.
5.3	Drug storage shall be in a clean, well lit, and safe environment and shall be in consonance with applicable laws and regulations.
5.4	The hospital shall have defined procedures for storage, inventory management and dispensing of drugs in pharmacy and patient care areas
	<i>For indicative list of drugs, medical devices and consumables refer to Appendix 4.</i>

36. Human Resource Requirements:

6.1	The hospital shall have qualified and/or trained medical staff as per the scope of service provided and the medical care shall be provided as per the requirements of professional and regulatory bodies.
6.2	The hospital shall have qualified and/or trained nursing staff as per the scope of service provided and the nursing care shall be provided as per the requirements of professional and regulatory bodies
6.3	The support or paramedical staff shall be qualified and or or trained as per the scope of services provided, and as per the requirement of the respective professional or regulatory bodies.
6.4	For every staff (including contractual staff), there shall be personal record containing the appointment order, documentary evidence of qualification and or training (and professional registration where applicable).
	<i>For human resource requirements refer to Appendix 5</i>

37. Support Services:**Registration or Help desk and Billing:**

7.1.	The hospital shall have a Registration or Help-desk & Billing counter, and the scope of this shall also include provision of patient guidance in matters like services available, cost estimation, healthcare insurance etc.
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Diagnostic Services:

7.2.	Diagnostic services may be in-house or outsourced. For minimum standards for diagnostic services refer to CEA standards for Imaging and laboratory services.
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7.3.	Whether in house or outsourced, the services shall fulfil the requirements of safe and timely patient care.
7.4.	The diagnostic services, whether in house or outsourced, shall be commensurate with the scope of services
Pharmacy Services	
7.5.	Pharmacy services in a hospital can be in-house or outsourced.
7.6.	All applicable legal requirements shall be complied with.
7.7.	Medicine storage shall be in a clean, well lit, and safe environment, and as per manufacturer's requirements
7.8.	Quality of drugs, medical devices and consumables shall be ensured
CSSD or Sterilization Area	
7.9.	Provision for instrument and linen sterilization and storage of sterile items shall be made available as per the scope of services.
7.10.	Validation of Sterilization shall be done for ensuring the effectiveness of sterilization process
Linen management:	
7.11.	Soiled linen shall be collected, transported and washed separately in clean and hygienic environment.
7.12.	Where linen is contaminated, appropriate decontamination shall be carried prior to despatch for washing.
Waste Management Services:	
7.13.	Segregation, collection, transportation, storage and disposal of biomedical waste shall be as per Bio Medical Waste Handling Rules.
7.14.	Waste management guidelines shall be followed in the case of Mercury & other toxic materials as per applicable local laws.
7.15.	Segregation, collection, transportation, storage and disposal of general waste shall be as per applicable local laws
Medical Gas	
7.16.	Oxygen for medical use shall be available. In addition other gases like Nitrous oxide, Carbon dioxide etc. may be available in consonance with the scope of services and bed strength.
7.17.	Medical gases shall be stored and handled in a safe manner.
7.18.	All applicable legal requirements shall be complied with.
7.19.	Appropriate back-up and safety measures shall be in place to ensure patient safety at all times.
Ambulance services	
7.20.	The hospital shall have provision of transporting patients for transfer or referral or investigations etc in safe manner.
7.21.	The ambulance service shall be in-house and shall comply with the applicable local laws.
7.22.	Critical patient shall be transported under supervision of trained and qualified staff.
	<i>Appropriate ambulance services should be available.</i>

38. Legal or Statutory Requirements:

8.1	Every application must be accompanied with the documents confirming compliance with local regulations and law.
	<i>For indicative list refer to Appendix 6.</i>

39. Record Maintenance and reporting:

9.1	The minimum medical records to be maintained and nature of information to be provided by the Hospitals shall be as prescribed in Section 12 (1) (iii) of this Act
9.2	Medical Records may be maintained in physical or digital format.
9.3	Confidentiality, security and integrity of records shall be ensured at all times
9.4	The medical records of IPD patients shall be maintained in consonance with National or local law, MCI guidelines, and court orders.
9.5	Every Hospital shall maintain health information and statistics in respect of national programmes, notifiable diseases and emergencies or disasters or epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>Content of medical record shall be as per Appendix 7</i>

40. Basic Process:

Registration or help desk and billing services	
10.39.	The hospital shall register all patients who visit the hospital except if the required services are not available in the facility, in which case the patient is guided to the appropriate nearest facility. (Please also see Emergency Services)
10.40.	Once registered, depending on the clinical need, patient is guided to appropriate service area like OPD etc
10.41.	Patient shall be guided and informed regarding <u>Patients' rights & responsibilities</u> , cost estimates, third party services (e.g. Insurance) etc. (Refer Appendix 8)
10.42.	The billing shall be as per the Hospital tariff list, which shall be available to patients in a suitable format.
Assessment and Plan of care	
10.43.	Each patient shall undergo an initial assessment by qualified and/or trained personnel.
10.44.	Further management of patient shall be done by a registered medical practitioner on the basis of findings of initial assessment; for example, OPD treatment, admission, transfer/referral, investigation etc.
10.45.	At the time of admission of patient, General Consent for admission shall be taken.
10.46.	In case of non-availability of beds or where clinical need warrants, the patient shall be referred to another facility along with the required clinical information or notes.
10.47.	Reassessments of the admitted patients shall be done at least once in a day and/or according to the clinical needs and these shall be documented.
10.48.	Any examination, treatment or management of female patient shall be done in

	the presence of an employed female attendant or female nursing staff, if conducted by male personnel inside the hospital and vice versa.
Informed Consent Procedure	
10.49.	Informed consent shall be obtained from the patient or next of kin or legal guardian as and when required as per the prevailing Guidelines or Rules and regulations in the language patient can understand (for e.g. before Invasive procedures, anaesthesia, Blood transfusion, HIV testing, Research, etc.). <i>Appendix 9</i>
Care Of Patient	
10.50.	The Hospital shall provide care of patient as per the best clinical practices and reference may be made to Standard Treatment Guidelines as notified on the website of Clinical Establishments Act 2010.
10.51.	Patient and/or families shall be educated on preventive, curative, promotive and rehabilitative aspects of care either verbally, or through printed materials.
10.52.	All the relevant documents pertaining to any invasive procedures performed shall be maintained in the record, including the procedure safety checklist.
10.53.	Monitoring of patient shall be done during and after all the procedures and same shall be documented (for example, after anaesthesia, surgical procedures, blood transfusion, etc).
10.54.	Staff involved in direct patient care shall receive basic training in CPR
Emergency Services:	
10.55.	Emergency patients shall be attended on priority. The Emergency department shall be well equipped with trained staff.
10.56.	If emergency services are not available in the hospital, the hospital shall provide first aid to the patients and arrange appropriate transfer or referral of the patient.
Medication Prescription, Administration And Monitoring	
10.57.	Prescription shall include name of the patient, date, name of medication, dosage, route, frequency, duration, name, signature and registration number of the medical practitioner in legible writing
10.58.	Drug allergies shall be ascertained before prescribing and administration; if any allergy is discovered, the same shall be communicated to the patient and recorded in the Case sheet as well.
10.59.	Patient identity, medication, dose, route, timing, expiry date shall be verified prior to administration of medication
10.60.	Safe Injection practices shall be followed as per WHO guidelines.
10.61.	High Risk Medicines shall be identified and verified by two trained healthcare personnel before administration.
10.62.	Patients shall be monitored after medication administration and adverse drug reaction or events if any shall be recorded and reported.
Infection Control	
10.63.	The hospital shall follow standard precautions like practicing hand hygiene, use of personal protection equipment etc. to reduce the risk of healthcare associated infections.
10.64.	The hospital shall ensure adequate and proper spacing in the patient care area so as to prevent transmission of infections.
10.65.	Regular cleaning of all areas with disinfectant shall be done as per prescribed &

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	documented procedure.
10.66.	Prescribed & documented Infection Control Practices shall be followed in High risk areas like Operation theatre, ICU, HDU, etc as per good clinical practice guidelines.
10.67.	Housekeeping or sanitary services shall ensure appropriate hygiene and sanitation in the hospital.
Safety of the patient, staff, visitors and relative in a hospital	
10.68.	Security and safety of patients, staff, visitors and relatives shall be ensured by provision of appropriate safety installations and adoption of appropriate safety measures. E.g. identification of mother and baby in obstetric facility, etc
10.69.	The Hospital shall undertake all necessary measures, including demonstration of preparedness for fire and non-fire emergencies, to ensure the safety of patients, attendants, staff and visitors.
10.70.	All applicable fire safety measures as per local law shall be adopted. This includes fire prevention, detection, mitigation, evacuation and containment measures. Periodic training of the staff and mock drills shall be conducted and the same shall be documented.
10.71.	In case of any epidemic, natural calamity or disaster, the owner or keeper of every Hospital shall, on being requested by the designated supervising Authority, cooperate and provide such reasonable assistance and medical aid as may be considered essential by the supervising authority at the time of natural calamity or disastrous situation
Patient Information and Education	
10.72.	The patient and or family members are explained about the disease condition, proposed care, including the risks, alternatives and benefits. They shall be informed regarding the expected cost of the treatment. They shall also be informed about the progress and any change of condition.
10.73.	Patient and or family shall be educated about the safe and effective use of medication, food drug interaction, diet, and disease prevention strategies.
Discharge	
10.74.	A Discharge summary shall be given to all patients discharged from the hospital. <i>For content of discharge summary refer to Appendix 10.</i>
10.75.	The discharge summary shall include the points as mentioned in the Appendix in an understandable language and format
10.76.	Discharge summary shall also be given to patient and/or attendant in case of transfer LAMA or DAMA or death.

APPENDIX 1

Minimum space requirements in a hospital level 3 shall be as follows:

Area (Desirable)		
Wards		
1.	Ward bed and surrounding space	6 sq mor bed; in addition circulation space of 30% as indicated in total area shall be provided for nursing station, ward store, sanitary etc.
Intensive Care Unit		
2.	For ICUorCCUorNeurology ICUorHDUorTrauma ICUorRenal ICU bed and surrounding space	10.5 sq mor bed; in addition circulation space of 30% as indicated in the total area shall be provided for nursing station, doctors' duty room, store, clean and dirty utility, circulating area for movement of staff, trolley, toilet etc.
Minor Operation TheatreorProcedure room		
3.	OT for minor procedures	10.5 sq m; in addition circulation space of 30% as indicated in total area shall be provided for nursing station, scrub station, clean and dirty utility, dressing room, toilet etc.
Labour room		
4.	Labour Table and surrounding space	10.5 sq mor labour table
5.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Circulating area, Toilets	10.5 sq m for clean utility and store and 7 sq m for dirty utility and 3.5 sq m for toilet.
Operation Theatre (OT)		
6.	Operating Room Area	30.5 sq m per operating room.
Emergency & Casualty (if separate):		
7.	Emergency bed and surrounding space	10.5 sq mor bed: in addition circulation space of 30% as indicated in total area shall be provided for nurse station, doctor duty room store, clean and dirty utility, dressing area, toilet etc.
Pharmacy (Own or Outsourced)		
8.	Pharmacy	The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session at the rate of 0.8 m ² per patient.
Bio-medical Waste		

9.	<50 beds	5 sq m
10.	50-100 beds	10 sq m
11.	>100 beds	20 sq m
Other functional areas (laboratory, diagnostics, front office or reception, waiting area, administrative area etc) should be appropriately sized as per the scope of service and patient load of the hospital.		

Other requirements:**Wards:**

6. The ward shall also have designated areas for nursing station, doctors' duty room, store, clean and dirty utility, janitor room, toilets and this shall be provided from circulation area.
7. For a general ward of 12 beds, a minimum of 1 WC and 1 hand wash basin shall be provided.
8. Distance between beds shall be 1.0 metres
9. Space at the head end of bed shall be 0.25 metres.
10. Door width shall be 1.2 metres and corridor width 2.5 metres

Intensive Care Unit:

7. The unit is to be situated in close proximity of operation theatre, acute care medical and surgical ward units.
8. Suction, oxygen supply and compressed air to be provided for each bed.
9. Adequate lighting and uninterrupted power supply shall be provided.
10. Adequate multi-sockets with 5 ampere and 15 ampere sockets and or or as per requirement to be provided for each bed.
11. Nurse call system for each bed is desirable.
12. ICU shall have designated area for nursing station, doctors' duty room, store, clean and dirty utility, circulating area for movement of staff, trolley, toilet, shoe change, trolley bay, janitor closet etc.

Labour room:

16. The obstetrical unit shall provide privacy, prevent unrelated traffic through the unit and provide reasonable protection of mothers from infection and from cross-infection.

17. Measures shall be in place to ensure safety and security of neonates.
18. Resuscitation facilities for neonates shall be provided within the obstetrical unit and convenient to the delivery room.
19. The labour room shall contain facilities for medication, hand washing, charting, and storage for supplies and equipment.
20. The labour room shall be equipped with oxygen and suction

Operation Theatre

10. The operation theatre complex shall have appropriate zoning.
11. The operation theatre complex shall provide appropriate space for other areas- nursing station, doctors' duty room, scrub station, sterile store, Clean and dirty utility, Dress change room, Toilets. Following zoning is recommended: -
 - a. Sterile area – consists of operating room sterile store and anesthesia room
 - b. Clean zone- consists of equipment or medical store, scrub area, pre and or or post-operative area and linen bay.
 - c. Protective zone- consists of change room, doctors' room and toilets.
 - d. Dirty area.
 - e. Due considerations are to be given to achieve highest degree of asepsis to provide appropriate environment for staff and patients.
12. Doors of pre-operative and recovery room are to be 1.5 m clear widths.
13. Air Conditioning to be provided in all areas. Window AC and split units should preferably be avoided as they are pure re circulating units and become a source of infection.
14. Appropriate arrangements for air filtration to be made.
15. Temperature and humidity in the OT shall be monitored.
16. Oxygen, Nitrous Oxide, suction and compressed air supply should be provided in all OTs.
17. All necessary equipment such as shadow-less light, Boyle's apparatus shall be available and in working condition.
18. Uninterrupted power supply to be provided.

Note: For Eye Hospitals only where procedures are done in local and or or regional anaesthesia, Minor OT criteria may be applicable.

Emergency room

26. Emergency bed and surrounding space shall have minimum 10.5 sq mor bed area.
27. There shall be designated space for nurse station, doctor duty room store, clean and dirty utility, dressing area, toilet etc.

Clinical Laboratory (own orOut sourced)

2. The laboratory area shall be appropriate for activities including test analysis, washing, biomedical waste storage and ancillary services like Storage of records, reagents, consumables, stationery etc eating area for staff.

Imaging (own orOutsourced)

5. The department shall be located at a place which is easily accessible to both OPD and wards and also to emergency and operation theatre.
6. As the department deals with high voltage, presence of moisture in the area shall be avoided.
7. The size of the department shall depend upon the type of equipment installed.
8. The departmentorroom shall have a sub-waiting area preferably with toilet facility and a change room facility, if required.

Central Sterilization and Supply

4. Department (CSSD) — Sterilization, being one of the most essential services in a hospital, requires the utmost consideration in planning.
5. Centralization increases efficiency, results in economy in the use of equipment and ensures better supervision and control.
6. The materials and equipment dealt in CSSD shall fall under three categories:
 - a) Those related to the operation theatre department,
 - b) Common to operating and other departments, and
 - c) Pertaining to other departments alone.

Other Departments

Other departments shall have appropriate infrastructure commensurate to the scope of service of the hospital.

APPENDIX 2**FURNITURE AND FIXTURES:**

	ARTICLES
	Examination Table
	Writing tables
	Chairs
	Almirah
	Waiting Benches
	Medical or Surgical Beds
	Labour Table- if applicable
	Wheel Chair or Stretcher
	Medicine Trolley, Instrument Trolley
	Screens or curtains
	Foot Step
	Bed Side Table
	Baby Cot- if applicable
	Stool
	Medicine Chest
	Examination Lamp
	View box
	Fans
	Tube Light or lighting fixtures
	Wash Basin
	IV Stand
	Colour coded bins for BMW

****this is an indicative list and the items shall be provided as per the size of the hospital and scope of service.***

APPENDIX 3**EQUIPMENTS****g. Emergency Equipment**

S.No.	Name of Emergency Equipment
1	Resuscitation equipment including Laryngoscope, endotracheal tubes, suction equipment, xylocaine spray, oropharyngeal and nasopharyngeal airways, Ambu Bag- Adult & Paediatric (neonatal if indicated)
2	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories
5	Equipment for dressing or bandaging or suturing
6	Basic diagnostic equipment- Blood Pressure Apparatus, Stethoscope,, weighing machine, thermometer(Non mercury)
7	ECG Machine
8	Pulse Oximeter
9	Nebulizer with accessories

h. Other equipment and consumables, which shall also be available in good working condition as per the scope of services and bed strength (some of the emergency equipment are already mentioned above).

Department	Equipment	Level 1A	Level 1B	Level 2	Level 3
NON MEDICAL					
Administration					
	Office equipment	Yes	Yes	Yes	Yes
	Office furniture	Yes	Yes	Yes	Yes
Electricity					
	Emergency lights	Yes	Yes	Yes	Yes
Water Supply					
	Hand-washing	Yes	Yes	Yes	Yes

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	sinksortapsorbowlson stands in all areas				
	Storage tank	Yes	Yes	Yes	Yes
	Water purification chemicals or filter	Yes	Yes	Yes	Yes
	Water source for drinking water	Yes	Yes	Yes	Yes
Waste Disposal					
	Buckets for contaminated waste in all treatment areas	Yes	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes	Yes
	Sharps containers in all treatment areas	Yes	Yes	Yes	Yes
Safety					
	Fire extinguisher	Yes	Yes	Yes	Yes
Vehicle (OwnorOutsourced)					
	Vehicle wheeler 4	Desirable	Desirable	Yes	Yes
	Ambulance	Yes	Yes	Yes	Yes
Medical Stores					
	Lockable storage	Yes	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes	Yes
Kitchen (OwnorOutsourced)					
	Cooking pots and utensils	Yes	Yes	Yes	Yes
	Cooking stove	Yes	Yes	Yes	Yes
	Food refrigeration	Yes	Yes	Yes	Yes
	Plates, cups & cutlery	Yes	Yes	Yes	Yes
	Storage	Yes	Yes	Yes	Yes
	Washing and drying area facilities	Yes	Yes	Yes	Yes
Laundry (OwnorOutsourced)					
	Detergentorsoap	Yes	Yes	Yes	Yes
	Washing and rinsing equipmentorbowlson stands	Yes	Yes	Yes	Yes
	Housekeeping Brooms, brushes and	Yes	Yes	Yes	Yes

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	mops				
Housekeeping (OwnorOutsourced)					
	Buckets	Yes	Yes	Yes	Yes
	Soap and disinfectant	Yes	Yes	Yes	Yes
MEDICAL					
Outpatient Rooms					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Container for sharps disposal	Yes	Yes	Yes	Yes
	Desk and chairs	Yes	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Light source	Yes	Yes	Yes	Yes
	Minor surgical instruments	No	Yes	Yes	Yes
	Ophthalmoscope	No	No	Yes (as applicable)	Yes
	Otoscope	No	No	Yes (as applicable)	Yes
	Patellar hammer	Yes	Yes	Yes	Yes
	Receptacle for soiled pads, dressings, etc.	Yes	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes	Yes
	Sutures	Yes	Yes	Yes	Yes
	Thermometer (Non mercury)	Yes	Yes	Yes	Yes
	Torch with extra batteries	Yes	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes	Yes
Women and Child health examination room					
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Contraceptive supplies	Yes	Yes	Yes	Yes
	Birth register	Yes	Yes	Yes	Yes

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	Examination gloves	Yes	Yes	Yes	Yes
	Examination table with stirrups	Yes	Yes	Yes	Yes
	Fetal stethoscope	No	Yes	Yes	Yes
	Doppler	No	No	No	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Height measure	Yes	Yes	Yes	Yes
	IUD insertion set	Yes	Yes	Yes	Yes
	Pregnant woman Register	Yes	Yes	Yes	Yes
	Speculum and vaginal examination kit	Yes	Yes	Yes	Yes
	Syringes and needles	Yes	Yes	Yes	Yes
	Tape measure	Yes	Yes	Yes	Yes
	Tococardiograph	No	Yes	Yes	Yes
Labour room					
	Baby scales	Yes	Yes	Yes	Yes
	Non Mercury Blood Pressure Apparatus and stethoscope	Yes	Yes	Yes	Yes
	Clean delivery kits and cord ties	Yes	Yes	Yes	Yes
	Curtains if more than one bed	Yes	Yes	Yes	Yes
	Delivery bed and bed linen	Yes	Yes	Yes	Yes
	Fetal stethoscope	Yes	Yes	Yes	Yes
	Hand washing facility	Yes	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes	Yes
	IV treatment sets	Yes	Yes	Yes	Yes
	Latex gloves and protective clothing	Yes	Yes	Yes	Yes
	Linens for newborns	Yes	Yes	Yes	Yes
	Mucus extractor	Yes	Yes	Yes	Yes
	Oral airways, various sizes	Yes	Yes	Yes	Yes
	Oxygen cylinder or concentrator	Yes	Yes	Yes	Yes
	Partograph charts	Yes	Yes	Yes	Yes
	Self inflating bag and mask - adult and neonatal size	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Suturing sets	Yes	Yes	Yes	Yes
	Thermometer (Non	Yes	Yes	Yes	Yes

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	mercury)				
	Tray with routine & emergency drugs, syringes and needles	Yes	Yes	Yes	Yes
	Urinary catheters and collection bags	Yes	Yes	Yes	Yes
	Vacuum extractor set	Yes	Yes	Yes	Yes
	Work surface near bed for newborn resuscitation	Yes	Yes	Yes	Yes
Inpatient Wards					
	Basic examination equipment (stethoscope, Non mercury BP Apparatus (etc)	Yes	Yes	Yes	Yes
	Beds, washable mattresses and linen	Yes	Yes	Yes	Yes
	Curtains	Yes	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes	Yes
	Dressing trolley or Medicine trolley	Yes	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes	Yes
	IV stands	Yes	Yes	Yes	Yes
	Medicine storage cabinet	Yes	Yes	Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes	Yes
	Urinals and bedpans	Yes	Yes	Yes	Yes
Operation Theatre		If available			
	Adequate storage	Yes	Yes	Yes	Yes
	Ambu resuscitation set with adult and child masks	Yes	Yes	Yes	Yes
	Defibrillator			Yes	Yes
	Electro cautery	No	Yes	Yes	Yes
	Fixed operating lights	No	No	No	Yes
	Fixed suction machine	No		No	Yes
	Hand washing facilities	Yes	Yes	Yes	Yes
	Instrument tray	Yes	Yes	Yes	Yes

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	Instrument trolley	Yes	Yes	Yes	Yes
	Laryngoscope set	No		Yes	Yes
	Mayo Stand	Yes	Yes	Yes	Yes
	Mobile operating light	Yes	Yes	Yes	Yes
	Ophthalmic Operating Microscope	No	No	Yes (as applicable)	Yes (as applicable)
	Oral airways, various sizes	No	No	Yes	Yes
	Oxygen cylinder and concentrator	Yes	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes	Yes
	Portable suction machine	Yes	Yes	Yes	Yes
	Safety Box	No		Yes	Yes
	Sphygmomanometer (Non Mercury) and stethoscope	Yes	Yes	Yes	Yes
	Stool adjustable height	No	Yes	Yes	Yes
	Operating table	No	Yes	Yes	Yes
	IV Therapy Equipment	No			
	Anesthesia Equipment Anesthetic trolley or machine	No	Yes	Yes	Yes
	CO2 Monitor	No	No	Yes	Yes
	O2 Monitor	No	No	Yes	Yes
	Endoscopic equipment and necessary accessories	No	No	No	Yes
	Bronchoscope	No	No	Desirable	Yes
	Colonoscope	No	No	Desirable	Yes
	Endoscope	No	No	Desirable	Yes
	Fiber Optic Laryngoscope	No	No	Desirable	Yes
Central Supply					
	Amputation set	No	No	No	Yes
	Caesarean or hysterectomy set	No	No	Yes	Yes
	Dilatation and curettage set	No	No	Yes	Yes
	Endoscopic instrument cleaning machines and solutions	No	No	No	Yes
	Hernia set	No	No	Yes	Yes
	Laparotomy set	No	No	Yes	Yes

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	Linens	Yes	Yes	Yes	Yes
	Locked storage	Yes	Yes	Yes	Yes
	Operating drapes	No	Yes	Yes	Yes
	Ophthalmic instrument	No	No	Yes	Yes
	Protective caps, aprons, shoes and gowns etc.	Yes	Yes	Yes	Yes
	Pelvicor fistula repair set	No	No	No	Yes
	Sterile gloves	Yes	Yes	Yes	Yes
	Sterilization equipment for instrument and linens	Yes	Yes	Yes	Yes
	Surgical supplies (e.g., sutures, dressings, etc.)	Yes	Yes	Yes	Yes
	Thoracocentesis set	No	No	No	Yes
	Thoracostomy set with appropriate tubes and water seal bottles	No	No	No	Yes
	Thoracotomy set	No	No	No	Yes
	Thyroid or Parathyroid set	No	No	No	Yes
	Tracheostomy set	No	No	Yes	Yes
	Tubal ligation set	No	No	Yes	Yes
	Vascular repair set	No	No	Yes	Yes
	Other equipment as per the specialized services available shall also be there				

APPENDIX 4**DRUGS, MEDICAL DEVICES AND CONSUMABLES****h. List of Emergency Drugs and consumables (Essential in all hospitals)**

	Name of the Drug
	<i>INJECTIONECTIONS</i>
	INJECTION. DIAZEPAM 10 MG
	INJECTION. FRUSEMIDE 20 MG
	INJECTION. ONDANSETRON 8 MGor4ML
	INJECTION. RANITIDINE
	INJECTION NOR ADRENALINE 4 MG
	INJECTION. PHENYTOIN 50 MG
	INJECTION DICLOFENAC 75 MG
	INJECTION. DERIPHYLLINE
	INJECTION CHLORPHENIRAMINE MALEATE
	INJECTION. HYDROCORTISONE 100 MG
	INJECTION. ATROPINE 0.6 MG
	INJECTION. ADRENALINE 1 MG
	INJECTION. KCL
	STERILE WATER
	INJECTION. SODA BICARBONATE
	INJECTION. DOPAMINE
	INJECTION. NALAXONE 400 MCG
	INJECTION. LIGNOCAINE 50 ML
	TAB. SORBITRATE
	TAB. ASPIRIN
	INJECTION. TETANUS

	INJECTION. ADENOSINE
	<i>OTHER</i>
	NEB. SALBUTAMOL2.5 ML
	NEB. BUDESONIDE
	LIGNOCAINE JELLY 2%
	ACTIVATED CHARCOAL
	CALCIUM (INJECTION or TAB)
	<i>FLUIDS</i>
	RL 500 ML
	NS 500 ML
	NS 250 ML
	NS 100 ML
	DNS 500 ML
	DEXTROSE 5% 500 ML
	DEXTROSE 10% 500 ML
	PEDIATRIC IV INFUSION SOLUTION 500 ML

- i. **The other drugs and consumables shall be available as per the scope of services, bed strength and patient turnover.**
- j. **Medical devices shall be available as per the scope of services, bed strength and patient turnover.**

APPENDIX 5**HUMAN RESOURCE**

The Human Resource requirement for any hospital shall be as per the scope of services provided by the hospital.

*The requirement mentioned below is the minimum requirement for a multispecialty hospital with **less than 50 beds** and it can be prorated as required.*

Based on the levels of care provided, the minimum staffing requirements for Hospital level 3 shall be as follows:

	Human Resource	Requirement
	Doctor	MBBS doctor shall be available round the clock on site per unit Availability of specialist and super specialist as per the <i>Minimum standards of that specialty.</i> In ICU, 1 MBBS for every 6 beds, on- site for 24X7
	Nurses	Qualified nurses per unit per shift shall be available as per requirement laid down by "The Indian Nursing Council, 1985", occupancy rate and distribution of bed.
	Pharmacist	2 in a hospital
	Lab Technician	2 in a hospital (minimum DMLT)
	X-ray Technician	2 in a hospital (minimum Diploma in X Ray Technician course)
	Other Technicians	As per requirement
	Nutritionist	As per requirement
	Social worker	As per requirement
	Administrative Assistant	As per requirement
	Medical Record Technician	As per requirement
	Driver	As per requirement
	Security Guard	As per requirement
	Multi-purpose Worker	Minimum 2 (minimum 12 th pass)

Requirement of other staff (Support and administrative) will depend on the scope of the hospital.

APPENDIX 6

LIST OF LEGAL REQUIREMENTS

Below is the list of legal requirements to be complied with by a hospital as applicable by the local/state health authority (all may not be applicable):

Sl.	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired or valid or NA)
1.	Registration under Nursing Home Act or Medical Establishment Act				
2.	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3.	AERB Licenses				
	Type approval				
	Layout Approval				
	License for CT-interventional or Registration for other machines				
4.	NOC from Fire Department				
5.	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				
	Pollution Control Licenses				
6.	Building Completion Licenses				
7.	Lift licenses for each lift				

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8.	DG Set Approval for Commissioning				
9.	Diesel Storage Licenses				
10.	Retail and bulk drug license (pharmacy)				
11.	Food Safety Licenses				
12.	Narcotic Drug Licenses				
13.	Medical Gases Licenses or Explosives Act				
14.	Clinical Establishments and Registration (if applicable)				
15.	Blood Bank Licenses				
16.	MoU or agreement with outsourced human resource agencies as per labor laws				
17.	Spirit License				
18.	Electricity rules				
19.	Provident fund or ESI Act				
20.	MTP Act				
21.	PNDT Act				
22.	Transplantation of Human organs Act				
23.	Sales Tax registration				
24.	PAN				
25.	No objection certificate under Pollution Control Act (Air or Water)				
26.	Wireless operation certificate from Indian P&T				
27.	Arms Act, 1950 (if guards have				

weapons)				
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APPENDIX 7

CONTENT OF MEDICAL RECORD

Medical record shall contain, at the least, the following information:

	Content
	Name & Registration number of treating doctor
	Name, demographic details & contact number of patient
	Relevant Clinical history, Assessment and re-assessment findings, nursing notes and Diagnosis
	Investigation reports
	Details of medical treatment, invasive procedures, surgery and other care provided
	Applicable consents
	Discharge summary
	Cause-of-death certificate & Death Summary (where applicable)

APPENDIX 8

Patients' rights and responsibilities:

Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

70. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
71. Rate of services provided by the clinical establishment would be displayed prominently.
72. To access a copy of case papers, patient records, investigations reports and detailed bill
73. To informed consent prior specific tests or treatment (e.g. surgery, chemotherapy)
74. To seek second opinion from an appropriate clinician of patients' choice, with records and information being provided by treating hospital
75. To confidentiality, human dignity and privacy during treatment.
76. To have ensured presence of a female person, during physical examination of a female patient by a male practitioner
77. To non-discrimination about treatment and behaviour on the basis of HIV status
78. To choose alternative treatment if options are available
79. Rate of services provided by the clinical establishment would be displayed prominently.

Patients' Responsibilities

- Provide all health related information
- Cooperate with Doctors during examination, treatment
- Follow all instructions
- Pay hospitals agreed fees on time
- Respect dignity of doctors and other hospital staff
- Never resort to violence

APPENDIX 9

INFORMED CONSENT or CONSENT GUIDELINES

The informed consent shall at the least contain the following information in an understandable language and format.

	Content
	Name of the patient or guardian (in case of minor or mentally disabled).
	Registration number of patient
	Date of admission
	Name & Registration number of treating doctor
	Name of procedure or operation or investigation or blood transfusion or anaesthesia or potential complications
	Signature of patient or guardian with date and time

APPENDIX 10

DISCHARGE SUMMARY

The discharge summary shall at the least contain the following information in an understandable language and format.

	Content
	Name & Registration number of treating doctor
	Name, demographic details & contact number of patient, if available
	Date of admission and discharge
	Relevant clinical history, assessment findings and diagnosis
	Investigation results,
	Details of medical treatment, invasive procedures, surgery and other care provided
	Discharge advice (medications and other instructions).
	Instruction about when and how to obtain urgent care.

**Clinical Establishment
Act
Standard for
Dental Lab**

Standard No.CEA or Dental Lab

MINIMUM STANDARDS FOR DENTAL LABORATORY

DEFINITION	
Dental laboratory	
SCOPE of SERVICES PROVIDED	
Will provide laboratory work pertaining to different specialities of dentistry	
PHYSICAL INFRASTRUCTURE	
<p>1 Walls shall be painted with proper quality paint with no sharp edges; floors shall be made of easily washable material e.g. ceramic tiles.</p> <p>2 Proper day lighting and ventilation within the laboratory</p> <p>3 Specified place to mould the metal (specially Crowns, bridges, chrome cobalt) and shall include the following machines:</p> <ul style="list-style-type: none"> • Casting machine for casting all dental alloy • Preheating furnace. • Wax elimination furnace. • Soldering unit. <p>4 Specific place to mould ceramics that is isolated from the Laboratory other parts and dust protection (ante-dust). Shall include the following machines:</p> <ul style="list-style-type: none"> • Porcelain furnace • Ultra sonic unit <p>5 Specified place for polishing process that includes the following:</p> <ul style="list-style-type: none"> • Polishing unit for dry and wet polish. • Electrolytic polishing unit. • High-speed grinder. <p>6 Specified place that includes the following:</p> <ul style="list-style-type: none"> • Polymerization unit. • Flask press. • Boil – out unit <p>7 Specified place for Models that includes the following:</p> <ul style="list-style-type: none"> • Model trimmer (single or double disc). • Vibrator. • Plaster dispenser. • Model duplicate unit <p>8 Staff room or area</p> <p>9 Store to keep the Laboratory materials</p> <p>10 A room for the technical in charge (optional)</p> <p>11 General safety and security conditions to be provided in the building and fire fight hoses</p> <p>12 Dedicated area for storing records</p>	
OUTSIDE SIGNAGES	
name of the dental laboratory	
INSIDE SIGNAGES	
Name of laboratory technician	
working hours	
Services provided	
Charges of the services offered	
INFRASTRUCTURE	
CONSIDERATIONS	
<ul style="list-style-type: none"> • floors and walls – these must be non-porous, without carpets, smooth and easily cleaned 	

- **Lighting:**
Provide a proper lighting for the working tables and working area and natural lighting for the ceramics room area to differentiate the ceramics colours.

Working table requirements and specifications:

- 1 A hard stone surface
- 2 Bench with light
- 3 Suction unit for dust extraction.
- 4 Drawers
- 5 Hand piece and controller
- 6 Bunsen burner
- 7 Laboratory chairs

WATER DRAINAGE

- 1 Water drainage system shall be wide enough to allow easy passage of water and be clean
- 2 Special filters shall be placed under the basins to collect all dirt and left over of plaster so as to prevent it from going through the drainage system

VENTILATION:

- 1 Providing suctioning fans to refine the atmosphere
- 2 Premises provided with special suction placed above the thermal ovens to suck the ascending vapours and gases out of the ovens
- 3 Dental laboratory technicians work in clean, well-lighted, and well-ventilated areas. Technicians can have their own workbenches, which can be equipped with Bunsen burners, grinding and polishing equipment, and hand instruments, such as wax spatulas and wax carvers.

SAFETY CONDITIONS:

- 1 Make the Emergency Exits in the building free of obstacles
- 2 Providing fire-extinguisher
- 3 Laboratory floor shall be made of anti-fire ceramics
- 4 Provide the Laboratory with fire alarms

HUMAN RESOURCES	
TECHNICAL STAFF	2. LABORATORY TECHNICIAN registered with the dental council of India.
NON TECHNICAL STAFF	GRADE IV staff employed full time or part time or outsourced.
Periodic health check up, vaccination of staff	<ul style="list-style-type: none"> • Once in a year health check up of all the staff. • Mandatory hepatitis B vaccination of the staff.

EQUIPMENT (FUNCTIONAL)	QUANTITY
10. Hand piece and controller	1
11. Bunsen burner	1
12. Casting machine for casting all dental alloy	1
13. Preheating furnace.	1
14. Wax elimination furnace.	1
15. Soldering torch	1
16. Porcelain furnace	1
17. Ultra sonic unit	1
18. Polishing unit for dry and wet polish.	1
19. Electrolytic polishing unit.	1
20. High-speed grinder.	1
21. Polymerization unit.	1
22. Flask press.	1
23. Boil – out unit	1
24. Model trimmer (single or double disc).	1
25. Vibrator.	1
26. Plaster dispenser.	
27. Model duplicate unit	
28. Consumables- should be available in adequate number.	
<ul style="list-style-type: none"> • Facemask • Gloves • Dental plaster • Dental stone • Die stone • Modelling wax • Impression compound • Sticky wax • Anatomic ,semianatomic and flat denture teeth • Cold cure resin powder and liquid • Heat cure resin powder and liquid • Self cure and light cure composite resin • Stainless steel wires-19 gauge to 23 gauge • Soldering flux 	
SUPPORT SERVICES	
BMW MANAGEMENT	<ul style="list-style-type: none"> • Segregation of waste should be done in black, yellow, red and blue bags. It is mandatory to segregate the waste at the site of waste generation. • Contract for disposal of BMW should be

	<p>given to a company approved by government of India or ministry of environment or CPCB.</p> <ul style="list-style-type: none"> • There should be a written contract for BMW management along with the economy involved. • Logbook should be maintained mentioning weight of the waste (infected) and date on which waste (new or old) was lifted.
RECORD MAINTENANCE AND REPORTING	Daily record keeping for mentioning lab work rendered along with charges.
STANDARDS ON BASIC PROCESSES	
<p>INFECTION CONTROL</p> <ul style="list-style-type: none"> • There must be good supply of clean water, through a quality piping that support good water hygiene • All general purpose cleaning equipment and agents should be stored in a separate part of the premises • There must be a specific space (not less than 1.5 sq. meter) for cleaning and sterilisation of dental instruments and should not be used other than above. • Use trash bin lined with commercial color coded plastic bag for the medical waste • Keep cleaning equipment always in a very clean condition before use; type of floor sanitizing and cleaning agents must be approved for clinical use. • There should be no cotton or wool fabric curtains in dental labs. • Non-wooden storage cabinet shall be used for storing cleaning equipment and agents • labcoats, gowns, facemask, gloves etc should be utilized. 	
FACILITIES FOR HAND WASHING	Hand-washing facilities must not be combined with sinks used for other purposes, such as decontamination and instrument cleaning.
FACILITIES FOR STERILIZATION	Disinfectants- 2 percent glutaraldehyde, sodium hypochlorite, chlorhexidine etc
POLICY ON OUTSOURCED SERVICES	cleaning staff and pest control are some of the other services which can be outsourced

Clinical Establishment Act Standard for Dietetics

Standard No. CEA orDietetics

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Dietary Counseling Centre

1. Definition

A dietetics clinic or polyclinic center may be defined as a clinical establishment providing consultation to outpatients or inpatients by Dietician (s) or Clinical Nutritionist (s).

Dietary counseling provides personalized nutritional care for encouraging modification of eating habits. It may also assist in prevention or treatment of nutrition-related illnesses such as cardiovascular disease, cancer, obesity, diabetes, and hyperlipidemia. It also involves meal planning for the patient.

It can be a stand-alone unit, or a part of polyclinic or hospital.

2. Scope (as applicable)

- 2.1 These set of common minimum standards framed are applicable to a single practitioner or more than one Dietician or Clinical Nutritionist or a group of Dietician or Clinical Nutritionist who are themselves providing patient care services like:
- a) Nutritional Assessment
 - b) Prescribing specific Diets, health or Nutritional Supplements
 - c) Health Education and Health Promotion related to nutritional aspect of health care.

3. Infrastructure Requirements

3.1. Facility

- 3.1.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors.
- 3.1.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.
- 3.1.3 The area should be well illuminated, ventilated and clean with adequate water supply.

3.2. Signage

- 3.2.1 The centre or clinic shall have a prominent board or signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 3.2.2 The following other signage shall be well displayed in the language understood by the local public in the area:
- a) Name of the Clinical Nutritionist(s)
 - b) Fee structure of the various services
 - c) Timings of the clinics (For e.g.: From 8am -2pm)
 - d) Services provided within the facility

3.3. Furniture & Fixtures

- 3.3.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic or Polyclinic.
- 3.3.2 The furniture and fixtures shall be functional. For indicative list of items refer to **Appendix 2**. This list is indicative and not exhaustive.

4. Equipment or Instruments

- 4.1 Equipment's shall be of adequate capacity to meet workload requirement.
- 4.2 All equipment shall be kept in good working condition.
- 4.3 Periodic inspection, cleaning, maintenance of equipment should be done. An equipment logbook should be maintained for all major equipment. For indicative list for equipment or instrument refer to **Appendix 3**. This list is indicative and not exhaustive.

5. Human Resources

-
-
- 5.1 Clinical Nutritionist or Dietician shall have graduate or postgraduate in Food & Nutrition from a recognized institute or university as applicable.
 - 5.2 Personnel record containing personal and professional information shall be maintained for each staff.
 - 5.3 Periodic skill enhancement or up gradation or refresher trainings shall be provided for all categories of the staff relevant to their job profile.

6. Record Maintenance and Reporting

- 6.1 The Dietary center or clinic shall have the following forms:
 - a) Nutritional Assessment Forms
 - b) Diet Charts
 - c) Patient education Materials
- 6.2 Every centre or clinic shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.
- 6.3 Copies of all records and statistics shall be kept with the clinical establishment concerned for at least 3 or 5 years or in accordance with any other relevant Act in force at the time under Section 12(1) (iii) of CEA 2010).
- 6.4 Records shall be maintained in physical or digital format.
- 6.5 Confidentiality, security and integrity of records shall be maintained.

7. Basic Processes

7.1 Registration

- 7.1.1 Every patient visiting the dietary clinic or polyclinic shall be registered on each visit.

7.2 Assessment

- 7.2.1 Each patient shall undergo nutritional assessment and the same should be documented.
- 7.2.2 During assessment or re-assessment, the patient findings shall be co-related with the nutritional advice, which includes medications, investigations, food drug interactions or allergies etc.
- 7.2.3 Prescription in form of Diet Charts and/or Nutritional or Health Supplements based on Clinical Evaluation shall be given to patient and documented.

7.3. Clinical Records

- 7.3.1. A copy of OPD Records shall be maintained.

APPENDIX 1**Minimum infrastructure requirements shall be as follows (Desirable):**

SN	LOCATION	AREA REQUIRED	REMARKS
1	Common area (Reception and waiting)	20 sq ft carpet area	
2	Consultation room (ancillary area)	50 sq ft carpet area including storage	Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers.

*Reception, waiting, consultation room etc shall be adequate as per the requirement and workload of the clinic.

APPENDIX 2

Furniture and Fixtures

	Articles
1	Table
2	Chairs
3	Computer or Lap Top with Printer facility (optional)
4	Storage Cabinet for records

APPENDIX 3**Equipments**

S.No.	Equipments
1	Body Composition Analysis Machine or BMI Machine
2	Height and Weight Scale or Weighing Machine

**Clinical Establishments
Act Standard for
Integrated Counselling and
Testing Centre**

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1. Definition:

- 1.1 An integrated counselling and testing centre is a place where a person is counselled and tested and checked for HIV, Tuberculosis, ANC and postnatal follow up on his own free will or as advised by a medical provider.
- 1.2 An ICTC shall be located in health facilities owned by the government, in the private or not-for-profit sector, in public sector organizations or other government departments such as the Railways, Employees' State Insurance Department (ESID), etc. and in sectors where nongovernmental organizations (NGOs) have a presence.
- 1.3 In the health facility, the ICTC shall be well coordinated with the Department of Medicine, Microbiology, Obstetrics and Gynecology, Pediatrics, Psychiatry, Dermatology, Preventive and Social Medicine, etc.

2. Scope

- 2.1 Provision of basic information on modes of transmission and prevention of HIV or AIDS, ANC for promoting behavioral change and reducing vulnerability.
- 2.2 Preventive health education.
- 2.3 Psychosocial support.
- 2.4 Referral and linkages.
- 2.5 Monitoring and supervision.
- 2.6 Training of existing staff.
- 2.7 ICTCs can be classified into two types:
 - a) Fixed-facility ICTCs
 - b) Mobile ICTCs
- 2.8 **Fixed-facility ICTCs:**
 - 2.8.1 Fixed-facility ICTCs are those that are located within an existing health-care facility or hospital or centre.

2.8.2 A fixed-facility ICTC can be of two types:

- a) "Stand-alone": ICTC having a full-time counsellor and laboratory technician who undertake HIV counselling and testing. Such facilities exist in medical colleges and district hospitals, and in some sub district hospitals.
- b) "Facility-integrated": ICTC which does not have full-time staff and provides HIV counselling and testing as a service along with other services. Existing staff such as the auxiliary nurse midwife (ANM) or staff nurse or health visitor or laboratory technician (LT) or pharmacist are expected to undertake HIV counselling and testing. Such ICTCs will usually be established in facilities that do not have a very large client load and where it would be uneconomical to establish a stand-alone ICTC.
- c) Such facilities are 24-hour PHCs as well as private sector or not-for-profit hospitals, private laboratories, public sector organization-run hospitals or facilities, and in the NGO sector.

2.9 Mobile ICTCs

2.9.1 Mobile ICTCs is the one which take health services into the community.

2.9.2 A mobile ICTC is a temporary clinic with flexible working hours in hard-to-reach areas, where services are provided ranging from regular health check-up, syndromic treatment for STI or reproductive tract infection (RTI) and other minor ailments, antenatal care, immunization, as well as HIV counselling and testing services.

2.9.3 Mobile ICTCs can thus cater to a larger audience and be a more effective preventive intervention by ensuring the reach of services.

3. Infrastructure Requirements

3.1. Signage

3.1 The ICTC centre shall have all appropriate signage in at least local languages.

3.2 The building shall have sign board displaying Integrated Counselling and Testing Centre at prominent location.

3.3 NACO logo shall be used for illiterate clients to locate the ICTC.

**Clinical Establishments Act Standards for Integrated Counselling and Testing Centre
CEA or ICTC**

3.3.1 Following informative signage shall be displayed:

Registration details of the ICTC as applicable

- a. Timings of the facility and services

3.3.2 Following safety signage shall be displayed: a)

Appropriate fire exit signage.

- b) Signage for no smoking in prominent places.

3.4 Facility Premises

3.4.1 In a facility, the ICTC shall be located in a place that is easily accessible and visible to the public.

3.4.2 The ICTC shall consist of a counselling room and a blood collection and testing room.

3.4.3 The counselling room shall be an enclosed space, ideally 10' X 10' in area so that one-on-one and one-on-group counselling sessions may be undertaken in an atmosphere of privacy.

3.4.4 The blood collection room shall have an area of at least 10' x 10'. Blood testing could be done either in the blood collection room or in the main laboratory of the facility.

3.4.5 The facility shall be developed and maintained to provide safe, clean and hygienic environment for clients, their families, staff and visitors.

3.4.6 The facility shall be well illuminated and ventilated.

3.4.7 The facility shall have provision of water and electricity through regular or alternate sources.

3.4.8 The facility shall provide appropriate privacy during provision of services.

3.4.9 The facility shall have provision for hand washing arrangements.

3.4.10 The facility shall have appropriate communication facilities like telephone, internet etc.

3.4.11 A mobile ICTC shall consist of a van with a room to conduct a general

Clinical Establishments Act Standards for Integrated Counselling and Testing Centre CEA or ICTC

examination and counseling, and a space for the collection and processing of blood samples, etc.

3.4.12 Mobile ICTC shall have a team of paramedical health-care providers (a health educator or ANM, counselor and Lab Technician).

Refer Appendix 1 for norms for setting up an ICTC.

3.5 Furniture and Fixtures

3.5.1 Furniture and fixtures shall be available in accordance with the activities and workload of the ICTC,

3.5.2 The furniture and fixtures shall be functional. For indicative list of items refer to Appendix 2 (This list is indicative and not exhaustive).

4. Human Resource Requirement

4.1 The ICTC shall have qualified and/or trained staff as per the scope of services provided.

4.2 Personnel record containing personal and professional information shall be maintained for each staff.

4.3 Periodic skill enhancement or up gradation or refresher trainings shall be provided for all categories of the staff relevant to their job profile.

4.4 All health care staff shall be made aware of the hospital Post Exposure Prophylaxis (PEP) procedures and the name and contact information of the PEP focal point person as well as the location where the PEP drugs are stored. For Human Resource requirement refer to Appendix 3.

5. Equipment or Instruments or Consumables

5.1 The centre shall ensure that the minimum space, as well as equipment and communication material required for an ICTC is provided.

5.2 The centre shall ensure that blood testing is done either in the blood collection room or in the main laboratory of the facility.

5.3 The centre shall ensure that adequate equipment is available to meet the work load requirement.

-
- 5.4 All equipment shall be in good working condition at all times.
- 5.5 The centre have provision of periodic inspection, cleaning and maintenance of the equipment. An equipment log book shall be maintained for all major equipment. For indicative list of equipment or instrument refer to Appendix 4 (this list is indicative and not exhaustive).
- 5.6 **The ICTC shall ensure availability of:**
- a) Information, education and communication (IEC) material required for an ICTC such as flip charts, posters, etc.
 - b) Rapid HIV testing kits.
 - c) Protective kits and prophylactic drugs for post-exposure prophylaxis (PEP) for staff.

6. Support Service

6.1. Waste Management

- 6.1.1 Segregation, collection, transportation, storage and disposal of biomedical waste shall be as per Bio medical waste management rules, 2016.

7. Legal or Statutory Requirements

- 7.1 Every application shall be accompanied with the documents confirming compliance with local regulations and law.

8. Record Maintenance and Reporting

- 8.1 Records shall be maintained in physical or digital format.
- 8.2 Confidentiality, security and integrity of records shall be maintained.
- 8.3 Record shall contain at least Registration number, client details like name, address, district, phone number and brief history, etc.
- 8.4 The minimum medical records to be maintained and nature of information to be provided by the Clinical Establishments shall be as prescribed in CEA rules of the Act.

Clinical Establishments Act Standards for Integrated Counselling and Testing Centre CEA or ICTC

- 8.5 The centre shall maintain health information and statistics in respect of national programmes, notifiable diseases and emergencies or disasters or epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
- 8.6 The centre shall have various registers maintained as per Appendix 5 (This list is indicative not exhaustive).

9. Others

9.1 Registration

- 9.1.1 Every client or patient visiting the facility shall be registered at the registration counter.
- 9.1.2 All the relevant records pertaining to the programme shall be maintained.

9.2 Consent and Assessment

- 9.2.1 **Informed Consent:** Informed consent shall be obtained from the client or patient or next of kin or legal guardian as and when required as per the prevailing guidelines or rules and regulations in the language patient can understand (e.g. HIV testing).
- 9.2.2 Each client or patient shall undergo an assessment and the same shall be documented legibly in relevant record.
- 9.2.3 ICTC shall ensure that each client or patient is provided pre-test information or counselling, post-test counseling and follow-up counselling in a friendly atmosphere.
- 9.2.4 In ICTCs which do not have a doctor such as mobile ICTCs and ICTCs located in hot spots, the counsellor is authorized to sign the counselling and testing reports after duly verifying the records. The ICTC manager shall cross-check at regular intervals the reports signed by the counsellor.
- 9.2.5 Records of all such assessments shall be maintained as per applicable laws.

9.3 Infection Control

- 9.3.1 Adherence to standard precautions shall be maintained by all staff.
- 9.3.2 Running tap water for hand washing of staff shall be available.

**Clinical Establishments Act Standards for Integrated Counselling and Testing Centre
CEA or ICTC**

9.3.3 Sanitation of the toilets and hygiene of the staff shall be maintained.

Mopping of all areas with clean mops and disinfectant shall be done at least once a day.

9.3.4 Adequate amount of bleaching solution shall be available for disinfection purpose and mopping of all areas with disinfectant shall be done at least once a day.

9.3.5 Facility for syringe and needle destruction shall be available and practiced.

9.3.6 Drugs for PEP shall be made available to any staff member who is accidentally exposed to HIV in all facilities which have an ICTC as early as 2 hours and within 24 hours of the accidental exposure and not later than 72 hours.

9.3.7 The facility shall have an assigned PEP focal point or person.

10. References

10.1 Operational Guidelines for Integrated Counseling and Testing Centres, July 2007, National Aids Control Organization, Ministry of Health and Family welfare, Government of India and its amendments if any.

Appendix 1

Norms for Setting up an ICTC

1. Government health sector

An ICTC can be set up in any government health facility such as a medical college, district hospital, sub-district hospital, community health centre (CHC) or a 24-hour primary health centre (PHC) which caters to a population of 30,000– 40,000 and has:

- a) a minimum of 30 beds,
- b) >50 deliveries in a month, or
- c) a TB microscopy centre.

2. Private or not-for-profit sector

ICTCs can be set up in the private or not-for-profit sector in a facility which meets any of the criteria given below:

- a) Maternity homes or hospitals with >50 deliveries in a month in “A” and “B” category
- b) Districts and >100 deliveries in a month in “C” and “D” category districts;
- c) Hospitals or clinics which treat >100 TB patients in a month;
- d) Hospitals or clinics which have a case load of >100 sexually transmitted infections (STIs) in a month;
- e) Diagnostic laboratories which perform >150 diagnostic HIV tests in a month;
- f) Industrial zones that employ a large number of people, particularly migrants or casual
- g) Labour on an informal or contractual basis.

3. Public sector or other government departments

ICTCs can be set up by public sector organizations or other government departments.

Some suggested locations are:

- a) Railway stations and bus terminals located at major junctions on trunk routes and
- b) handle a large volume of passengers every day;
- c) Central prisons with a large number of inmates;
- d) Health facilities run by State or Central Police Organizations or Armed Forces;
- e) Health facilities run by public sector organizations catering to large volumes of
 - a. migrant workers;
- f) Health facilities run by public sector organizations which handle >100 deliveries in a month or have a TB microscopy centre;
- g) Public sector organizations such as those in the mining industry which employ large number of persons, particularly migrants or casual labour;
- h) University campuses.

4. NGO sector

4.1 ICTCs can be set up in the NGO sector in

- a) Hot spots such as dhabas, halting points on highways, markets, fairs, etc. where there is a congregation of high-risk groups and their clients;
- b) TB microscopy centres or Reproductive and Child Health (RCH) centres run by NGOs.

An ICTC may be located in health facilities owned by the government, in the private or not-for-profit sector, in public sector organizations or other government departments such as the Railways, Employees' State Insurance Department (ESID), etc. and in sectors where nongovernmental organizations (NGOs) have a presence. In the health facility, the ICTC should be well coordinated with the Department of Medicine, Microbiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Dermatology, Preventive and Social Medicine, etc. As the HIV test is a relatively low-cost test and since the risk perception is generally low, travelling a long distance to get tested could be a strong disincentive. Therefore, it is important to ensure that facilities for counselling and testing be located as close to the people as possible. ICTCs should ideally be located such that they provide maximum access to at-risk or vulnerable populations.

**Appendix 2
Furniture and Fixtures**

The minimum requirement of furniture for a counselling room in an ICTC is:

- a) Desk for the counselor.
 - b) 10–15 chairs for one-on-one and group counselling sessions as well as for the waiting area.
 - c) Lockable filing cabinet for keeping records.
 - d) Computer with printer and UPS.
 - e) Computer table, preferably with a chair.
 - f) Waste basket.
 - g) TV and DVD player in a lockable stand for provision of information on HIV or AIDS, non-communicable disease, etc. to clients.
 - h) Posters and information materials on the walls.
 - i) Communication aids such as flip charts.
 - j) Condom use demonstration models.
 - k) Leaflets or pamphlets as take-home material for clients.
-

Appendix 3

Human Resource Requirements

1.1 Manager (Medical officer)-1: The administrative head of the facility where the ICTC is located must identify and nominate a medical officer as manager in-charge of the ICTC.

1.2 Counsellor-1: The counsellor should be a graduate in Psychology or Social Work or Sociology or Anthropology or Human Development or hold a diploma in Nursing with a minimum of 3–5 years of experience in the field of HIV or AIDS. In the case of those recruited from the community of people infected with or affected by HIV or AIDS, graduates from any field or those with a diploma in Nursing may be considered if they have a minimum of one year of experience in the field of HIV or AIDS.

1.3 Lab Technican-1: Should hold a Diploma in Medical Laboratory Technology (DMLT) from an institution which is approved by the state government. The services of existing LTs who do not hold a DMLT may be continued if they have done a Certificate Course in Medical Laboratory Technology and have more than 5 years' experience of working in the ICTC.

1.4 An outreach worker would be necessary in high-prevalence districts:

Outreach workers should be educated at least till the eighth standard with reasonable writing and speaking skills, and should be from the community of people who are infected with or affected by HIV or AIDS. A person affected with HIV or AIDS may be the spouse or the son or daughter of a person infected with HIV or AIDS. It is desirable that outreach workers should have passed the tenth standard and are women. Outreach workers are recommended only in ICTCs which are located in high-prevalence settings such as in A and B category districts.

Appendix 4

Equipments or Instruments or Consumables

1. The equipment required for testing in an ICTC are:

- a) Refrigerator
- b) Centrifuge
- c) Needle destroyer
- d) Micropipette
- e) Colour-coded waste disposal bins.

2. The consumables required for collection and testing of blood in an ICTC are:

- a) Sterile needles and syringes
- b) Disposable gloves
- c) Vials and tubes for collection and storage of blood
- d) Cotton swabs
- e) Cleaning material such as spirit or antiseptic lotion
- f) Bleach or hypochlorite solution
- g) Microtips for use in micropipettes.
- h) Prophylactic nevirapine tablets and syrup (for HIV-positive pregnant women and their infants).
- i) Contraceptives.

Appendix 5

Records or Registers to be maintained:

- a) PID Register for General Clients and Pregnant Women
 - b) ICTC Register for General Clients (Non-ANC Cases)
 - c) ICTC Register for ANC Clients
 - d) ICTC Post-natal Follow-up Register
 - e) ICTC HIV-TB Collaborative Activities Register
 - f) Laboratory register
 - g) Stock Register
 - h) Monthly reports
 - i) Monthly ICTC report on the number of clients counselled, tested, HIV status, NVP administration, and gender and age-wise distribution
 - j) Monthly HIV-TB report on HIV-TB collaborative activities
 - k) Details of referrals to and from various facilities
 - l) Stock of drugs, equipment and consumables
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Glossary

Volunatry	Seeking knowledge of the HIV status is voluntary. The decision to pursue testing for HIV must be made by the client who seeks counselling and testing services.
Client	A person seeking health-care services, including in an ICTC, is a client and not a patient. Patients are considered passive recipients of treatment or care or hospitalization, whereas clients are “consumers” who make a choice whether or not to avail of a certain service.
“Self-referred clients”	“Self-referred clients” or direct walk-in clients are clients who present themselves at the ICTC of their own volition and free will. The motivation to visit and avail of ICTC services could be based on individual risk behaviour or information and advice received, for example, from a newspaper advertisement, a friend, sexual partner or NGO.
“Provider-referred clients”	“Provider-referred clients” are clients who are referred by health-care providers to the ICTC for HIV counselling and testing based on clinical symptoms suggestive of an HIV infection. An HIV test as part of the medical investigation can be beneficial for their ongoing medical care and treatment. The decision to undergo an HIV test is voluntary but should be encouraged in view of the clinical benefits. Not undergoing an HIV test should not lead to withholding required medical investigations or operations.
Confidential	Information gathered during counselling must not be shared with others. The HIV test result must be reported only to the client unless the client states the desire to share the test result with a family member, partner or close friend. Confidentiality is defined as the state of being “private”. Maintaining the client's privacy by restricting access to personal and confidential information, especially HIV test results, demonstrates sensitivity towards and respect for the basic rights of the client.
Informed consent for HIV testing	The client agrees to HIV testing through giving his or her informed consent. Informed consent is a deliberate and autonomous permission given by a client to a health-care provider to proceed with the proposed HIV test procedure. This permission is based on an adequate understanding of the advantages, risks, potential consequences and implications of an HIV test result,

	<p>which could be both positive and negative. This permission is entirely the choice of the client and can never be implied or presumed.</p>
Informed consent for HIV testing of minors	<p>The law gives paramount importance to the best interests of the child. In the context of HIV or AIDS, the best interests of the child are served by promoting access to information and services including counselling and testing services. Whenever possible, minors are encouraged to involve their parents or guardians in supervising their health care. However, unwillingness to inform parents or guardians should not interfere with the minor's access to information and services. Access to ICTC services should be available to children and young people under the age of 18 years based on an assessment of their evolving capacities and their ability to comprehend the nature and implications of HIV or AIDS and an HIV test result. It is the role of the trained counsellor to assess these abilities.</p> <p>However, the informed consent of parents or guardians is required prior to testing minors for HIV.</p>

Clinical Establishments Act Standard for Physiotherapy Centre

Standard No. CEAorPhysiotherapy Centre

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50 Definition

A physiotherapy centre is an allied Healthcare establishment providing, physical therapy services by a physiotherapist to patients with a recent prescription or referral from a licensed medical doctor (physician or surgeon). Depending on the disease condition a review and re-prescription by a treating medical doctor is required for continuing physiotherapy services.

51 Scope (as applicable)

These set of common minimum standards framed shall be applicable to standalone physiotherapy centre with one or more physiotherapists

2.1 And physiotherapy sections attached to hospitals or polyclinic.

2.2 **Various therapies under the scope is as follows:**

2.2.1 Electrotherapy (Adult or Paediatrics)

- a) Hydrocollator (Hot Packs).
- b) Paraffin Wax Bath Infrared or Ultra violet radiation lamps.
(Cold) – Cryotherapy.
- c) Shortwave diathermy
- d) Ultra sound Therapy (1 & 3 MHz).
- e) Electrical energy- TENS (Trans cutaneous Nerve Stimulator).
- f) Low and Medium frequency currents: IFT (Interferential Therapy) or
- g) Electrical muscle stimulator.

2.2.2 Exercise therapy

- a) Shoulder exercise unit
- b) Wrist and Hand exercise units

- c) Abduction ladder
- d) Over head Pulley system or Multiple Pulley exercise unit
- e) Weight cuffs (Optional)
- f) Dumbbell exercise set, Mat exercise (floor) mat
- g) Parallel Bars and Wall bars
- h) Examination couches (number according to the patient load)
- i) Quadriceps table, Mobilization or Stabilizing belts, Patient evaluation kit (including Goniometer, Percussion Hammer, Measuring tape etc.), Walking aids (sticks, crutches, frames and wheel chairs etc.)

2.2.3 Mechano Therapy

- a) Cervical and Lumber Traction systems (Intermittent and Constant) with traction table

2.2.4 Hydrotherapy

2.2.5 Manual therapy

- a) To deliver primary service in health education and health promotion.
- b) To deliver health care services of physiotherapy and rehabilitative nature.

52 Infrastructure Requirements

- 3.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any from time to time.
- 3.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per Appendix 1.

Clinical Establishments Act Standards for Physiotherapy Centre

- 3.3 The area shall be well illuminated, ventilated and clean with adequate water supply.
- 3.4 The total area requirement can be broadly classified into two categories viz. Common Area and Treatment area. The common area shall include facilities such as reception, waiting, toilet, consultation, etc. The treatment area shall include space requirements for main equipment and for ancillary services.
- 3.5 The facility shall be adequately provided with working space to allow orderly and logical placement of equipment, material and movement of personnel so as to maintain safe operations.
- 3.6 The space requirement in treatment area shall be as per as per the scope of service and workload. The ancillary area like facility for storage (cabinet etc), facility for backup equipment like UPS or generator etc. shall also be available, *please refer to Appendix 1.*
- 3.7 Common area can be shared between the different divisions or sections of the centre or HCO. Within the centre various work sections can also share the resources and space however not compromising the quality of work.
- 3.8 The physiotherapy centre shall have a prominent board or signage displaying the name of the centre in local language at the gate or on the building.
- 3.9 The following other signage shall be well displayed in the language understood by the local public in the area:
 - a) Name of the physiotherapist with registration number.
 - b) Fee structure of the physiotherapist or physical therapy services.
 - c) Timings (For ex – from 8am -2pm)
 - d) Services provided within the facility

53 Furniture & Fixtures

- 4.1 Furniture and fixtures shall be available in accordance with the activities and workload of the physiotherapy centre.

Clinical Establishments Act Standards for Physiotherapy Centre

- 4.2 The furniture and fixtures shall be functional all the time. *For indicative list of items refers to Appendix 2. (This list is indicative and not exhaustive).*

54 Equipment or Instruments

- 5.1 The physiotherapy centre shall have essential equipments as per Appendix 4.
- 5.2 Other physiotherapy equipments as per the scope of service and work load requirement shall be available.
- 5.3 Adequate space for storage of equipments
- 5.4 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipments should be done.

55 Human Resource

- 6.1 Physiotherapist as per the scope of the physiotherapy centre shall be registered with State physiotherapy & Occupational Therapy Council, wherever applicable.
- 6.2 The services provided by the physiotherapy professionals shall be in consonance with their qualifications, training and registration.
- 6.3 Personnel record containing personal and professional information shall be maintained for each staff.
- 6.4 Periodic skill enhancement or up gradation or refresher trainings shall be provided for all categories of the staff relevant to their job profile. *For Human resource requirement refer to Appendix 3.*

56 Support Service

- 7.1 Support services like registration, billing, waste management, etc., can be shared with the hospital.
- 7.2 Support Staff: In a physiotherapy centre minimum one support staff shall be available to meet the care treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

57 Legal or Statutory Requirements

Clinical Establishments Act Standards for Physiotherapy Centre

- 8.1 Every application must be accompanied with the documents confirming compliance with local regulations and law.

58 Record Maintenance and Reporting

- 9.1 Copies of all records and statistics shall be kept with the clinical establishment concerned for at least 3 or 5 years or in accordance with the CEA act.
- 9.2 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council CEA 2010.

59 Process

- 10.1 **Registration:** Every patient visiting the physiotherapy centre shall be registered.
- 10.2 **Assessment and plan of care** The physiotherapist card or slip of every registered patient must bear the minimum following legibly at every visit: Working diagnosis as provided by the treating medical doctor who has referred the patient, Relevant history and examination findings, Plan of care listing the exercises and physical modalities, Signature and date of the physical therapist, A review and re-prescription from the treating medical doctor after three weeks for continuing plan of care.
- 10.3 **Infection Control:**
- a) The physiotherapy centre shall take all precautions to control infections like practicing hand hygiene etc.
 - b) Availability of clean water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the physiotherapy centre.
 - c) Sanitation and hygiene of the toilets if available shall be maintained.
 - d) Mopping of all patient care areas with disinfectant shall be done at least once a day.
- 10.4 **Safety Considerations**

Clinical Establishments Act Standards for Physiotherapy Centre

- a) The establishment shall make effort shall to take care of patient safety aspects like patient fall, etc.
- b) The establishment shall make effort to keep the centre pest and termite free.

10.5 Biomedical waste Management

- a) Biomedical waste shall be managed in accordance with the BMW management and handling Rules, 1998.

10.6. First Aid

- a) Provision shall be made for providing First Aid.
- b) Contact details of ambulance hospital etc shall be available.
- c) Staff shall be trained on BLS.

Clinical Establishments Act Standards for Physiotherapy Centre

Appendix - 1

Minimum infrastructure requirements shall be as follows:

S.No		Minimum Area
1	Reception, Waiting & Consultation	Reception, waiting, consultation room etc. shall be adequate as per the requirement and workload of the physiotherapy center
2	Ancillary area or space	Ancillary area or space for storage of records, reagents, consumables, stationary etc including eating area for staff shall be available in accordance with the workload
3	Electrotherapy (Adult or Paediatrics)	Minimum one chamber of 10 ft.X7 ft for Diathermy unit and another chamber of same size for other electrotherapy modalities with examination couches, linen and electric fitting of required load, as per the specifications of the modalities. Separate space for Wax Bath and Hydrocollator as per the patient load and equipment specifications
4	Exercise Therapy	Minimum one consultation room (15 ftX10 ft at least), Treatment rooms or cabins (at least three of 10ftX10ft each) and space for the Parallel bars, Gait training and Floor or mat exercises. The centre should have essential facilities like wash basins, wash rooms etc.
5	Mechano Therapy	Minimum one chamber of 10 ft.X7 ft to accommodate Cervical and Lumber Traction systems (Intermittent and Constant) with traction table and other material so as to provide adequate working space to carry out safe procedure.
6	Manual therapy	Manual therapy couch or the Examination couch. can be accommodated in the Exercise therapy space.
7	Hydrotherapy	Optional. If there, should be placed in the separate chamber of the size as per the equipment specifications. For example if Hubbard's equipment is used, it requires a chamber of not less than 15ftX15ft along with the facility of changing room and wash room.

Appendix -2

Furniture and Fixtures

S.N.	ARTICLES
1.	Table
2.	Chairs
3.	Examination Tableorcouch
4.	Screens
5.	Foot Step
6.	Stools
7.	Storage Cabinet for records etc.
8.	BMW storage area

Appendix- 3

Indicative list of minimum equipment or instrument required is as follows:

I. Essential Equipment:

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Stethoscope		1
2	Thermometer	Digital	1
3	Torch (flash lights)		1
4	Sphygmomanometer (B.P. Apparatus)	Digital	1
5	Weighing machine (Optional)	Adult	1

II. Emergency Equipment:

S. No.	Name of the Equipment	Minimum Specifications	No. of Equipment
3	Fire Extinguisher	-	1

III. PHYSIOTHERAPY EQUIPMENT

The physiotherapy equipment relevant to the scope and workload shall be available as follows:

PHYSIOTHERAPY EQUIPMENT	
Electrotherapy Equipment	
1	Short Wave Diathermy
2	Ultrasonic Therapy
3	Interferential Therapy
4	Hot Pack Unit
5	Paraffin Wax Bath
6	TENS
7	LASER (Optional)

Clinical Establishments Act Standards for Physiotherapy Centre

8	Muscle Stimulator
9	Cold Packs
10	C.P.M.
Exercise Therapy Equipment	
13	Shoulder Wheel
14	Over Head Pulley
15	Wall Ladder
16	Supinator Pronator Exerciser
17	Heel Exerciser
18	Ankle Exerciser
19	Parallel Bars(optional)
20	Tilt Table (optional)
21	Walker or Crutches or Canes
22	Stationary Bicycle
23	Treadmill (Optional)
24	Vibrator for Chest Physiotherapy(Optional)
25	Swiss Ball (Optional)
26	Dumbbells or Weight Cuffs (Optional)
27	Gripper or Gel Balls (Optional)
28	Thera Bands or Thera Tubes (Optional)
29	Spiro meter (Optional)
30	Peak flow meter(Optional)
31	Hydrotherapy (Optional)
Mechano Therapy	
32	Traction Unit (Cervical or Lumbar)
Manual therapy	
33	Manual Therapy couch or Examination couch (Optional)
Hydrotherapy	
33	Hydrotherapy pool or Hubberd tank (Optional)

Clinical Establishments Act Standards for Physiotherapy Centre

Appendix- 4

Minimum human resource requirement shall be as follows:

S. no.	Category	Minimum Qualifications (from recognized university)	Registration with the concerned council (if applicable)	Remarks
1	Physiotherapist-1	BPT from recognized university or DPT awarded till 1991 from recognized University	State Physiotherapy & Occupational Therapy Council	Where council registration is not applicable, registration shall be done with Indian association of physiotherapy

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Minimum Standards of specific speciality / Super speciality Clinical Departments / Establishments

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20	Clinic with Gastroenterology Services	44-45
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22	Clinic with Gastrointestinal Surgery Services	48-49
23	General Surgery in Hospital	50-51
24	General Surgery Clinic	52-53
25	Gynaecology and Obstetrics Services in Hospital	54-55
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36	Nephrology Clinic	88-89
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41	Clinic with neurosurgery services	98-99
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44	Gynaecological Oncology	104-105

45	Gynaecological Oncology Clinic/ Polyclinic	106-107
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ANAESTHESIOLOGY/INTENSIVE CARE/EMERGENCY DEPT

Template for Minimum standards for Hospital	BASIC (General purpose)	Advance (Non Teaching)	Remarks
1 Definition			
2 Scope	Providing Anaesthesia services for Surgical Specialities eg. (General Hospital with Single Specialities/Multiple Specialities example CHC SDH,DH,Civil Hospital,Private Hospital,Nursing Home) etc	Providing Anaesthesia services for Surgical Specialities and Superspecialities example Civil Hospital, Regional Hospital,Nursing Home,Private Hospital etc.	
Services Provided			
1.General purpose	Yes		
2.Single Speciality	Yes	Yes	
3.Multispeciality	Yes	Yes	
4.Superspeciality	NA	Yes	
3 Human resources			
1.1 Doctors			
	1 Qualified Anaesthetist/OT/per operation	1 Qualified Anaesthetist/OT/per operation	M-Mandatory One Anaesthetist per OT per 8hour shift, subject to a maximum of 42 hours per week per anaesthetist. Full time employment not mandatory
	MD/DNB/Diploma Anaesthesia	MD/DNB/Diploma Anaesthesia	M-Mandatory
			D-Desirable
		1 consultant Intensivist/6 ICU Beds **	* D-Desirable (MBBS Doctor with training in emergency Medicine or Sr. Resident) ** M- Mandatory
Duty Doctors		1 MBBS Doctor/6 ICU Beds /for round the clock medical cover **	* D ** M
1.2 Nurses			
Nursing head	1 Head Nurse/OT	1 Head Nurse/OT	As per Nursing Council norm
General nurses	1 Nurse/OT	2 Nurses/OT	M

	Trained Nurses for ICU/OT/HDU		1 Nurse/1 Ventilator patient; 1 Nurse/1NICU Beds;1 Nurse/2 ICU beds	M
	1.3 Pharmacist			part of hospital
	1.4 Para Medical staff			
	Lab Tech	NA for Anaesthesia	NA for Anaesthesia	
	Xray Technician	NA for Anaesthesia	NA for Anaesthesia	
	OT Technician	1/OT;I Supervisor/2 OT	1/OT;I Supervisor/2 OT	M- Mandatory
	ECG Technician	NA for Anaesthesia	NA for Anaesthesia	
	Dietitian	NA for Anaesthesia	NA for Anaesthesia	
	Physiotherapist	NA for Anaesthesia	NA for Anaesthesia	
	Psychologist	NA for Anaesthesia	NA for Anaesthesia	
	Medicosocial worker	NA for Anaesthesia	NA for Anaesthesia	
	1.5 Support Staff			
	a.Receptionist & Billing	Yes	Yes	part of hospital
	b.MRD Office	Yes	Yes	part of hospital
	c.Securityclosed circuit surveillance and sanitation	Yes	Yes	part of hospital
	d.Transport facility including driver	Yes	Yes	Own or outsource
	e.Data entry operators	Yes	Yes	part of hospital
	f.House keeping	Yes	Yes	M
	1.6 Rapid Response Team	Yes	Yes	part of hospital
	1.7 others			
	Policy Manpower/ posting/ rotation/ of medical and ALLIED HEALTH PROFESSIONAL	Yes	Yes	M
	STANDARD PERTAINING TO PERSONAL RECORD KEEPING AND TRAINING	Yes	Yes	M
	PAYMENT/ROSTER OF STAFF	Yes	Yes	part of hospital
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff in lab,bld bank,TLD badges	Yes	Yes	part of hospital policy
4	Equipment			

Therapeutic	<p>OT- Anaesthesia Work Station (Anaesthesia Delivery System) attached to cylinders and /or piped gases, Defibrillator for one OT complex of twin theatre depending upon the type of cases, can be reduced for ASA grade 1 or 2 cases , Laryngoscopes with blades of all sizes. Endotracheal tubes of all sizes, Anatomical face masks of all sizes, Guedal's Airway of all sizes, Laryngeal Mask Airway of all sizes, Intubating Stylet and Bougie. Central venous cannulation set, Spinal and epidural set</p>	<p>D type Oxygen cylinders / O2 tank and / or concentrator .Liquid oxygen set up with emergency cylinder supply, Nitrous oxide supply through cylinders bank, Medical Air supply and vacuum set up. Piped medical gases. Anesthesia Equipment Anesthetic /machine with hypoxic guard and inbuilt oxygen analyser. Anesthesia monitor with facility for monitoring SpO2, Pulse rate, NIBP, ECG and EtCO2. Anesthesia monitor with facility for monitoring SpO2, Pulse rate, NIBP, ECG, temperature and EtCO2 .</p> <p>Flexible Fiberoptic Bronchoscope Self inflating resuscitator bag and mask - adult and neonatal size</p> <p>Anesthesia Equipment</p> <p>Laryngoscope with blades of all sizes</p> <p>Endotracheal tubes of all sizes</p> <p>Magill`s forceps</p> <p>Intubating stylet and bougie</p> <p>Oral and nasal airways (all sizes)</p> <p>Anesthesia Equipment</p> <p>Laryngoscope with blades of all sizes</p> <p>Endotracheal tubes of all sizes</p> <p>Magill`s forceps</p> <p>Intubating stylet and bougie</p> <p>Oral and nasal airways (all sizes)</p> <p>Laryngeal mask airway (classic/proseal , all sizes)</p> <p>Anatomical face masks all sizes</p> <p>Breathing circuits (Adult and pediatric)</p> <p>Laryngeal mask airway (classic/proseal , all</p>	
Surgical		percutaneous tracheostomy set, cricothyrotomy set,	
Diagnostic		ultrasound for nerve blocks and central venous cannulation	

Emergency	<p>Equipment: Difficult Airway Cart, Oxygen cylinders with flow meter/tubing/catheter/face mask/nasal prongs, Suction apparatus (electrical and manual, central optional, Portable defibrillator with accessories, Equipment for dressing/bandage/suturing, Basic Diagnostic equipment: BP apparatus, stethoscope, weighing machine, thermometer, ECG machine, Pulse oximeter, nebulizer and accessories.</p> <p>Emergency Drugs: Injections: Diazepam, Furosemide, Ondasetron, Ranitidine, Nor-adrenaline, Phenytoin, Diclofenac, Deriphylline, Chlorpheniramine maleate, Hydrocortisone, Atropine, Adrenaline, KCl, Sterile water, Sodium bicarbonate, Dopamine, Naloxone (400mcg), Lignocaine (preservative free (50m)), Suxamethoium, Atracurium/ Vecuronium/ Rocronium, Neostigmine, Calcium Chloride and gluconate, Morphine/ Pethidine, Metoclopramide, Tramadol, Salbutamol Nebulizer, Steroid (Budesonide) Nebulizer, Lignocaine Jelly, Activated Charcoal: IV Fluids: Ringer lactate/acetate, Normal saline, (500, 250, 100 ml), 5% dextrose, 10% dextrose, 10% Dextrose, Paediatric Infusion solution,</p>	<p>Equipment: Difficult Airway Cart, Oxygen cylinders with flow meter/tubing/catheter/face mask/nasal prongs, Suction apparatus (electrical and manual, central optional, Portable defibrillator with accessories, Equipment for dressing/bandage/suturing, Basic Diagnostic equipment: BP apparatus, stethoscope, weighing machine, thermometer, ECG machine, Pulse oximeter, nebulizer and accessories</p> <p>Emergency Drugs: Injections: Diazepam, Furosemide, Ondasetron, Ranitidine, Nor-adrenaline, Phenytoin, Diclofenac, Deriphylline, Chlorpheniramine maleate, Hydrocortisone, Atropine, Adrenaline, KCl, Sterile water, Sodium bicarbonate, Dopamine, Naloxone (400mcg), Lignocaine (preservative free (50m)), Suxamethoium, Atracurium/ Vecuronium/Rocronium, Neostigmine, Calcium Chloride and gluconate, Morphine/ Pethidine, Metoclopramide, Tramadol, Salbutamol Nebulizer, Steroid (Budesonide) Nebulizer, Lignocaine Jelly, Activated Charcoal: IV Fluids: Ringer lactate/acetate, Normal saline, (500, 250, 100 ml), 5% dextrose, 10% dextrose, 10% Dextrose, Paediatric Infusion solution,</p>	<p>Difficult airway cart would include the following items: Resuscitation equipment including Laryngoscope with cells and different blades, endotracheal tubes of all sizes (2.5 TO 8.5mm ID), suction equipment (electrical and manual, central optional), lignocaine spray, oropharyngeal and nasopharyngeal airways, anatomical face masks (all sizes) self inflating resuscitator bag-Adult & Paediatric (neonatal if indicated) laryngeal mask airway.</p>
Sterilizing	Yes	Yes	M-Mandatory

Drugs, Medical devices and consumables	Anaesthesia Inductions Agents: Thiopentone/ Propofol/ Ketamine / Etomidate (optional), Inhalational Agents: Sevoflurane/Isoflurane/Halothane: Muscle Relaxants: Suxamethonium, Vecuronium/ Pancuronium/ Atracurium/ Rocuronium, Opioids: Pentazocine/ Tramadol/ Morphine/ Pethidine, Fentanyl/ Buprenorphine, Others: Neostigmine, Atropine, Glycopyrolate, Midazolam, Diazepam (Inj & Tab), Alprazolam (tab), Diclofenac (Injection, and suppositories), Paracetamol (Inj and suppositories), Adrenaline, Magnesium sulphate and other emergency drugs to be finalized in the meeting	Anaesthesia Inductions Agents: Thiopentone/ Propofol/ Ketamine / Etomidate (optional), Inhalational Agents: Sevoflurane/ Isoflurane/ Halothane: Muscle Relaxants: Suxamethonium, Vecuronium/ Pancuronium/ Atracurium/ Rocuronium, Opioids: Pentazocine/ Tramadol/ Morphine/ Pethidine, Fentanyl/ Buprenorphine, Others: Neostigmine, Atropine, Glycopyrolate, Midazolam, Diazepam (Inj & Tab), Alprazolam (tab), Diclofenac (Injection, and suppositories), Paracetamol (Inj and suppositories), Adrenaline, Magnesium sulphate and other emergency drugs to be finalized in the meeting	
List of disposables	Endotracheal tubes, Spinal sets, Epidural sets, Central venous cannulation sets	Endotracheal tubes, Spinal sets, Epidural sets, Central venous cannulation sets, arterial cannula, laryngeal mask airways	M
Annual Maintenance records of equip	Yes	Yes	M
5 Support Service			
Reception & Billing	Yes	Yes	part of hospital
Laboratory	Yes	Yes	part of hospital
Imaging	Yes	Yes	part of hospital
Pharmacy	Yes	Yes	part of hospital
sterilization/CSSD	Yes	Yes	M
Laudry/Kitchen	Yes	Yes	part of hospital
Medical Gas/Manifold	Liquid oxygen set up with emergency cylinder supply, Nitrous oxide supply through cylinders bank, Medical Air supply and vacuum set up	Liquid oxygen set up with emergency cylinder supply, Nitrous oxide supply through cylinders bank, Medical Air supply and vacuum set up	part of hospital
Blood storage unit/blood Bank	With adequate storage of all blood groups and blood products depending upon the requirement of Hospital set up	With adequate storage of all blood groups and blood products depending upon the requirement of Hospital set up	part of hospital
Amb service	Yes	Yes	part of hospital Own or Outsource

PAEDIATRIC SERVICES IN HOSPITAL

PAEDIATRIC SERVICES IN HOSPITAL				
	Minimum standards for Hospital	BASIC (General purpose)	ADVANCE (Non Teaching)	Remarks
1	Scope	OPD Services, Short stay services eg, treating dehydration, nebulization, immunization (e.g CHC, SDH, District Hospital, Civil Hospital, Private Hospital, Nursing Home etc)	Provide advance paediatrics care Eg. Civil Hospital, regional Hospital, Nursing Home, Private Hospital etc	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality	Yes	Yes	
	1.3 Multispeciality	Yes	Yes	
	1.4 Superspeciality	NA	Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	MD PAEDIATRICS/DNB/DCH/MD Medicine	Senior Consultant-1	M-Mandatory
	Full time consultant		Junior consultant-1 or	M-Mandatory
	Part time consultant		or 1	
	visiting consultant		or 1	
	Duty Doctors	MBBS Doctor to provide round the clock Medical cover	MBBS Doctor to provide the clock Medical cover	M
	2.2 Nurses			
	Nursing head			
	General nurses	1	Nurse-1/4 beds	
	Trained Nurses for ICU/OT/HDU	Yes	Yes*	As per norms of Nursing Council
	2.3 Pharmacist			own / outsource

	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M- if own lab
	b. Xray Technician	Yes	Yes	M- if own
	c. OT Technician			part of Hospital
	d. ECG Technician	Yes	Yes	D Part of Hospital
	e. Dietician	Yes*	Yes**	*Desirable **Mandatory
	f. Physiotherapist	Yes*	Yes*	part of Hospital (if required) *Desirable
	g. Psychologist		Yes*	M IF PSYCHIATRIST *Desirable
	h. Medicosocial worker		Yes*	*Desirable
3	Equipment			
	a. Therapeutic	For neonatal service-phototherapy unit-1 radiant warmer-2 suction-1	For neonatal service-phototherapy unit-1 radiant warmer-2 suction-1	M
	b. Surgical	Yes	Yes	if applicable
	c. Emergency	Yes	Yes	Refer to documents on Hospital
	d. Sterilizing	Yes	Yes	M
	e. Drugs, Medical devices and consumables	Yes	Yes	Refer to Documents on Hospital
	f. List of disposables	Yes	Yes	M
	g. Annual Maintenance records of equip	Yes	Yes	M
4	Support Services			
	a. Laboratory	Yes	Yes	M; own/ Outsource/ Tie up
	b. Imaging	Yes	Yes	M; own/ Outsource/ Tie up

c.Pharmacy	Yes*	Yes	M-IN ADVANCED *Desirable
d.sterlization/CSSD	Yes	Yes	M
e.Medical Gas/Manifold	Yes	Yes	M
f.Bloodstorageunit/bloodBank	Yes	Yes	M-own/ outsourced/ TIE UP
g.Amb service	Yes	Yes	M-own/ outsourced/ TIE UP
h.other requirement			D - separate enclosure for male and female PATIENTS AGED 12yrs AND ABOVE

M-Mandatory

D- Desirable

PAEDIATRIC CLINIC

PAEDIATRIC CLINIC			
	Template for Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	General/Specialist	
2	Scope		
	Services Provided	OPD consultation, Immunization (optional),	
3	Physical Infrastructure		
	a.Space requirement		
	i) Reception	Yes	
	ii) consultation/waiting area	Yes	
4	Human Services		
	a.Doctors	MD/DNB/DCH-PAEDIATRICALS/MBBS	
	b.Tech staff	NURSE-1	D
	c.Non Tech staff	Attendant-1	D
	d.Duty and salary roster	Yes	M
			Either Nurse/Attendant
	e.OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS		D
5	Equipment		
	a.Stethoscope	Yes	M(paediatric)
	b.Thermometer	Yes	Yes (Non Mercury)
	c.BP Apparatus	Yes	Yes (Non Mercury)
	d.Glucometer	Yes	D
	e. Weighing machine	paediatric weighing scale, pulse oximeter*	M except pulse oximeter* D
		Refrigerator(if immunization)	M-if Immunization
	f.Emergency kit and medicine	Yes	As provided in clinic/polyclinic document
	g.Drugs,Medical devices and consumables	Yes	M

	h.List of disposables	Yes	M
	i.Annual Maintenance records of equip	Yes	D applicable for major equipment
6	support services		
	a.sterlization/CSSD	Yes	M if immunization
	b.security	Yes	D
	c.BMW management	Yes	M
	d.Laundry	Yes	Own / Outsourced(if applicable)
7	Standard on basic processes		
	a.Receiving patients,privacy for patients while examining especially females	Yes	M
	b.Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D - Desirable

MINIMUM STANDARDS FOR BURN CARE FACILITY IN HOSPITAL

	Template for Minimum standards for Hospital	BASIC (Burn care facility for general /general surgical care)	ADVANCE CARE (Burn unit)	Remarks
1	Scope	PATIENTS WITH UPTO 25% TBSA (total body surface area) in adult and 15% in children burns with no comorbid condition	All burns patients (Minimum 2 beds with ICU facility)	
	Services Provided			
	1. General purpose	Yes		
	2. Single Speciality	Yes	Yes	
	3. Multispeciality	Yes	Yes	
	4. Superspeciality		Yes	
2	Human resources			
	1.1 Doctors			for Anaesthetist services refer to Doc on Anaesthetist
	Med person incharge	Surgeon-1 (MS General Surgeon)	MCh /DNB Plastic Surgery-1	M (Full Time)
	Full time consultant		Need based depending on case load	1MS Surgery full time, if no. of beds exceed 6, and part time if no. of beds less than 6
	Part time consultant		Need based depending on case load	
	visiting consultant		Need based depending on case load	
	Duty Doctors	MBBS doctor to provide round the clock medical cover	MBBS doctor to provide round the clock medical cover	M - Mandatory
	1.2 Nurses			
	Nursing head		Yes	Part of Hospital
	General nurses	Staff Nurses-2 ,round the clock on shared basis	Yes	Part of Hospital
	Trained Nurses for ICU/OT/HDU	Yes	Yes	Part of Hospital
	1.3 Pharmacist	Yes	Yes	Part of hospital
	1.4 Para Medical staff			
	Lab Tech	Yes	Yes	M- Mandatory; if own lab
	Xray Technician	Yes	Yes	M- if own
	OT Technician	Yes	Yes	M- in Major OT(In Minor OT trained Technician)

	ECG Technician	Yes	Yes	D – Desirable; part of hospital
	Dietician	Yes	Yes	D – Desirable; part of hospital
	Physiotherapist	Yes	Yes	D – Desirable; part of hospital
	Psychologist		Yes	D – Desirable; part of hospital
	Medicosocial worker		Yes	*M – Mandatory; part of hospital
3	Equipment			
	Therapeutic		Vital parameter monitor2, skin graft mesher1, Humby's knife-2, Portable light-1	Humby's knife 2 Mandatory and 4 - Desirable

PLASTIC SURGERY IN HOSPITAL

	Minimum standards for Hospital	Minimum Standards	Remarks
1	Definition	Surgical Speciality which deals with reconstruction of missing parts, replacement of tissue, modification and changing of existing part and changing the appearance of person to improve aesthetic appearance	
2	Scope	Reconstructive Surgery, Facial skeletal surgery, Aesthetic surgery, Minor surgical procedures	
	Services Provided		
	1.1 General purpose		
	1.2 Single Speciality	yes	
	1.3. Multispeciality	Yes	
	1.4. Superspeciality	Yes	
3	Human resources		
	3.1 Doctors		
	Med person incharge	MCh / DNB Plastic Surgery-1	M-Mandatory; for Anaesthetist services refer to Doc on Anaesthetist
		MS (General Surgeon) with minimum 3 yrs training in Plastic surgery	
	Duty Doctors	MBBS doctor for round the clock medical cover from Hospital pool	M-Mandatory; part of Hospital
	3.2 Nurses		
	Nursing head	yes	As per norms of Nursing Council
	General nurses	Yes	As per norms of Nursing Council
	Trained Nurses for ICU/OT/HDU	Yes	As per norms of Nursing Council
	3.3 Pharmacist	yes	part of hospital
	3.4 Para Medical staff		
	a. Lab Tech	Yes	M- Mandatory; if own lab
	b. X-ray Technician	Yes	M- if own
	c. OT Technician	Yes	M- in Major OT (In Minor OT trained Technician)
	d. ECG Technician	Yes	D-Desirable; part of hospital
	e. Dietitian	Yes	D; part of hospital

	f. Physiotherapist	Yes	D ;part of hospital
	g. Psychologist	Yes	D ;part of hospital
	h. Medicosocial worker	Yes	D ;part of hospital
4	Equipment		
	a. Therapeutic	Basic OT instrument;Special instrument for cleft Surgery,hand surgery,Burn reconstructive surgery,Other instruments as per facility service	M-Mandatory
	b. Emergency	yes	As per Hospital Document
	c. Sterlizing	Yes	M
	d. Drugs, Medical devices and consumables	Yes	As per Hospital Document
	e. List of disposables	Yes	M
	f. Annual Maintenance records of equip	Yes	M
5	Support Service		
	e. sterlization/CSSD	Yes	M-mandatory; part of hospital
	g. Medical Gas/Manifold	Yes	M-mandatory; part of hospital
	h. Blood storage unit/blood Bank	Yes	M-own/outsourced/Tie up
	i. Amb service	Yes	M-own/outsourced/Tie up

CLINIC WITH PLASTIC SURGEON

	Template for Minimum standards for Clinics/Polyclinics	ONLY CONSULTATION	DAY CARECENTRE	Remarks
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	Only consultation	All day care procedures of specialty	No liposuction/lipolysis without plastic surgeon at beauty clinic.
3	Physical Infrastructure			
	a.Space requirement			
	i) Reception	Yes	Yes	M-Mandatory
	ii) consultation/waiting area	Yes	Yes	M-Mandatory
4	Human resources			
	Doctors	MCh /DNB Plastic Surgery	MCh /DNB Plastic Surgery	M-Mandatory
	Tech staff	Female Attendent	NURSE-1	D-Desirable
	Non Tech staff	Attendant-1	Attendant-1	D-Desirable
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	yes	yes	D-Desirable
5	Equipment			
	a.Stethoscope	Yes	Yes	M-Mandatory
	b.Thermometer	Yes	Yes	M (Non Mercury)
	c. BP Apparatus	Yes	Yes	M (Non Mercury)
	d. Glucometer	Yes	Yes	M-Mandatory
	e.Weigh machine	Yes	Yes	M-Mandatory
	f. Emergency kit and medicine	Yes	Yes*	Refer to Clinic/Polyclinic document
	g. Drugs,Medical devices and consumables	Yes	Yes*	*M-Mandatory
	h. List of disposables	Yes	Yes*	*M-Mandatory
	i. Annual Maintenance records of equip	Yes	Yes*	*M-Mandatory

6	support services			
	a. sterilization/CSSD	Yes	Yes	if required
	b. security	Yes	Yes	D: Desirable
	c. BMW management	Yes	Yes	As per BMW Rules
	d. Laundry	Yes	Yes	D -Desirable;own/outsourced
7	Standard on basic processes			
	a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M-Mandatory
	b. Infection control practices	Yes	Yes	M-Mandatory
	soap and water	Yes	Yes	M-Mandatory
	facilities for hand washing and disinfection	Yes	Yes	M-Mandatory
	Disinfection of work Area	Yes	Yes	M-Mandatory
	Use of disposable services	Yes	Yes	M-Mandatory
	small autoclave	Yes	Yes	M-Mandatory
	c. Policy on outsourced services	Yes	Yes	D

CARDIOLOGY SERVICES IN HOSPITAL

	Template for Minimum standards for Hospital	BASIC (General purpose)	NON INVASIVE	INVASIVE	Remarks
1	Scope	provides resuscitation and short term Cardio respiratory support including defibrillation: require to ventilate for 24 to 48 hrs. (eg. General Hospital with Single Specialities/Multiple Specialities example CHC SDH, DH, Civil Hospital, Private Hospital, Nursing Home etc)	cardiology interventions (eg. General Hospital with Single Specialities/Multiple Specialities example CHC SDH, DH, Civil Hospital, Private Hospital, Nursing Home etc)	invasive procedures requiring ICU care with long term acute care of highest standard	
	Services Provided				
	1.1 General purpose	yes			
	1.2 Single Speciality		yes	yes	
	1.3. Multispeciality		yes	yes	
	1.4. Superspeciality		yes	yes	
2	Human resources				
	2.1 Doctors	MD/DNB Medicine	DM /DNB Cardiology MD/DNB Medicine	DM/DNB Cardiology	M-Mandatory
	Duty Doctors	MBBS doctors to provide round the clock Medical cover	MBBS doctors to provide round the clock Medical cover	MBBS doctors to provide round the clock Medical cover	M-Mandatory
	2.2 Nurses				
	General nurses	yes	Yes	Yes	M-Mandatory
	Trained Nurses for ICU/OT/HDU		Nurse Station: one ECG lead from each patient and as well as relevant haemodynamic and respiratory data should continuously be present on central screen	Nurse Station: one ECG lead from each patient and as well as relevant haemodynamic and respiratory data should continuously be present on central screen	M-Mandatory
	2.3 Pharmacist	Yes	Yes	Yes	M-mandatory, part of hospital
	2.4 Para Medical staff				
	a. Lab Tech	Yes	Yes	Yes*	*M-Emergency Lab ; part of hospital

	b. Xray Technician	Yes	Yes	Yes*	*M-own for invasive cardiology; others D-own/outsourced
	c. Technician			Trained cath Lab Technician*	*M-own for invasive cardiology
	d. ECG Technician	Yes	Yes*	Yes*	*M-Mandatory
	e. Dietician	Yes	Yes	Yes*	*M-Mandatory
	f. Physiotherapist	Yes	Yes	Yes*	*M-Mandatory
	g. Medicosocial worker			Yes	D-Desirable
3	Equipment				
	a. Therapeutic			Patient monitoring unit,with 2 ECG channels,invasive pressure channel,non-invasive blood pressure monitor,Sao2 meter 50% beds -5 ECG channels,2 additional haemodyanamic channel,end tidal CO2,Non invasive cardiac output,thermometer.	
				Other equipment: Volumetric pump/automatic syringe,Mechanical respirators 1 machine/2 beds ,Intra aortic balloon pump,haemodialysis and haemofiltration machine, pacemaker, defibrillator,external pacemaker , temporary pacemaker ,mobile echocardiography,with TEE probe,blood clot meter,mechanical compressor device for groin and radial haemostatis	

	b.Diagnostic	ECG machine	TMT,Holter	Xray system for fluroscopy,digital cardiac mobile C arm,-A fully equipped Cardiac Cath Lab	M-Mandatory
	c. Emergency	Yes	Yes	Yes	Refer to Document on Hospital
	d. Sterlizing	Yes	Yes	Yes	M-mandatory
	e. Drugs,Medical devices and consumables	Yes	Yes	Yes	Refer to Document on Hospital
	f. List of disposables	Yes	Yes	Yes	M-mandatory
	g. Annual Maintenance records of equip	Yes	Yes	Yes	M-mandatory
	5 Support Service				
	a. Laboratory	yes	yes	Biochemical markers kits, for MI, Glucose level measurement kit, Blood gases and electrolyte analyser	Can be own or Outsourced
	b. Imaging	yes	yes	Yes*	*M-own for invasive; others own/outsourced
	c. sterlization/CSSD	Yes	Yes	Yes	M-own
	d. Medical Gas/Manifold	Yes	Yes	Yes	M-mandatory
	e. Blood storage unit/ blood Bank	Yes	Yes	Yes	M-own/outsourced
	f. Amb service	Yes	Yes	Yes*	*M-CCU Ambulance for invasive/ non invasive cardiology service centres

CLINIC WITH CARDIOLOGY SERVICES

	Template for Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	consultation services	MD Medicine can provide consultation services but signage of Cardiology not allowed
3	Physical Infrastructure		
	a. Space requirement		
	i). Reception	Yes	M-Mandatory
	ii). consultation/waiting area	Yes	M-Mandatory
	iii). OPD Area	Yes	M-Mandatory
4	Human resources		
	a. Doctors	DM/ DNB Cardiology (MD Medicine can provide Cardiology Services but signage not allowed)	
	b. Tech staff	ECG Tech	D
	c. Non Tech staff	yes	M
	d. Duty and salary roster	Yes	D
	e. OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	D-Desirable
5	Equipment		
	a. Stethoscope	Yes	M-Mandatory
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M-Mandatory
	e. Weighing machine	Yes	M-Mandatory
	f. Others	ECG Machine* ,ECHO,TMT Holter	*M-Mandatory others are desirable and can be own/outsourced

	g. Drugs,Medical devices and consumables	clopid,Aspirin,others	Refer to document of Clinic/Polyclinic
	h. List of disposables	M	M
	i. Annual Maintenance records of equip	Yes	D-Desirable
6	support services		
	a. security	Yes	D-Desirable;Own or outsourced
	b. BMW management	Yes	M-Mandatory
	c. Laundry	Yes	D-Desirable;Own or outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M-Mandatory
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	If applicable
	c. Policy on outsourced services	Yes	D

DENTAL SET UP -STAND ALONE/HOSPITAL SET UP (Also refer Annexures for Dental CE)

	Minimum Standards for Dental Set up	Stand alone Centre	Multispeciality	Hospital set up	Remark
1	Each Category of Dental clinic will be defined on the basis of services provided and basic facilities available.	Dental Chair cum unit-1	3 Dental Chair cum unit	1-5 Dental Chair cum unit	
2	Scope of Services				
	Examination, diagnosis and treatment of all the diseases of teeth and oral cavity	Yes	Yes	Yes	
3	Physical Infrastructure				
	Name of the dental surgeon in charge with qualification and registration	BDS/MDS	MDS	BDS, MDS	M
	Timings of the Dental	Yes	Yes	Yes	M
	Consultation/Fee structure: To be displayed separately	Yes	Yes	Yes	M
	Safety signages : fire safety and Biomedical Waste	Yes	Yes	Yes	M
	Space requirement for waiting room, consulting room and treatment room, safe drinking water	Yes (As per scope of service) Minimum 100 square feet	Yes For every additional chair the usable carpet area must be increased by 50% There should be adequate space between two dental units enough for patient privacy, ease of movement of staff and proper sanitization.	Yes For every additional chair the usable carpet area must be increased by 50% There should be adequate space between two dental units enough for patient privacy, ease of movement of staff and proper sanitization.	M
	Furniture & Fixtures	Yes	Yes	Yes	M

	Communication system - Landline/ mobile number for appointment/ internet access	Yes	Yes	Yes	M
	Electrical facilities	Yes	Yes	Yes	M
	Qualification of Incharge dental surgeon	BDS/MDS	BDS/MDS	BDS/MDS	M
4	Human Resource (Full time/Part time/Visiting)				
	Trained Chairside assistant, Dental Technician(Trained Academically/Clinically)	1 Assistant/Dental Nurse per Chair	1 Assistant/Dental Nurse per Chair	1 Assistant/ Dental Nurse per Chair	M
	Minimum Dental Equipments with accessories	Dental Chair Cum Unit,RVG/Dental Xray unit	Dental Chair Cum Unit,RVG/Dental Xray unit	Dental Chair Cum Unit,RVG/Dental Xrayunit	M
	Payment/Roster of salary of staff	Yes	Yes	Yes	M
	Periodic health check up and vaccination against Habatatis B for doctor and staff	Yes	Yes	Yes	M
5	Equipment(/instruments/drugs				Please see annexure 3
	Dental X-Ray	RVG	RVG/OPG	RVG/OPG	D - Own/Outsour ced
	Sterilization equipments	Autoclave	Autoclave	Autoclave	M; Autoclave should be periodically calibrated

	List of Consumables and disposables required	All restoration Materials, Endodontic material,all material for extraction of mobile and semi mobile teeth,all material for scaling and polishing fissure,sealant and fluoride	All restoration Materials, Endodontic material,all material for extraction of mobile and semi mobile teeth,all material for scaling and polishing fissure,sealant and fluoride All instrument and materials for minor periodontal surgery, All material for oral surgery, like impaction, apicoectomy, implant placement, reduction of simple fractures	All restoration Materials, Endodontic material,all material for extraction of mobile and semi mobile teeth,all material for scaling and polishing fissure, sealant and fluoride All instrument and materials for minor periodontal surgery, All material for oral surgery, like impaction, apicoectomy ,implant placement, reduction of simple fractures	M
	Annual Maintenance protocol for equipment and its record of maintenance	Yes	Yes	Yes	M
	Receptionist	Yes	Yes	Yes	D
6	Support Service				
	Registration with State pollution control board for BMW 1998	Yes	Yes	Yes	M
7	Legal/Statutory Requirements				
	Out and Inpatient records with names, addresses, Diagnosis and treatments given Site, Space is as given in annexure 1 (for Dental Clinical Establishments), Location and environmental requirements to take into account local bye laws	Yes	Yes	Yes	M Space : D

7	Record Maintenance and reporting				
	Confidentialty of Medical records	Yes	Yes	Yes	M
	Medicolegal records, as applicable	Yes	Yes	Yes	
	Record keeping of personnel working in dental clinic indicating their details including qualification and training	Yes	Yes	Yes	M
	Duration of record maintenance: As per the Acts and Rules in force	Yes	Yes	Yes	M
8	Standards on basic processes				
	Infection Control practices including Biomedical Waste management	Yes	Yes	Yes	M
	Safety considerations-	Yes	Yes	Yes	M
	Annual Maintenance protocol for equipment and its record of maintenance	Yes	Yes	Yes	D
	Patient Information and Education	Yes	Yes	Yes	M

M-Mandatory D-Desirable

DERMATOLOGY SERVICES IN HOSPITAL

Minimum standards for Hospital	BASIC (General purpose)	ADVANCE (Non Teaching)	Remarks
1 Scope	Skin Diseases , Skin surgeries (Biopsy) , Nail Surgeries, Electrocautery/ Radiofrequency), LASER TREATMENT	Skin Diseases , Skin surgeries, LASER TREATMENT;all advanced dermatology procedures	
Services Provided			
1.1 General purpose	Yes		
1.2 Single Speciality		Yes	
1.3. Multispeciality		Yes	
2 Human resources			
2.1 Doctors			
Med person incharge	MD/DNB/DIPLOMA DERMATOLOGY	MD/DNB /DIPLOMA DERMATOLOGY	M ; indoor full time Dermatologist / on visiting basis
		M.D. Dermatology, D.V.D, D.N.B Dermatology. LASER Surgeries including Chemical Peels can be performed only by a registered M.D./ DNB/ Diploma holders in Dermatology with a certificate of training from recognised institution for 6 months duration (as part of MD Training)	Addtion of 6 months training in advance Dermatology as part of MD to be considered by MCI
Duty Doctors	MBBS doctor for round the clock medical cover	also MBBS-1 (with 6 months house job in Dermatology)	M; part of Hospital
2.2 Nurses			
General nurses	Yes	Yes	M; part of Hospital
Trained Nurses for ICU/OT/HDU	Yes	Yes	M; part of Hospital
2.3 Pharmacist	Yes	Yes*	*M; in advance dermatology hospital
2.4 Para Medical staff			
a.Lab Tech	DMLT/SMEAR TECHNICIAN	DMLT/ SMEAR TECHNICIAN	M-Mandatory; part of Hospital
b.X-ray Technician	Yes	Yes	part of Hospital
c.Dietitian	Yes	Yes	D; part of Hospital
d.Physiotherapist	Yes	Yes	D; part of Hospital

	e. Psychologist	Yes	Yes	MIFPSYCHIATRIST; part of Hospital
	f. Medicosocial worker	No	Yes*	*D; part of Hospital
3	Equipment			
	a. Therapeutic	yes	Microdermabrader , Dermabrader, Phototherapy (Desirable), LASER	D
	b. Surgical	yes	Electrocautery/ Radiofrequency	D
	c. Diagnostic	yes	as required for Biopsy procedures, Microscope, Dark Ground Microscope	M
	d. Emergency	yes	narrow band or phototherapy chamber	M
	e. Sterilizing	yes	facility for Autoclaving	M
	f. Drugs, Medical devices and consumables	yes	Chemical Peels*, Stains for microbiological examination, CO2 laser*	* D Also refer to documents on hospital
	g. List of disposables	yes	Biopsy punch PUVA therapy optional	M
	h. Annual Maintenance records of equipment	yes	yes	M
4	Support Services			
	4.1. Laboratory	Yes	Yes	own / Outsourced
	4.2. Imaging	Yes	Yes	own / Outsourced
	4.3. Pharmacy	Yes	Yes*	*M
	4.4. sterilization/CSSD	Yes	Yes	M
	4.6. Medical Gas/Manifold	Yes	Yes*	*M
	4.7. Blood storage unit/blood Bank	Yes	Yes	D
	4.8. Amb service	Yes	Yes*	Yes*

M-Mandatory D-Desirable

DERMATOLOGY CLINIC

	Template for Minimum standards for Clinics/Polyclinics	Dermatology Clinic	Cosmetology centre with Dermatologist	Remarks
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	Consultation services, skin biopsy,warts , electrocautery, RFA, Nail biopsy,ingrowing nail excision	Consultation, Laser treatment , Dermabrasion	Dermatologists providing Cosmetology services must have certificate from Govt. recognised centres. No chemical or laser permitted without dermatologist at beauty clinic. No liposuction/ lipolysis without plastic surgeon at beauty clinic.
3	Physical Infrastructure			
	a. Space requirement			
	i.Reception	Yes	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	Yes	M-Mandatory
4	Human resources			
	Doctors	MD/DNB/DIPLOMA DERMATOLOGY	MD/DNB/DIPLOMA DERMATOLOGY with 6 months training from a recognised centre	M-Mandatory
	Non Tech staff	ATTENDANT	ATTENDANT	M-Mandatory
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	Yes	M-Mandatory
5	Equipment			
	a. Stethoscope	Yes	No	M-Mandatory
	b. Thermometer	Yes (Non Mercury)	No	
	c. BP Apparatus	Yes (Non Mercury)	No	

	d. Glucometer	Yes	No	D-Desirable
	e. Weighing machine	Yes	No	M-Mandatory
	f. Other	ELECTROCAUTERY/RFA-ESSENTIAL PHOTOTHERAPY,LASER,CHEMICAL PEEL- DESIRABLE	LASER,CHEMICAL PEEL-DESIRABLE	D-Desirable
	g. Emergency kit and medicine	Yes	No	Refer to document on clinic/Polyclinic
	h. Drugs, Medical devices and consumables	Yes*	No	*M-Mandatory
	i. List of disposables	Yes	Yes	M-Mandatory
	j. Annual Maintenance records of equip	Yes	Yes	M-Mandatory
	6 support services			
	a. sterilization/CSSD	Autoclave	Autoclave	M
	b. security	Yes	Yes	D-Desirable
	c. BMW management	Yes	Yes	M-Mandatory
	d. Laundry	Yes	Yes	own or outsourced
	7 Standard on basic processes			
	a. Receiving patients, privacy for patients while examining especially females	Yes	Yes	M-Mandatory
	b. Infection control practices	Yes	Yes	M-Mandatory
	soap and water	Yes	Yes	M-Mandatory
	facilities for hand washing and disinfection	Yes	Yes	M
	Disinfection of work Area	Yes	Yes	M
	Use of disposable services	Yes	Yes	M
	small autoclave	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D-Desirable

STD CLINIC

	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	Consultation services/Counselling services	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
4	Human resources		
	Doctors	MD/DNB/DIPLOMA in Dermatology, Venerology and Leprosy	M-Mandatory
	Non Tech staff	ATTENDANT	D-Desirable
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	M-Mandatory
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	M(Mercury free)
	c. BP Apparatus	Yes	M(Mercury free)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Emergency kit and medicine	Yes	Refer to document on Clinic/Polyclinic
	g. Drugs,Medical devices and consumables	Yes	M
	h. List of disposables	Yes	M
	i. Annual Maintenance records of equip	Yes	M-Mandatory
6	support services		
	a. sterilization/CSSD	Autoclave	Autoclave
	b. security	Yes	D
	c. BMW management	Yes	M-Mandatory
	d. Laundry	Yes	own or outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M-Mandatory
	b. Infection control practices	Yes	M-Mandatory
	c. soap and water	Yes	M-Mandatory
	d. facilities for hand washing and disinfection	Yes	M-Mandatory
	e. Disinfection of work Area	Yes	M-Mandatory
	f. Use of disposable services	Yes	M-Mandatory
	g. small autoclave	Yes	M-Mandatory
	h. Policy on outsourced services	Yes	D

GASTROENTEROLOGY SERVICES INHOSPITAL

	Minimum standards for Hospital under CEA	Basic (General Purpose)	Advance (Non Teaching)	Remarks
1	Scope	only Gastroscopy and COLONOSCOPY	all other advanced procedure of Gastroenterology also	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality		Yes	
	1.3. Multispeciality		Yes	
	1.4. Superspeciality		Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	MD /DNB (MEDICINE) / PAEDIATRICS with certified training of six months in endoscopy	DM/DNB in Gastroenterology	M-Mandatory
	Duty Doctors	MBBS Doctor for round the clock Medical cover	MBBS Doctor for round the clock Medical cover	M-Mandatory in inpatient
	2.2 Nurses			part of hospital
	Nursing head	Yes	Yes	AS PER NURSING COUNCIL
	General nurses	Yes	Yes	AS PER NURSING COUNCIL
	Trained Nurses for ICU/OT/HDU	Yes	Yes	AS PER NURSING COUNCIL
	2.3 Pharmacist	Yes	Yes	D-Desirable
	2.4 Para Medical staff			
	a.Lab Tech	Yes	Yes	M-Mandatory ;if own lab services
	b.Xray Technician	Yes	Yes	M-Mandatory; if own services
	c.Technician	Any Trained Technician	GE trained Technician	M-Mandatory
	d.ECG Technician	Yes	Yes	D

	e. Dietician	Yes*	Yes**	*Desirable **-Mandatory
	f. Physiotherapist	Yes*	Yes**	*-Desirable **-Mandatory
	g. Medicosocial worker	No	Yes	D-Desirable; in advance
3 Equipment				
	a. Therapeutic	Gastroscope, colonoscope	equipment for advanced Gastroenterology, EU scope with digital fluoroscope	M-Mandatory
	b. Surgical		Cardiac monitor, defibrillator and accessories, sengstaken tube	M-Mandatory
	c. Diagnostic	Yes	Yes	M-Mandatory
	d. Emergency	Yes	Yes	Refer to document on Hospital
	e. Sterilizing	Yes	Yes	M-Mandatory
	f. Drugs, Medical devices and consumables	Emergency Drugs, Terlipressin	Emergency Drugs, Terlipressin, Sengstaken tube	Refer to document on Hospital
	g. List of disposables	Yes	Yes	M-Mandatory
	h. Annual Maintenance records of equip	Yes	Yes	M-Mandatory
4 Support Services				
	4.1. Pharmacy	Yes	Yes*	*M-IN ADVANCE
	4.2. sterilization/CSSD	Yes	Yes	M-Mandatory
	4.4. Medical Gas/Manifold	Yes	Yes	M-IN ADVANCE
	4.5. Blood storage unit/blood Bank	Yes	Yes	D-Desirable
	4.6. Amb service	Yes	Yes	M-own /outsourced / TIE UP

CLINICS WITH GASTROENTEROLOGY SERVICES

	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	PROVIDING GASTROENTEROLOGY CONSULTATION SERVICES/BASIC PROCEDURES (Gastroscopy & Colonoscopy)	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
	iii. OPD Area	Yes	M-Mandatory
4	Human resources		
	Doctors	DM /DNB GASTROENTEROLOGY ;MD (Med/Paeds) with certified training of 6 mths in endoscopy	M-Mandatory
	Tech staff	Nurses 3-4	M-Mandatory
	Non Tech staff	Attendant	M-Mandatory
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff	Yes	D- Desirable
5	Equipment		
	a. Stethoscope	Yes	M-Mandatory
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M-Mandatory
	e. Weight machine	yes	M-Mandatory
		Gastroscope, Colonoscope	O-Optional

	f. Emergency kit and medicine	cardiac monitor,defibrillator and accessories,	Also Refer to document on clinic/polyclinic
	g. Drugs,Medical devices and consumables	Yes	M
	h. List of disposables	Yes	M
	i. Annual Maintenance records of equip	Yes	M-Mandatory
6	support services		
	a. sterilization/CSSD	Autoclave	M
	b. security	Yes	D- Desirable
	c. BMW management	Yes	M-Mandatory
	d. Laundry	Yes	own or outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	facilities for sterilization	Yes	M-if applicable
	c. Policy on outsourced services	Yes	D

GI SURGERY SERVICES IN HOSPITAL

	Minimum standards for Hospital	Minimum Standards (Non Teaching)	Remarks
1	Scope	All G I Surgeries; Also diagnostic gastroscopy, colonoscopy, sigmoidoscopy, Oesophageal stricture dilatation.	
	Services Provided		
	Superspeciality	Yes	
2	Human resources		
	2.1 Doctors		
	Med person incharge	Surgeon should fulfil MCI/DNB guidelines or have one year full time training in GI surgery after getting General Surgery degree	
		Critical care specialist/Intensivist in ICU-1	M-Mandatory
	Duty Doctors	MBBS Doctors for round the clock medical cover	M-Part of Hospital
	2.2 Nurses		
	Trained Nurses for ICU/OT/HDU	Yes	1 per 2 beds
	2.3 Pharmacist	Yes	M-Mandatory
	2.4 Para Medical staff		
	a.Lab Tech	Yes	M- if own lab;part of hospital
	b.Xray Technician	Yes	M- if own;part of hospital
	c.OT Technician	Yes	M-Mandatory
	d.ECG Technician	Yes	M-Mandatory
	e.Dietitian	Yes	M-Mandatory
	f.Physiotherapist	Yes	M-Mandatory
	g.Psychologist	Yes	D-Desirable
	h.Medicosocial worker	Yes	D-Desirable
3	Equipment		
	a. Therapeutic	ABG machine is must,no other special equipment	M-Mandatory
	b. Surgical	Surgical Tray set	M-Mandatory

	c. Diagnostic	Yes	as applicable
	d. Emergency	Yes	Refer document of hospital
	e. Sterlizing	Yes	M-Mandatory
	f. Drugs,Medical devices and consumables	Yes	Refer document of hospital
	g. List of disposables	Yes	M-Mandatory
	h. Annual Maintenance records of equip	Yes	D-Desirable
4	Support Services		
	a. Laboratory	Yes	own or Outsourced
	b. Imaging	Portable USG machine with a qualified Radiologist available on call	M-Mandatory
	c.Pharmacy	Yes	M-Mandatory
	d. sterlization/CSSD	Yes	M-Mandatory
	e. Medical Gas/Manifold	Yes	M-Mandatory
	f. Blood storage unit/blood Bank	Yes	M-own/outsourced/TIE UP
	g. Amb service	Yes	M-own/outsourced/TIE UP

CLINIC FOR GI SURGERY

CLINIC FOR GI SURGERY				
	Template for Minimum standards for Clinics/Polyclinics	Minimum Standards	Day Care	Remarks
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	Only consultation services;minor procedure	Day Care Procedures: 1. Diagnostics Biopsies (US guided/ Endoscopic) 2. Endoscopic- Diagnostic/Therapeutic/UGI Colonoscopy, UGI scopy with stricture dilatation 3. Protoscopic procedures- Haemorrhoidal band ligation/sclerotherapy, fistula threading/wiring under LA	
3	Physical Infrastructure			
	a. Space requirement			
	i. Reception	Yes	Yes	M
	ii. consultation/waiting area	Yes	Yes	M
4	Human resources			
	Med person incharge	MCh/DNB (GI Surgery)/MS General Surgery with 3 years of experience in recognised GI Surg Department)	MCh/DNB (GI Surgery)/MS General Surgery with 3 years of experience in recognised GI Surg Department)	M
	Tech staff	NURSE-1	NURSE-1	M-Mandatory
	Non Tech staff	Attendant	Attendant	M
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	yes	yes	D-Desirable

5 Equipment			
a. Stethoscope	Yes	Yes	Yes
b. Thermometer	Yes	Yes	Yes (Non Mercury)
c. BP Apparatus	Yes	Yes	Yes (Non Mercury)
d. Glucometer	Yes	Yes	M
e. Weigh machine	Yes	Yes	M
f. Emergency kit and medicine	yes	yes	Refer to document on clinic/Polyclinic
g. Drugs,Medical devices and consumables	Yes--2 rigid proctoscope with single light source,Haemorrhoidal band applicator device,punch biopsy forcep, dressing set, specimen vial. (short stay facility)	Yes--2 rigid proctoscope with single light source,Haemorrhoidal band applicator device,punch biopsy forcep,dressing set,specimen vial.Sigmoidoscope-	M
h. List of disposables	Yes	Yes	M
i. Annual Maintenance records of equip	Yes	Yes	D-Desirable
6 support services			
a. sterilization/CSSD	Yes	Yes	M-Mandatory
b. security	Yes	Yes	M-Mandatory
c. BMW management	Yes	Yes	M-Mandatory
d. Laundry	Yes	Yes	Own/outsourced
7 Standard on basic processes			
a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M-Mandatory
b. Infection control practices	Yes	Yes	M
soap and water	Yes	Yes	M
facilities for hand washing and disinfection	Yes	Yes	M
Disinfection of work Area	Yes	Yes	M
Use of disposable services	Yes	Yes	M
small autoclave	Yes	Yes	M
facilities for sterilization	Yes	Yes	M
c. Policy on outsourced services	Yes	Yes	D-Desirable

GENERAL SURGERY IN HOSPITAL

GENERAL SURGERY IN HOSPITAL				
	Minimum standards for Hospital	<30 beds	>30 beds	Remarks
1	Scope	General Surgery Services	Emergency OT-1 (dedicated); with round the clock service	
	Services Provided			
	1.1 General purpose	Yes		
	1.2. Single Speciality	Yes	Yes	
	1.3. Multispeciality	Yes	Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	MS/DNB GEN SURG-1/OT	MS GEN /DNB SURG-3,	
		JUNIOR SURGEON-1 DESIRABLE	SENIOR Surgeon -1* JUNIOR SURGEON-1** DESIRABLE	*M-Mandatory **D
		MBBS1	MBBS1	M-Mandatory
	Duty Doctors	MBBS Doctor for round the clock Medical Cover	MBBS Doctor for round the clock Medical Cover	M-Mandatory; part of hospital
	2.2 Nurses			
	Nursing head	1	Yes	part of hospital
	General nurses	2	Yes	part of hospital
	Trained Nurses for ICU/OT/HDU	Yes	Yes	part of hospital
	2.3 Pharmacist			part of hospital
	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M- if own lab
	b. Xray Technician	Yes	Yes	M- if own
	c. OT Technician	Yes	Yes	M
	d. ECG Technician	Yes (own/outsourced)	Yes	D-desirable

e. Dietician	Yes	Yes*	*M
f. Physiotherapist	Yes	Yes*	*M
g. Psychologist	Yes	Yes	D-desirable
h. Medicosocial worker	No	Yes	D-desirable
3 Equipment			
a. Therapeutic	Surgical tray	Surgical Tray	M-NUMBER AS REQUIRED
b. Emergency	Yes	Yes	Refer to document on Hospital
c. Sterilizing	Yes	Yes	M-Mandatory
d. Drugs, Medical devices and consumables	Yes	Yes	Refer to document on Hospital
d. List of disposables	Yes	Yes	M-Mandatory
e. Annual Maintenance records of equip	Yes	Yes	D-desirable
4 Support Services			
4.1. Laboratory	Yes	Yes	own or Outsourced
4.2. Imaging	Yes	Yes	own or Outsourced
4.3. Pharmacy	Yes	Yes*	*M
4.4. sterilization/CSSD	Yes	Yes	*M
4.5. Medical Gas/Manifold	Yes	Yes	M- own/ Outsourced/ Tie up
4.6. Blood storage unit/blood Bank	Yes	Yes*	M- own/ Outsourced/ Tie up
4.7. Amb service	Yes	Yes	M- own/ Outsourced/ Tie up

GENERAL SURGERY CLINIC

	Minimum standards for Clinics/Polyclinics	ONLY CONSULTATION	With minor OT	Remarks
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	SURGICAL CONSULTATION, PROCTOSCOPY, DRESSING, needle aspiration, DRE	SUTURING, SUTURE REMOVAL, ABSCESS DRAIN, EXCISION LYMPH NODE BIOPSY, DEBRIDEMENT, BANDING, PARACENTESIS, CATHETERIZATION, NEEDLE ASPIRATION, FNAC, MINOR PROCEDURE WHERE NO GA IS REQUIRED	
3	Physical Infrastructure			
	a. Space requirement			
	i. Reception	Yes	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	Yes	M-Mandatory
	iii. OPD Area	Yes	Yes	M-Mandatory
4	Human resources			
	Med person incharge	MS /DNB GEN SURG	MS /DNB GEN SURG	M-Mandatory
	Technician	Nurse*	TRAINED TECHNICIAN-1**	**M;*D
	Non Tech staff	Attendant-1*	Attendant-1**	**M;*D;in only consultation clinic either Nurse or Attendant D-
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	Yes	D-Desirable

5	Equipment			
	a. Stethoscope	Yes	Yes	M
	b. Thermometer	Yes	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	Yes	M
	e. Weigh machine	Yes	Yes	M
	f. Emergency kit and medicine	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	Refer to document on clinic and Polyclinic
	g. Drugs, Medical devices and consumables	Yes	Yes	M-Mandatory
	h. List of disposables	Yes	Yes	M-Mandatory
	i. Annual Maintenance records of equip	Yes	Yes	D
6	support services			
	a. sterilization/CSSD	Yes	Yes	M-Mandatory
	b. security	Yes	Yes	D
	c. BMW management	Yes	Yes	M
	d. Laundry	Yes	Yes	Own/ outsourced
7	Standard on basic processes			
	a. Receiving patients, privacy for patients while examining especially females	Yes	Yes	M
	b. Infection control practices	Yes	Yes	M
	soap and water	Yes	Yes	M
	facilities for hand washing and disinfection	Yes	Yes	M-Mandatory
	Disinfection of work Area	Yes	Yes	M-Mandatory
	Use of disposable services	Yes	Yes	M
	small autoclave	Yes	Yes	M
	facilities for sterilization	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D-Desirable

MEDICINE AND GERIARTIC SERVICES IN HOSPITAL

	Minimum standards for Hospital	MEDICINE	GERIARTIC	Remarks
1	Scope	General Medicine Services FNAC, PLEURAL TAP, ASCITIC TAP	Services related to Geriartic Care	
	Services Provided			
	1.1 General purpose	Yes		
	1.2.Single Speciality	Yes	Yes	
	1.3.Multispeciality	yes	Yes	
2	Physical Infrastructure			
	ICU Beds		20% of Medical and surgical ICU	M
	Distance between 2 beds		General Ward: 1.8 m, ICU Ward: 2.5 m	M
	Windows		20% of room area (for lighting and ventilation)	M
	Physiotherapy Unit		100 sq. m	D
	Toilet		One closet for every 8 patients	M
3	Human resources			
	3.1 Doctors			
	Med person incharge	MD/DNB MEDICINE/MD/DNB Medicine	MDGERIARTICMEDICINE-1/ or MD/DNB MEDICINE-1	M
		MBBS-2	MBBS-4 for 10 BEDS	M
	Duty Doctors	MBBS Doctors for round the clock service	MBBS Doctors for round the clock service	M
	3.2 Nurses			part of Hospital
	Nursing head			
	General nurses	Yes	Yes	M
	Trained Nurses for ICU/OT/HDU	1 per 2 beds	1per 2 beds	M
	3.3 Pharmacist	Yes	Yes	Part of Hospital
	3.4 Para Medical staff			
	a.Lab Tech	Yes	Yes	M- if own lab
	b.Xray Technician	Yes	Yes	M- if own
	c.ECG Technician	Yes	Yes	M;own/outsourced service
	d.Dietician	Yes	Yes	M-in >30 beds
	e.Physiotherapist	Yes	Yes	D
	f.Psychologist	Yes	Yes	D
	g.Medicosocial worker	yes	Yes	D

4 Equipment				
	Emergency	Yes	Yes	Refer to document on hospital
	Sterlizing	Yes	Yes	M
	Drugs,Medical devices and consumables	Yes	Yes	Refer to document on hospital
	List of disposables	yes	yes	M
	Annual Maintenance records of equipment	Yes	Yes	M for major equipments
5 Support Services				
	5.1. Laboratory	Yes	Yes	own or Outsourced
	5.2. Imaging	Yes	Yes	own or Outsourced
	5.3. Pharmacy	Yes	Yes	M;own/outsourced
	5.4. Medical Gas/Manifold	Yes	Yes	M
	5.5.Blood storage unit/blood Bank	Yes	Yes	D
	5.6. Ambulance service	Yes	Services related to Geriartic Care	M-own/ outsourced/ TIE UP
		M- Mandatory	D- Desirable	

MEDICINE AND GERIARTIC CLINIC

MEDICINE AND GERIARTIC CLINIC				
	Minimum standards for Clinics/Polyclinics	MEDICINE	GERIARTIC	REMARK
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	CONSULTATION SERVICES; care of acute and chronic illnesses,referral services,basic preventive services	CONSULTATION SERVICES; care of acute and chronic illnesses,referral services,basic preventive services	
3	Physical Infrastructure			
	a. Space requirement		GROUND/LIFT FACILITY*;adequatespace for wheel chair bound or disabled patient	*M
	i. Reception	Yes	Yes	M
	ii. consultation/ waiting area	Yes	Yes	M
4	Human resources			
	Med person incharge	MD/DNB MEDICINE	MD Geriatric Medicine/ MD/ DNB Medicine	M
	Non Tech staff	ATTENDANT-1	ATTENDANT-1	M
	Duty and salary roster	Yes	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff	Yes	Yes	D
5	Equipment			
	a. Stethoscope	Yes	Yes	M
	b. Thermometer	Yes	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	Yes	M
	e. Weight machine	Yes	Yes	M
	Portable X-ray	Yes	Yes	D

	Ultrasound	Yes	Yes	D
	f. Emergency kit and medicine	Yes	Yes	Refer document of clinic/polyclinic
	g. Drugs,Medical devices and consumables	Yes	Yes	M
	h. List of disposables	Yes	Yes	M
	i. Annual Maintenance records of equip	Yes	Yes	D
6	support services			
	a. sterilization/CSSD	Yes	Yes	M
	b. security	Yes	Yes	D
	c. BMW management	Yes	Yes	M
	d. Laundry	Yes	Yes	D-Own/outsourced
7	Standard on basic processes			
	a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M
	b. Infection control practices	Yes	Yes	M
	soap and water	Yes	Yes	M
	facilities for hand washing and disinfection	Yes	Yes	M
	Disinfection of work Area	Yes	Yes	M
	Use of disposable services	D	D	M
	small autoclave	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D

M-Mandatory

D- Desirable

ENDOCRINOLOGY SERVICES IN HOSPITAL

Template for Minimum standards for Hospital under CEA	Endocrinology	with Endocrinology Surgery	Remarks
1 Scope	Related to Endocrine diseases		
Services Provided			
1.1 Single Speciality	yes (Beds Optional)	yes	
1.2. Multispeciality	yes	yes	
1.3. Superspeciality	yes	yes (Min 2 beds)	
2 Human resources			
2.1 Doctors			
Med person incharge	DM /DNB Endocrinology (Mandatory)	(M- M.Ch /DNB Endocrinology surgery (D- Desirable)	only very few institutes giving MCh Endocrinology surgery Neurosurgeon/ENT Surgeons/General surgeons can also do the endocrinal surgeries.
Full time consultant	Yes	Yes	
Part time consultant	Yes	Yes	
visiting consultant	Yes	Yes	
Duty Doctors	Yes	Yes	MBBS Doctors for round the clock Medical cover
2.2 Nurses			
General nurses	Yes	Yes	M-Mandatory
Trained Nurses for ICU/OT/HDU	Yes	1 for OT	M-Mandatory
2.3 Pharmacist	Yes	Yes	M;part of Hospital

	2.4 Para Medical staff			
	a.Lab Tech	Yes	1	M- if own lab
	b.Xray Technician	Yes	Yes	M- if own
	c.OT Technician		Yes	M-Mandatory
	d.ECG Technician	Yes	Yes	M-Mandatory
	e.Dietician	yes	yes	M-Mandatory
	f.Physiotherapist	Yes	yes	D-Desirable
	g.Psychologist	Yes	Yes	D-Desirable
	h.Medicosocial worker	Yes	Yes	D-Desirable
	3 Equipment			
	Emergency	Yes	Yes	Refer to documents on Hospital
	Sterilizing	Yes	Yes	M-Mandatory
	Drugs,Medical devices and consumables	Yes	Yes	Refer to documents on Hospital
	List of disposables	Yes	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	Yes	M-Mandatory
	4 Support Services			
	4.1. Laboratory	Hormonal estimation lab,Dexa lab, BMD-Tie up	Hormonal estimation lab,Dexa lab, BMD-Tie up	own or Outsourced or Tie up
	4.2. Imaging	Yes	yes	own or Outsourced
	4.3. Pharmacy	Yes	Yes	M-Mandatory
	4.4. sterilization/CSSD	Yes	Yes	M-Mandatory
	4.5. Medical Gas/Manifold	Yes	Yes	M-Mandatory

ENDOCRINOLOGY CLINIC				
	Template for Minimum standards for Clinics/Polyclinics	Diabetology Clinic	Endocrinology clinic	Remarks
1	Definition	General/Specialist	Specialist	
2	Scope			
	Services Provided	providing consultation services for Diabetes	consultation services	
3	Physical Infrastructure			
	a. Space requirement			
	i. Reception	yes	yes	M-Mandatory
	ii. consultation/waiting area	Yes	Yes	M-Mandatory
	iii. OPD Area	yes	yes	M-Mandatory
4	Human resources			
	Med person incharge	DM /DNB Endocrinology or MD/DNB Medicine /MBBS with minimum one year Diploma /training in Diabetology, both from recognised institution (M-Mandatory)	MD/DNB Medicine (M-Mandatory) Endocrinology (D-Desirable)	
	Non Tech staff	Attendant	Attendant	D-Desirable
	Duty and salary roster	Yes	Yes	D-Desirable
	Others	Diabetic educator/ Nurse educator	Diabetic educator/ Nurse educator	D-Desirable
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	as required	as required	D-Desirable

5	Equipment			
	a. Stethoscope	Yes	Yes	M
	b. Thermometer	Yes	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	Yes	M
	e. Weigh machine	Yes	Yes	M
	f. Emergency kit and medicine	Yes	Yes	Refer to documents on clinic/Polyclinic
	g. Drugs,Medical devices and consum	Yes	Yes	M
	h. List of disposables	Yes	Yes	M-Mandatory
	i. Annual Maintenance records of equip	Yes	Yes	D-Desirable
6	support services			
	a. sterilization/CSSD	Yes	Yes	M
	b. security	Yes	Yes	D
	c. BMW management	as per policy laid down	as per policy laid down	M
	d. Laundry	Yes	Yes	D-Desirable own/outsourced
9	Standard on basic processes			
	a.Receiving patients,privacy for patients while examining especially females	Yes	Yes	M
	b. Infection control practices	Yes	Yes	M
	soap and water	Yes	Yes	M
	facilities for hand washing and disinfection	Yes	Yes	M
	Disinfection of work Area	Yes	Yes	M
	Use of disposable services	Yes	Yes	M
	small autoclave	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D

NEUROLOGY SERVICES IN HOSPITAL

	Template for Minimum standards for Hospital	BASIC (General purpose)	ADVANCE (Non Teaching Hospital)	REMARK
1	Scope	Providing services for General Hospital with Single Specialities/ Multiple Specialities example SDH, District Hospital, Civil Hospital, Private Hospital, Nursing Home) etc	Providing services for Superspecialities example Civil Hospital, Regional Hospital, Nursing Home, Private Hospital etc.	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality	Yes		
	1.3. Multispeciality	Yes		
	1.4. Superspeciality		Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	DM/ DNB NEUROLOGY or MD/DNB MEDICINE	DM /DNB NEUROLOGY	
	Full time consultant	Yes or	Yes or	
	Part time consultant	Yes or	Yes or	
	visiting consultant	Yes	Yes	
	Duty Doctors	Yes	Yes	MBBS Doctors for round the clock cover M
	2.2 Nurses			
	Nursing head	Yes	Yes	part of Hospital
	General nurses	Yes	Yes	part of Hospital
	Trained Nurses for ICU/OT/HDU	Yes	Yes	part of Hospital
	2.3 Pharmacist			yes, own/outsourced; part of Hospital
	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M- if own lab

	b. Xray Technician	Yes	Yes	M- if own
	c. Technician	*EEG Technician-1 (BSc NEURODIAGNOSIS)	**EEG Technician-1 (BSc NEURODIAGNOSIS)	*D **M
	d. ECG Technician	Yes	Yes	D
	e. Dietician	Yes	Yes	D
	f. Physiotherapist	Yes*	Yes**	*D;**M
	g. Psychologist	Yes	Yes*	D,*M-Mandatory if Psychiatrist
	h. Medicosocial worker	Yes	Yes	D
3	Equipment			
	Therapeutic	EEG.EMG	EEG.EMG	M
	Diagnostic	Yes	Yes	M
	Emergency	CT Scan	CT Scan	Also Refer document on hospital
	Sterilizing	Yes	Yes	M
	Drugs, Medical devices and consumables	Yes	Yes	Refer document on Hospital
	List of disposables	Yes	Yes	M
	Annual Maintenance records of equip	Yes	Yes	D
4	Support Services			
	4.1. Laboratory	Yes	Yes	own or Outsourced
	4.2. Imaging	Yes	Yes	own or Outsourced
	4.3. Pharmacy	Yes	Yes	M-own/outsourced
	4.4. sterilization/CSSD	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M
	4.6. Blood storage unit/blood Bank	Yes	Yes	M-own/outsourced/TIE UP
	4.7. Amb service	Yes	Yes	M-own/outsourced/TIE UP

M-Mandatory

D- Desirable

NEUROLOGY CLINIC			
	Template for Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	Neurology OPD Consultation	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
4	Human Resources		
	Med person incharge	DM/DNB NEUROLOGY	M
	Tech staff	NURSE-1	D
	Non Tech staff	Attendant-1	M
	Duty and salary roster	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	D
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Others	HAMMER	M
	g. Emergency kit and medicine	Yes	Refer document of Clinic/Polyclinic; INCLUDE DIAZEPAM , LORAZEPAM
	h. Drugs,Medical devices and consumables	Yes	M
	i. List of disposables	Yes	M
	j. Annual Maintenance records of equip	Yes	D

6	support services		
	a. sterilization/CSSD	Yes	M
	b. security	Yes	D
	c. BMW management	Yes	M
	d. Laundry	Yes	own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	c. Policy on outsourced services	Yes	D
		M-Mandatory	D- Desirable

NEUROSURGERY SERVICES IN HOSPITAL

Template for Minimum standards for Hospital	BASIC	ADVANCE	Remarks
1 Scope	Providing Basic Neurosurgery services (example SDH, District Hospital, Civil Hospital, Private Hospital, Nursing Home) etc	Providing Neurosurgery services (example Civil Hospital, Regional Hospital, Nursing Home, Private Hospital etc.)	
Services Provided			
1.1 General purpose	Yes		
1.2 Single Speciality	yes		
1.3. Multispeciality	yes		
1.4. Superspeciality		Yes	
2 Human resources			
Med person incharge	MCh/ DNB Neurosurgery-1 also MS General SURGEON-3	MCh/ DNB Neurosurgery-1/6 beds also MS General SURGEON-3	M M
Duty Doctors	MBBS Doctors for round the clock cover	MBBS Doctors for round the clock cover	M
2.2 Nurses			
Nursing head		1 Yes	M
General nurses		2 1 per 3 bed	M
Trained Nurses for ICU/OT/HDU		2 1 per 1 bed	M
2.3 Pharmacist	Yes	1 per 50 beds	M- Inhouse pharmacy
2.4 Para Medical staff			
a. Lab Tech	Yes	Yes	M- if own lab
b. Xray Technician	Yes	Yes	M- if own
c. OT Technician	Yes	Yes	M
d. ECG Technician	Yes	Yes	D
e. Dietician	Yes	Yes	D
f. Physiotherapist	Yes	Yes	D
g. Psychologist	Yes	Yes	D
h. Medicosocial worker	Yes	Yes*	*M

3 Equipment			
a. Surgical	Basic Surgical Tray/ Open surgery tray /Laproscopy	Basic Surgical Tray/ Open surgery tray/ Laproscopy/ Equipment for neuro surgery super speciality; C Arm Machine-1 (for intraoperative spinal neurosurgical operations)	M
b. Diagnostic	EEG,EMG,XRay machine-both portable and fixed-1 for 50 beds/CT Scan 64 Slice -1	EEG,EMG,XRay machine-both portable and fixed-1 for 50 beds/CT Scan 64 Slice-1	M
c. Emergency	Yes	Yes	Refer document of Hospital
d. Sterlizing	Yes	Yes	M
d. Drugs, Medical devices and consumables	Yes	Yes	Refer document of Hospital
e. List of disposables	Yes	Yes	M
f. Annual Maintenance records of equip	Yes	Yes	D
4 Support Services			
4.1. Laboratory	Yes	Yes	own or Outsourced
4.2. Imaging	Yes	Yes	own or Outsourced
4.3. Pharmacy	Yes	Yes	M
4.4. sterlization/CSSD	Yes	Yes	M
4.5. Medical Gas/Manifold	Yes	Yes	M
4.6. Blood storage unit/blood Bank	Yes	Yes	M-own/outsourced/TIE UP
4.7. Amb service	Yes	Yes	M-own/outsourced/TIE UP

M-Mandatory

D- Desirable

CLINIC WITH NEUROSURGERY SERVICES

CLINIC WITH NEUROSURGERY SERVICES			
	Minimum standards for Clinics/Polyclinics	CONSULTATION SERVICES	REMARK
1	Definition	Specialist	
2	Scope		
	Services Provided	Consultation Services	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
4	Human resources		
	Med person incharge	M.Ch/ DNB NEUROSURGERY	M
	Tech staff	NURSE-1	Optional
	Non Tech staff	Attendant-1	M
	Duty and salary roster	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECKUPS	Yes	D
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Emergency kit and medicine	Yes	Refer document clinic / Polyclinic
	g. Drugs, Medical devices and consumables	Yes	M
	h. List of disposables	Yes	M
	i. Annual Maintenance records of equip	Yes	D
6	support services		
	a. sterilization/CSSD	Yes	M
	b. security	Yes	D

	c. BMW management	Yes	M
	d. Laundry	Yes	own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	M	M
	small autoclave	Yes	M
	facilities for sterilization	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D- Desirable

GYNAECOLOGY AND OBSTETRICS SERVICES IN HOSPITAL

	Minimum standards for Hospital	BASIC (General Purpose)	Advance	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre SDH, District Hospital, Private Hospital, Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital, Nursing Home, Private Hospital of similar scope)	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality		Yes	
	1.3. Multispeciality		Yes	
	1.4. Superspeciality		Yes	
2	Human resources			
	Med person incharge	MD/MS/DGO-1 OR MBBS WITH EMOC TRAINING	MD/MS/DGO GYNAE OBS	M
	Full time consultant	YES or	YES or	
	Part time consultant	YES OR visiting consultant	YES OR visiting consultant	
	Full time/Part time/visiting consultant	PAEDIATRICIAN	PAEDIATRICIAN	
	Duty Doctors	MBBS Doctors for round the clock service	MBBS Doctors for round the clock service	
	2.2 Nurses			
	Nursing head			1 M
	General nurses	2		2 M
	Trained Nurses for ICU/OT/HDU	Yes	Yes	As per ICU policy
	2.3 Pharmacist	Yes	Yes	M-own/outsourced
	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M- if own lab;lab can be own/outsourced/Tie up

	b. Xray Technician	Yes	Yes	M- if own ;can be own/outsourced/Tie up
	c. OT Technician	yes	Yes*	*M
	d. ECG Technician	Yes	Yes	D-Desirable
	e. Dietician	Yes	Yes	D-Desirable
	f. Physiotherapist	Yes	Yes	D-Desirable
	g. Psychologist	Yes	Yes	D-Desirable
	h. Medicosocial worker	Yes	Yes	D-Desirable
3	Equipment			
	Therapeutic	Yes	Yes	M-Mandatory
	Surgical	Yes	Yes	M-Mandatory
	Diagnostic	Yes	Yes	M-Mandatory
	Emergency	forceps, sims speculum, cusco's, colposcope, pap smear, endometrial biopsy	for ECLAMPSIA, POST PARTUM HAEMORRHAGE MGT also	For others refer to document of hospital
	Sterlizing	Yes	Yes	M
	Drugs,Medical devices and consumables	Yes	Yes	refer to document of hospital
	List of disposables	Yes	Yes	M
	Annual Maintenance records of equ	Yes	Yes	D-Desirable
4	Support Services			
	4.1. Laboratory	Yes	Yes	own or Outsourced
	4.2. Imaging			own or Outsourced
	4.3. Pharmacy	Yes	Yes	M-IN ADVANCE
	4.4. sterilization/CSSD	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M-IN ADVANCE
	4.6. Blood storage unit/blood Bank	D	Yes*	*M-Mandatory-own/outsourced/TIE UP
	4.7. Amb service	Yes	Yes	own/ outsourced/ TIE UP

GYNAE AND OBS CLINIC

Minimum standards for Clinics/ Polyclinics	GYNAE OPD	GOVT RECOGNISED MTP CENTRES	Remarks
1 Definition	General/Gynaecologist	General/Gynaecologist	
2 Scope			
Services Provided	PAP SMEAR, VIA, VILI, CERVICAL BIOPSY, COLPOSCOPY, VULVOSCOPY,ANC, NORMAL DELIVERY, USG, ANC	PAP SMEAR, VIA, VILI, CERVICAL BIOPSY, COLPOSCOPY, VULVOSCOPY, DELIVERIES, MTP	
3 Physical Infrastructure			
a. Space requirement			
i. Reception	Yes	Yes	M-Mandatory
ii. consultation/waiting area	Yes	Yes	M-Mandatory
4 Human resources			
Doctors	MBBS/MD/MS/DGO GYNAE OBS	MD/MS/DGO GYNAE OBS Under MTP Act clause Subject to the provisions of sub-section (4), a pregnancy may be terminated by a registered medical practitioner, - (a) Where the length of the pregnancy does not exceed twelve weeks if such medical practitioner is, or (b) Where the length of the pregnancy exceeds twelve weeks but does not exceed twenty weeks, if not less than two registered medical practitioner are, of opinion, formed in good faith, that - (i) the continuance of the pregnancy would involve a risk to the life of the pregnant woman or of grave injury to her physical or mental health; or (ii) there is a substantial risk that if the child were born, it would suffer from such physical or mental abnormalities to be seriously handicapped.	
Tech staff	STAFF NURSE-1	STAFF NURSE-2	M
Non Tech staff	ATTENDANT-1	ATTENDANT-1	M
Duty and salary roster	Yes	Yes	M
OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	Yes	D-Desirable

5 Equipment			
Stethoscope	Yes	Yes	M-Mandatory
Thermometer	Yes	Yes	M
BP Apparatus	Yes	Yes	M
Glucometer	Yes	Yes	M
Weigh machine	Yes	Yes	M
	DELIVERY KIT	DELIVERY KIT	M
Emergency kit and medicine	forceps,sims speculum, cusco's, colposcope, pap smear,endometrial biopsy	ECLAMPSIA,POST PARTUM HAEMORRHAGE MGT	also refer to document on Clinic/Polyclinic
List of Disposables and Consumables	Yes	Yes	M
Annual maint of equipt	Yes	Yes	D
6 support services			
a. sterilization/CSSD	Yes	Yes	M-Mandatory
b. security	Yes	Yes	D-Desirable
c. BMW management	Yes	Yes	M
d. Laundry	Yes	Yes	Own/outsourced
7 Standard on basic processes			
a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M-Mandatory
b. Infection control practices	Yes	Yes	M-Mandatory
soap and water	Yes	Yes	M-Mandatory
facilities for hand washing and disinfection	Yes	Yes	M
Disinfection of work Area	Yes	Yes	M
Use of disposable services	Yes	Yes	M
small autoclave	Yes	Yes	M
facilities for sterilization	Yes	Yes	M
c. Policy on outsourced services	Yes	Yes	D-Desirable

ORTHOPAEDIC SERVICES IN HOSPITAL

	Minimum standards for Hospital	BASIC (General purpose)	ADVANCE	Remarks
1	Scope	Providing orthopaedics services (example SDH, District Hospital, Private Hospital, Nursing Home etc)	Providing orthopaedics services (example Civil Hospital, regional Hospital, Nursing Home, Private Hospital of similar scope)	
	Services Provided			
	1.1.General purpose	Yes		
	1.2.Single Speciality	Yes	yes	
	1.3.Multispeciality	yes	Yes	
2	Human resources			
	Med person incharge	MS /DNB GENERAL SURG or MS/ DNB/ Diploma ORTHOPAEDICS	MS/ DNB/Diploma ORTHOPAEDICS	
			also GENERAL SURGEON-2	
			MBBS-2	
	visiting Orthopaedic consultant	or Yes	or Yes	
	Duty Doctors	MBBS DOCTORS for round the clock cover from hospital pool	MBBS DOCTORS for round the clock cover from hospital pool	part of Hospital
	2.2 Nurses			
	Nursing head	1	1	M
	General nurses	2	2	M
	Trained Nurses for ICU/OT/HDU	Yes	Yes	M
	2.3 Pharmacist	Yes	Yes	Mandatory-in inhouse pharmacy
	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M- if own lab
	b. Xray Technician	Yes	Yes	M- if own ;
	c. OT Technician	Yes	Yes	M

d. ECG Technician	Yes	Yes	D-own/outsourced
e. Dietitian	Yes	Yes	D
f. Physiotherapist	Yes	Yes	M
g. Psychologist	Yes	Yes	D
h. Medicosocial worker	Yes	Yes*	* M
2.5 others			
a. Policy Manpower/ posting/ rotation/ of medical and ALLIED HEALTH PROFESSIONAL	Yes	Yes	M
b. STANDARD PERTAINING TO PERSONAL RECORD KEEPING AND TRAINING	Yes	Yes	M
c. PAYMENT/ROSTER OF STAFF	Yes	Yes	M
d. OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff in lab, bld bank, TLD badges	Yes	Yes	D
3 Equipment			
Therapeutic	Yes	Yes	M
Surgical	Yes	Yes	M
Diagnostic	Yes	Yes	M
Emergency	HAMMER, SPLINTS, KRAMMER WIRE, THOMAS SPLINT, PELVIC BINDER, SKIN TRACTION, CERVICAL COLLAR, SPINE BOARD	HAMMER, SPLINTS, KRAMMER WIRE, THOMAS SPLINT, PELVIC BINDER, SKIN TRACTION, CERVICAL COLLAR, SPINE BOARD	Also Refer documents on Hospital
Sterilizing	Yes	Yes	M

	Drugs,Medical devices and consumables	Yes	Yes	Also Refer documents on Hospital
	List of disposables	Yes	Yes	M
	Annual Maintenance records of equip	Yes	Yes	D
4	Support Services			
	4.1. Laboratory	Yes	Yes	own or Outsourced
	4.2. Imaging	Yes	Yes	Own/out sourced / Tie up
	4.3. Pharmacy	Yes	Yes	M-IN ADVANCE
	4.4. sterilization/CSSD	Yes	Yes	M
	4.5. Laundry/Kitchen	Yes	Yes	own or Outsourced
	4.6. Medical Gas/Manifold	Yes	Yes	M-IN ADVANCE
	4.7. Bloodstorage unit/blood Bank	Yes	Yes	M- own / outsourced/TIE UP
	4.8. Amb service	Yes	Yes	M-own/ outsourced / TIE UP

M- Mandatory

D- Desirable

CLINIC WITH ORTHOPAEDIC SERVICES

CLINIC WITH ORTHOPAEDIC SERVICES			
	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	CONSULTATION SERVICES, PLASTER APPLICATION AND REMOVAL, SUTURING AND DRESSING,SPLINT APPLICATION; local injection allowed but no intra-articular without asepticOT	
3	Physical Infrastructure		
	a. Space requirement	Room for consultation,minor OT,room for plaster application and removal	
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
	iii. OPD Area	Yes	M
4	Human resources		
	Med person incharge	MS /DNB/Diploma ORTHOPAEDICS	
	Tech staff	NURSE-1	D
	Non Tech staff	attendant-1	M
	Duty and salary roster	yes	D
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff in lab,bld bank,TLD badges	Yes	D
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	M(Mercury free)
	c. BP Apparatus	Yes	M(Mercury free)
	d. Glucometer	Yes	M

	e. Weigh machine	Yes	M
	f. other	HAMMER,SPLINTS,KRAMMER WIRE,THOMAS SPLINT,PELVIC BINDER,SKIN TRACTION,CERVICAL COLLAR,SPINE BOARD	M
	g. Emergency kit and medicine	Yes	Refer document of Clinic/Polyclinic
	h. Drugs,Medical devices and consumables	Yes	M
	i. List of disposables	Yes	M
	j. Annual Maintenance records of equip	Yes	D-Desirable
	6 support services		
	a. sterilization/CSSD	Yes	M
	b. security	Yes	D
	c. BMW management	Yes	M
	d. Laundry	Yes	own/outsourced
	7 Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D-Desirable

OTORHINOLARYNGOLOGY SERVICES IN HOSPITAL

	Template for Minimum	BASIC (General Purpose)	ADVANCE	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital ,Private Hospital,Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital,Nursing Home,Private Hospital of similar scope).	
	Services Provided	OPDENT diagnostics-Audiometry, tympanometry, Emergency ENT procedures, Stridor, Tracheostomy, Foreign Body removal(nasal and aural),nasal packing,incision and drainage of simple neck abscess	OPD ENT diagnostics including endoscopy, Emergency ENT procedures, Stridor, Tracheostomy, Foreign Body removal(nasal and aural),nasal packing,incision and drainage of head & neck abscess , bronchoscopy,Nasoendoscopic surgeries.Microscopic,endoscopic and open ENT surgeries,Skull base surgery	
	1.1.General purpose	Yes		
	1.2.Single Speciality	Yes	Yes	
	1.3.Multispeciality	Yes	Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	MS/DNB /DLO ENT Surgeon-1	MS/DNB /DLO/ENT Surgeon-2	M-Mandatory
	Fulltime consultant	Yes or	Yes or	
	Part time consultant	Yes or	Yes or	
	visiting consultant	Yes	Yes	

	Duty Doctors	MBBS Doctors	MBBS Doctors	MBBS Doctors for round the clock Medical Cover; part of hospital
	2.2 Nurses			
	General nurses		1 Yes	Part of Hospital
	Trained Nurses for ICU/OT/HDU		1 Yes	ICU norms
	2.3 Pharmacist	Yes	Yes	M-Mandatory in inhouse pharmacy
	2.4 Para Medical staff			

	a.Tech	Audiometry technician/Assistant-1	Audiometry technician/Assistant-1; speech pathologist-1	M-Mandatory
	b.Xray Technician	Yes	Yes	M-own/outsourced
	c.OT Technician	Yes	Yes	M-own/outsourced
	d.ECG Technician	Yes	Yes	D-own/outsourced
	e.Dietician	yes	Yes	D-Desirable
	f.Physiotherapist	yes	Yes	D-Desirable
	g.Psychologist	yes	Yes	D-Desirable
	h.Medicosocial worker	yes	Yes	D-Desirable
	3 Equipment			
	Therapeutic	Tongue depressor,Thudicum nasal speculum,Aural speculum,Tilleys forcep,Indirect laryngoscopy mirrors,Posterior rhinoscopy mirror, Wax probe,Alligator forceps,Eustachian Tube catheter,Spirit lamp,Suction tip connector,Suction tips	Tongue depressor,Thudicum nasal speculum,Aural speculum,Tilleys forcep,Indirect laryngoscopy mirrors,Posterior rhinoscopy mirror,Wax probe,Alligator forceps,Eustachian Tube catheter,Spirit lamp,Suction tip connector,Suction tips	M
	Surgical	Portable Light,Tracheostomy set,Minor set, general set.	Portable Light,Tracheostomy set,Thyroid set,MLS set,general set,minor set,direct laryngoscopy set,bronchoscopy set,CWL set,FESS set,Endoscopes with monitor, surgical drill,mastoid set,shea set, myringoplasty set, surgical microscope, tonsillectomy set,microdebrider,CO2 laser machine,nerve monitor machine,vascular set.	M-Mandatory

	Diagnostic	ENT Tray,portable head light	ENT Tray, portable head, endoscopes, surgical microscope	M-mandatory; ENT Tray -Tongue depressor-10,Thudiculum nasal speculum-10, Aural speculum-10(different sizes),Tilley's forcep, Indirect laryngoscopy mirror-5, posterior rhinoscopy mirrors-5,wax probe-2, Alligators forcep-5, Eustachian tube catheter-1, spirit lamp-1, suction tip connector-1, suction tips(different sizes)-5
	Emergency	For epistaxis-Killian's nasal speculum,Tilley's forcep,Tongue depressor,Bowl,Nasal packs-anterior/posterior.Emergency Set	For epistaxis-Killian's nasal speculum,Tilley's forcep,Tongue depressor,Bowl,Nasal packs-anterior/posterior.Emergency set-1;Tracheostomy set-1;general set-1;surgical microscope-1.	Emergency Kit -Killians Nasal speculum-1,Tilley's Forcep-1,Tongue depressor-1,Bowl-1,Nasal packs-
	Sterilizing	autoclave/boiler-1	autoclave	M-Mandatory
	Drugs,Medical devices and consumables	Life saving drugs	Life saving drugs	Refer to Hospital documents
	List of disposables	gloves,sterile gauze,cotton,gown	gloves,sterile gauze,cotton,gown	M
	Annual	yes	yes	D-Desirable
	4 Support Services			
	4.1. Laboratory	Yes	Yes	M-if own lab
	4.2. Imaging			M-if own
	4.3. Pharmacy	Yes	Yes	M-IN ADVANCE

	4.4. sterilization/CSSD	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M-own/outsourced
	4.6. Blood storage unit/blood Bank	Yes	Yes	M-own/ outsourced/ TIE UP
	4.7. Amb service	Yes	Yes	M-own/ outsourced/ TIE UP

CLINIC WITH OTORHINOLARYNGOLOGY SERVICES

Template for Minimum standards for Clinics/ Polyclinics	Minimum Standards	Remarks
1 Definition	Specialist	
2 Scope		
Services Provided	OPD Diagnostics, syringing, wax, epistaxis management, laryngoscopy and simple nasal and ear foreign body removal	
3 Physical Infrastructure		
a. Space requirement		
i. Reception	Yes	M-Mandatory
ii. consultation/waiting area	Yes	M-Mandatory
iii. OPD Area	Yes	M-Mandatory
4 Human resources		
Med person incharge	MS/DNB/DLO ENT	M
Tech staff	Nurse-1	optional
Non Tech staff	Attendant-1	M
Duty and salary roster	Yes	D-Desirable
OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	yes	D
5 Equipment		
Stethoscope	Yes	M
Thermometer	Yes	Yes (Non Mercury)
BP Apparatus	Yes	Yes (Non Mercury)
Glucometer	Yes	M
Weigh machine	Yes	M
	Speculum, ENT Tray, Portable light, suction machine-1	M-mandatory; ENT Tray -Tongue depressor-10, Thudiculum nasal speculum-10 , Aural speculum-10(different sizes), Tilley's forcep, Indirect laryngoscopy mirror-5, posterior rhinoscopy

	Emergency kit and medicine	Emergency Kit ; medicine saline and xylometazolidine nasal drops, antibiotic and anti -fungal ear drops, betadine gargle, antihistamine, 10% xylocaine spray, betadine solution. For epistaxis-Killian's nasal speculum, Tilley's forcep, Tongue depressor, Bowl, Nasal packs-anterior/posterior	Emergency Kit- Killians Nasal speculum-1, Tilley's Forcep-1, Tongue depressor-1, Bowl-1, Nasal packs-anterior-2,
	Drugs, Medical devices and consumables	sterile gauze pieces, gloves, dressing, adhesive	M
	List of disposables	Yes	M
	Annual Maintenance records of equip	Yes	D-Desirable
	6 support services		
	a. sterilization/CSSD	Table top/boiler-1	M
	b. security	Yes	D
	c. BMW management	Yes	M
	d. Laundry	Yes	own/outsourced
	7 Standard on basic processes		
	a. Receiving patients, privacy for patients while examining especially females	Yes	M-Mandatory
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	c. Policy on outsourced services	Yes	D

DEAF AND DUMB CLINIC

Template for Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1 Definition	General/ Specialist	
2 Scope		
Services Provided	Clinical ENT evaluation, audiometry, (Optional Speech therapy)	
3 Physical Infrastructure		
a. Space requirement		
i. Reception	Yes	M-mandatory
ii. consultation/waiting area	Yes	M-mandatory
4 Human resources		
Doctors	MS /DNB/DLO ENT provide cover	M
Tech staff	AUDIOLOGIST/Speech Pathologist-1 (BSc Audiology)	D
Non Tech staff	Attendant-1	
Duty and salary roster	Yes	D
OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff in lab,bld bank,TLD badges	Yes	D
5 Equipment		
Stethoscope	Yes	M-mandatory
Thermometer	Yes	M-mandatory
BP Apparatus	Yes	M-mandatory
	Speculum,ENT Tray,Portable light-1,suction machine-1,audiometry machine-1, Tympanometry machine-1(Optional)	M-mandatory; ENT Tray -Tongue depressor-10,Thudiculumnasal speculum-10,Aural speculum-10(different sizes),Tilley's forcep,Indirectlaryngoscopymirror-5,posterior rhinoscopy mirrors-5,posterior rhinoscopy mirrors-5,wax probe-2,Alligators forcep-5,Eustachian tube catheter-1,spirit lamp-1,suction tip connector-1,suction tips(differentsizes)-5

	Emergency kit and medicine)Emergency Kit ; medicine saline and xylometazolidine nasal drops, antibiotic and anti -fungal ear drops,betadine gargle, antihistamine, 10% xylocaine spray,betadine solution.	Emergency Kit -Killians Nasal speculum-1, Tilley's Forcep-1, Tongue depressor-1, Bowl-1, Nasal packs-anterior-2, posterior-2
	List of Disposables	sterile gauze pieces, gloves, dressing, adhesive	M
	Annual maint of equipt	Yes	D
6	support services		
	sterlization/CSSD	Table top boiler/Autoclave-1	M
	security	Yes	M
	BMW management	Yes	M
	Laundry	Yes	own/outsourced
7	Standard on basic processes		
	a.Receiving patients,privacy for patients while examining especially females	Yes	M-mandatory
	b.Infection control practices	Yes	M-mandatory
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c.Policy on outsourced services	Yes	D-Desirable

PSYCHIATRY SERVICES INHOSPITAL

PSYCHIATRY SERVICES INHOSPITAL			
	Template for Minimum standards for Hospital under CEA	MINIMUM STANDARDS	Remarks
1	Scope		
	Services Provided		
	1.1.General purpose	Yes	
	1.2.Single Speciality	Yes	
	1.3.Multispeciality	Yes	
2	Human resources		
	2.1 Doctors		
	Med person incharge	MD/DNB in PSYCHIATRY/DPM	M
	Other Doctors dedicated for psychiatry	MBBS-1	D
	Duty Doctors, as per case load of the hospital	MBBS for round the clock service	M (May be part of the hospital)
	2.2 Nurses		
	Nursing head	1	
	General nurses		as per nursing council norms
	Trained Nurses for ICU/OT/HDU		2 D
	2.3 Pharmacist	Yes	M- own/outsourced
	2.4 Para Medical staff		
	a.Lab Tech		1 M-if own
	b.Xray Technician		1 M-if own
	c.ECG Technician		1 M-own/outsourced
	d.Dietician	Yes	D
	e.Physiotherapist	Yes	D
	f.Psychologist		1 D- own/ Outsourced
	g.Medicosocial worker		1 D- own/ Outsourced
	2.5 Support Staff		
	a. Receptionist & Billing Staff	Yes	M- part of the hospital
	b. MRD Office Staff	Yes	M- part of the hospital

	c. Security closed circuit surveillance and sanitation	Yes	M- Sanitation and security D- closed circuit surveillance
	d. Transport facility including driver		1 M- own/outsourced
	e. Data entry operators	Yes	Part of the hospital
	f. Housekeeping	Yes	M
	2.6 Rapid response team		D
	2.7 Others		
	a. Policy for Manpower/ posting /rotation/ of medical and Allied Health Professional		M
	b. Standard Pertaining To Personal Record Keeping And Training		M
	c. Payment/Roster Of Staff		M
	d. Other Requirement Like Periodic Health Checkups, Vaccination of staff in lab, blood storage Unit, TLD badges		D
	3 Equipment		
	3.1 Therapeutic	Brief pulse ECT machine; Anaesthesia equipment for MECT; Computerised Biofeedback machine(Desirable)	D
	3.2 Diagnostic		
	3.3 Emergency	Inj Haloperidol, Inj Promethazine, Inj Diazepam, Inj Lorazepam, Inj Naloxone, IV B Complex, Inj Flumazenil	M
	3.4 Sterilizing		

	3.5 Drugs, Medical devices and consumables	Tab Chlorpromazine, Haloperidol, Olanzapine, Tab Fluoxetine, Carbamazepine, Phenobarbitone, Tab Tramadol, Propanolol, Antacids, Analgesics	M
	3.6 List of disposables	Yes	M
	3.7 Annual Maintenance records of equipment	Yes	D
	4 Support Services		
	4.1 Reception & Billing	Yes	M- part of hospital
	4.2 MRD Services	Yes	M- part of hospital
	4.3 Laboratory	Yes	own or Outsourced
	4.4 Imaging	yes	own or Outsourced
	4.5 Pharmacy	Yes	own or Outsourced
	4.6 Sterilization/CSSD	yes	D
	4.7 Laundry/Kitchen	yes	own or Outsourced
	4.8. sterilization/CSSD	Yes	D
	4.9. Medical Gas/Manifold	Yes	D
	4.10. Ambulance service	Yes	M-own/outsourced /TIE UP

M-Mandatory

D - Desirable

PSYCHIATRY CLINIC

	Minimum standards for Clinics/Polyclinics	Clinic with Psychiatrist	Psychology clinic	DAY CARE	REMARK
1	Definition	Specialist		Specialist	
2	Scope				
	Services Provided	CONSULTATION SERVICES	CONSULTATION SERVICES	CONSULTATION SERVICES, MECT	
3	Physical Infrastructure				
	a.Space requirement				
	i. Reception	Yes	Yes	Yes	
	ii. consultation/waiting area	Yes	Yes	Yes	
4	Human resources				
	Doctors	MD/DNB IN PSYCHIATRY/DPM		MD	M
	Tech staff		RCI recognised MPhil in Clinic	Anaesthetist on call	D/Outsourced
	Non Tech staff	ATTENDANT-1		ATTENDANT-1	
	Duty and salary roster				
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, Vaccination of staff in lab, blood storage unit, TLD charges	Yes		Yes	D
5	Equipment				
	Stethoscope	Yes	Not Required	Yes	M
	Thermometer	Yes	Not Required	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Not Required	Yes	Yes (Non Mercury)
	Glucometer	Yes		Yes	D
	Weighing machine	Yes	Yes	Yes	M

	other equipment	OPHTHALMOSCOPE, INSTRUMENT TRAY FOR NEUROLOGICAL EXAMINATION Brief pulse ECT and Biofeedback	Computerised biofeedback machines (desirable)	Brief pulse ECT and Biofeedback : Mandatory Computerised brief pulse ECTmachine with EEG monitoring, Boyle's apparatus for MECT, Computerised biofeedback machine- desirable	
	Emergency kit and medicine	Inj.Haloperidol, Promethazine, Diazepam, Lorazepam, Naloxone ,Thiamine, Flumazenil <u>Anti psychotic -</u> Chlorpromazine,Haloperidol, Risperidone,Olanzapine,Halo peridol. <u>Anti depressant-</u> Imipramine,Fluoxetine,Escital opram, <u>Mood Stabilizers-Sodium</u> Valproate. <u>Anti epileptic-</u> Phenobarbitone Diphenylhydation. Inj promethazine, triphenidylpropranolol, antacids.	No	Inj.Haloperidol, Promethazine, Diazepam, Lorazepam, Naloxone ,Thiamine, Flumazenil <u>Anti psychotic -</u> Chlorpromazine,Haloperid ol,Risperidone,Olanzapin e,Haloperidol. <u>Anti depressant-</u> Imipramine,Fluoxetine,Esci talopram, <u>Mood Stabilizers-Sodium</u> Valproate. <u>Anti epileptic-</u> Phenobarbitone Diphenylhydation. Inj promethazine, triphenidylpropranolol, antacids.	M

	Drugs,Medical devices and consumables	Yes	no	Yes	M-Refer to documents on Clinic/Polyclinic
	List of disposables	Yes	no	Yes	M
	Annual Maintenance records of equip	Yes	no	Yes	D-Desirable
6	support services				
	sterlization/CSSD	Yes	no	Yes	D
	security	Yes	Yes	Yes	D
	BMW management	Yes	no	Yes	M
	Laundry	Yes	Yes	Yes	own/outsourced
7	Standard on basic processes				
	a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	Yes	M
	b. Infection control practices	Yes	Yes	Yes	M
	soap and water	Yes	Yes	Yes	M
	facilities for handwashing and disinfection	Yes	Yes	Yes	M
	Disinfection of work Area	Yes	no	Yes	M
	Use of disposable services	Yes	no	Yes	M
	small autoclave	Yes	no	Yes	D
	c. Policy on outsourced services	Yes	Yes	Yes	D

M- Mandatory D - Desirable

DEADDICTION CENTRE

DEADDICTION CENTRE			
	Minimum standards for Hospital under CEA	MINIMUM STANDARDS	Remarks
1	Definition	Drug Dependence Treatment Centre	
2	Scope		
	Services Provided		
	1.1.General purpose	Yes	
	1.2.Single Speciality	Yes	
3	Human resources		
	Med person incharge	MD/DPM/DNB PSYCHIATRY for 24 HRS COVER	M
	Duty Doctors	MBBS Doctors	M
	1.2 Nurses		
	Nursing head	1	D
	General nurses	yes	M- as required
	Trained Nurses for ICU/OT/HDU	2	M
	1.4 Para Medical staff		
	Lab Tech	yes	M-if own
	Xray Technician	yes	M-if own
	ECG Technician	yes	D
	Dietitian	yes	D
	Physiotherapist	Yes	D
	Psychologist/Medico-social worker /Counsellor	1	M -Full time/Part time/ Visiting
	Medicosocial worker	COUNCELLOR-2	M
	1.5 Support Staff		
	a.Receptionist & Billing	Yes	M
	b.MRDOOffice	Yes	M
	c.Securityclosed circuit surveillance and sanitation	Yes	Sanitation and Security; Must Closed circuit surveillance
	d.Transport facility including driver	Yes	M-own/outsourced

	e.Data entry operators	Yes	M
	1.7 others		
	Policy Manpower/ posting/ rotation/ of medical and Allied Health Professional	Yes	M
	Standard Pertaining To Personal Record Keeping And Training	Yes	M
	PAYMENT/ROSTER OF STAFF	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	D
	4 Equipment		
	Emergency	Yes	Refer Hospital Document
	Sterlizing	Yes	M-if own
	Drugs,Medical devices and consumables	Yes	Refer Hospital Document
	List of disposables	Yes	M
	Annual Maintenance records of equip	Yes	M
	5 Support SERVICE		
	Reception &Billing	Yes	M
	Laboratory	Yes	D-own/outsourced
	Imaging	Yes	D-own/outsourced
	Pharmacy	Yes	D-own/outsourced
	sterlization/CSSD	Yes	M-Mandatory
	Laundry/Kitchen	Yes	M-own/Outsourced
	Medical Gas/Manifold	Yes	M
	Blood storage unit/blood Bank		referral
	Amb service	Yes	M

M-Mandatory

D- Desirable

OPHTHALMOLOGY SERVICES IN HOSPITAL

OPHTHALMOLOGY SERVICES IN HOSPITAL				
	Minimum standards for Hospital	BASIC (General purpose)	ADVANCE	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital, Private Hospital,Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital,Nursing Home,Private Hospital etc of similar scope)	
	Services Provided	BASIC OPHTHALMIC CARE SERVICES	Surgical procedures including but not limited to any the following like cataract surgery, to diagnose and treat-superficial and deep injuries, refractive error, glaucoma, injuries, eye problems due to systemic diseases, squint & amblyopia, retinal disease, paediatric ophthalmology, oculoplasty , retina surgeries,lasers , keratoplasty, refractive lasers and refractive surgeries etc.	It is not necessary for a hospital to have all the facilities in-house.A planned referral policy or arrangement for facilities not available should be available
	1.1.General purpose	Yes		
	1.2.Single Speciality		Yes	
	1.3.Multispeciality		Yes	
2	Human resources			
	Med person incharge	MD/MS Ophthalmology/DO/DNB-1	Upto 20 beds 20-40 EYE BEDS-2 SENIOR MS/DNB /DO OPHTHALMOLOGY	M-Mandatory
	Full time consultant	Yes or	Yes	
	Part time consultant	Yes or	Yes or	
	visiting consultant	Yes	Yes	
	Duty Doctors	MBBS DOCTORS FOR ROUND THE CLOCK COVER	MBBS DOCTORS FOR ROUND THE CLOCK COVER	M-Part of Hospital

	2.2 Nurses			
	General nurses	Yes	yes	As per norms of Nursing Council
	Trained Nurses for ICU/OT/HDU		2	ICU Norms
	2.3 Pharmacist	Yes	yes	own/outsource
	2.4 Para Medical staff			
	a.Tech	Optometrist/Ophthalmic technician	Optometrist/Ophthalmic technician	M
	b.Xray Technician	Yes	Yes	M if own
	c.OT Technician	Yes	Yes	M
	d.ECG Technician	Yes	Yes	D-own/outsource
	e.Dietitian	Yes	Yes	D-own/outsource
	f.Physiotherapist	Yes	Yes	D-own/outsource (ocular exercise)
	g. Psychologist		Yes	D
	h. Medicosocial worker	Yes	Yes	D-part of Hospital
	3 Equipment			
	Therapeutic	Illuminated Snellen's vision drum/charts, Near vision chart, Retinoscope, Trial set, Ophthalmoscope & Slit Lamp.	Snellens chart, Trial Set, Colour vision, Near Vision, Ophthalmoscope, and retinoscope, Bright focus torch, slit lamp, tonometer, indirect ophthalmoscope, Gonioscope- Mandatory Optional -Auto Refractor, Non contact Tonometer, Nd YAG laser, Visual Field Analyzer, Fundus camera, instrument for removal of Sty, Chalazion, corneal foreign body removal	M
	Surgical		Ophthalmology Tray	M-Mandatory
	Emergency	Resuscitation Equipment adult, Ambu bag/ Airway/ Oxygen cylinder	Resuscitation Equipment adult, Ambu bag/ Airway/ Oxygen cylinder	Refer to document on Hospital
	Sterilizing	Yes	Yes	M-Mandatory

	Drugs,Medical devices and consumables	0.5%Tropicamide drops, 0.5% Tropicamide+5%phenylephrine drops, 2% Homatropine drops/ointment, Sterile Fluoresin stick. Ciprofloxacin eye drops.3%,ciprofloxacin 0.3% ointment,Sulphacetamide eye 20%Moxifloxacin0.5%, Tobramycin0.3% Anti inflammatory Flubiprofen eye drops, Predaetate eye drop1% Anti Glaucoma Drugs Timolol eye drops-5% Pilocarpine eyedrops2%, Tab Acetazolamide 250 mgSyrup Glycerol, Inj mannitol Lubricating eye drops:preservative free HPmcor Sodium CMC 0.3-05%	0.5%Tropicamide drops, 0.5% Tropicamide+5% phenylephrine drops, 2% Homatropine drops/ointment, Sterile Fluoresin stick. Ciprofloxacin eye drops 0.3%,ciprofloxacin 0.3% ointment,Sulphacetamide eye 20%Moxifloxacin 0.5%, Tobramyc in 0.3% Anti inflammatory Flubiprofen eye drops, Predaetate eye drop1% Anti Glaucoma Drugs Timolol eye drops-5% Pilocarpine eyedrops2%, Tab Acetazolamide 250 mgSyrup Glycerol, Inj mannitol Lubricating eye drops:preservative free HPmcor Sodium CMC 0.3-05%	M-Mandatory
	List of disposables	Sterile pads,bandage	Sterile pads,bandage	M-Mandatory
	Annual Maintenance records of equip	Yes	Yes	D-Desirable
	4 Support Services			
	4.1. Laboratory	Yes	Yes	own or Outsourced
	4.2. Imaging	yes	Yes	own or Outsourced
	4.3. Pharmacy	Yes	Yes	M-Mandatory
	4.4 Medical Gas/Manifold	Yes	Yes	M-Mandatory
	4.5. Bloodstorage unit/bloodBank	Yes	Yes	D
	4.6. Amb service	Yes	Yes	M-own/outsourced/TIE

M-Mandatory D- Desirable

CLINIC WITH OPHTHALMOLOGY SERVICES

	Minimum standards for Clinics/Polyclinics	NON SURGICAL CLINICS	SURGICAL CLINICS	Remark
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	CONSULTATION, REFRACTIVE ERROR, DETECTION OF CATARACT, SQUINT, CORNEAL ULCER, GLUCOMA (basic Ophthalmic disorder/IOP Measurement)	REFRACTION- MANUAL/ AUTOREFRACTOR, SYRINGING, FB REMOVAL, EPILATION, SUTURE REMOVAL SUBCONJUNCTIVALS INJECTIONS, WART & STYE EXCISION, CORNEAL SCRAPING, I&D OF LID ABSCESS IOP Measurement: AT (Applantaion Tonometry) / NCT (Non-contact tonometry)	
3	Physical Infrastructure			
	b. Space requirement			
	i. Reception	Yes	Yes	M
	ii. consultation/waiting area	Yes	Yes	M
	iii. OPD Area	Yes	Yes	M
4	Human resources			
	Med person incharge	MS/DNB/DIPLOMA OPHTHALMOLOGY	MS/DNB/DIPLOMA OPHTHALMOLOGY	M
	Tech staff	NURSE-1	OT TECH-1-M	
	Non Tech staff	Attendant-1	Attendant-1	M
	Duty and salary roster	Yes	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	Yes	D
5	Equipment			
	a. Stethoscope	Yes	Yes	M
	b. Thermometer	Yes	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	Yes	M
	e. Weigh machine	Yes	Yes	M

f. Others	AT (Applantaion Tonometry) / NCT (Non-contact tonometry)	ILLUMINATED SNELLENS VISION DRUM/CHARTS,RETINOSCOPE, TRIAL SETprism bar maddox rod synatophore(d) red green glasses.wf dot test	M
g. Emergency kit and medicine	Tab. Acetazolamide,Xylocain 2%, Paracaine 4%	.5%TROPICAMIDE, .5%TROPICAMIDE+5%PHENYLEPHRINE, 2%HOMATROPINE, STERILE FLUORESIN STICK, .3%CIPROFLOXACIN DROP	
h. Drugs,Medical devices and consumables	yes	yes	M
6 support services			
sterlization/CSSD	yes	yes	M
security	Yes	Yes	D
BMW management	Yes	Yes	M
Laundry	Yes	Yes	Own/outsourced
7 Standard on basic processes			
a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	D
b. Infection control practices	Yes	Yes	M
soap and water	Yes	Yes	M
facilities for hand washing and disinfection	Yes	Yes	M
Disinfection of work Area	Yes	Yes	M
Use of disposable services	Yes	Yes	M
small autoclave	Yes	Yes	M
facilities for sterlization	Yes	Yes	M
c. Policy on outsourced services	Yes	Yes	D

M- Mandatory

D- Desirable

OPTOMETRIST SERVICES

OPTOMETRIST SERVICES			
	Minimum standards for Clinics/Polyclinics	Minimum standards	REMARKS
1	Scope		
	Services Provided	REFRACTIVE ERROR,DETECTION OF CATARACT,SQUINT,CORNEAL ULCER	
2	Physical Infrastructure		
	b. Space requirement	10'*15',DARK ROOM	
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
	iii. OPD Area	Yes	M-Mandatory
3	Human resources		
	Doctors	ophthalmologist	
	Tech staff	BSC OPTOMETRICS	M-Mandatory
	Non Tech staff	Attendant	D-Desirable
	Duty and salary roster	Yes	M
4	Equipment		
	other	STREAK RETINOSCOPE,VISION CHART,NEAR VISION, AUTO REFRACTOR,AUTO KERATOFACOR (OPTIONAL)	M
	Emergency kit and medicine	.5%TROPICAMIDE,.5%TROPICAMIDE+5%PHENYLEPH RINE,2%HOMATROPINE, STERILE FLUORESIN STICK, .3%CIPROFLOXACIN DROP	M-Mandatory
	Annual Maintenance records of equip	Yes	D
5	support services		
	a security	Yes	D
	b. BMW management	Yes	M
	c. Laundry	Yes	own/outsourced

6	Standard on basic processes		
	a. Receiving patients, privacy for patients while examining especially females	Yes	D
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	yes	M
	small autoclave	Yes	D
	facilities for sterilization	Yes	M
	c. Policy on outsourced services	Yes	D

M- Mandatory

D- Desirable

UROLOGY

UROLOGY				
	Minimum standards for Hospital	BASIC (General Purpose)	ADVANCED	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital, Private Hospital, Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital, Nursing Home, Private Hospital etc of similar scope)	
	Services Provided	OPEN SURGERY, OTHER SURGERIES EXCLUDING ADVANCED RECONSTRUCTIVE SURGERIES LIKE RADICAL PROSTECTOMIES, AND ONCOLOGY SURGERIES. SIMPLE LAPROSCOPIC SURGERIES E.G., NEPHRECTOMY, URETERLITHOTOMY, NO ENDOSCOPIC SURGERIES ALLOWED.	OPEN SURGERIES, ENDO UROLOGY, LAPROSCOPIC UROLOGICAL PROCEDURES , ESWL, URODYNAMICS FACILITIES (PREFERRED) RECONSTRUCTIVE SURGERY	
	1.1 General purpose	Yes		
	1.2 Single Speciality		Yes	
	1.3. Multispeciality		Yes	
	1.4. Superspeciality		Yes	
2	Human resources			
	Med person incharge	MS GENERAL SURG/MCh /DNB UROLOGY	M.Ch /DNB UROLOGY-1	M
	Full time consultant	Yes or	also GENERAL SURGEON-2	M
	Part time consultant	Yes or	Yes or	M
	visiting consultant	Yes or	Yes or	M
	Duty Doctors	MBBS Doctor for round the Clock medical cover	MBBS doctor for round the Clock medical cover	M
	2.2 Nurses			
	General nurses	2	Yes	
	Trained Nurses for ICU/OT		1 2	As per ICU norms
	2.3 Pharmacist	Yes	yes	M-for inhouse pharmacy

	2.4 Para Medical staff			
	a.Lab Tech	Yes	Yes	M-if own
	b.Xray Technician	Yes	Yes	M-if own
	c.OT Technician	1/OT	1/OT	M-Mandatory
	d.ECG Technician	Yes	Yes	D-own/outsource
	e.Dietitian	Yes	Yes	on call
	f. Physiotherapist	Yes	Yes	D
	g. Psychologist	Yes	Yes	D
	h. Medicosocial worker	Yes	Yes	D
	3 Equipment			
	Therapeutic	LAPROSCOPY SET, OPEN SURGERY EQUIPMENT	LAPROSCOPY SET, OPEN SURGERIES INSTRUMENT, UPPER AND LOWER TRACT ENDOSCOPY , emergency electrocauery, laser /pneumatic lithtripter(D) laproscopy.open sugery set for Gynae, gen surg and urology -Mandatory	M -lithotripsy stand alone not permitted
	Emergency	yes	yes	Refer to hospital document
	Sterlizing	yes	yes	M-MANDATORY
	Drugs,Medical devices and consumables	Yes	yes	Refer to hospital document
	List of disposables	Yes	Yes	M
	Annual Maintenance records of equip	Yes	Yes	D
	4 Support Services			
	4.1. Laboratory	Yes	Yes	M-own/outsourced
	4.2. Imaging	Yes		M-own/outsourced
	4.3. Pharmacy	Yes	Yes	M-IN ADVANCE
	4.4. sterlization/CSSD	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M
	4.6. Blood storage unit/blood Bank	Yes	Yes	M-own /outsourced / TIE UP
	4.7. Amb service	Yes	Yes	M-own/outsourced / TIE UP

CLINIC WITH UROLOGY SERVICES

	Minimum standards for Clinics/Polyclinics	CONSULTATION SERVICES	DAY CARE PROCEDURE	REMARK
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	CONSULTATION SERVICES, DRESSING, FOLEY's CATHETERISATION, FOLEY'S REMOVAL, USG GUIDED PROCEDURE:PCN, PROSTATE BIOPSY, UROFLOWMETRY, URO DYNAMICS (OPTIONAL)	PROCEDURES UNDER LA , SUPRAPUBIC CATHETERIZATION, PCN, URETHRAL DILATATION, MEATOPLASTY, LOWER TRACT ENDOSCOPY TEST MINOR OPEN PROCEDURES ORCHIDECTOMY, MEATOPLASTY, TESTICULAR BIOPSY	M
3	Physical Infrastructure			
	a. Space requirement			
	i. Reception	Yes	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	Yes	M-Mandatory
	iii. OPD Area	Yes	Yes	M-Mandatory; Minor OT mandatory in Day care
4	Human resources			
	Doctors	MS GENERAL SURGEON	M.Ch UROLOGY	M
	Tech staff	NURSE-1	OT TECHNICIAN-1/ NURSE-1	M
	Non Tech staff	Attendant-1	Attendant-1	M-Mandatory
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff in lab,bld bank,TLD badges	Yes	Yes	D
5	Equipment			

	a. Stethoscope	Yes	Yes	M
	b. Thermometer	Yes	Yes	M
	c. BP Apparatus	Yes	Yes	M
	d. Glucometer	Yes	Yes	M
	e. Weigh machine	Yes	Yes	M
	f. Emergency kit and medicine	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	ENDOSCOPY FOR LOWER TRACT ONLY(OPTIONAL) OPENSURGERY SET	Also refer to Clinic/ Polyclinic document
	g. Drugs,Medical devices and consumables	Yes	Yes	M
	h. List of disposables	Yes	Yes	M
	i. Annual Maintenance records of equip	Yes	Yes	D
6	support services			
	sterlization/CSSD	Autoclave	Autoclave	M
	security	Yes	Yes	D
	BMW management	Yes	Yes	M
	Laundry	Yes	Yes	own/outsourced
7	Standard on basic processes			
	a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M
	b. Infection control practices	Yes	Yes	M
	soap and water	Yes	Yes	M
	facilities for hand washing and disinfection	Yes	Yes	M
	Disinfection of work Area	Yes	Yes	M
	Use of disposable services	Yes	Yes	M
	small autoclave	Yes	Yes	M
	facilities for sterlization	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D

NEPHROLOGY SERVICES IN HOSPITAL

NEPHROLOGY SERVICES IN HOSPITAL				
	Minimum standards for Hospital	BASIC (General Purpose)	ADVANCE(Non Teaching Hospital)	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital, Private Hospital,Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital,Nursing Home,Private Hospital etc of similar scope)	
		KIDNEY BIOPSY, MINOR OT, CENTRAL VEIN ,CATHETERISATION, ACUTE PERITONEAL DIALYSIS	ALL BASIC SERVICES , CAPD, CATHETERISATION, AV FISTULA, PERMA CATH, RENAL TRANSPLANT	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality		Yes	
	1.3. Multispeciality		Yes	
	1.4. Superspeciality		Yes	
2	Human resources			
	2.1. Doctor			
	Med person incharge	MD/DNB NEPHROLOGY	MD/DNB NEPHROLOGY	M
	Full time consultant	MD WITH EXPERIENCE IN NEPHROLOGY from a recognised hospital	MD -1	M
	Duty Doctors	MBBS Doctors for round the clock medical cover	MBBS Doctors for round the clock medical cover	M
	2.2 Nurses			part of hospital
	Nursing head	Yes	Yes	As per norms of Nursing Council
	Dialysis Nurse/Technical	Yes	Yes	As per paramedics council norms

	General nurses	Yes	Yes	As per norms of Nursing Council
	Trained Nurses for ICU/OT	Yes	Yes	ICU norms
	2.3 Pharmacist	Yes	Yes	M-inhouse pharmacy
	2.4 Para Medical staff			
	a. Lab Tech	Yes	Yes	M-if own
	b. Xray Technician	Yes	Yes	M-if own
	c. OT Technician	DIALYSIS MACHINE (MAN POWER AS PER GUIDELINES-NURSE-1,TECHNICIAN-1)	Yes	M (Refer Dialysis Centre)
	d. ECG Technician	Yes	Yes	M-own/outsourced
	e. Dietitian	Yes	Yes*	*M
	f. Physiotherapist	Yes	Yes	D
	g. Psychologist	Yes	Yes	M IF PSYCHIATRIST
	h. Medicosocial worker	Yes	Yes	D
	3 Equipment			
	Therapeutic	DIALYSIS MACHINE (MAN POWER AS PER GUIDELINES- minimum NURSE-1, TECHNICIAN-1)	DIALYSIS MACHINE (MAN POWER AS PER GUIDELINES-minimum NURSE-1, TECHNICIAN-1)	M;Refer Dialysis Centre
	Diagnostic	Yes	Yes	M
	Emergency	Yes	Yes	Refer to documents of Hospital
	Sterlizing	Yes	Yes	M
	Drugs,Medical devices and consumables	Yes	Yes	Refer to documents of Hospital
	List of disposables	Yes	yes	M
	Annual Maintenance records of equip	Yes	Yes	M
	4 Support Services			
	4.1. Laboratory	Yes	Yes	Basic Laboratory facilities must be available in the hospital and advance can be Outsourced

	4.2. Imaging			Basic Imaging facilities must be available in the hospital and advance can be Outsourced
	4.3. Pharmacy	Yes	Yes	M-IN ADVANCE
	4.4. sterilization/CSSD	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M-IN ADVANCE
	4.6. Blood storage unit/blood Bank	Yes	Yes	M for advance set-up, otherwise D
	4.7. Amb service	Yes	Yes	M-own/outsourced/TIE UP
		M-Mandatory	D- Desirable	

NEPHROLOGY CLINIC

NEPHROLOGY CLINIC		
Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1 Definition	Nephrology services	
2 Scope		
Services Provided	1. CONSULTATION (M) 2. ACCESS TO DIALYSIS (D) 3. LAB SERVICES (O)	infrastructure and Staff according to scope of services
3 Physical Infrastructure		
a. Space requirement		
i. Reception	Yes	M
ii. Consultation	Yes	M
iii. waiting area	Yes	M
4 Human resources		
Med person incharge	DM/DNB NEPHROLOGY	M
Technical staff	Yes	M
Non Technical staff	Attendant-1	M
Duty and salary roster	Yes	M
OTHER REQUIREMENT LIKE PERIODIC HEALTHCHECK UPS,vaccination of staff	yes	D
5 Equipment		
a. Stethoscope	Yes	M
b. Thermometer	Yes	Yes (Non Mercury)
c. BP Apparatus	Yes	Yes (Aneroid)
d. Glucometer	Yes	M
e. Weigh machine	Yes	M
f. Emergency kit and medicine	Yes	Refer documents on clinic/polyclinic
g. Drugs,Medical devices and consumables	Yes	M

	h. List of disposables	Yes	M
	i. Annual Maintenance records of equip	Yes	D
	j. O2 cylinder for emergency	Yes	D
6	support services		
	a. sterilization/CSSD	Yes	M
	b. security	Yes	D
	c. BMW management	Yes	M
	d. Laundry	Yes	Own/ outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterilization	Yes	D
	c. Policy on outsourced services	Yes	D
		M-Mandatory D- Desirable O- Optional	

DIALYSIS CENTRE

DIALYSIS CENTRE			
	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Dialysis services	
2	Scope		
	Services Provided	CONSULTATION SERVICES,DIALYSIS	
3	Physical Infrastructure		
	Space requirement	10*10 SQ FT	(for 1 machine)
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
	iii.OPD Area	Yes	M
4	Human resources		
	Doctors	DM/DNB NEPHROLOGY/MD MEDICINE TRAINED IN DIALYSIS 6 MTHS	
	Tech staff	Techician-1 Nurse-1	M
	Non Tech staff	Attendant-1	M
	Duty and salary roster	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff in lab	Yes	D
5	Equipment		
	Stethoscope	Yes	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes (Non Mercury)
	Glucometer	Yes	M
	Weigh machine	Yes	M
		4 DIALYSIS MACHINE (MAN POWER AS PER GUIDELINES- NURSE-1,TECHNICIAN-1); (MINIMUM 2 MACHINES in any Dialysis Centre)	M

	Emergency kit and medicine	Yes	Refer to Hospital Document
	Drugs,Medical devices and consumables	Yes	Refer to Hospital Document
	List of disposables	Yes	M
	Annual Maintenance records of equip	Yes	D
6	support services		
	sterlization/CSSD	Yes	M
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	own/outsourced
9	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M-Mandatory
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c. Policy on outsourced services	Yes	D
		M-Mandatory	D- Desirable

CTVS IN HOSPITAL

	Minimum standards for Hospital	Single Superspeciality	Multi Superspeciality	Remarks
1	Scope	Providing CTVS services (example Civil Hospital, regional Hospital,Nursing Home,Private	Providing services (example District Hospital, regional Hospital,Nursing Home,Private Hospital,etc	
	Services Provided	Services relating to cardiothoracic and vascular speciality	Services relating to cardiothoracic and vascular specialities in Multispeciality set up	
	1.1 General purpose			
	1.2 Single Speciality	Yes		
	1.3. Multispeciality		yes	
	1.4. Superspeciality	yes	Yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	MCh/DNB-1per OT	MCh/DNB-1per OT	M
	Full time consultant	Gen Surgeon/MBBS-1	Gen Surgeon -1 , MBBS-1	M
	Duty Doctors	MBBS Doctorsforroundtheclock service	MBBS Doctorsforroundtheclock service	M
	2.2 Nurses			
	General nurses	yes	yes	M-Mandatory
	Trained Nurses for ICU/OT/HDU	2	2	ICU Norms
	2.3 Pharmacist			
	2.4 Para Medical staff		Perfusionist-1	M
	a.Lab Tech	Yes	Yes	M
	b.Xray Technician	Yes	Yes	M
	c.OT Technician	Yes	Yes	M
	d. ECG Technician	Yes	Yes	M
	e.Dietitian	Yes	Yes	D-Desirable
	f.Physiotherapist	Yes	Yes	D-Desirable
	g.Psychologist	Yes	Yes	compulsory if psychiatrist
	h.Medicosocial worker	Yes	Yes	D

3 Equipment			
Therapeutic	Open Heart Tray, Gas pipelines Lung Machine with TCM,3 invasive pressure monitor at Anaesthesia work station,suction, defibrillator, ABG Machine, ACT Machine, Single chambered pacemaker, Hypothermia machine, IABP, temp monitoring module, cautery	Open Heart Tray, Gas pipelines Heart Lung Machine with TCM,3 invasive pressure monitor at Anaesthesia work station, suction, defibrillator,ABG Machine, ACT Machine, Single chambered pacemaker, Hypothermia machine ,IABP, temp monitoring module, Cautery	M-Mandatory
Surgical	2 sets of operating equipment	2 sets of operating equipment	M-Mandatory
Diagnostic	Yes	Yes	M-Mandatory
Emergency	Y	yes	Refer to document on Hospital
Sterilizing	Yes	yes	M-Mandatory
Drugs,Medical devices and consumables	Inotropes, protamines, heparin, isopronaline, anti arrhythmic, life saving drugs	Inotropes, protamines, heparin, isopronaline, anti arrhythmic, life saving drugs ,anaesthetic drug.	Also refer to documents on hospital
List of disposables	Yes	Yes	M
Annual Maintenance records of equip	Yes	Yes	M
4 Support Services			
4.1. Laboratory	Yes	Yes	own or Outsourced
4.2. Imaging	yes	Yes	own or Outsourced
4.3. Pharmacy	Yes	Yes	M-own/outsourced
4.4. Medical Gas/Manifold	Yes	Yes	M-IN ADVANCE
4.5. Blood storage unit/blood Bank	Yes	Yes	M-own/outsourced/TIE UP
4.6. Amb service	CCU AMB	CCU AMB	M-own/outsourced/TIE UP

CLINIC with CTVS SERVICES			
	Minimum standards for Clinics/ Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	Consultation Services	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
4	Human resources		
	Med person incharge	M.Ch./DNB CTVS	M
	Tech staff	ECG Tech	M
	Non Tech staff	Yes	M
	Duty and salary roster	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff	Yes	D
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Others	ECG Machine	M
	g. Emergency kit and medicine	clopid, Aspirin	Refer to document on clinic/Polyclinic
	h. Drugs, Medical devices and consumables	Yes	M
	i. List of disposables	Yes	M
	j. Annual Maintenance records of equip	Yes	D
6	support services		
	a. security	Yes	M

	b. BMW management	Yes	M
	c. Laundry	Yes	D-own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M-Mandatory
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	D-if applicable
	facilities for sterlization	Yes	D-if applicable
	c. Policy on outsourced services	Yes	D

RADIOTHERAPY SERVICES

RADIOTHERAPY SERVICES			
	Minimum standards for Hospital	Minimum Standards	Remarks
1	Scope		
	Services Provided	Treatment of Cancer patients by Radiotherapy	
	1.1.Single Speciality	Yes	
	1.2.Multispeciality	Yes	
2	Physical Infrastructure		
	a.Location	No Department should be below Radiotherapy Department in a building. Basement or Ground floor is a good option.	
	b.Space requirement	Space requirement varies from one machine to another, & one manufacturer to other. Any Radiotherapy equipment shall be located in the hospital at a place where occupancy is minimum. Should permit easy installation, source loading, commissioning, patient treatment, maintenance & decommissioning. Approximately 2500 sq. feet	As per AERB
3	Human resources		
	3.1 Doctor		
	Med person incharge	RADIOTHERAPIST-1/500 NEW CASES Annually	M -Mandatory
	Full time consultant	1	M-Mandatory
	Part time consultant	RESIDENT-2	M-Mandatory
	3.2 Nurses		
	General nurses	One Oncology Nurse for 300 patients annually, additional one for every 300 more number of patients. Besides, more number needed for Brachytherapy, Simulator and Day Care Chemotherapy.	M-Mandatory
	Trained Nurses for ICU/OT/HDU	2 for minor OT/Brachytherapy	ICU norms
	3.3 Pharmacist	Yes	M-Mandatory, part of Hospital

	3.4 Para Medical staff		
	Lab Tech	MSC MEDICAL PHYSICIST-1 RSO EXAM CERTIFIED OR MSC GEN PHYSICIST WITH PG Diploma RADIOLOGICAL PROTECTION (DRP)	M-Mandatory
	Xray Technician	RADIOTHERAPY TECHNICIAN	M-Mandatory
	ECG Technician	Yes	D- part of hospital
	Dietitian	Yes	M- part of hospital
	Physiotherapist	Yes	D-Desirable
	Psychologist	Yes	D-Desirable
	Medicosocial worker	Yes	M-Mandatory
	3.5 others		
	a. Policy Manpower/posting/rotation/ of medical and ALLIED HEALTH PROFESSIONAL	Yes	M-Mandatory
	b. STANDARD PERTAINING TO PERSONAL RECORD KEEPING AND TRAINING	Yes	M-Mandatory
	c. PAYMENT/ROSTER OF STAFF	Yes	M-Mandatory
	d. OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff in lab, bld bank, TLD badges	For any radiation generating equipment, type/approval/ NOC is must by AERB. Approval of room layout plan of Radiotherapy installation is must before any start of construction and any modification thereof. Procurement of personal monitors and measuring and monitoring instruments as per AERB guidelines is must. These include personal monitors and measuring and monitoring badges, Pocket dosimeter, Ionisation chambers, Electrometer, Radiation field analyser, Survey meter, Gamma zone monitor, suitable air conditioning, and fire fighting measures	D-Desirable

4	Equipment		
	Therapeutic	One low energy linear accelerator/ Cobalt teletherapy machine , One simulator,one TPS (if not part of machine),One HDR BRACHYTHERAPY , immobilization devices,Medical phycists lab investgation for calibration,Dosimetry and radiationprotection.	M-Mandatory
	Diagnostic	Yes	M -Mandatory
	Emergency	Yes	Refer to documents on Hospital
	Sterlizing	Yes	M-Mandatory
	Drugs,Medical devices and consumables	Cisplatin, Carboplatin, 5FU, Doxorubicin, cyclophosphamide, Methotrexate,Vincristine, Vinblastine, Bleomycin , Paclitaxel,Gemcitabine, Folinic acid/Leukovorin, Ondansetron, Tab Temazolamide	Alsorefertodocumentson Hospital
	List of disposables	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	D-Desirable
5	Support Services		
	5.1 Laboratory	Yes	own or Outsourced
	5.2 Imaging	Yes	own or Outsourced
	5.3 Pharmacy	Yes	own or Outsourced
	5.4 Medical Gas/Manifold	Yes	M part of hospital
	5.5 Blood storage unit/blood Bank	Yes	M-own/outsourced/TIE UP
	5.6 Amb service	Yes	M-own/outsourced/TIE UP

Medical Diagnostic Laboratories

	Template	Basic Composite *	Medium	Advanced	Remarks
I	Definition	upto 30 samples	30-100 samples	>100 samples	
II	Scope of Services	These test can be performed in mobile lab at field centres also	Apart from the test performed in Basic Composite lab additional tests mentioned as under.	Apart from the test performed in Medium lab additional tests mentioned as under.	
a)	Biochemistry	Routine Biochemistry Test like Blood Sugar, KFT, LFT, Amylase, lipase, lipid profile, CSF & other biological fluid (glucose and protein), OGTT, Electrolytes, Ca/PO4, HbA1c. Any dry chemistry based rapid test.	a) Routine Biochemistry, b) Hormone Bioassay, Tumor markers, plasma protein electrophoresis	a) Routine Biochemistry, b) Hormone Bioassay, Tumor markers, plasma protein electrophoresis, coagulation profile, Drug monitoring and toxicology assay, c) Molecular genetics, Inborn errors of metabolism	
b)	Hematology	Haemogram, BT, CT, PT, APTT, Blood grouping	Haemogram, BT, CT, PT, APTT, Blood grouping, Coagulation Assay	All other Haematology test also	
c)	Histopathology	NIL	May/ May not do	Histopathology Examination	
d)	Molecular Genetics	NIL	May/ May not do	molecular genetics	
e)	Cytopathology	NIL	PAP smear, FNAC, sputum & CSF cytology	PAP smear, FNAC, sputum cytology and other biological fluid cytology, D; Ultrasound and CT Guided FNAC	
f)	Immunohistopathology	NIL	NIL	Immunohistopathology	as per scope of lab
g)	Medical Microbiology & Immunology	Basic test like Rapid Test (point of care) tests for infection, Urine routine and microscopy, Hanging drop for V cholerae, Stool for ova, cyst. All HIV positive rapid assays need to be confirmed from the next level diagnostic laboratory.	a) Basic Test as in composite lab b) Serological tests for viruses, bacteria, fungi, parasites c) Culture Sensitivity tests, Bacterial/ fungal) d) Other special stains besides Gram's	a) Basic Test as in composite lab b) Serological tests for viruses, bacteria, fungi, parasites c) Culture Sensitivity tests, Bacterial/ fungal/ viruses) Gene based tests (Nucleic acid tests for infections like Real time PCR tests). Histopathology of Infectious diseases. and Desirable: Immunocytochemistry	

III	Infrastructure				
	1. Signage				
	Basic signage- A signage within or outside the facility should be made available containing the following information.	Yes	Yes	Yes	M
	a) Name of the incharge with qualification and registration number,	Yes	Yes	Yes	M
	b) Broad Services provided i.e.Hematology,Biochemistry, Clinical Pathology , Histology, Cytology Molecular Genetics- Whichever is applicable	Yes	Yes	Yes	M
	c) Timings of the different consultants	Yes	Yes	Yes	M
	d) Internet facility/ Telephone and mobile number for appointment	Yes	Yes	Yes	D
	Fee structure: To be displayed separately including type of investigation and charges i.e. Special and routine tests.	Yes	Yes	Yes	M
	Safety Signage's (wherever applicable)				
	Safety Hazard and Caution signs - Biomedical waste segregated in colored bins and bags as per Biomedical waste Management and Handling Rules 1998 including Radioactive materials, toxic chemicals, Microbial agents, Infected biological material.	Yes	Yes	Yes	M

Appropriate Fire exit signage's - Minimum one fire extinguisher	Yes*	Yes*	Yes**	As per norms* - Desirable **Mandatory
2. Space requirement-				
A. Registration and waiting room, Public Utilities, Safe drinking water etc.	Yes*	Yes**	Yes**	* D **M
B. Sample collection area	Yes	Yes	Yes	M
C. Laboratory with adequate diffuse and spot lighting	Yes	Yes	Yes	M
D. Toilet	Yes	Yes	Yes	M
E. Reporting and billing area	Yes	Yes	Yes	M
F. Staff room and doctor's duty room - Male and female different where 24 hours services available	Desirable	Desirable	Yes*	*M
G. Washing room	Yes	Yes	Yes	M
H. Preservation of the specimens and slides	Yes	Yes	Yes	M
I. Electrical facilities	Yes	Yes	Yes	M
J. Temperature control for specilized equipments like flow cytometry and chemiluminescence equipments ELISA test equipment etc.	Yes	Yes	Yes	M
K. Counselling room for HIV	yes	yes	yes	if applicable
L. FNAC room for all patients for sample collection	yes	Yes	Yes	D
M. Dark room for Immunofluorescence	No	No	Yes	if applicable
N. Frozen Section facilities	No	Yes	Yes	if applicable

	4. Furniture & Fixtures	Yes	Yes	Yes	M
	5. Communication system - Telephone and mobile number for appointment	Yes	Yes	Yes	D
	6. Wash - Basins	Yes	Yes	Yes	M
IV	Human resource				
	Designation, minimum qualification of Technical Head of Lab / Specialist/ Signatories.	MBBS from a recognised institution (with atleast one year experience in laboratory work- Desirable	Incharge can be MD/DNB in Pathology/Biochemistry/ Medical Microbiology/Lab Medicine/ Diploma in Clinical Pathology (DCP) with one year post diploma experience / MBBS with PhD in any of the 3 subjects/ Apart from incharge, if any special test of other speciality is done, it is desirable that specialist of that subject need be there on full time/part time or outsourced (Special tests means any other apart from routine basic biochemistry, haematology, or medical microbiology tests as listed in basic composite lab)	Incharge can be MD/DNB Pathology/Lab Medicine/ Biochemistry/ Medical Microbiology/ DCP with one year post diploma experience / MBBS with PhD in any of the 3 subjects/ Apart from incharge, if any special test of other speciality is done, it is desirable that specialist of that subject need be there on full time/part time or outsourced (Special tests means any other apart from routine basic biochemistry, haematology, or microbiology tests as listed above)	M
	Number of laboratory technicians with DMLT / MLT/BSc in lab sciences/ MSc in lab sciences/PhD in lab sciences qualification (govt / university)	1	2 LT	4 LT	M
	Support staff (Lab Assistant /Lab Attendant) Roster of salary of staff Periodic health check up and vaccination of staff	1	1	2	M

V	Equipment / Instruments/ drugs				
	List of minimum medical diagnostics lab Equipments with quantity				
	List of minimum medical diagnostics lab Instruments with quantity				
	Sterilization such Hot air oven or Autoclave	Yes	Yes	Yes	M
	List of reagents and Consumables required	Yes	Yes	Yes	M
	List of Disposables	Yes	Yes	Yes	M
	Policy of Annual Maintenance Contract / Comprehensive maintenance contract and records for equipment (Log books)	Yes	Yes	Yes	D
VI	Legal/ Statutory Requirements				
	Legal/ statutory requirements such as registration for Biomedical Waste Management Act with state /UTs pollution control board with registration number and date of expiry Site, Space, Location and environmental requirements to be as per local bye laws	Yes	Yes	Yes	M

VII	Record Maintenance and reporting				
	Reports of all patients datewise and specialty wise for ex Histopathology, Cytology, Hematology and Laboratory Medicine.	Yes	Yes	Yes	M-mandatory (All Clinical Establishment to maintain information and statistics as provided)
	Medicolegal records if applicable (as per law)	Yes	Yes	Yes	M
	Record keeping of technicians working in laboratory indicating their details of qualification training and others	Yes	Yes	Yes	M
	Availability of reference library including books/periodicals/e-journals/CDs	Yes	Yes	Yes	D
	Duration of preservation of record (as applicable from time to time)	Yes	Yes	Yes	M
VIII	Standards on basic processes				
	Infection Control practices - As per BMW Rules 1998	Yes	Yes	Yes	M
	Safety considerations- use of disposable needles etc	Yes	Yes	Yes	M
	Patient Information and Education	Yes	Yes	Yes	M
	Process of calibration of equipments and reagents	Yes	Yes	Yes	M
	Booklet of SOPs of all procedures available	Yes	Yes	Yes	M
	Grievance Registration and Disposal mechanism	Yes	Yes	Yes	M

	Process of calibration of equipments and reagents	Yes	Yes	Yes	M
	Booklet of SOPs of all procedures available	Yes	Yes	Yes	M
	Grievance Registration and Disposal mechanism	Yes	Yes	Yes	M
	QUALITY CONTROL in the form of EQAS/ILC as the case may be	Yes	Yes	Yes	D
	policy of PROFICIENCY TESTING of tests performed.	Yes	Yes	Yes	D
		M- Mandatory	D- Desirable		

Imaging Centers - X-Ray Clinic / Cathlab / DSA / OPG and Dental / DEXA Scan

	Template	Minimum Standards	Remarks
1	Definition	Radiological examination and diagnosis	
	Definition of X-Ray Clinic	X-Ray Clinic/Cathlab/DSA/OPG and Dental/ DEXA Scan examination and diagnosis	
2	Scope of Services		
	Enlist the investigations which can be carried out by X-Ray machine	Portable/ Mobile Xray, Installed X Ray, Fluoroscopy including Cath Lab, Others Dental Xray-IOPA, OPG, CBCT, Others. Mammography, Others Dual Energy Xray Absorptiometry (DEXA)	The scope should match the scanner specification
3	Physical Infrastructure		
3a	Informative signages		
	Name of the Radiologist with qualification and AERB certification of safety and installation with registration number	Yes	M-Mandatory
	Display of model of equipment	Yes	M-Mandatory
	Broad Services provided	Yes	M-Mandatory
	Timings of the facility	Yes	M-Mandatory
	Fee structure of different investigations : To be displayed	Yes	M-Mandatory
	Safety signage's (wherever applicable)	Yes	M-Mandatory
3b	Safety Hazard and Caution signs		
	Appropriate Fire exit signages	Yes	M-Mandatory
	Measures/ Devices for radiation protection and monitoring of staff	Yes	M-Mandatory
4	Space Requirement	Yes	AERB guidelines
	Reception and waiting area	Yes	M-Mandatory
	Space for keeping machine	Yes	M-Mandatory
	Reporting room	Yes	M-Mandatory
	Toilet	Yes	M-Mandatory

	Patient preparation area	Yes	M-Mandatory
	Electrical facilities	Yes	M-Mandatory
	Space for keeping patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine for specialized procedures	Yes	M-Mandatory
	Furniture & Fixtures	Yes	
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company	Yes	D-Desirable
	Water and Electricity	Yes	M-Mandatory
	Toilet (male and female wherever applicable)	Yes	M-Mandatory
5	Human Resource		
	(Full time/Part time/Visiting)		
	Number of Qualified and registered Radiologists Full time/Parttime/Visiting	MD/DMRD Radiology	M
	Number of qualified and registered Nurses Full time/Parttime/Visiting	Yes	D-DESIRABLE
	Number of Radiography technicians with training status and support staff Full time/Part-time/Visiting	1.RSO-degree recognised by MCI/NBE 2.Radiographers passed from recognised institution	M-Mandatory
	Number of scavenging and support staff	Yes	M-Mandatory
	Policy for engagement, posting and rotation of staff	Yes	M-Mandatory
	Roster of payment and salary of staff	Yes	M-Mandatory
	Periodic health check-up and vaccination of staff		M-Mandatory

6	Equipment/instruments/drugs	Yes	M
	List of equipments required and tools for radiation safety	As per scope of service	M
	List of small instruments required	As per the scope of services	
	List of consumables and disposables	BP app, Pulse oximeter, Monitoring Anaesthesia equipment—if imaging under sedation is in scope	M-Mandatory
	Annual Maintenance protocol for equipment and its record maintenance	Films, envelops for reports, CDs/ DVDs for soft copies of report'	M-Mandatory
	List of Drugs and resuscitation equipments	Injector syringes, tubing, i/caths, etc	M-Mandatory
7	Support Service		
	If applicable	provision for appropriate patient transfer in case of adverse event	
8	Legal/Statutory Requirements		
	Status of registration under Atomic Energy Act	AERB	M-Mandatory
9	Record Maintenance and reporting		
	Proforma of list of names of patients along with diagnosis and name of referral hospital and date wise record of reports	preferably linked to patient UID	M-Mandatory
	Availability of reference library including books/periodicals/e-journals/CDs	Yes	D-DESIRABLE
	Medicolegal records	MLCs; consents for contrast/sedation etc.	
	Record keeping of technicians and support staff working in X-Ray clinic indicating their details including qualification, registration and training	Yes	M-Mandatory
	Duration of record maintenance: As per the Acts and Rules in force	Yes	M-Mandatory
	Record of payment of wage and perks	Yes	M-Mandatory

10	Standards on basic processes		
	Infection Control and waste management practices	Yes	M-Mandatory
	Safety considerations - (i) Fire safety (ii) Patient safety	Yes	M-Mandatory
	Patient Information and Education	Yes	M-Mandatory
	Schedule of preparation and dispatch of reports	Yes	M-Mandatory
	Trolleys for patient transport	Yes	M-Mandatory
	Calibration of Equipment	Yes	M-Mandatory
	Grievance Registration and Disposal mechanism	Yes	M-Mandatory
	Air-conditioning System	Yes	D-Desirable

Minimum standards for Imaging Centers - Sonography (Color Doppler) Clinic

	Template	Minimum standards	Remark
1	Definition		
	Definition of Sonography (Color Doppler) Clinic	USG/ Doppler examination and diagnosis	
2	Scope of Services		
	Enlist the investigations which can be carried out by Sonography (Color Doppler) machine	USG/ Doppler examination of Regions/ parts of body with capabilities of advanced vascular/ cardiac imaging as per the capabilities of the equipment	The Scope should match the Scanner specifications.
3	Physical Infrastructure		
3a	Informative signages		
	Name of the Radiologist with qualification and PCPNDT certification and with registration number	Yes	M-Mandatory
	Display of model of equipment	Yes	M-Mandatory
	Broad Services provided	Yes	M-Mandatory
	Timings of the facility	Yes	M-Mandatory
	Fee structure of different investigations : To be displayed	Yes	M-Mandatory
	Safety signage's (wherever applicable)	Yes	M-Mandatory
3b	Safety Hazard and Caution signs		
	Appropriate Fire exit signages	Yes	M-Mandatory
	Reception and waiting area	Yes	M-Mandatory
4	Space for keeping machine	Yes	M-Mandatory
	Reporting room	Yes	M-Mandatory
	Toilet	Yes	M-Mandatory
	Patient preparation area	Yes	M-Mandatory
	Electrical facilities	Yes	M-Mandatory

	Space for keeping patient monitoring apparatus, Recovery area, Resuscitatory appliances for specialized procedures	Yes	M-Mandatory
	Furniture & Fixtures	Yes	M-Mandatory
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company	Yes	D-Desirable
	Water and Electricity	Yes	M-Mandatory
	Toilet (male and female wherever applicable)	Yes	M-Mandatory
5	Human Resource	Yes	
	(Full time/Part time/Visiting)		
	Number of Qualified and registered Radiologists	MD/DMRD Radiology	M-Mandatory
	Number of qualified and registered Nurses	yes	M-Mandatory(as per workload)
	Number of scavenging and support staff	Yes	M-Mandatory
	Policy for engagement, posting and rotation of staff	Yes	M
	Roster of payment and salary of staff	Yes	M
	Periodic health check-up and vaccination of staff	Yes	D
6	Equipment/instruments/drugs		
	List of equipments required	Yes	M-Mandatory
	List of small instruments required	Yes	M-Mandatory
	Annual Maintenance protocol for equipment and its record maintenance	Yes	M-Mandatory
	List of consumables, disposables	Yes	M-Mandatory
	List of Drugs and resuscitation equipments	Yes	M-Mandatory, Refer to ANNEXURE of Hospital
7	Support Service		
	If applicable	Yes	
8	Legal/Statutory Requirements		
	To be registered under Atomic Energy Act	Yes	M;PCPNDT act also
9	Record Maintenance and reporting		

	Proforma of list of names of patients along with diagnosis and name referral hospital	Yes	M-Mandatory
	Availability of reference books	Yes	D-DESIRABLE
	Medicolegal records, as applicable	Yes	
	Record keeping of technicians and support staff working in Sonographycenter indicating their details including qualification, registration and training	Yes	M-Mandatory
	Duration of record maintenance: As per the Acts and Rules in force	Yes	M-Mandatory
	Statistics to be collected - If felt necessary	yes	M-Mandatory
10	Standards on basic processes	Yes	
	Infection Control and waste management practices	Yes	M-Mandatory
	Safety considerations - Fire safety act		M-Mandatory
	Patient Information and Education	Yes	M-Mandatory
	Timely preparation and dispatch of reports	Yes	M-Mandatory
	Trolleys for patient transport	Yes	M-Mandatory
	Regular calibration of Equipment	Yes	M-Mandatory
	Grievance Registration and Disposal mechanism	Yes	M-Mandatory
	Appropriate Air-conditioning	Yes	M-Mandatory

Minimum standards for Imaging Centers - CT Scan center / PET CT Scan

	Template	Minimum Standards	Remark
1	Definition		
	Definition of CT center	Type of scanner (Slices /Detectors /Energy sources)	
2	Scope of Services		
	Enlist the investigations to be carried out by CT Scanner	CT Scan of Regions/ parts of body with capabilities of advanced vascular/ cardiac/ neurological etc. imaging as per the capabilities of the scanner.	The Scope should match the Scanner specifications
3	Physical Infrastructure		
3a	Informative signages		
	Name of the Radiologist with qualification and AERB certification of safety and installation with registration number	Yes	M-Mandatory
	Display of model of equipment	Yes	M-Mandatory
	Broad Services provided	Yes	M-Mandatory
	Timings of the facility	Yes	M-Mandatory
	Fee structure of different investigations : To be displayed	Yes	M-Mandatory
	Safety signage's (wherever applicable)	Yes	M-Mandatory
3b	Safety Hazard and Caution signs		
	Radiation 'ON' signage linked with the exposure	Yes	M-Mandatory
	Radiation signage and symbol as per AERB	Yes	M-Mandatory
	Appropriate Fire exit signages	Yes	M-Mandatory
4	Radiation Safety Measures		
	RSO level 1	Yes	M-Mandatory
	Measures/Devices for radiation protection of staff	Yes	M-Mandatory
	Measures/Devices for radiation monitoring of staff	Yes	M-Mandatory
	QC of all equipment, devices and protocols as per AERB guidelines	Yes	M-Mandatory

5	Space requirement		
	Space for keeping machine as per AERB guidelines	Yes	M-Mandatory
	Space for supplementary equipment like printer, film processor, injector etc	Yes	M-Mandatory-can be shared
	Reporting room	Yes	M-Mandatory-can be shared
	Reception, report dispatch and waiting area	yes	M-Mandatory-can be shared
	Toilet	Yes	M-Mandatory-can be shared
	Patient preparation area, change room	Yes	M-Mandatory-can be shared
	Electrical facilities with backup like UPS, Generator	Yes	M-Mandatory-can be shared
	Space for keeping patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine	Yes	M-Mandatory-can be shared
	Furniture & Fixtures	Yes	M-Mandatory
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company	Yes	M-Mandatory
	Water and Electricity	Yes	M-Mandatory
	Toilet (male and female wherever applicable)	Yes	M-Mandatory
6	Human Resource		
	(Full time/Part time/Visiting)		
	Number of Qualified and registered Radiologists	MD/DMRD /DNB Radiology	One/more per center
	Number of qualified and registered Nurses	yes	D
	Number of CT technicians with training status and support staff	Qualified with recognised course in Radiology technology, or equivalent	One/more per center
	Number of scavenging and support staff	yes	M-Mandatory-can be shared
	Roster of payment and salary of staff	yes	M-Mandatory
	Periodic health check up and vaccination of staff	yes	M-Mandatory

7	Equipment/instruments/drugs		
	List of equipments required	As per the scope of services	List can be provided
	List of small instruments required	BP apparatus, Pulse oximeter, Monitoring Anaesthesia equipment-if CT under sedation is in scope	List can be provided
	List of consumables	Films, envelops for reports, CDs/DVDs for soft copies of report Injector syringes, tubing, i/caths, etc	List can be provided
	Annual Maintenance protocol for equipment and its record maintenance	Yes	M-mandatory
	List of Drugs and resuscitation equipments	1. Contrast agents; 2. Medication for preparation (e.g. Beta blockers, buscopan etc); 3. Medication for sedation; 4. Medication for resuscitation	Also refer to documents on hospital
8	Support Service		
	If applicable	Provision for appropriate patient transfer in case of adverse event	Radiation safety Officer
9	Legal/Statutory Requirements		
	To be registered under Atomic Energy Regulatory Board (AERB)		M-Mandatory
10	Record Maintenance and reporting		
	Proforma of list of names of patients along with diagnosis and name referral hospital	Preferrably linked to patient UID	D-Desirable
	Availability of reference books	Yes	D-Desirable
	Medicolegal records, as applicable	MLCs; Consents for contrast/sedation etc.	M-Mandatory
	Record keeping of technicians and support staff working in CT Center indicating their details including qualification, registration and training	Yes	M-Mandatory
	Duration of record maintenance: As per the Acts and Rules in force	Yes	M-Mandatory
	Statistics to be collected - If felt necessary	Yes	M-Mandatory

11	Standards on basic processes		
	Radiation Safety Measures and protocols as per AERB requirements	Yes	M-Mandatory
	Infection Control and waste management practices	Yes	M-Mandatory
	Safety considerations - Fire safety act	Yes	M-Mandatory
	Patient Information and Education and consent	Yes	M-Mandatory
	Timely preparation and dispatch of reports	Yes	M-Mandatory
	Trolleys for patient transport	Yes	M-Mandatory
	Regular calibration of Equipment	Yes	M-Mandatory
	Appropriate Air-conditioning	Yes	

Minimum standards for Imaging Centers - MRI

	Template	Minimum standards	Remarks
1	Definition	MRI examination and diagnosis	
	Definition of MRI center	According to the type of scanner	
2	Scope of Services		
	Enlist the investigations to be carried out by MRI	MRI Scan of Regions/ parts of body with capabilities of advanced vascular/ cardiac/ neurological / functional etc. imaging as per the capabilities of the scanner	The Scope should match the Scanner specifications
3	Physical Infrastructure		
3a	Informative signages		
	Name of the Radiologist with qualification	Yes	M-Mandatory
	Display of model of equipment	Yes	M-Mandatory
	Broad Services provided	Yes	M-Mandatory
	Timings of the facility	Yes	M-Mandatory
	Fee structure of different investigations : To be displayed	Yes	M-Mandatory
	Safety signage's (wherever applicable)	Yes	M-Mandatory
3b	Safety Hazard and Caution signs		
	Appropriate Fire exit signages	Yes	M-Mandatory
	Metal detector available	Yes	M-Mandatory
4	Space requirement		
	Reception and waiting area	Yes	M-Mandatory
	Space for keeping machine	Yes	M-Mandatory
	Reporting room	Yes	M-Mandatory
	Toilet	Yes	M-Mandatory
	Patient preparation area	Yes	M-Mandatory
	Electrical facilities	Yes	M-Mandatory
	Space for keeping MRI compatible patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine	Yes	M-Mandatory

	Furniture & Fixtures	Yes	M-Mandatory
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company	Yes	M-Mandatory
	Water and Electricity	Yes	M-Mandatory
	Toilet (male and female wherever applicable)	Yes	
5	Human Resource		
	(Full time/Part time/Visiting)		
	Number of Qualified and registered Radiologists	MD/DMRD Radiology	M-Mandatory(as per workload)
	Number of qualified and registered Nurses	Yes	M-Mandatory(as per workload)
	Number of MRI technicians with training status and support staff	Qualified with recognised course in Radiology/MRI technology, or equivalent.	M-Mandatory(as per workload)
	Number of scavenging and support staff	Yes	M
	Roster of payment and salary of staff	Yes	M
	Periodic health check up and vaccination of staff	Yes	Advisory
6	Equipment/instruments/drugs		
	List of equipments required	As per scope of service	M
	List of small instruments required	BP apparatus, pulse oximeter, Monitoring anaesthesia equipment-if MRI under sedation is in scope.	M
	List of consumables	Films, envelopes for reports, CDs/DVDs for soft copies of report .Injector syringes, tubing, i/cath, etc	M-Mandatory
	List of Drugs and resuscitation equipments	Yes	ANNEXURE on clinic/polyclinic
	Sterilization equipments		M-Mandatory
	Annual Maintenance protocol for equipment and its record maintenance	Yes	M-Mandatory

7	Support Service		
	If applicable	provision for appropriate transfer in case of adverse event	Radiation safety Officer
8	Legal/Statutory Requirements		
	To be registered under PCPNDT Act	AERB	M-Mandatory
9	Record Maintenance and reporting		
	Proforma of list of names of patients along with diagnosis and name referral hospital	preferably linked to patient UID	M-Mandatory
	Availability of reference books	Yes	D-DESIRABLE
	Medicolegal records, as applicable	MLCs; consents for contrast/sedation etc	
	Record keeping of technicians and support staff working in MRI Center indicating their details including qualification, registration and training	Yes	M-Mandatory
	Duration of record maintenance: As per the Acts and Rules in force	Yes	M-Mandatory
	Statistics to be collected - If felt necessary	Yes	M-Mandatory
10	Standards on basic processes		
	Infection Control and waste management practices	Yes	M-Mandatory
	Safety considerations - Fire safety act and preventing access of steel near the machine.	Yes	M-Mandatory
	Patient Information and Education	Yes	M-Mandatory
	Timely preparation and dispatch of reports	Yes	M-Mandatory
	Trolleys for patient transport	Yes	M-Mandatory
	Regular calibration of Equipment	Yes	M-Mandatory
	Appropriate Air-conditioning	Yes	M-Mandatory

RHEUMATOLOGY SERVICES IN HOSPITAL

Minimum standards for Hospital	ADVANCE (Non Teaching)	REMARK
1 Scope	Rheumatology services	
Services Provided		
Superspeciality	Yes	
2 Human resources		
2.1 Doctors		
Med person incharge	DM/DNB IN RHEUMATOLOGY OR Two Years Structured Post Doctoral Training in Clinical Immunology and Rheumatology OR MD/DNB MEDICINE WITH 5 YEARS EXPERIENCE OF WORKING IN GOVT RECOGNISED HOSPITAL WITH RHEUMATOLOGY CENTRE. <u>FOR PAEDIATRIC RHEUMATOLOGY-</u> DM/DNB/rheumatology or MD/DNB paediatrics WITH 5 YEARS POST MD/DNB EXPERIENCE OF WORKING IN GOVT RECOGNISED HOSPITAL WITH RHEUMATOLOGY . (SPECIAL BEDS IN PAEDIATRICS DESIRABLE)	M
Full time consultant	Yes or	
Part time consultant	Yes or	
visiting consultant	Yes	
Duty Doctors	MBBS Doctor (Mandatory) MD Med Or MD Pediatrics (Desirable) for round the clock cover	
2.2 Nurses		
Nursing head	yes	part of hospital
General nurses	Yes	part of hospital
Trained Nurses for ICU/OT/HDU	Yes with 6 months Training from a Rheumatology Center	D
2.3 Pharmacist	Yes	yes in inhouse pharmacy
2.4 Para Medical staff		
a. Lab Tech	Yes	M- if own lab
b. Xray Technician	Yes	M- if own

	c. Technician	yes	M-Mandatory(for Minor OT)
	e. Dietician	Yes	D
	f. Physiotherapist/Occupational Therapist	Yes	D
	g. Psychologist	Yes	part of hospital
	h. Medicosocial worker	Yes	part of Hospital
3 Equipment			
	Diagnostic	USG, RHEUMATOLOGY- MONITORS, INFUSION PUMP, COLOUR DOPPLER (Mandatory) OTOSCOPE, Polarising Microscope, USG with Probe for facilitating Intra Articular Injections, Immunofluorescence Microscope and Video Capillaroscope (Desirable)	
	Emergency	Yes	Refer to documents on Hospital
	Sterilizing	Yes	M-Mandatory
	Drugs,Medical devices and consumables	Yes -BIOLOGICALS FOR RHEUMATOLOGY recognised by DGCI DMAARDS & IMMUNOSUPPRESSANTS	EMERGENCY DRUGS-Also refer to hospital documents
	List of disposables	Yes	M
	Annual Maintenance records of equip	Yes	D
4 Support Services			
	4.1. Laboratory	Yes	own or Outsourced
	4.2. Imaging	Yes	own or Outsourced
	4.3. Pharmacy	Yes	own or Outsourced

M-Mandatory

D-Desirable

RHEUMATOLOGY CLINIC/POLYCLINIC				
	Minimum standards for Clinics/Polyclinics	PAEDIATRIC RHEUMATOLOGY	ADULT RHEUMATOLOGY	Remarks
1	Definition	Specialist	Specialist	
2	Scope			
	Services Provided	PAEDIATRIC RHEUMATOLOGY OPD Consultation	ADULT RHEUMATOLOGY OPD Consultation	
3	Physical Infrastructure			
	a. Space requirement			
	i. Reception	Yes	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	Yes	M-Mandatory
4	Human resources			
	Doctors	DM/DNB RHEUMATOLOGY or MD/ DNB/PAEDIATRICS WITH 5 YEARS POST MD/DNB EXPERIENCE OF WORKING IN GOVT RECOGNISED HOSPITAL WITH RHEUMATOLOGY .(SPECIAL BEDS IN PAEDIATRICS DESIRABLE)	DM/DNB RHEUMATOLOGY OR MD/DNB MEDICINE WITH 5 YEARS EXPERIENCE OF WORKING IN GOVT RECOGNISED HOSPITAL WITH RHEUMATOLOGY CENTRE	
	Tech staff	NURSE-1	NURSE-1	EITHER NURSE/ ATTENDANT-M
	Non Tech staff	ATTENDANT-1	ATTENDANT-1	
	Duty and salary roster	Yes	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	Yes	D-Desirable
5	Equipment			
	Stethoscope	Yes	Yes	M
	Thermometer	Yes	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes	Yes (Non Mercury)
	Glucometer	Yes	Yes	M

	Weighing machine	Yes	Yes	M
	Others	ophthalmoscope, otoscope(Desirable)	ophthalmoscope, otoscope(Desirable)	M-Mandatory
	Emergency kit and medicine	Yes	Yes	Refer document on Clinic/Polyclinic
	Drugs, Medical devices and consumables	Yes	Yes	M
	List of disposables	Yes	Yes	M
	Annual Maintenance records of	Yes	Yes	M
6	support services			
	sterilization/CSSD	Yes	Yes	M
	security	Yes	Yes	M
	BMW management	Yes	Yes	M
	Laundry	Yes	Yes	own/outsourced
7	Standard on basic processes			
	a. Receiving patients,privacy for patients while examining especially females	Yes	Yes	M
	b. Infection control practices	Yes	Yes	M
	soap and water	Yes	Yes	M
	facilities for hand washing and disinfection	Yes	Yes	M
	Disinfection of work Area	Yes	Yes	M
	Use of disposable services	Yes	Yes	Yes
	small autoclave	Yes	Yes	M
	c. Policy on outsourced services	Yes	Yes	D

PULMONOLOGY SERVICES IN HOSPITAL

	Minimum standards for Hospital	BASIC (General purpose)	ADVANCE (Non Teaching)	REMARK
1 Scope		Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital, Private Hospital,Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital,Nursing Home,Private Hospital etc of similar scope)	
	Services Provided	Lung Function Test-spirometry , simple Bronchoscopy - non intervention, Blood Gas	PFT with advance spirometry test including diffusion, Bronchoscopy with advance procedures,CT guided FNAC, Medical thoracoscopy	
	1.1 General purpose	Yes		
	1.2 Single Speciality		Yes	
	1.3. Multispeciality	Yes	Yes	
	1.4. Superspeciality		Yes	
2 Human resources				
	2.1 Doctors			
	Med person incharge	MD/DNB MEDICINE with at least 2 mth training in recognized centre in Pulmonology	DM /DNB /MD/Diploma Pulmonology /Diploma in Chest Diseases and Tuberculosis(DCDT)	M-Mandatory
	Full time consultant	Yes or	Yes or	
	Part time consultant	Yes or	Yes or	
	visiting consultant	Yes	Yes	
	Duty Doctors	MBBS Doctors for round the clock	MBBS Doctors for round the clock	M-Mandatory
	2.2 Nurses			
	Nursing head		Yes	part of hospital
	General nurses	Yes	Yes	part of hospital
	Trained Nurses for ICU/OT/HDU	Yes	Yes	part of hospital
	2.3 Pharmacist	Yes	Yes	yes-if Inhouse pharmacy

2.4 Para Medical staff				
Lab Tech	Yes	Yes	Yes	M- if own lab;
Xray Technician	Yes	Yes	Yes	M- if own
Technician	PFT Technician	PFT Technician	PFT Technician	M-Mandatory
ECG Technician	Yes	Yes	Yes	D-Desirable
Dietician	1	1	1	D-Desirable
Physiotherapist		1		M-Mandatory
Psychologist	yes	Yes	Yes	D-Desirable
Medicosocial worker	yes	Yes	Yes	D-Desirable
3 Equipment				
a. Therapeutic	Chest tube,Bipap Machine, Nebuliser, Oxygen, Resuscitation Tray	Chest tube,Bipap Machine, Nebuliser, Oxygen, Resuscitation Tray,Access to ICU		M-Mandatory
b. Diagnostic	Pulse oximeter, PFT	Pulse oximeter, PFT, Tracheostomy set		M-Mandatory
c. Emergency	Yes	Yes		refer to documents on hospital
d. Drugs,Medical devices and consumables	Yes (steroids,Nebuliser bronchodilators)	Yes (steroids, Nebuliser bronchodilators), central line, USG		refer to documents on hospital
e. List of disposables	Yes	Yes		M-Mandatory
f. Annual Maintenance records of equip	Yes	Yes		D
4 Support Services				
4.1. Laboratory	Yes	Yes		own or Outsourced
4.2. Imaging	Yes	Yes		own or Outsourced
4.3. Pharmacy	Yes	Yes		M-IN ADVANCE
4.4. sterilization/CSSD	Yes	Yes		M
4.5. Medical Gas/Manifold	Yes	Yes		M-IN ADVANCE
4.6. Blood storage unit/blood Bank	Yes	Yes		D

PULMONOLOGY CLINIC			
	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	Specialist
2	Scope		
	Services Provided	PULMONOLOGY OPD Consultation/nebulisation	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
4	Human resources		
	Med person incharge	DM /DNB /MD/Diploma Pulmonology /Diploma in Chest Diseases and Tuberculosis(DCDT)	M-Mandatory
	Non Tech staff	Attendant-1	Either Nurse/Attendant
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	D-Desirable
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Others	Peak flowmeter,pulse oximeter,heightometer,tape	M-Mandatory
	g. Emergency kit and medicine	yes	Refer to document on clinic / polyclinic
	h. Drugs,Medical devices and consumables	Yes	M
	i. List of disposables	Yes	M
	j. Annual Maintenance records of equip	Yes	M

6	support services		
	a. sterilization/CSSD	Yes	if required
	b. security	Yes	M
	c. BMW management	Yes	M
	d. Laundry	Yes	if required
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	Yes
	small autoclave	if required	M
	c. Policy on outsourced services	if required	D

MEDICAL ONCOLOGY/CLINICAL HAEMATOLOGY

	Minimum standards for Hospital	MEDICAL ONCOLOGY	CLINICAL HAEMATOLOGY	Remarks
1	Scope	Solid Tumors, Haematology	Haematology	<u>Procedures</u> -Bone Marrow Test,Lumbar puncture,Pleural/Ascitic Tap,PICC line insertion,PICC line maintenance, Blood transfusion Services <u>For Bone Marrow Transplant</u> -HEPA Filter room,Irradiation of Blood products,Stem cell collection facility,Stem cell cryo preservation facility,Inhouse Blood Bank
	Services Provided			
	1.1. Multispeciality	yes	yes	
	1.2. Superspeciality	yes	yes	
2	Human resources			
	2.1 Doctors			
	Med person incharge	DM /DNB Medical Oncology	DM/ DNB Clinical Haematology	M
			1. DM Haematopathology 2. MD Pathology with 03 experience in Haematopathology in recognised institutions can work in Haematology Lab.	M
	Duty Doctors	MBBS for round the clock cover	MBBS for round the clock cover	M ,part of Hospital
	2.2 Nurses			
	General nurses	Yes	Yes	30% nurses should have 2 years experience of Oncology from tertiary care centres.
	Trained Nurses for ICU/OT/HDU	Yes	Yes	1 nurse per 2 beds
	2.3 Pharmacist	Yes	Yes	M-Mandatory,with one year training in Oncology, Pharmacology.

2.4 Para Medical staff				
a. Lab Tech	Yes	Yes	Yes	M- if own lab, part of Hospital
b. Xray Technician	Yes	Yes	Yes	M- part of Hospital
c. ECG Technician	Yes	Yes	Yes	M- part of Hospital
d. Dietician	Yes	Yes	Yes	M- part of Hospital
e. Physiotherapist	Yes	Yes	Yes	D- part of Hospital
f. Psychologist	Yes	Yes	Yes	D- part of Hospital
g. Medicosocial worker	Yes	Yes	Yes	D- part of Hospital
3 Equipment				
a. Therapeutic	yes	yes	yes	M
b. Diagnostic			*M--Automated Haematology Analyser, Microscope, Haematology Cell counter, Flowcytometer, D-Autopipettes, Cytochemistry stains, Immunohistochemistry, Immunocytochemistry	
c. Emergency	Yes	Yes	Yes	Refer to documents of Hospital
d. Sterilizing	Yes	Yes	Yes	M
e. Drugs, Medical devices and consumables	Yes	Yes	Yes	Refer to documents of Hospital
f. List of disposables	Yes	Yes	Yes	M
g. Annual Maintenance records of equip	Yes	Yes	Yes	M
4 Support Services				
4.1. Laboratory	Yes	Yes	Yes	own or Outsourced (lab with basic facility mandatory)
4.2. Imaging	Yes	yes	yes	own or Outsourced
4.3.. sterilization/CSSD	Yes	Yes	Yes	M
4.4. Medical Gas/Manifold	Yes	Yes	Yes	M

M-Mandatory D- Desirable

MEDICAL ONCOLOGY/CLINICAL HAEMATOLOGY CLINIC/POLYCLINIC

	Minimum standards for Clinics/Polyclinics	ONLY CONSULTATION	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	ONLY CONSULTATION	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
4	Human resources		
	Med person incharge	1.DM/DNBMEDICALONCOLOGY CLINICAL HAEMATOLOGY Medical Oncology b. DM Haematopathology c. MD Pathology with 03 experience in Haematopathology in recognised institutions can work in Haematology Lab.	2. M
	Technical staff	NURSE-1 or	
	Non Tech staff	Attendant-1	
	Duty and salary roster	Yes	
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	D
5	Equipment		
	Stethoscope	Yes	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes (Non Mercury)
	Glucometer	Yes	M
	Weigh machine	Yes	M
	Emergency kit and medicine	Yes	Refer to document on clinic and polyclinic

	Drugs,Medical devices and consumables	Yes	Refer to document on clinic and polyclinic
	List of disposables	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	D
6	support services		
	sterlization/CSSD	Yes	if applicable
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	Own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D- Desirable

GYNAECOLOGICAL ONCOLOGY

	Minimum standards for Hospital	Basic(General Purpose)	Advance (Non Teaching)	Remarks
1	Scope	eg. (General Hospital with Single Specialities/Multiple Specialities example Community Health Centre Sub Divisional Hospital ,District Hospital,Civil Hospital,Private Hospital,Nursing Home) etc	eg., Civil Hospital, Regional Hospital,Nursing Home,Private Hospital etc. Of similar scope	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality			
	1.3. Multispeciality	yes	yes	
	1.4. Superspeciality	yes	yes	
2	Human resources			
	1.1 Doctors			
	Med person incharge	Mch Gynaecological oncology from a recognised centre or MD/MS/DNB Gynaecology and Obstetrics with 02 years experience in Gynaecological oncology in a recognised centre	MCh Gynaecological Oncology specialist-2	Trained in Colposcopy desired
	Duty Doctors	Yes	Yes	MBBS Doctors,round the clock cover
	2.2 Nurses			
	Nursing head		yes 1 for OT	M
	General nurses	Yes	Yes	M
	Trained Nurses for ICU/OT/HDU	1Nurse per 2 patients	1Nurse per 2 patients	M
	2.3 Pharmacist	Yes	Yes	M
	2.4 Para Medical staff			
	Lab Tech	Yes	yes	M- if own lab, part of Hospital/lab with frozen section -M mandatory

	Xray Technician	Yes	Yes	M- if own, part of Hospital
	OT Technician	yes	Yes	M- if own, part of Hospital
	ECG Technician	Yes	Yes	M-part of Hospital
	Dietician	yes	yes	M-part of Hospital
	Physiotherapist	Yes	Yes	D-part of Hospital
	Psychologist	Yes	Yes	D-part of Hospital
	Medicosocial worker	Yes	Yes	D-part of Hospital
3	Equipment			
	a. Therapeutic	Basic Surgical Equipment,	Basic Surgical Equipment	M
	b. Surgical	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	M
	c. Emergency	Yes	Yes	Refer to Documents on Hospital
	d. Sterilizing	Yes	Yes	M
	e. Drugs, Medical devices and consumables	Yes	Yes	Refer to Documents on Hospital
	f. List of disposables	Yes	Yes	M
	g. Annual Maintenance records of equip	Yes	Yes	M
4	Support Services			
	b. Laboratory	Yes	Yes	own or Outsourced
	c. Imaging	Yes	yes	own or Outsourced
	d. Pharmacy	Yes	Yes*	*M
	g. Medical Gas/Manifold	Yes	Yes*	*M
	i. Amb service	Yes	Yes	M-own/outsourced/TIE UP

M-Mandatory

D- Desirable

GYNAECOLOGICAL ONCOLOGY CLINIC/POLYCLINIC

	Minimum standards for Clinics/ Polyclinics	ONLY CONSULTATION	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	ONLY CONSULTATION	
3	Physical Infrastructure		
	a.Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
	iii. OPD Area	Yes	M-Mandatory
4	Human resources		
	Med person incharge	Mch Gynaecological oncology from a recognised centre or MD/MS/DNB Gynaecology and Obstetrics with 02 years experience in Gynaecological oncology in a recognised centre	
	Technician	NURSE-1 or	M
	Non Tech staff	Attendant-1	
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	D-Desirable
5	Equipment		
	Stethoscope	Yes	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes (Non Mercury)
	Glucometer	Yes	M
	Weigh machine	Yes	M
	Emergency kit and medicine	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	Refer to document on clinic/Polyclinic
	Drugs,Medical devices and consumables	Yes	M-Mandatory
	List of disposables	Yes	M-Mandatory

	Annual Maintenance records of equip	Yes	D
6	support services		
	sterlization/CSSD	Yes	M-MANDATORY
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	Own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M-MANDATORY
	Disinfection of work Area	Yes	M-MANDATORY
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D- Desirable

SURGICAL ONCOLOGY

	Minimum standards for Hospital under CEA	Minimum Standards	Remarks
1	Scope		
	Services Provided		
	i. Multispeciality	yes	
	ii. Superspeciality	yes	
2	Human resources		
	2.1 Doctors		
		MCh/DNB Surgical Oncology or	
		MS General Surgery/MS ENT/MS Orthopaedics with 05 years experience in Surgical Oncology in Recognised Centres by MCI, Government Medical College having this course, RCCs.	
	Duty Doctors	Yes MBBS Doctors as and when required for round the clock cover	
	2.2 Nurses		
	General nurses	Yes	M
	Trained Nurses for ICU/OT/HDU	Yes	M
	2.3 Pharmacist	Yes	M
	2.4 Para Medical staff		
	a. Lab Tech	Yes	M- if own lab, part of Hospital
	b. Xray Technician	Yes	M- if own , part of Hospital
	c. OT Technician	Yes	M-Part of Hospital
	d. ECG Technician	Yes	M-Part of Hospital
	e. Dietician	1	M-Part of Hospital
	f. Physiotherapist	Yes	M-Part of Hospital
	g. Psychologist	Yes	D-part of Hospital
	h. Medicosocial worker	Yes	D-part of Hospital

3	Equipment		
	Therapeutic	Surgical Tray	M
	Surgical	Yes	M ;as applicable
	Diagnostic	yes	M-Mandatory
	Emergency	Yes	Refer to document on Hospital
	Sterlizing	Yes	M
	Drugs,Medical devices and consumables	Yes	Refer to document on Hospital
	List of disposables	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	M
4	Support Services		
	4.1. Laboratory	Yes	own or Outsourced
	4.2. Imaging	Yes	own or Outsourced
	4.3. Pharmacy	Yes	*M
	4.4.Medical Gas/Manifold	Yes	*M
	4.5. Blood storage unit/blood Bank	Yes	M-own/outsourced/TIE UP
	4.6. Amb service	Yes	M-own/outsourced/TIE UP

M-Mandatory

D- Desirable

SURGICAL ONCOLOGY CLINIC/POLYCLINIC

SURGICAL ONCOLOGY CLINIC/POLYCLINIC			
	Minimum standards for Clinics/Polyclinics	With minor OT	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	CONSULTATION SERVICES; SUTURING, SUTURE REMOVAL, ABSCESS DRAIN, EXCISION LN BIOPSY, DEBRIDEMENT, BANDING, PARACENTESIS, CATHETERIZATION, NEEDLE ASPIRATION, FNAC, MINOR PROCEDURE WHERE NO GA IS REQUIRED	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M
	ii. consultation/waiting area	Yes	M
	iii. OPD Area	Yes	M
4	Human resources		
	Doctors	MCh/DNB Surgical Oncology or MS General Surgery/MS ENT/MS Orthopaedics with 05 years experience in Surgical Oncology in Recognised Centres by MCI, Government Medical College having this course, RCCs.	M
	Technician	Yes	D
	Non Tech staff	Attendant-1	D
	Tech	NURSE-1	D
	Duty and salary roster	Yes	D
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff	Yes	D
5	Equipment		
	Stethoscope	Yes	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes (Non Mercury)

	Glucometer	Yes	M
	Weigh machine	Yes	M
	Emergency kit and medicine	DRESSING TRAY, CATHETERISATION TRAY, PORTABLE LIGHT	Refer to documents on Clinic /polyclinic
	Drugs, Medical devices and consumables	Yes	M
	List of disposables	Yes	M
	Annual Maintenance records of equip	Yes	D
6	support services		
	a. sterlization/CSSD	Yes	M
	b. security	Yes	D
	c. BMW management	Yes	M
	d. Laundry	Yes	Own/outsourced
7	Standard on basic processes		
	a. Receiving patients, privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c. Policy on outsourced services	Yes	D

M-Mandatory

D- Desirable

NEONATOLOGY

NEONATOLOGY				
	Minimum standards for Hospital	BASIC(General purpose)	ADVANCE (Non Teaching Hospital)	REMARK
1	Scope	Providing services for eg. (General Hospital with Single Specialities / Multiple Specialities example Sub Divisional Hospital, District Hospital, Civil Hospital, Private Hospital, Nursing Home) etc For post delivery Newborn care, prevention of Hypothermia , management of low birth weight baby, jaundice	Providing services for Superspecialities example Civil Hospital, Regional Hospital, Nursing Home, Private Hospital etc. Treatment of babies with respiratory failure, c pap, ventilator, seizure disorder, septicemia, jaundice, LBW and VLBW babies	
	Services Provided			
	1.1 General purpose	Yes		
	1.2 Single Speciality	Yes		
	1.3. Multispeciality	Yes		
	1.4. Superspeciality		Yes	
2	Human resources			
	1.1 Doctors			
	Med person incharge	MD/DNB/DIPLOMA/ PAEDIATRICS /MATERNAL AND CHILD HEALTH FROM RECOG INSTITUTION WITH 03 YRS EXPERIENCE IN NEONATOLOGY - Desirable	MD/DNB/DIPLOMA/ PAEDIATRICS FROM RECOG INSTITUTION WITH 03 YRS EXPERIENCE IN NEONATOLOGY - Mandatory DM/DNB NEONATOLOGY or equivalent foreign qualification: desirable	
	OpOphthalmology, ENT experts for follow-up of high-risk neonates		Yes	D
	Duty Doctors	MBBS Doctors for round the clock cover	MBBS Doctors for round the clock cover	M
	1.2 Nurses			
	General nurses	1 per 5 beds	1 per 3 beds	M
	Trained Nurses for ICU/OT/HDU	1 per 5 beds	1 per 2 beds	M
	Hospital Infection Control			1 D
	1.3 Pharmacist	Yes	Yes	yes, if inhouse pharmacy; part of Hospital
	1.4 Para Medical and other staff			
	a. Lab Tech	Yes	Yes	M- if own lab
	b. Xray Technician	Yes	Yes	M-if own
	c. ECG Technician	Yes	Yes	M
	d. Dietician(Lactational Councillor)	Yes	M	M-(Trained in Breast Feeding and KMC)

e. Physiotherapist	yes	yes	D
f. Psychologist	Yes	Yes	D
g. Medicosocial worker	Yes	Yes	D
h. Cleaner	Yes	Yes	Appropriate Manpower to ensure adequate disinfection One per shift: Desirable
i. Attendant		Yes	
3 Equipment			
Therapeutic	1. Open care system: radiant warmer, fixed height, servo- controlled with trolley, drawers, O2-bottles , 2) Phototherapy unit 3)Resuscitator (silicone resuscitation bag and mask with reservoir) hand-operated, neonate, 500 ml, 750 ml, 4) Electronic Weighing Scale, 5) Electric suction machine /central suction system 6) Manual suction machine 7) Thermometer, clinical, digital, 8) Examination Light, mobile 9) Laryngoscope with 0, 1 size blade, 10)Washbasin 11) Hub Cutter, syringe 12) Oxygen cylinder/Central oxygen supply 13)fire safety equipment as per requirement 14) ABG machine 15) Pulse oximeter 16) Portable X Ray 17) CPAP machine 18) minimum 3 para monitor(SpO2,HR,ECG) 19) Infusion pumps	1. Open care system: radiant warmer, fixed height, servo- controlled with trolley, drawers, O2-bottles , 2) Phototherapy unit 3)Resuscitator (silicone resuscitation bag and mask with reservoir) hand-operated, neonate, 500 ml, 750 ml, 4) Electronic Weighing Scale, 5) Electric suction machine/central suction system 6) Manual suction machine 7) Thermometer, clinical, digital, 8) Examination Light, mobile 9) Laryngoscope with 0, 1 size blade, 10)Washbasin 11) Hub Cutter, syringe 12) Oxygen cylinder/Central oxygen supply 13)fire safety equipment as per requirement 14) ABG machine 15) Pulse oximeter 16) Portable X Ray 17) CPAP machine 18) minimum 3 para monitor(SpO2,HR,ECG) 19) Infusion pumps 20) Ventilator 21) Compressed air line or standalone compressors for ventilators 22) Ultrasound machine; Echo optional	M 21-29: Desirable
Diagnostic	ABG machine, glucometer	Yes	M-Mandatory
Surgical	Chest tube drainage,dressing tray		
Emergency	Yes		
Sterilizing	Yes	Yes	M

	Drugs, Medical devices and consumables	10% dextrose,25% dextrose,Calcium gluconate,dopamine,dobutamine,adrenaline,midazolam,salbutamol,antibiotic as per institutional protocol,a hand sanitizer,liquid soap,phenytoin,phenobarbitone,Intra Venous Cannula 24g,26g Mucus Extractor, 20 ml, sterile, Oxygen Cylinder,Sterile Gloves,Hand Sanitizer Measuring tape, all I V Fluid.	10% dextrose,25% dextrose,Calcium gluconate,dopamine,dobutamine,adrenaline,midazolam,salbutamol,antibiotics as per institutional protocol,a hand sanitizer,liquid soap,phenytoin,phenobarbitone,Intra Venous Cannula 24g,26g Mucus Extractor, 20 ml, sterile, Oxygen Cylinder,Sterile Gloves,Hand Sanitizer Measuring tape, all I V Fluid. Intravenous lipid and amino acid solutions for parenteral nutrition	
	List of disposables	ET Tube,Infusion set ,burette,Disposable syringe-(1ml,2ml,5ml,10ml,10ml,20ml,50ml),Umbilical catheter,infant feeding tube(6,8),Oxygen catheter,Sterile glove of various sizes,measuring tap,gown,NIBP,Glucometer	ET Tube,Infusion set ,burette,Disposable syringe-(1ml,2ml,5ml,10ml,10ml,20ml,50ml),Umbilical catheter,infant feeding tube(6,8),Oxygen catheter,Sterile glove of various sizes,measuring tap,gown,NIBP,Glucometer	M
	Annual Maintenance records of equip	yes	yes	D
4 Support Services				
	4.1. Laboratory	Yes	Hb,TLC,DLC,PS examination/Serum bilirubin/CSF examination/CRP/Blood sugar/Blood calcium estimation.	own or Outsourced
	4.2. Imaging	Yes	Yes	own or Outsourced
	4.3. Pharmacy	Yes	Yes	M-own/outsourced
	4.4. sterilization/CSSD	Yes	Yes	M
	4.5 biomedical waste management,	Yes	Yes	M
	4.5. Medical Gas/Manifold	Yes	Yes	M
	4.6. Blood storage unit/blood Bank	Yes	Yes	M-own /outsourced / TIE UP
	4.7. Amb service	Yes	Yes	M-own / outsourced/ TIE UP
5 Process				
	Protocols and Policies		written protocols in the unit (should cover common neonatal problems, follow-up care, infection control policies, daily ICU routines, etc	D

M-Mandatory

D- Desirable

NEONATOLOGY CLINIC

	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	Consultation services, Immunisation Services, upper respiratory tract infection not requiring admission	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
4	Human resources		
	Med person incharge	MD/DNB/DIPLOMA PAEDIATRICS/MATERNAL AND CHILD HEALTH FROM RECOG INSTITUTION WITH 03 YRS EXPERIENCE IN NEONATOLOGY, DM/DNB NEONATOLOGY	
	Tech staff	NURSE-1 or	
	Non Tech staff	attendant-1	M
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS, vaccination of staff in lab, bld bank, TLD badges	Yes	D-Desirable
5	Equipment		
	Stethoscope	with small chest piece	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	small calf for neonate /NIBP	Yes (Non Mercury)
	Glucometer	Yes	M
	Weigh machine(Electronic-Desirable)	Yes	M
	Emergency kit and medicine	Midazolam, phenytoin, adrenaline, dopamine, dobutamine, calcium gluconate, 10% ,25% dextrose, IV fluid	M; Also refer to document on clinic/Polyclinic

	Drugs,Medical devices and consumables	disposable gloves,sterile syringe,liquid soap,hand sanitizer,infant feeding tube,iv cannula(24g,26g)	M;Also refer to document on clinic/Polyclinic
	List of disposables	Yes	M
	Annual Maintenance records of equipment	Yes	D
6	support services		
	sterilization/CSSD	Yes	M
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterilization	Yes	M
	c. Policy on outsourced services	Yes	D

PAEDIATRIC SURGERY

	Minimum standards for Hospital under CEA	BASIC (General purpose)	ADVANCE (Non Teaching Hospital)	Remarks
1	Scope	Providing services (example Primary Health Centre, Community Health Centre, SDH, District Hospital, Private Hospital,Nursing Home etc)	Providing services (example Civil Hospital, regional Hospital,Nursing Home,Private Hospital etc of similar scope)	
	Services Provided			
	1.1. General purpose	yes		
	1.2. Multispeciality		yes	
	1.3. Superspeciality		yes	
2	Human resources			
	Med person incharge	MS General Surgeon with 03 years experience in Paediatric Surgery from a recognised DNB/MCh centre	MCh/DNB Paediatric Surgery or MS General Surgeon with 03 years experience in Paediatric Surgery from a recognised DNB/MCh centre	
	Duty Doctors	Yes MBBS Doctors as and when required for round the clock cover	Yes MBBS Doctors as and when required for round the clock	
	2.2 Nurses			
	General nurses	1 nurse per 5 beds	1 nurse per 5 beds	D-Desirable
	Trained Nurses for ICU/OT/HDU	1 nurse per 2 beds	1 nurse per 2 beds; ICU-1:1 on level III bed	D-Desirable
	2.3 Pharmacist		Yes	M-part of Hospital
	2.4 Para Medical staff			
	Lab Tech	Yes	Yes	M- if own lab, part of Hospital
	Xray Technician	Yes	Yes	M- if own ,part of Hospital

	OT Technician	Yes	Yes	M-Part of Hospital
	ECG Technician	Yes	Yes	M-Part of Hospital
	Dietician	Yes	Yes	M-Part of Hospital
	Physiotherapist	Yes	Yes	M-Part of Hospital
	Psychologist	Yes	Yes	D-part of Hospital
	Medicosocial worker	Yes	Yes	D-part of Hospital
3	Equipment			
	Therapeutic	Surgical Tray	Surgical Tray, Cystoscope ,resectoscope,	M-Mandatory
	Surgical		Yes	M-Mandatory
	Diagnostic		Upper and lower GI Endoscope/Bronchoscope	D
	Emergency	Yes	Yes	M-ANNEXURE-2
	Sterilizing	Yes	complete CSSD with indicators of all types	M
	Drugs,Medical devices and consumables	Yes	Yes	M-ANNEXURE-3
	List of disposables	Yes	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	Yes	M
4	Support Services			
	4.1. Laboratory	Yes	Yes	own or Outsourced
	4.2. Imaging	Yes	Yes	own or Outsourced
	4.3. Pharmacy	Yes	Yes	M
	4.4. Medical Gas/Manifold	Yes	Yes	M
	4.5. Blood storage unit/blood Bank	Yes	Yes	M-own/outsourced/TIE UP
	4.6. Amb service	Yes	Yes	M-own/outsourced/TIE UP

PAEDIATRIC SURGERY CLINIC/POLYCLINIC

	Minimum standards for Clinics/Polyclinics	With minor OT	Remarks
1	Definition	PAEDIATRIC SURGERY	
2	Scope		
	Services Provided	CONSULTATION,SUTURING AND SUTURE REMOVAL,INJECTIONS	(No Surgical procedure)
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
4	Human resources		
	Med person incharge	MCh /DNB Paediatric Surgery	
	Technician	NURSE-1 or	M-Mandatory
	Non Tech staff	Attendant-1	
	Duty and salary roster	Yes	M-Mandatory
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS,vaccination of staff	Yes	D
5	Equipment		
	Stethoscope	with small chest piece	M
	Thermometer	Yes	Yes (Non Mercury)
	BP Apparatus	Yes	Yes (Non Mercury)
	Glucometer	Yes	M
	Weigh machine(electronic)	Yes	M
	Emergency kit and medicine	Yes	Refer to document on clinic/ Polyclinic
	Drugs,Medical devices and consumables	Yes	M-Mandatory
	List of disposables	disposable gloves,sterile syringe,liquid soap,hand sanitizer,infant feeding tube,iv cannula(24g,26g)	M-Mandatory
	Annual Maintenance records of equip	Yes	D

6	support services		
	sterlization/CSSD	Yes	M-MANDATORY
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	Own/outsourced
7	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especiallyfemales	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M-MANDATORY
	Disinfection of work Area	Yes	M-MANDATORY
	Use of disposable services	Yes	M
	small autoclave	Yes	M
	facilities for sterlization	Yes	M
	c. Policy on outsourced services	Yes	D

PMR CLINIC			
	Minimum standards for Clinics/Polyclinics	Minimum Standards	Remarks
1	Definition	Specialist	
2	Scope		
	Services Provided	Consultation Services	
3	Physical Infrastructure		
	a. Space requirement		
	i. Reception	Yes	M-Mandatory
	ii. consultation/waiting area	Yes	M-Mandatory
	iii. OPD Area	Yes	M-Mandatory
4	Human resources		
	Doctors	PG Diploma DPMR, DNB PMR, MD PMR, MS Ortho with training, MD Sports Med with training	M-Mandatory
	Tech staff	Occupational Therapist, Physiotherapist, Prosthetic, Clinical Psychologist, Speech Therapist	M-Mandatory (as applicable)
	Non Tech staff	Attendant-1	M-Mandatory
	Duty and salary roster	Yes	M
	OTHER REQUIREMENT LIKE PERIODIC HEALTH CHECK UPS	Yes	as applicable
5	Equipment		
	a. Stethoscope	Yes	M
	b. Thermometer	Yes	Yes (Non Mercury)
	c. BP Apparatus	Yes	Yes (Non Mercury)
	d. Glucometer	Yes	M
	e. Weigh machine	Yes	M
	f. Others	Exercise Table, Cycling, Weight Dumbbells, Barbells, Cuff Bar	M
	g. Emergency kit and medicine	yes	refer to documents on hospital
	h. Consumables	Yes	M-Mandatory (as applicable)
	i. List of Disposables Annual maint of equipt	Yes	D

6	support services		
	sterilization/CSSD	Yes	M
	security	Yes	D
	BMW management	Yes	M
	Laundry	Yes	D-Desirable;own/outsourced
9	Standard on basic processes		
	a. Receiving patients,privacy for patients while examining especially females	Yes	M
	b. Infection control practices	Yes	M
	soap and water	Yes	M
	facilities for hand washing and disinfection	Yes	M
	Disinfection of work Area	Yes	M
	Use of disposable services	Yes	M
	c. Policy on outsourced services	Yes	D

PALLIATIVE CARE

	Minimum standards for Hospital under CEA	Minimum Standards	Remarks
1	Scope	Multispeciality palliative care primarily for oncology, Neurology and HIV patients. This palliative centre can be part of General Hospital or stand alone centre	
	Services Provided		
	i. Multispeciality	yes	
	ii. Superspeciality	yes	
2	Human resources		
	Doctors	MBBS Doctor and MD Anaesthesia	
	visiting consultant	Oncologist, Neurophysician, Doctors trained in HIV	
	Duty Doctors	MBBS Doctors as and when required for round the clock cover	
	2.2 Nurses		
	General nurses	Yes	M-Mandatory
	Trained Nurses for ICU/OT/HDU	Yes	M-Mandatory
	2.3 Pharmacist	Yes	M
	2.4 Para Medical staff		
	a. Lab Tech	Yes	M- if own lab, part of Hospital
	b. Xray Technician	Yes	M- if own , part of Hospital
	c. OT Technician	Yes	M-Part of Hospital
	d. ECG Technician	Yes	M-Part of Hospital
	e. Dietician	yes	M-Part of Hospital
	f. Physiotherapist	Yes	M-Part of Hospital
	g. Psychologist	Yes	D-part of Hospital
	h. Medicosocial worker	Yes	D-part of Hospital

3	Equipment		
	Therapeutic	Yes	as per requirement
	Surgical	Yes	M-Mandatory (as Applicable)
	Diagnostic	Yes	M-Mandatory (as Applicable)
	Emergency	Yes	Refer documents on Hospital
	Sterlizing	Yes	M
	Drugs,Medical devices and consumables	Yes	Refer documents on Hospital
	List of disposables	Yes	M-Mandatory
	Annual Maintenance records of equip	Yes	M
4	Support Services		
	4.1. Laboratory	Yes	own or Outsourced
	4.2. Imaging	Yes	own or Outsourced
	4.3. Pharmacy	Yes	M
	4.4. Medical Gas/Manifold	Yes	M-Mandatory
	4.5. Blood storage unit/blood Bank	Yes	M-own/outsourced/ TIE UP
	4.6. Amb service	Yes	M-own/outsourced/ TIE UP

ANNEXURE FOR HOSPITAL
ANNEXURE 1

FURNITURE AND FIXTURES

S.N	ITEMS
1.	Examination Table
2.	Writing tables
3.	Chairs
4.	Almirah
5.	Waiting Benches
6.	Medical/Surgical Beds
7.	Labour Table- if applicable
8.	Wheel Chair/Stretcher
9.	Medicine Trolley, Instrument Trolley
10.	Screens/curtains
11.	Foot Step
12.	Bed Side Table

13.	Baby Cot- if applicable
14.	Stool
15.	Medicine Chest
16.	Examination Lamp
17.	View box
18.	Fans
19.	Tube Light/ lighting fixtures
20.	Wash Basin
21.	IV Stand
22.	Colour coded bins for BMW

**this is an indicative list and the items shall be provided as per the size of the hospital and scope of service.*

ANNEXURE 2
EQUIPMENTS

EMERGENCY EQUIPMENT

Sr No	Name of Emergency Equipment
1	Resuscitation equipment including Laryngoscope, endotracheal tubes, suction equipment, xylocaine spray, oropharyngeal and nasopharyngeal airways, Ambu Bag- Adult & Paediatric (neonatal if indicated)
2	Oxygen cylinders with flow meter/ tubing/catheter/face mask/nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories
5	Equipment for dressing/bandaging/suturing
6	Basic diagnostic equipment- Blood Pressure Apparatus, Stethoscope,, weighing machine, thermometer
7	ECG Machine
8	Pulse Oximeter
9	Nebulizer with accessories

ANNEXURE 3
DRUGS, MEDICAL DEVICES AND CONSUMABLES

List of Emergency Drugs and consumables (Essential in all hospitals)

Sl. No.	Name of the Drug
	<i>INJECTIONS</i>
1.	INJ. DIAZEPAM 10 MG
2.	INJ. FRUSEMIDE 20 MG
3.	INJ. ONDANSETRON 8 MG/4ML
4.	INJ. RANITIDINE
5.	INJ NOR ADRENALINE 4 MG
6.	INJ. PHENYTOIN 50 MG
7.	INJ DICLOFENAC 75 MG
8.	INJ. DERIPHYLLINE
9.	INJ CHLORPHENIRAMINE MALEATE
10.	INJ. HYDROCORTISONE 100 MG
11.	INJ. ATROPINE 0.6 MG
12.	INJ. ADRENALINE 1 MG
13.	INJ. KCL
14.	STERILE WATER
15.	INJ. SODA BICARBONATE
16.	INJ. DOPAMINE
17.	INJ. NALAXONE 400 MCG
18.	INJ. LIGNOCAINE 50 ML

19.	TAB. SORBITRATE
20.	TAB. ASPIRIN
21.	INJ. TETANUS
	OTHER
22.	NEB. SALBUTAMOL2.5 ML
23.	NEB. BUDESONIDE
24.	LIGNOCAINE JELLY 2%
25.	ACTIVATED CHARCOAL
26.	CALCIUM (INJ or TAB)
	FLUIDS
27.	RL 500 ML
28.	NS 500 ML
29.	NS 250 ML
30.	NS 100 ML
31.	DNS 500 ML
32.	DEXTROSE 5% 500 ML
33.	DEXTROSE 10% 500 ML
34.	PEDIATRIC IV INFUSION SOLUTION 500 ML

The other drugs and consumables shall be available as per the scope of services, bed strength and patient turnover.

ANNEXURE 4
LIST OF LEGAL REQUIREMENTS

Below is the list of legal requirements to be complied with by a hospital a applicable by the local/state health authority (all may not be applicable):

Sl. No.	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired/valid/NA)
1.	Registration under Nursing Home Act/ Medical Establishment Act				
2.	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3.	AERB Licenses				
4.	NOC from Fire Department				
5.	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				
	Pollution Control Licenses				
6.	Building Completion Licenses				
7.	Lift license for each lift				
8.	DG Set Approval for Commissioning				
9.	Diesel Storage Licenses				
10.	Retail and bulk drug license (pharmacy)				
11.	Food Safety Licenses				

12.	Narcotic Drug Licenses
13.	Medical Gases Licenses/ Explosives Act
14.	Clinical Establishments and Registration (if applicable)
15.	Blood Bank Licenses
16.	Boilers Licenses
17.	MoU / agreement with outsourced human resource agencies as per labor laws
18.	Spirit Licence
19.	Electricity rules
20.	Provident fund/ESI Act
21.	MTP Act
22.	PNDT Act
23.	Salex Tax registration
24.	PAN
25.	No objection certificate under Pollution Control Act (Air/Water)
26.	Arms Act, 1950 (if guards have weapons)

ANNEXURE FOR CLINICS

Annexure 1 C

Furniture/fixtures

S.N.	Articles
1.	Table
2.	Chairs
3.	Examination Table/couch
4.	Screens
5.	Foot Step
6.	Stools
7.	Storage Cabinet for records etc.
8.	BMW storage area

Annexure 2 C

Emergency Equipment

S. No.	Name of the equipment	Minimum Specifications	No. of equipment
1	Resuscitation Equipment Ambu Bag/Air Way	- Adult - Pediatric	1 1
2	Oxygen Concentrator/ (Portable) Cylinder		1
3	Fire Extinguisher	-	1

Annexure3 C

Emergency Drugs

S. No.	Name of the Drug	Minimum Quantity
1	Inj Adrenaline	2 A
2	Inj Hydrocortisone	1 vial
3	Inj Atropine	1 Ampoule
5	InjAvil	1 Ampoule
6	InjPhenargan	1 Ampoule
7	Inj. Deryphyline	1 Ampoule
8	Inj. Frusemide	1 Ampoule
9	Inj. Metoclopramide	1 Ampoule
10	Inj. Dexamethasone	1 Ampoule
11	Inj. Diazepam	1 Ampoule
12	Inj. Dicyclomine Hydrochloride	1 Ampoule
13	Inj. 5% dextrose infusion	1 Vac
14	Inj. Normal saline	1 Vac

Annexures to Minimum Standards for Dental Clinical Establishments

Annexure 1

Indicative minimum space requirements for a dental hospital/centre shall be as follows (These are indicative minimum figures, actual size will depend on scope of services of the hospital):

Space Area for one dental Chair	Includes Common and Operatory Areas	100 Sq ft/single chair Dental unit
Common area	Space for reception, waiting area, toilets etc.	35 sq ft
Operatory	Dental Chair unit including washing area and bio medical waste	60 sq ft carpet area for 1 dental chair
	Ancillary area/space for sterilization, dark room, storage, provision of compressed air and suction sterilization	30% of the carpet area for 1 dental chair
	<i>For every additional chair 50% additional area required.</i>	

There should be adequate space between two dental units enough for patient privacy, ease of movement of staff and proper sanitization.

Annexure 2

Following furniture and fixtures shall be available however the quantity shall be as per size of the hospital/centre and workload so as to provide safe and secure patient care:

S.No.	ARTICLES
1.	Basic Computer and Printer
2.	Writing tables
3.	Chairs
4.	Almirah
5.	Waiting Benches/chairs
6.	Stretcher
7.	Instrument Trolley
8.	Screens/curtains
9.	Fans
10.	Tube Lights / CFL / Bulbs
11.	Wash Basin

12.	Colour coded bins for BMW as per state regulations
13.	Small Refrigerator : 1

Note: Stretcher and Screens/curtains are mandatory only for dental hospitals, trauma care centers, those where gen.anesthesia is administered, and where critically challenged patients are admitted.

Annexure 3

Indicative list of minimum Equipment/Instruments /Drugs requirement in a Dental Hospital however the quantity shall be as per size of the hospital and workload so as to provide safe and secure patient care:

I. ESSENTIAL EQUIPMENT LIST FOR PRIMARY ORAL HEALTH DELIVERY **and** Checking Vital Parameters:

Sl.no.	Equipment
1.	Dental chair with attachments like air motor/air rotor/micro motor
2.	Autoclave
3.	Compressor
4.	Stethoscope
5.	Sphygmomanometer
6.	Suction Unit
7.	Oxygen cylinder with Ambu bag

II. ESSENTIAL INSTRUMENT LIST:

Sl. No.	Function	Instrument
1.	Essential Instrument	Mouth mirror Tweezer Probe Instrument tray
2.	Periodontology	Periodontal probe Scalers Curettes
3.	Oral Medicine and Radiology	X-ray equipment Lead apron
4.	Oral surgery	Elevators (various) Forceps Needle Holder Scissors –surgical BP blade and handle
5.	Conservative Dentistry	Filling instruments Cement spatula (metal/plastic) Waste receiver Dental hand pieces Excavators Explorers Glass slab/paper mixing pad Matrix retainer Protective glasses Cellophane strip
6.	Endodontic	Endo root canal explorer Endo root canal plugger Endo root canal spreader

		Endo root canal ruler Spirit lamp or similar instrument for heating purpose
7.	Prosthodontics	Impression trays Rubber bowl Ruler scale Spatula Carver Shade guide Finishing and polishing instruments (e.g Acrylic trimmer, etc) Wax Knife Wax Spatula Cement spatula (metal/plastic) Waste receiver Dental hand pieces Pliers Glass slab/paper mixing pad Spirit lamp or similar instrument for heating purpose
8.	Orthodontics	Pliers Applicable armamentarium
9.	Pedodontics	Relevant instruments as per procedures listed under various specialties.
10.	Implant Dentistry	Implants with surgical kit. Physio dispenser Other surgical instruments
11.	First Stage Trauma care	Splinting material as per requirement.

III. Essential Drugs list

Sl. No.	Drugs
1.	Local anesthetic with vasoconstrictor
2.	Local anesthetic without vasoconstrictor
3.	Alternate local anesthetics

IV. Essential Emergency Drugs

Sl. No.	Name of Drug
1.	Oxygen
2.	Epinehrine
3.	Atropine
4.	Ephedrine
5.	Hydrocortisone
6.	Nitroglycerine
7.	Antihistamine (diphenhydramine or chlorphenramine)
8.	Albuterol/Salbutamol

9.	Lorazepam
10.	Ethamsylate
11.	Hemostat sponge
12.	Glucose / dextrose-25% ampoule

V. LIST OF CONSUMABLES

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

Sl. No.	Category	Item
1.	Common Essential	BP blade Cotton Suture Hypodermic needles - disposable Saline solution Burs Gloves Masks Potable water Disinfectant (general cleaning) Disinfectant (Instruments) Lubricating oil for hand pieces Soap Surgical spirit
2.	Periodontology	as per procedural requirements
3.	Oral Medicine and Radiology (Please refer to Annexure 6)	X-ray films X-ray film developer – manual/automatic processing X-ray film fixer - manual/automatic processing (If digital radiography available in the clinic, the above are optional)
4.	Oral surgery	as per procedural requirements
5.	Conservative Dentistry	Matrix Band Filling Materials Articulating Paper Wedges
6.	Endodontic	Chelating agent paste for root canal preparation Irrigation solutions Endodontic sealer Temperory filling materials

		GuttaPercha cones –various Files and reamers. Paper points- absorbent calcium hydroxide
7.	Prosthodontics	Wax Sheet Green Stick Impression Material Luting Cement
8.	Orthodontics	Wires Brackets Adhesive/bonding Materials
9.	Peadodontic	Flouride Pit and fissure sealant zinc oxide and eugenol calcium hydroxide Also relevant consumables as per procedures already listed above
10.	Implant Dentistry	Implants and abutments
11.	Emergency Services	All emergency drugs shall be checked periodically for expiry dates.

Annexure 4

Minimum Human Resource for Dental Hospitals shall be as follows h:

Sl. no.	Category	Strength	Registration with the concerned council (If applicable)
1.	Dentist	1	State Dental council
2.	Dental Hygienist	Depending on the work load	State Dental council
3.	Dental Assistant / Auxillary	Depending on the work load	-
4.	Dental technician	Depending on the work load	State Dental council
5.	Multipurpose worker	1	10 th Pass
6.	Others	There should be provision of an on call-Anesthetist, General Physician, General Surgeon as and when required.	

Annexure 5

LIST OF LEGAL REQUIREMENTS

Below is the list of legal requirements to be complied with by a Dental hospital as applicable by the local/state health authority (all may not be applicable):

Sl.	Name of Document	Valid From	Valid Till	Send for renewal by	Remark (Expired/valid/NA)
1.	Registration under Nursing Home Act/Clinical Establishment Act				
2.	Bio-medical Waste Management Licenses				
	Authorization of HCO by PCB				
	MOU with Vendor				
3.	AERB License for Xray/OPG etc.				
4.	NOC from Fire Department				
5.	Lift license (if available)				
6.	DG Set Approval for Commissioning (if available)				
9.	Diesel Storage Licenses				
12.	Narcotic Drug Licenses				
13.	Medical Gases Licenses/ Explosives Act				
17.	MoU / agreement with outsourced human resource agencies as per labor laws				
18.	Spirit License				
19.	Electricity rules				
20.	Provident fund/ESI Act				
25.	PAN				
27.	Wireless operation certificate from Indian P&T				

Annexure 6

AERB requirement for OPG/Dental/Mobile Radiography

Please refer to Radiological Safety Division (RSD) DIAGNOSTIC RADIOLOGY SECTION Revised Guidelines for obtaining regulatory consents from AERB for medical diagnostic X-ray equipment

1) Applications for Registration (Radiography/R &F/Mammography/OPG/BMD/ Dental/ Mobile Radiography/ C-Arm) (details given in TABLE-A):

- Completely filled duly signed and stamped application form (AERB/RSD/MDX/REG).
- Layout shall be prepared as per the AERB guidelines for layout and shielding of x-ray equipment.

2) Application for License (Computed Tomography(CT)/ Interventional Radiology (IR) installations) (Details given in TABLE-B)

- Completely filled, duly signed and stamped application form (AERB/RSD/MDX-CT-CATH/LCO & RSO)
- Layout shall be prepared as per the AERB guidelines for layout and shielding of x-ray equipment

3) RSO Approval

- Completely filled, duly signed and stamped application form (AERB/RSD/MDX-RSO)
- Copy of certificates of qualifications (Refer Prescribed qualifications for personnel in DR practice)
- Availability of Personnel monitoring badge (TLD) for which he/she is nominated to become RSO.

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
AYURVEDA**

**BY
NATIONAL INSTITUTE OF AYURVEDA, JAIPUR**

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Introduction

From its gradual evolution through the 18th and 19th centuries, the hospital has come of age only recently during the past 50 years or so, the concept of today's hospital contrasting fundamentally from the old idea of a hospital as no more than a place for the treatment of the sick. With the wide coverage of every aspect of human welfare as part of health care- like physical, mental and social wellbeing, a reach out to the community, training of health workers, biosocial researches, etc- the health care services have undergone a steady metamorphosis.

A hospital is an integral part of a social and medical organization, the function of which is to provide for the population complete health care, both curative and preventive, and whose out-patient services reach out to the family and its home environment; the hospital is also a center for the training of health workers and for biosocial research.

The society's health is influenced by the accessibility, affordability, quality, availability and utilization of health services.

Personal health services –

Personal health services are the services provided by the hospitals, health centers, clinics. The care provided has been traditionally classified into –

1. Promotion of health
2. Prevention of disease
3. Early diagnosis & treatment
4. Rehabilitation

The ayurvedic system is the very ancient life science which deals with the prevention and cure of the disease with pronature approach. Today is the era of life style disorders and Ayurveda have a unique approach towards these ailments. So the scope of the Ayurvedic hospital in today's' scenario is crucial.

The methodology adopted for this draft is based on the CCIM norms, IPHS guidelines and MSR for Ayurvedic hospitals in Gujarat.

CLINIC

Sn	Requirement	
1	Physical infrastructure	Space-100 sq. ft (Minimum)
2	Human resource	One doctor (Minimum) One multipurpose worker (Minimum)
3	Equipment	Stethoscope - 1 B.P. apparatus - 1 Torch - 1 Thermometer - 1 Tongue depressor - 1 Weighing machine - 1 X -Ray view box - 1 Hammer - 1 Others as required
4	Furniture requirement	Doctor's table - 1 Doctor's chair - 1 Chairs for attendants - 2 Examination table - 1 Patient's stool - 1 Foot step - 1
5	Others	Display the name of doctor with the degree. Registration number of the doctor Fee Timing of the clinic Experience of the doctor

DISPENSARY

Sn	Requirement	
1	Physical infrastructure	Space-100 sq. ft (Minimum) Dispensing Counter: as per requirement.
2	Human resource	One doctor (Minimum) One Pharmacist (Minimum) One multipurpose worker (Minimum)
3	Equipment	Stethoscope - 1 B.P. apparatus - 1 Torch - 1 Thermometer - 1 Tongue depressor - 1 Weighing machine - 1 X-Ray view box - 1 Hammer - 1 Kharala -1 Others as required
4	Furniture requirement	Doctor's table - 1 Doctor's chair - 1 Chairs for attendants - 2 Examination table - 1 Patient's stool - 1 Foot step - 1
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee Timing of the clinic Experience of the doctor Dispensing counter with signage Name of the pharmacist with degree and experience

THERAPY CENTER

Sn	Requirement	
1	Physical infrastructure	Space-150 sq. ft (Minimum) Therapy Room
2	Human resource	One doctor (Minimum) One Pharmacist cum Panchakarma Therapist (Minimum) One multipurpose worker (Minimum)
3	Equipment	Stethoscope - 1 B.P. apparatus - 1 Torch - 1 Thermometer - 1 Tongue depressor - 1 Weighing machine - 1 X -Ray view box - 1 Hammer - 1 Kharala -1 Others as required
4	Furniture requirement	Doctor's table - 1 Doctor's chair - 1 Chairs for attendants - 2 Examination table - 1 Patient's stool - 1 Foot step - 1 Panchakarma droni and others as per requirement
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee Timing of the clinic Experience of the doctor Display of the therapy performed in the center Fee structure for various procedures on daily as well as package system.

HOSPITAL WITH MINIMUM OF 10 BEDS

Sn	Requirement	
1	Physical infrastructure	Space- OPD: 100 sq. ft IPD: 500 sq. ft.
2	Human resource	Doctor - 1 Pharmacist/nurse - 1 Attendant - 1 Multipurpose worker - 1
3	Equipment for OPD:	Stethoscope - 1 B.P. apparatus - 1 Torch - 1 Thermometer - 1 Tongue depressor - 1 Weighing machine - 1 X-Ray view box - 1 Hammer - 1 Others as required
	Equipment for IPD:	Stethoscope - 1 B.P. apparatus - 1 Torch - 1 Thermometer - 1 Tongue depressor - 1 Weighing machine - 1 Enema pot- 1 Tray - 1 Others as required
4	Furniture requirement	Iron beds - 10 Beside lockers - 10 Stretcher - 1
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee (both OPD & IPD - daily IPD charges) Timing of the clinic Experience of the doctor Facilities provided Signage in IPD Separate toilets and bathrooms for male & females.

HOSPITAL with 11 - 25 BEDS

Sn	Requirement	
1	Physical infrastructure	Space- OPD:250 sq. ft IPD: 1250 sq. ft.
2	Human resource	Doctor - 2 Pharmacist - 1 Nurses- 2 Attendant - 1 Multipurpose worker - 1
3	Equipment for OPD:	Stethoscope - 2 B.P. apparatus - 2 Torch - 2 Thermometer - 4 Tongue depressor - 5 Weighing machine - 2
	Equipment for IPD:	Stethoscope - 3 B.P. apparatus - 3 Torch - 5 Thermometer - 8 Tongue depressor - 4 Weighing machine - 1 Enema pot- 4 Tray - 2 Others as required
4	Furniture requirement	Iron beds - as per number of beds Beside lockers - as per number of beds Stretcher - 1
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee (both OPD & IPD - daily IPD charges) Timing of the clinic Experience of the doctor Facilities provided Signage in IPD Separate toilets and bathrooms for male & females.

HOSPITAL with 26 - 50 BEDS

Sn	Requirement	
1	Physical infrastructure	Space- OPD:500 sq. ft IPD: 2500 sq. ft.
2	Human resource	Doctor: 3-4 Pharmacist: 1-2 Nurse: 3 Attendant: 2-3 Multipurpose worker: 2
3	Equipment for OPD:	Stethoscope - One per OPD B.P. apparatus - One per OPD Torch - One per OPD Thermometer - One per OPD Tongue depressor - One per OPD Weighing machine - One per OPD
	Equipment for IPD:	Stethoscope - 3 B.P. apparatus - 3 Torch - 5 Thermometer - 8 Tongue depressor - 4 Weighing machine - 1 Enema pot - 4 Tray - 2 Equipments used for the panchakarma therapy (as per requirement based on the requirements of 100 bedded hospitals) - optional
4	Furniture requirement	Iron beds - as per number of beds Beside lockers - as per number of beds Stretcher - 1
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee (both OPD & IPD - daily IPD charges) Timing of the clinic Experience of the doctor Facilities provided Signage in IPD Separate toilets and bathrooms for male & females.

HOSPITAL with 51 - 100 BEDS

Sn	Requirement	
1	Physical infrastructure	Space- OPD:1000 sq. ft IPD: 5000 sq. ft.
2	Human resource	Doctor - 4 - 5 Pharmacist - 4 Nurses - 5 Attendant - 5 Multipurpose worker - 3 Technical staff - optional (as per need of the hospital)
3	Equipment for OPD:	Stethoscope - One per OPD B.P. apparatus - One per OPD Torch - One per OPD Thermometer - One per OPD Tongue depressor - One per OPD Weighing machine - One per OPD
	Equipment for IPD:	Stethoscope - 3 B.P. apparatus - 3 Torch - 5 Thermometer - 8 Tongue depressor - 4 Weighing machine - 1 Enema pot - 4 Tray - 2 Equipments used for the panchakarma therapy (as per requirement based on the requirements of 100 bedded hospital)
4	Furniture requirement	Iron beds - as per number of beds Beside lockers - as per number of beds Stretcher - 1 Furniture for panchkarma - as per need (based on the requirement of 100 bedded hospitals)
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee (both OPD & IPD - daily IPD charges) Timing of the clinic Experience of the doctor Facilities provided Signage in IPD Separate toilets and bathrooms for male & females.

HOSPITALS HAVING MORE THAN 100 BEDS

Sn	Requirement	
1	Physical infrastructure	Space- OPD:2500 sq. ft IPD: 7500 sq. ft.
2	Human resource	Doctor - 5 - 10 Pharmacist - 5 Nurses - 5 Attendant - 5 Panchkarma technician - as per requirement Multipurpose worker - 4
3	Equipment for OPD:	Stethoscope - One per OPD B.P. apparatus - One per OPD Torch - One per OPD Thermometer - One per OPD Tongue depressor - One per OPD Weighing machine - One per OPD
	Equipment for IPD:	Stethoscope - 3 B.P. apparatus - 3 Torch - 5 Thermometer - 8 Tongue depressor - 4 Weighing machine - 1 Enema pot - 4 Tray - 2 Other equipment (List attached in annexure)
4	Furniture requirement	Iron beds - as per number of beds Beside lockers - as per number of beds Stretcher - 1 Others - list attached in annexure
5	Others -	Display the name of doctor with the degree. Registration number of the doctor Fee (both OPD & IPD - daily IPD charges) Timing of the clinic Experience of the doctor Facilities provided Signage in IPD Separate toilets and bathrooms for male & females.

TEACHING HOSPITALS

All the teaching Hospitals must fulfill all the minimum standards as per the gazette notification of Central Council of Indian Medicine (CCIM) regd. no. D.L. 33004/99 no. 115 dated 22.04.2013 New Delhi.

General specifications for OPD –

The basic infrastructure for an outpatient department for an Ayurvedic Hospital must have following sections –

1. Reception and waiting hall
2. Registration counter
3. OPD medical record room
4. Clinic / consultation room
5. Dressing room (mandatory for hospitals having more than 50 beds)
6. Procedure room (mandatory for hospitals having more than 50 beds)
7. Minor OT (optional but mandatory for hospitals having more than 100 beds)
8. Dispensary (mandatory for hospitals having more than 50 beds)

Other facilities which are required in the OPD are listed below –

1. Proper provision for drinking water and electricity
2. Toilet facilities for patients
3. OPD cafeteria (Optional)

1. Reception & waiting area –

The space requirement for the reception & waiting area depends upon the hospital size. It is small for clinic with proper sitting arrangement of patients and attendants. It must be 50 sq. ft. for every 10 beds.

For hospitals having more than 50 beds it must be situated at prominent place of entrance, good communicable. There must be a guide map for various OPD units along with the service unit display.

Waiting area-

Situated at main entrance at reception.

Subsidiary waiting area for the patients at each clinic, diagnostic & therapy rooms for hospitals having more than 5 OPDs.

Waiting area should have tiled floor with comfortable benches and chairs.

Waiting area can be used for health education.

Adequate toilet facilities as per the load of the patients. One urinal per 50 persons.

Public telephone.

Provision for wheelchairs & trollies.

It must have good drinking water facility & must be well illuminated.

2, 3.Registration counter & record room -

For clinic it must be a small but for the large hospital it may have following requirement

-

It is situated at one end of waiting area.

There must be clear distinction between registration counter & medical record room.

The medical record room requires minimum 100 sq. ft. space for medical records for the OPD for hospitals with more than 50 beds where records of both OPD & IPD can be maintained.

4. Consultation & Examination rooms -

Doctor chamber should have at least 10x10 sq ft chamber size with one chair, table for the doctor along with two chairs for the attendant of the patient and one stool for the patient. There should be an examination table of 6x3 ft. dimension. The teaching hospital can develop the consultation rooms in three small block: one for the PG scholar, one examination block and one consultation chamber.

5. Dressing room - A minimum of 100 sq. ft. space is required for dressings in the hospital having more than 50 beds, however it is optional for the hospitals below 50 beds and clinic.

6. Procedure Room - This is required in the hospitals having more than 100 bed strength where agnikarma, kshara karma like procedures can be performed for the OPD patients. However this requirement is applicable for those hospitals that entertain such OPD patients in good numbers. The area depends upon the numbers of procedures.

7. Minor OT - A minor OT is needed for the hospitals with more than 50 beds and 400 – 500 outpatients where many minor OPD surgical procedures as well as Kshara sutra

applications can be performed. The minimum area required for the minor OT is 100 sq.ft.

8. Others – The hospitals having more than 100 beds and having the outpatient number more than 500 can also develop specialty clinics such as Diabetic clinic, Skin clinic, Rasayana & Vajikarana clinic along with special therapy rooms for raktamokshana as per the space availability in the OPD blocks.

9. Proper signage – There must be proper signage in OPD which provides the following information to the visitors –

- OPD timings
- Various OPD clinics with the room numbers and services provided
- Directions of various OPD units
- Complaints and grievances
- Fee
- Toilets
- Cafeteria
- Facilities provided by hospital
- No smoking zone

General specifications for IPD –

Classification of ward accommodation –

Primary –

- Bed accommodation
- Nursing station
- Treatment room

Secondary –

- Doctor's room
- Nurses' room
- Clean utility

Sanitary –

- Toilet block

- Dirty utility
- House keeper

Ancillary –

- Kitchen (required for hospitals having more than 50 beds)
- Day room
- Stretcher trolley

Area per bed must be 50 sq. ft. per bed with the minimum distance between two beds is 3.5 ft. and the minimum distance between two rows of bed must be 5 ft. one nursing station in between two wards with minimum of 100 sq. ft dimensions with one nurse for every 10 beds.

As a general guideline, in the case of Ayurveda specialty hospitals the facilities available should be commensurate and appropriate with the nature of services provided.

The services provided at the hospital shall be consistent with the principles of classical Ayurveda. In particular, diet lifestyle and basic treatment of diseases. Options offered to the patients shall be consistent with that expected from an Ayurvedic medical care facility. Circulation area at least 200 sq. ft. per 25 beds. The doctors' duty room must have minimum of 100 sq. ft dimension.

Operation Theatre – mandatory for the hospitals having more than 100 beds, however it is optional for the hospitals with less than 100 beds.

Area – 2700 sq. ft.

Functional distribution –

1. Major OT with attached toilet & bathroom
2. Minor OT
3. Scrub room
4. Sterilization store
5. Equipment store
6. Recovery room

Labour room – 300 sq. ft for 100 bedded hospital with duty room. It is optional for hospitals with below 100 bed strength.

Neonatal care room – 150 sq. ft for 100 bedded hospital (Optional).

Panchakarma unit -

Area – 2000 sq. ft for hospitals having 100 beds and more. However the hospitals

having 51 – 100 beds the space requirement is appx. 1000 Sq. ft. and hospitals having less than 50 beds space requirement is appx. 500 Sq. ft. The hospitals having 25 beds or 10 beds can have the space as per the requirement however it is optional for hospitals up to 25 beds.

Specifications is listed below (Hospitals more than 100 beds) –

1. Snehana room male
2. Snehana room female
3. Swedana room male
4. Swedana room female
5. Shirodhara room male
6. Shirodhara room female
7. Vamana room male
8. Vamana room female
9. Virechana room male
10. Virechana room female
11. Basti room male
12. Basti room female
13. Panchakarma therapist room
14. Store room

Auxiliary Functions –

Central laboratory –

Central lab must be located at a place that is easily accessible for all and ideally in between OPD & IPD.

It may have the facility of clinical pathology, microbiology, biochemistry and histopathology.

There must be separate sections for collection, media preparations, sterilization & storage.

There must be provision of waiting area, toilet facilities and result distribution counter.

The area required for the central lab must be 1200 sq. ft. for the hospitals having more than 100 beds while for the hospitals having more than 50 beds, the minimum area is 150 sq.ft. For hospitals below 50 beds it is optional. They can tie up with laboratories.

Radiology -

The minimum area required for the X-ray unit is 150 sq.mt. for hospitals having more than 100 beds. It is optional for the hospitals below 100 beds.

The space can be functionally divided into radiographer room, X-ray room, dark room, drying room, waiting area and report distribution area. An X-ray record room is required in the teaching & training hospitals.

Support services

The hospitals having good outdoor and indoor setup for the management of various ailments of the society cannot perform to the expectation of the society if its supportive services & supply are not up to the mark. So it is a necessity for a good hospital or the small clinic setup that they must have excellent support services. The support services comprise following details -

- Dietary services
- Water supply
- Electricity
- Toilet facilities
- Laundry service
- Housekeeping & sanitation
- Medicine preparation area
- Ambulance services
- Circulation
- Medical records
- Waste management

Dietary services or kitchen -

Kitchen is necessary for the hospitals having more than 50 beds as it is mandatory to provide food the patients admitted in the hospital. Ideally, kitchen should be situated on the ground floor but if it is situated on the first floor, then the ground floor beneath should be used as kitchen.

The area of the kitchen should be 250 sq. ft. for 50 bedded hospitals and 500 sq. ft for the hospitals having 100 or more than 100 beds.

Water supply –

Water supply is essential component of the any hospital. Water closet in IPD is minimum one per 12 beds.

Electricity –

Electricity should be at least 3 hours backup or generator for critical areas. Hospitals having more than 100 beds must have their power substation. The minimum area for power substation is 80 sq. mt.

Toilet facilities – Separate toilets and bathrooms for both male & female patients as per the bed strength of the hospital.

Laundry services - The term linen and laundry services includes the laundering of linen, storage of clean linen and repair and replacement of all linen. The service therefore, has two components –

1. The laundry component responsible for efficient laundry operations.
2. The linen management component comprising procurement, classification, holding, distribution, repair and replacement of linen.

The linen used in the hospital can be classified into general purpose linen, patient body linen, bed linen and OT, labour and procedure room linen.

Linen requirement- bed sheet: 3 per bed, pillow cover: 3 per bed, blanket: 1 per bed with 20% extra.

Housekeeping & sanitation – maintenance of wards, cleaning of ward areas are functions of housekeeping staff of hospital. In places where sewage disposal system is available, the hospital sewage is directly disposed of into such as central system.

Medicine preparation area - A room with minimum 100 sq. ft is required (optional for the hospitals below 50 beds & necessary for the hospitals more than 50 beds).

Ambulance service – The hospital with more than 100 beds must have one ambulance.

Circulation route –

The circulation route is of two types: internal & external circulation. The internal circulation comprises stairs, ramps, steps and corridors. Corridors must be more than 8 ft. in width in any hospital with IPD.

Parking -

One parking per 5 beds is desirable for the hospital. The area of the parking depends upon the load of the outpatient & inpatient number. There must be separate parking area for the employees and staff.

Security -

Security of the hospital premises is essential. There must be security personnel deputed in the hospital. The hospital can hire a security service agency which is responsible for the security of the hospital infrastructure as well as the patient's assets. The monitoring of the visiting hours of the hospital and the public influx is also the responsibility of the security agency. The total number of security deployed in the hospital depends upon the size of the hospital.

Waste management -

Incidences of inappropriate hospital waste disposal and the fear of HIV & other infections have drawn medical attention to hospital waste management practices. Any good waste disposal system should be planned for –

1. Good appearance
2. Safety
3. Pest control
4. Odour control
5. Public health safety

In general classifications of the waste from the final disposal point of view are –

- Type 0 waste (Trash) – such as paper, cardboard cartons, wooden boxes etc.
- Type 1 waste (Rubbish) – such as wood scrap, paper and floor sweeping.
- Type 3 waste (Refuse)
- Type 4 waste (garbage)
- Type 5 waste (pathological)

Biomedical waste -

Biomedical waste must be segregated, disposed and transported through color coded plastic containers and sent to the nearest biomedical waste treatment facility.

Legal & statutory requirements -

List of statutory compliance -

- Authorization under Biomedical Waste Rules 2016 for management and handling of biomedical waste.
- No objection certificate from competent fire authority.
- Vehicle registration certificate for ambulance.
- Right to Information Act.
- Consumer Protection Act
- Clinical Establishments Act 2010.

Legal aspects -

- Societies Registration Act 1860
- Consumer Protection Act
- Drug & Cosmetic Act
- Patients' Bill of Right
- Medical negligence
- Drug handling
- Hospital infection
- Anesthesia – given with proper & valid consent.
- Invasion of privacy
- Handling of medical records

Records maintenance & reporting -

Medical records -

The medical record of the hospital has the following documents -

1. A clinical document
2. A scientific document
3. A administrative document
4. A legal document

The characteristics of good medical must be complete, adequate and accurate. Medical record must be properly organized & all the documents are placed safely. Each record should be identified by indexing the record as alphabetical, numerical, serial unit and terminal digit. The record must be placed in the file which is placed in a cabinet. There

must be segregation of the cabinet for the medico legal record, admission record, birth & death records etc.

Retention of records is necessary for the need of the patient up to 7 years, for medico legal record up to 10 years or till the disposal of ongoing cases in any of the courts related to these records.

Computerization of the medical record – very useful for the following:

- a. Location monitoring
- b. Automatic assignment
- c. Improved procedures for generating the admission, discharge, birth, death and other records.

Reports – (mandatory for the hospitals having more than 100 beds & teaching hospitals)

- Average daily census ward wise, specialty wise
- Average length of stay
- Bed occupancy rate
- Bed turnover rate
- Outpatient clinics – number of new cases, number of repeat cases, specialty wise break up, Unit wise break up of cases
- Left against medical advice (LAMA) rate
- Number of X-Ray done – OPD, IPD
- Number of laboratory investigations
- Number of surgical operations
- Number of panchakarma done – break up of various procedures for OPD & IPD
- Number of deliveries done along with other gynecological procedures.
- Numbers of para surgical procedures done in the breakup of agnikarma, jalaukavcharana etc.

Hospital Infection control measures –

1. Aseptic techniques
2. Segregation of contaminated instruments
3. Disinfection practices
4. Sterilization practices

5. Isolation facilities
6. Precautions for staff
7. Hygienic dietary practices
8. Aseptic & standard panchakarma procedures.
9. Aseptic leech therapy

Material management –

Operative goals of material management are –

1. Optimum material acquisition
2. Optimum inventory turnover
3. Good vendor relationship
4. Material cost control
5. Effective issue & distribution
6. Elimination of losses & pilferage.

The material management functions cater to planning for material, its demand, estimation, procurement, stocking and issue to ensure the availability of right material, right quantity, at right time, at right price, from right source and in least cost.

The purchasing procedure involves value analysis, rate contracts. Purchase order with supplier's name, quotation, description of material, price with total value. The store must ensure the received item verified as per order with the proper receipts. The central store of the hospital should have good atmospheric condition & good lighting. It must be well organized making effective use of the space with adjustable, fixed location racking system. There must be allocation of space of various varieties of items stored.

Store record should be maintained in the stock register with issue register and disposal register.

Engineering services – Area of the engineering services are -

- Electricity supply to the hospital.
- Water supply
- Repair
- Maintenance
- Expansion

Others -

Ayurvedic specialty hospital, hospital attached with medical education or apex hospitals of Ayurveda can extend their services to the population by developing specialty clinics like Diabetic, cardiovascular, dermatology, respiratory, geriatric, neuromuscular etc. They can also develop separate panchakarma unit for balroga. In indoor, they can develop deluxe and private ward as per the influx of patients.

Human Resource

Essential OPD Staff for 100 bedded hospital -

1. Physicians: All teachers of clinical and other subjects.
2. Casualty Medical Officer: 3 (where Atyayik department exists)
3. Vaidyas: OPD-in-charge:2
4. Kalpak/Pharmacist: 4 (upto 100 patients daily), one for every additional 50 patients.
5. Nurse: 2
6. Dresser: 2
7. OPDAttendant: 3(in addition to Departmental attendants)
8. Clerk (Registration&Record):2
9. Sweeper: 2 or on contract basis

IPD staff for 100 bedded hospitals -

The minimum staff required in a 100-bed non-teaching hospital, liable to be increased proportionately in accordance with bed strength, shall be as given below.

1. Medical Superintendent
2. Dy. Medical Superintendent
3. Consultant Physicians- depending on scope of services offered by the hospital
4. Resident Medical Officer
5. Nursing staff, Panchakarma technicians as per General Structural standards.
6. Consultant Dietician (Ayurvedic)
7. Canteen staff- Cook and minimum 1 helper for every 50 patients & bystanders served

8. All other staff- commensurate in number and availability, for scope of services offered by hospital, and to fulfill the quality of service standards stated in the quality management system of the hospital.

Details specifications of staff for 100 bedded hospital is as given below -

Sn	Post	Requirement
1.	Medical Superintendent	Principal or Dean as ex-officio.
2.	Deputy Medical Superintendent	Full time regular incumbent with postgraduate qualification in a clinical specialty.
3.	Consultants	Teachers of clinical departments including Swasthavritta and Yoga Department.
4.	Casualty Medical Officers	4 (2 Ayurveda and 2 Allopathic on contract)
5.	House Officers or Clinical Registrars/Senior Residents (Ayurveda)	2 for Kayachikitsa department and 1 each for all other clinical departments.
6.	Resident Medical Officers/Surgical Officers (RMO/RSO)	1 RMO and 1 RSO for 100-bedded hospital and both 1 extra each for every 50 additional beds.
7.	Matron / Nursing Superintendent	1
8.	Assistant Matron	1 for 100 beds and 1 extra each for every 50 additional beds.
9.	Staff Nurses for IPD	1 for every 10 beds.
10.	Nurses for OPD	2 for OPD attendance up to 150 patients and 1 extra each for additional 100
11.	Mid Wife/Ward Boy/Ayah	1 for every 10 beds - (10).
12.	Pharmacists	4 (2 for OPD and 2 for IPD of 100 beds) and 6 above 100 beds (for OPD and IPD both).
13.	Dresser	2
14.	OPD attendants	3 plus teaching departmental attendants will also work in the hospital.
15.	Store Keeper	1
16.	Office Staff (for registration, record maintenance, data entry)	3
17.	Dark-Room Attendant	1
18.	Operation Theater Attendant	2
19.	Labour Room Attendant	2
20.	Telephone Operator cum Receptionist	4 (8 hrs. duty)

Modern Medical Staff (on contract)

1	Medical Specialist	1
2	Surgical Specialist	1
3	Obstetrician & Gynecologist	1
4	Dentist	1
5	Refractionist	1
6	Audiometrist	1
7	Radiologist	1 (Postgraduate in Allopathic Radiology or Vikiran Vigyan of Ayurveda discipline) from teaching department of Shalya.
8	X-Ray Technician/Radiographer	1
9	Medical Specialist	1
10	Surgical Specialist	1

Panchakarma Specialists

Panchakarma Specialists	Teachers of Panchakarma teaching department.
House Officer / Clinical Registrar/ Senior Resident (Ayurveda)	1
Panchakarma Technician	4 (2 Male + 2 Female)
Panchakarma Assistant	2 male and 2 female
Yoga teacher/expert	1 (from Swasthavritta & Yoga Department)
Sweepers	2

Staff of Operation Theatre and Ksharasutra Therapy

Shalya and Ksharasutra Therapy Specialists	Teachers of Shalya department
House Officer/ Clinical Registrar/Senior Resident (Ayurveda)	1
Operation Theatre Attendant	2
Dresser	1
Nurses	2; these will be in addition to the nurses indicated at sl.no. 9.
Sweeper	1
Shalya and Ksharasutra Therapy Specialists	Teachers of Shalya department

Labour room

Prasooti evum Stri Roga Specialists	Teachers of Prasooti evum Stri roga department
Lady House Officer or Clinical Registrar/Senior Resident (Ayurveda)	1
Nurses	2; these will be in addition to the nurses indicated at sl.no. 9.
Midwife	2
Attendant	1
Sweeper	1

Pathologist/Microbiologist for Hospital & College	1
Bio-chemist for Hospital & teaching work	1
Laboratory Technicians	2
Laboratory Assistants	2
Clerk/Typist/Computer Data Entry Operator	1
Sweeper	1
Peon/Attendant	1
Machine Man	1
Workers	2

Analytical Chemist	1 (For teaching as well as Q.C.)
Pharmacognosist	1 (For teaching as well as Q.C.)

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ANNEXURE I

Instruments for the IPD of 100 bedded hospital

Sn.	Name of Article	No.
1.	Iron beds simple	64
2	Iron beds(Surgical)	20
3	Iron beds(children) with sides closed	6
4	Iron bed with cradle	10
5	Fowler's bed	10
6	Bedside lockers	100
7	Bed head tickets holders	100
8	Temperature chart holders	100
9	Spittoon with stands	50
10	Office table	6
11	Office chair	20
12	Racks	8
13	Linen Box	As per requirement
14	Dirty linen boxes	As per requirement
15	Stretcher	6
16	Trolley	6
17	IV stands	10
18	Screens(folded)	10
19	IV Sets with boxes	As per requirement
20	Blood Transfusion sets	As per requirement
21	Rectangular Trays with cover lid	10
22	Enamel Bowels	10
23	BP Instrument	10
24	Bed Pan EI	20
25	Urine Pots, Male & Female	40(20+20)
26	Ice Bags	5
27	Hot Water Bags	10
28	Air Cushion	5
29	Ryles Tube	10
30	Stomach Tube	5
31	Bucket EI	20
32	Tongue Depressor	10
33	Suction Machine	6
34	Suction tube	10
35	Artery Forceps, Small and Big	20

36	Back rest	10
37	Oxygen Cylinder with stand	10
38	Thermometers	10
39	Syringes (2cc 4cc)	10
40	Dressing Drums (Big)	10
41	Stools, either wooden or steel	100
42	Tracheotomy Set	5
43	Enema Pot with Nozzle and Tube	20
44	AutoScope	4
45	FundoScope	2
46	RetinoScope	2
47	LaryngoScope	2
48	Endotracheal Tubes different sizes	6
49	Feeding cup	10
50	Enema Syringes	20
51	Infra-red lamp	2
52	Torches	10
53	Scissors	10
54	Sputum Mugs	10
55	Measuring Glasses	10
56	Steel Almirah	6
57	Chair Trolley with Wheels	2
58	Refrigerator	1
59	Trolley different sizes	10
60	Wastage Trolley	3
61	Thermos Type of Kettle for Tea/Milk (50 Cup size)	02
62	Thermos Type of Kettle for Kwath (different sizes)	02
63	Examination table	8
64	ECG Machine	3
65	Nebulizer	3
66	Wheel Chair	4
67	Hot plate	2
68	Glucometer	4
69	Weighing machine	4

ANNEXURE II

PATHOLOGY LABORATORY (CENTRAL)		
S.No.	Name	No.
1.	Beakers Different sizes	10
2.	Micro Pipettes Different sizes	10
3.	Spirit Lamps	4
4.	Capillary Tubes	1 Box
5.	Test Tubes(Medium)	100
6.	Test Tube (small)	150
7.	Blood Grouping Tiles	2
8.	Centrifuge Machine	1
9.	Incubator	1
10.	Oven	1
11.	Microscope (Binocular)	2
12.	Refrigerator	1
13.	F.S.R.Westergren's Racks	2
14.	F.S.R.Wintrobe's Racks	4
15.	Metal Racks (small tube)	4
16.	Small Tube Racks Plastic	4
17.	Hemoglobin Meter	4
18.	Neubar's Chamber	4
19.	Micro tone No.1	1
20.	Micro tone o.4	1
21.	Stop Watch	2
22.	Tourniquet Belts	6
23.	Centrifuge Tubes(Plastic)	24
24.	Water Bath	1
25.	Auto Analyzer	1
26.	Rotary Machine Timer Remi Equipments	1
27.	Computer	1
28.	ELISA Test Machine	1
29.	F.S.R. Machine (auto) Micro Sed	1
30.	Fridge	1

ANNEXURE III

X RAY DEPARTMENT	
1.X-Ray 300 Ma	1
2.Cassettes	6
3.X-Ray films (Different Sizes)	As Per Requirements
4.Film Dryer	1
5.View Box	2
6.Hanger	18
7.Dark Room	
8.Fixures/ Developer Etc.	
9.Lead Apron	2
10.Cylindride Core	2

ANNEXURE IV

PANCHKARMA

Poorva Karma

I. Snehana Karma

Essential Items

1. Separate Unit is proposed for male & female

2. Complete bedding/cot one for male, one for female Rooms (One)

Equipments/Instruments		
1.	Measuring glasses	
	i) 200ml.	2
	ii) 100 ml.	2
	iii) 50 ml.	2
2.	Simple steel glasses	6
3.	Gas/Stove/heater with fittings	1
4.	Lighter/Matchbox	1
5.	Abhyanga (Massage) Table/Droni	2
6.	Steel bowls	
	i) 50 ml.	6
	ii) 100 ml.	6
7.	Towels, Dusters	12
8.	Plastic aprons	4
9.	For Shirodhara	
	(i) Shirodharayantra	2
	(ii) Stand	2
	(iii) Dharapatra	2
10.	For Shirobasti	
	i) Plastic Caps/Leather caps	
	ii) Large	2
	ii) Medium	2
	iv) Small	2
11.	Holder (Chimata/Pakkad)	2
12.	Big spoons, Tea spoons	4
13.	Steel Pots (Patila)	
	i) 2 litre	2
	ii) 1 litre	2

Materials

1. Til Oil
2. Dashmoola Oil
3. Different Medicated Oils
4. Masjapishta (Blackgram Flour)
5. Bandage
6. Cotton
7. Gauge Piece

Pradhana Karma

I. VAMANA KARMA

Essential It			
1.	Rooms/Chamber(2) Preferably with attached toilets		
2.	Instruments/Equipments		
1.	Measuring glasses		
	i)	1 litre	2
	ii)	200 ml.	2
	iii)	100 ml.	2
	iv)	50 ml.	2
2.	Buckets/Plastic tubs/Basin(with provision of measuring scale)		2
3.	Towels/Napkins		6
4.	Plastic Aprons		6
5.	Kharala/Mostar		2
6.	Gas/Stove		1
7.	Big steel patela 5 litre		2
8.	Steel jug/Plastic jug		2
9.	Steel glasses		4
10.	Bowls-100 ml.		4
11.	Table spoons		4
12.	Vamanpeetha (Adjustable chair)		2
13.	Cots with complete beddings		2
14.	Dhumapana Yantra		2
15.	Spittoons		2
16.	Rubber Catheters		4

Materials

- i) Vamaka dravya
- ii) Vamanapaga dravya
- iii) Emergency drugs

VIRECHANA KARMA

BASTI

Essential items

- 1 Rooms (2) fitted with toilet and bathroom (common)
2. Equipments/Instruments
 - i) Basti Yantra (4) Enemapot
 - ii) Niruhabasti Yantra (4)
 - iii) Anuvasanabasti Yantra 4
 - iv) Uttarabasti Yantras (Douche cane fitted with rubber tube and nozzle of various sizes)
 - v) Urinary catheters (Rubber and metallic) Different Nos.

For Females

- | | |
|--|------------|
| i) Sim's speculum | 2 |
| ii) Cusco's Speculum | 2 |
| iii) Anterior Vaginal wall retractor | 2 |
| iv) Vulsellum | 2 |
| 3. Uterine sound | 4 |
| 4. Bladder sound (Urethral dilators) of different sizes | 4 |
| 5. Kharal | 2 |
| 6. Basti Netra (Metalic) | 4 |
| 7. Bowls | 4 |
| 8. Rubber Sheets | 6 |
| 9. Focus lamp/Torch | 2 |
| 10. Gynaecological Table with attachment for Lithotomic position | 2 |
| 11. Easy chairs | 2 |
| 12. Cotton | |
| 13. Gauze pieces | |
| 14. Sponge holding Forceps | 2 |
| 15. Cots with complete beddings | 2 (Common) |
| 16. Revolving stools | 2 |
| 17. Bedpans | 4 |
| 18. Towels/Napkins-one towel/bed for female & central hole | |
| 19. Measuring glass 1 litre | 4 |
| 20. Teaspoon, Tablespoon | 6 |
| 21. Plastic aprons | 6 |

22. Buckets	2
23. Glycerine Syringe	4
24. Glass/Plastic syringes	
i) 100 ml.	4
ii) 50 ml.	4
iii) 20 ml.	4

Material

- i) Bastidravya for various types of basti, Gudavarti
- ii) Medicines for management of Vyapada

NASYA

Essential Items

1. Rooms 2(Common)

2. Equipments/Instruments

i.	Nasyapeetha (Chairs)	3
ii.	Adjustable Tables	2
iii.	Droper/Droper bottles	12
iv.	Cotton	
v.	Gauze	
vi.	Pradhamana Nasya Yantra	2
vii.	.Dhuma Yantra	2
viii.	Kharal	2
ix.	Steel glasses	4
x.	Bowls	
	100 ml.	4
	50 ml.	4
xi.	Steamer (Facial Steam)	

3. Material

- i. Different types of Nasyadravya, Medicines for complications, Gandusha Dravyas and Dhumpana dravyas

ANNEXURE V

Records To Be Maintained By Clinical Establishments

The various medical records to be maintained by clinical establishment:

1. Outpatient Register
2. Inpatient Register
3. Operation Theater register
4. Labor room register
5. MTP registers (if registered under the MTP Act)
6. Case sheets
7. Medico legal register
8. Laboratory Register
9. Radiology and imaging register
10. Discharge summary
11. Medical certificate in duplicate
12. Complaint register
13. Birth register (Notified to such medical officer as authorized)
14. Death register by Government in such format as prescribed by Government/ State level authority)
15. Information in terms of government programmes / areas of work (eg maternal health, child health, immunization, family planning, Vector borne disease, NLEP, RNTCP, IDSP. NRHM initiatives-ASHA, JSY)
16. Number of beds system-wise and specialty-wise in Clinical Establishments providing in- patient care (e.g General Med/Surg. Beds; Special Care Beds)
17. Total Discharges

ANNEXURE VI

Signages

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PCPNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

ANNEXURE VII

Furniture/Fixture Requirements for In-Patient Department (IPD)							
Sr. No.	Name of the Equipment	Min. 10 bedded Hospital	Up to 25 bedded Hospital	26 - 50 bedded hospital	51 - 100 bedded hospitall	>100 bedded hospital	Teaching hospitals
	Adequate wall or steel Cupboards	Optional	1	2	4	8	15
2.	Arm Board Adult	Optional	Optional	6	12	24	24
3.	Back rest			2	4	8	20
4.	Bain Marie trolley stainless steel 1 per floor	1 per floor					
5.	Bed side cabinets	1 per 5 patients					
6.	Bed side Screen	1 per ward or full length curtains between the beds					
7.	Bucket Plastic	2	3	6	12	24	24
8.	Ceiling Fans	As per requirement					
9.	Clock 1per ward	1 per ward					
10.	Containers for kitchen	As needed					
11.	Doctor's chair for OP & ward,	As needed					
12.	Doctor's or Office table	1	2	3	3	10	20
13.	Dressing trolley-1 per floor/ ward depending on layout	1	1	2	4	8	10
14.	Dust bins in each ward & consultation room	1	2	3	6	12	15
15.	Duty table for nurses	1	2	4	8	20	30
16.	Emergency	1 per floor					

	resuscitation kit						
17.	Enema Set	1	2	2	4	4	8
18.	Fire extinguisher	ABC 1 per ward/ floor based on layout					
19.	Foot stools	2	4	8	16	25	25
20.	Fridge	1 Per Area/ Ward					
21.	Heavy duty Torch light	1 per ward					
22.	Hospital Cots	10	As per beds				
23.	Hospital Cots Pediatric	Optional	Optional	Optional	5	10	20
24.	Hot Water Bags	2 per ward					
25.	Hot Water geyser	1	2	2 per ward	2 per ward	2 per ward	2 per ward
26.	I V Stands - 2 per 10 beds	5	10	25	50	100	100
27.	Infra-Red lamp	Optional	Optional	Optional	3	5	5
28.	Intercom System	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
29.	Kidney Trays1 per 5 beds	2	4	10	25	25	25
30.	Kitchen utensils	Adequate					
31.	Massage table of 7ft. x 2.5ft (wood or fibre)	Optional	One per procedure room				
32.	Medicine trolley	1 per ward					
33.	Office chairs	1	2	4	8	20	20
34.	Office Table	1	2	3	6	10	10
35.	Patient Beds with side rails			20% of total beds			
36.	Patient call Bell System	Optional	Optional	1 per bed			
37.	Patient locker	Optional	Optional	1 per bed			
38.	Patients examination table- 1 per ward/ floor a per the profile of	- 1 per ward/ floor a per the profile of patients & layout of facility					

	patients & layout of facility						
39.	Patients side table	1 per bed					
40.	Pediatric cots with railings as per scope of services	as per scope of services					
41.	Steel or Wooden cup board	2	4	8	16	20	25
42.	Steel rack	1	2	5	10	20	40
43.	Stool 1Per Bed	2	4	8	8	15	25
44.	Stools revolving – 1 per ward	1	1 per ward	1 per ward	2 per ward	2 per ward	2 per ward
45.	Stretcher/ Patient trolley – 1 per ward	1	1	1 per ward	1 per ward	1 per ward	1 per ward
46.	Urinal Male and Female	2	5	10	20	50	100
47.	Waiting chairs / benches for patients relatives	50% of the bed strength					
48.	Weighing Machine	1 per ward					
49.	Wheel chair	1	1	2 per 50 beds			
50.	Wooden massage bed	One	One per service room				
51.	X-ray viewer	one per ward					

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
UNANI**

UNANI STANDARDS FOR

- 1. Clinics**
- 2. Hospitals with 1 to 50 beds**
- 3. Hospitals with 51 to 100 beds**
- 4. Hospitals with 101 to 200 beds**
- 5. Hospitals with 201 and above beds**

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A. Introduction

As for the present state of Unani Medicine in India, the country has the largest infrastructure of academic, research and healthcare institutions of this system. There are 41 educational institutions of Unani Medicine in the country that are recognized by Central Council of Indian Medicine (CCIM), a statutory body established by Government of India by an Act of Parliament, the Indian Medicine Central Council (IMCC) Act, 1970. The health care services have undergone a steady transformation with the wide coverage of every aspect of human welfare as part of health care- like physical, mental and social wellbeing, a reach out to the community, training of health workers, biosocial researches, etc.

A hospital forms an integral part of a social and medical organization, the function of which is to provide for the complete healthcare in terms of both curative and preventive aspect. The hospital is also a center for the training of health workers and for biosocial research. The health is influenced by the accessibility, affordability, quality, availability and utilization of health services.

Traditionally the aim of healthcare facility is to provide Promotion of health, Prevention of disease, Early diagnosis & treatment and Rehabilitation.

Functions of the hospital –

Intramural functions -

1. Restorative – Diagnostic, Curative, Rehabilitative, Emergency care
2. Preventive
3. Education - Medical UGs & PGs, Paramedical
4. Research

Extramural functions –

1. Outpatient services
2. Outreach services
3. Mobile clinics
4. Medical care camps

The health care in Unani system of Medicine is provided at various levels –

1. Dispensaries (Clinics)
2. Hospitals having bed strength up to 50
3. Hospitals having bed strength up to 100

4. Hospitals with bed strength more than 100 up to 200 (Teaching and Training)
5. Hospitals with more than 200 bed strength (Teaching and Training)

A.1 General

The standards thus framed are on account of the minimum requirement of this category of healthcare provider. There are no exclusions. They are dependent on the basic functions of the unit/hospital/provider. All sections mentioned are mandatory and include both structure and basic processes.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a polyclinic are applicable to a polyclinic only and not to a single specialty hospital)

Now a days the role of hospital has changed with the emphasis shifting from –

1. Acute to chronic illness
2. Curative to preventive medicine
3. Restorative to comprehensive medicine
4. In patient care to outpatient & home care
5. Individual orientation to community orientation
6. Isolated functions to area wise or regional function
7. Tertiary & secondary to primary health care
8. Episodic care to total care

Unani system of Medicine is an ancient healthcare system which deals with the prevention and cure of the disease with an ecological approach. Today is the era of life style disorders and Unani system of Medicine has a unique approach towards these ailments. So there is considerable scope of the Unani hospital today. The scopes are –

1. Health Promotion
2. Disease Prevention
3. Diagnosis of disease
4. Cure of the patients

Services -

Sn	Services	Clinic	1 – 50 beds	51 – 100 beds	101- 200 beds	201 & above beds
1.	Preventive	Yes	Yes	Yes	Yes	Yes
2.	Diagnostic	No	Yes	Yes	Yes	Yes
3.	Therapeutic	Yes	Yes	Yes	Yes	Yes
4.	Follow up	Yes	Yes	Yes	Yes	Yes
5.	Rehabilitative	No	Yes	Yes	Yes	Yes
6.	Scheduled	Yes	Yes	Yes	Yes	Yes
7.	Unscheduled	No	Yes	Yes	Yes	Yes

B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(Clinics & Outdoor Patients facilities of health care organizations with bed strength of 1 to 50, 51 to 100, 101 to 200 & 201 and above.

SN	Minimum Clinical Services to be provided	Clinics	1 to 50 beds	51 to 100 beds	101 to 200 beds	201 and above
1	<i>Moalijat</i>	<i>Moalajat</i>				
2	<i>Amraz-e-Jild wa Zohrawi</i>	<i>Optional</i>	<i>Amraz-e-Jild wa Zohrawi</i>			
3	<i>Jarahat</i>	<i>Optional</i>				<i>Jarahat</i>
4	<i>Ain</i>	<i>Optional</i>				<i>Optional</i>
5	<i>Uzn, Anaf, Halaq-wa-Asnan</i>	<i>Optional</i>				<i>Uzn, Anaf, Halaq-wa-Asnan</i>
6	<i>Tahaffuzi wa samaji Tibb</i>	<i>Optional</i>	<i>Tahaffuzi wa samaji Tibb</i>			
7	<i>Ilaj bil Tadbir</i>	<i>Optional</i>	<i>Ilaj bil Tadbir</i>			
8	<i>Qabalat wa Amraz-e-Niswan</i>	<i>Optional Only antenatal care and Amraz – e Niswan</i>	<i>Qabalat-wa-Amraz-e-Niswan</i>			
9	<i>Amraz-e-Atfal</i>	<i>Optional</i>	<i>Optional</i>	<i>Amraz-e-Atfal</i>		
10	<i>Izterari (Casualty)</i>	<i>Optional</i>				

<i>Ilaj bit Tadbeer</i>						
<i>Dry Cupping</i>	<i>optional</i>	<i>optional</i>	<i>Dry Cupping</i>	<i>Dry Cupping</i>	<i>Dry Cupping</i>	<i>Dry Cupping</i>
<i>Wet Cupping</i>	<i>Optional</i>	<i>Optional</i>	<i>Wet Cupping</i>	<i>Wet Cupping</i>	<i>Wet Cupping</i>	<i>Wet Cupping</i>
<i>Fasd</i>	<i>Optional</i>	<i>Optional</i>	<i>Fasd</i>	<i>Fasd</i>	<i>Fasd</i>	<i>Fasd</i>
<i>Dalak</i>	<i>Optional</i>	<i>Optional</i>	<i>Dalak</i>	<i>Dalak</i>	<i>Dalak</i>	<i>Dalak</i>
<i>Riyazat</i>	<i>Optional</i>	<i>Optional</i>	<i>Riyazat</i>	<i>Riyazat</i>	<i>Riyazat</i>	<i>Riyazat</i>
<i>Natool</i>	<i>Optional</i>	<i>Optional</i>	<i>Natool</i>	<i>Natool</i>	<i>Natool</i>	<i>Natool</i>
<i>Pashowya</i>	<i>Optional</i>	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>
<i>Hammam</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Hammam</i>
<i>Taleeq</i>	<i>optional</i>	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>

Indoor patients facilities

The indoor department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq. meter area per bed ward as under –

Indoor patient's facilities:

The indoor department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq. ft. area per bed ward as under –

SN	<i>Minimum Services to be provided</i>	<i>In 1 to 50 beds</i>	<i>51 to 100 beds</i>	<i>101 to 200 beds</i>	<i>201 and Above</i>
1	<i>Moalijat</i>	<i>Moalijat</i>			
2	<i>Amraz-e-Jild wa Zohrawi</i>	<i>Amraz-e-Jild wa Zohrawi</i>	<i>Amraz-e-Jild wa Zohrawi</i>		
3	<i>Jarahat</i>	<i>Optional</i>		<i>Jarahat</i>	
4	<i>Ain</i>	<i>Optional</i>	<i>Optional</i>		
5	<i>Uzn, Anaf, Halaq-wa-Asnan</i>	<i>Optional</i>	<i>Optional</i>		
6	<i>Tahaffuziwa samaji Tibb</i>	<i>optional</i>	<i>Tahaffuziwasamaji Tibb</i>		
8	<i>Qabalat-wa-Amraz-e-Niswan</i>	<i>Qabalat-wa-Amraz-e-Niswan</i>			
9	<i>Amraz-e-Atfal</i>	<i>Optional</i>			<i>Amraz-e-Atfal</i>
10	<i>Izterari (Casualty)</i>	<i>Optional</i>			

<i>Ilaj bit Tadbeer</i>					
1.	<i>Dry Cupping</i>	<i>optional</i>	<i>Dry Cupping</i>	<i>Dry Cupping</i>	<i>Dry Cupping</i>
2.	<i>Wet Cupping</i>	<i>Optional</i>	<i>Wet Cupping</i>	<i>Wet Cupping</i>	<i>Wet Cupping</i>
3.	<i>Fasd</i>	<i>Optional</i>	<i>Fasd</i>	<i>Fasd</i>	<i>Fasd</i>
4.	<i>Dalak</i>	<i>Optional</i>	<i>Dalak</i>	<i>Dalak</i>	<i>Dalak</i>
5.	<i>Riyazat</i>	<i>Optional</i>	<i>Riyazat</i>	<i>Riyazat</i>	<i>Riyazat</i>
6.	<i>Natool</i>	<i>Optional</i>	<i>Natool</i>	<i>Natool</i>	<i>Natool</i>
7.	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>	<i>Pashowya</i>
8.	<i>Hammam</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Hammam</i>
9.	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>	<i>Taleeq</i>

B.2 Auxiliary Functions (support services for eg – diagnostics)

Tashkheesh Amraz Lab.

(Central Laboratory for clinical diagnosis and investigations).

1. There shall be a central laboratory in the hospital complex with proper infrastructure and manpower for carrying out routine, pathological, biochemical and hematological investigations and Unani diagnostic techniques on the patients referred from outdoor and indoor departments of the hospital.
2. There shall be a central Imaging- X-Ray unit in the hospital complex with proper infrastructure and manpower for carrying out routine, imaging investigations on the patients referred from outdoor and indoor departments of the hospital.

Support Services:

1. Accounting
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Medicine preparation area
13. Medico legal
14. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
15. Personnel Department
16. Pharmacy/ dispensary

- 17. Purchase
- 18. Reception,
- 19. Security services
- 20. Stores
- 21. Waste management Housekeeping/ sanitation

C. Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

C.1.1 Minimum area required for establishing the facility,

Type of Health Care Organization	Requirements	
	If Stand alone building	If part of another building
Clinic	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Minimum area should be adequate to accommodate doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility.
1 to 10 bed		Local regulations related to building structures, occupancy, etc. will be followed.
11 to 25		
26 to 50		
51 to 100		
Teaching Hospitals		

C.1.2 Functional space planning of the facility like reception area, waiting area etc

1. Treatment rooms:

- a. Maximum 15 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.

2. Consultation & examination room

- a. Minimum 10 ft. x 10 ft.

- b. Consultation room should be adequate to accommodate:
 - i. Doctors table,
 - ii. Consultation chair,
 - iii. Two stools/ chairs,
 - iv. Examination bed of the size 6 ft X 2.5 ft.,
 - v. Privacy screen around examination area while having free mobility

3. Pharmacy/Dispensary specs:

- a. The pharmacy should be located in an area conveniently accessible
- b. Temperature & humidity to be maintained as per the requirement of the stored medications.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.
- d. Pharmacy should have adequate medicine storage and dispensing facility for indoor and outdoor patients.

4. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

5. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital

6. Kitchen area: Applicable only if food is cooked in the hospital. Providing food is mandatory for hospitals of size over 100 beds.

- a. Kitchen area should be sufficient size to prepare food for inpatients as per diet schedule advised by the physician
- b. Kitchen layout and functioning should follow the flow of materials as: Entry-> washed->cutting-> cooking->loading → To Serve
- c. Utensil washing area is separate from the cooking area.

7. Medicine preparation area: Mandatory for hospitals of size over 50 beds.

- a. Preparation area should be of minimum 50 sq. ft: only if medications are prepared in the hospital.

8. Medical Stores specs:

- a. The medical store may be part of pharmacy or separate and secured.

- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

9. RMO Duty Rooms:

- a. Minimum 1 room with attached bathroom & WC, per 2 doctors with separate rooms for male & females with separated sleeping facility with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.

10. Nursing station/ duty room (Nurses):

- a. One nursing station/room per 15 beds.
- b. Applicable for clinics only if there is a day care ward.
- c. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- d. Station should accommodate all nurses on duty at any time.

11. Clinical laboratory specifications:

- a. Laboratory services can be outsourced or can be optional for hospitals up to 100 beds.
- b. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
- c. Separate Reporting Room for doctors should be there.

12. Radiology section:

- a. Role of imaging department should be radio-diagnosis and ultrasound along with hire facilities depending on the bed strength.
- b. The department should be located at a place which is accessible to both OPD and wards and also to operation theatre department.
- c. The size of the room should depend on the type of instrument installed.
- d. It should conform to AERB requirements.
- e. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- f. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.
- g. Separate Reporting Room for doctors should be provided.

13.Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

14.Emergency Room specifications:

- a. Emergency room should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- b. Station should accommodate all nurses & doctors on duty at any time.
- c. Room should allow free movement of wheel chair or trolley.
- d. Emergency Room should preferably have different entry than the hospital entry.
- e. Access to Emergency Room should have a ramp for wheel chairs and stretchers.

15.House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital more than 30 beds

16.Security Services:

- a. There is a designated location for each security staff on duty.

Medical record-room:

- b. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- c. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- d. Fire extinguishers of correct type should be made available nearby all locations.

17.Store rooms:

- a. Store room should be lockable & of adequate size with exhaust fan.

- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

18. Wards:

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- d. At the minimum one nursing station per ward of upto 45 beds will be provided.
- e. There should be minimum 50 ft area per bed with 7 feet distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and a 8" distance between the bed and the wall.
- f. Width of the door to be at least 4 feet.
- g. Permanent, semi-permanent or temporary partition should be present between two beds.

Partitions may be used as and when needed

- h. Ward store area with lockable wall or steel cupboard(s).

19. Duty rooms for doctors

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

20. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

21. Duty rooms for technicians: (optional but prerequisite with functional casualty)

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.

- c. Separate rooms for separate genders will be provided.

Needed only when emergency is functioning, Man power for technicians will increase accordingly

22. Dirty utility room:

- a. Separate area of minimum 15 sq feet.

24: Regimental Therapy Unit or treatment room:

- a. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both outdoor and indoor patients with privacy.
- b. It should also have separate rooms for cupping, and leeching with a leech bank *and other regimens*.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

Specifications of the Regimental Therapy Unit:

1. Room Size: Minimum 10 ft. X 10 ft. (As size of massage table is 7ft X 3 ft. the size of room should be 10ft X 10 ft.)
2. Mandatory if procedures are done.
3. Separate Unit is proposed for male & female with attached toilet and bathroom
4. Optional and depending on work load. If more than 15 procedures are carried out per day, separate rooms should be provided.

Specifications of the Operation Theater/ Minor OT for Fasd (Venesection), cauterization:

OT/ procedure room should have sterile zone of at least 10 ft X 10 ft; Size is exclusive of clean zone, independent enclosure to accommodate equipment & maintaining adequate privacy.

1. OT is mandatory if surgical procedures are provided in any hospital.

Waiting area:

- a. Adequate number of seats/ chairs with respect to the bed strength and load of the patients will be provided.
 - b. Separate waiting area for Regimental therapy services is mandatory only in health care units which provide stand-alone Regimental therapy services. Otherwise common waiting areas of the facility can be utilized.
2. Consultation room with examination room: adequate to accommodate Doctors table, consultation chair, two stools/ chairs, examination bed of minimum size of 6 ft. X 2.5 ft., privacy screen around examination area.

3. Sterilization room: adequate to accommodate sterilization equipment & sterilized material.
4. Separate Recovery room for regimental therapy is mandatory only in health care units which provide stand-alone services. Otherwise ward beds of the facility can be utilized.
5. Separate disposal zone for storage of waste as per bio-medical waste management rule

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information.
2. *All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under clinical establishment act

C.1.4.2 Fee structure,

1. Display of tariff list at OPD, Emergency etc.
2. Display of citizen charter in OPD and emergency

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD.

C.1.4.4 Services provided

Directional signage at main entrance towards emergency and OPD

1. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
2. Directional signage within the hospital building for all departments within the building
3. Display of department / area name on the entrance of each area / room / counter
4. Display of hospital layout at various entrances in the hospital
5. Display of hospital's scope of services at OPD, Emergency and at Campus entrance
6. Floor Plan With Location Of Departments

7. Plan of Facility

8. usages: departments, OPD & IP room & wards, waiting areas,

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

C.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements:

Furniture/Fixture Requirements for Outpatient Department (OPD):					
Name of the Equipment	Clinic	Hospital			
	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
Room with well-lighted and ventilated and equipped with a chair and a table for doctor		1 per consultation room			
X-ray viewer		1 per consultation room			
Two chairs for patients & attendants		1 per consultation room			
An examination table of 6 ft. X 2.5 ft. With privacy screen		1 per consultation room			
Blood pressure apparatus		1 per consultation room			
Stethoscope		1 per consultation room			
Torch		1 per consultation room			
Thermometer		1 per consultation room			
Weighing machine		1 per consultation room			
Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.		As per requirement			
Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.		As per requirement			
Refrigerator if temperature sensitive medication are stored (if required)		1 per consultation room			
Computers, (if required)		1 per consultation room			
Telephone equipment		As per requirement			
Air conditioning		As per requirement			
Computers, (if required)		1 per consultation room			

Name of the Equipment	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
Adequate wall or steel Cupboards per Ward	2	4	8	15
Arm Board (Adult)	As needed			
Back rest	As needed			
Bain Marie trolley (stainless steel) 1 per floor	1 per floor			
Bed side cabinets	1 per 5 patients			
Bed side Screen	1 per ward or full length curtains between the beds			
Bucket metallic	As needed			
Ceiling Fans	As per requirement			
Clock (1 per ward)	1 per ward			
Containers for kitchen	As needed			
Doctor's chair	As needed			
Doctor's or Office table	As needed			
Dressing trolley- 1 per floor/ ward depending on layout	1 per ward			
Dust bins in each ward & consultation room	1 per ward			
Duty table for nurses	1 per ward			
Emergency resuscitation kit	3 per ward			
Enema Set	2 per ward			
Fire extinguisher -	ABC 1 per ward/ floor based on layout			
Foot stools	8	16	25	25
Fridge	1 Per Area/ Ward			
Heavy duty Torch light	1 per ward			
Hospital Cots	50	100	300	500
Hospital Cots Pediatric	5	10	30	50
Hot Water Bags	2 per ward			
Hot Water geyser	2 per ward			
IV Stands - 2 per 10 beds	10	20	50	100
Infra-Red lamp	3	5	10	10
<i>Intercom System</i>	<i>1 per ward</i>			
Kidney Tray 1 per 5 beds	20	40	50	50
Kitchen utensils,	Adequate			
Massage table of 7ft. x 2.5ft (wood or fibre)	One per procedure room			
Medicine trolley	1 per ward			
Office chairs	4	8	20	20
Office Table	3	6	10	10
Patient beds with side rails	20% of total beds			
Patient call Bell System	1 per bed			
Patient locker	1 per bed			
Patients examination table- 1	- 1 per ward/ floor a per the profile of patients & layout			

per ward/ floor a per the profile of patients & layout of facility	of facility			
Patients side table	1 per bed			
Pediatric cots with railings as per scope of services	as per scope of services			
Steel or Wooden cup board	8	16	20	25
Steel rack	5	10	20	40
Stool 1Per Bed	8	8	15	25
Stools revolving - 2 per ward	2 per ward			
Stretcher/ Patient trolley - 1 per ward	1 per ward			
Urinal Male and Female	10	20	50	100
waiting chairs / benches for patients relatives	50% of the bed strength			
Weighing Machine	1 per ward			
Wheel chair	2 per 50 beds			
Wooden massage bed	One per service room			
X-ray viewer	one per ward			

Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
Arm chair	One per service room				
Examination table	Minimum 1				
Focus lamp	Minimum 1 per service room				
Foot stool	One per service room				
Gas/Stove	One per service room				
Glass containers (1 liter capacity) for storing used leeches:	5-10 (for each patient requires separate container and the number may vary according to the number of patients)				
Good light source	Minimum 1 per service room				
hamox stretchers / Stretchers with wheels	One per service room				
Heating facilities	One per service room				
Hot water bath	One per service room				
IV stands	One per service room				
Massage table of 7ft. x 2.5ft (wood or fibre)	One per service room				
Mixture/Grinder/Churner	One per service room				
OT table / Lithotomy Table with Side Railings	Minimum one				
Plastic aprons, gloves and mask	One per service room				

Amal tariq (wooden chamber)	One per service room
Revolving stools	Minimum 1 per service room
Stool	One per service room
Sufficient light and ventilation	One per service room
Surgical trolley	Minimum 1
Torch	Minimum 1 per service room
Wheel chairs	One per service room
Pressure cooker (10 litre minimum)	One per (massage)service room
<i>Nutool table with flexible hanging stand</i>	<i>One per (nutool) service room</i>
<i>Tubs for Pashowya and Abzan</i>	<i>One per (nutool) service room</i>

C.2.2 Sundry Articles Requirement

Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
Air conditioners Central A/C for OT	Optional			Minimum 1	
Ambulance		Optional			Minimum 1
Ceiling / wall Fans				As needed	
Clock				1 per ward	
Computer with modem with UPS, printer with internet connection				As needed	
Coolers				As needed	
Drinking Water purifier				As needed	
Emergency lamp				2 Per Area/ Ward	
Emergency trauma set				2 per ward	
Exhaust Fan				As needed	
Fire extinguishers				As needed	
Geyser				2 per ward	
Refrigerator				1 per ward	
Storage Geyser				1 per ward	
Tables & Chairs				As needed	
Telephone/ cell phone				1 per ward	
Tube lights				As needed	
Vacuum cleaner				As needed	

C.2.3 Others

Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
Computer with Modem with UPS, Printer with Internet Connection	As needed				
Photocopying Machine	As needed	As needed	1 per ward	1 per ward	1 per ward
Intercom (10 lines)	As needed				
Fax Machine	-	As needed	As needed	As needed	As needed
Telephone	One per organization				Two per organization
Public Address System	-	Covering Indoor and OPD Areas			

C. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

C.3.1 Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.
6. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

1. Number of Wash basins

- i. 1 for every 20 persons or part there
- ii. Doctor, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
- iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.

2. Number of Water closets

- i. 1 for every 20 beds or part thereof.
- ii. Doctor, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.

3. For in-patient department

a. No. of Wash basins

- i. 1 for every 12 beds or part thereof
- ii. Doctor, staff, patients and visitors have an access to wash basin(s);
- iii. Procedure hand wash basins are separate and located close to procedure area. 1 for every 12 beds or part thereof

No. of Water closets

- i. 1 for every 6 beds or part thereof
- ii. Separate water closets are available for use for outpatient and in-patient areas.
- iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.

b. No. of bathrooms

- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
- ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

c. WC

- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- ii. Average size of toilet : 810 mm X 1800mm with grab bars
- iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

1. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
2. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
3. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

C.3.5 Others

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for firefighting should be available.

4. Water softening plant should be considered where hardness of water is a major problem.

C. 4. 3. Drainage and Sanitation

1. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.
2. **Waste Disposal System:** National guidelines on Bio-Medical Waste Management and a Notification of Environment and Forests are at Annexure - I.

D. Equipment /instruments

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings

D.1 Therapeutic equipment

1: Outpatient department (OPD)

	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1	A chair and a table for doctor	1 per consultation room				
2	X-ray viewer	1 per consultation room				
3	stools for Patients	1				
4	Patients waiting chairs / benches	50% of the bed strengths				
5	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room				
6	Blood pressure apparatus	1 per consultation room				
7	Stethoscope	1 per consultation room				
8	Torch	1 per consultation room				
9	Thermometer	1 per consultation room				
10	Weighing machine.	1 per consultation room				
11	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement				
12	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement				

2: In-Patient department (IPD)

Sn	Name of the Equipment	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1	Ambu bags	3	6	6	6
2	Arm Board Adult	6	12	24	24
3	Autoclave Drums	3	6	9	12
4	Back rest	2	4	8	20
5	Bain marie trolley stainless steel 1 per floor	1	2	4	8
6	Bed pans: 1 per 5 patients	10	20	50	100
7	Biomedical waste colour coded bins	Each per floor			
8	Cheatele forceps assorted sizes	5	8	16	25
9	Clock per ward	1 per ward			
10	Containers for kitchen	As required			
11	Dressing trolley-1 per floor/ ward depending on layout	1 per ward			
12	Dust bins in each ward & consultation room	1 per ward			
13	Emergency resuscitation kit	1 per floor			
14	Enema Set	As required			
15	Fridge	As required			
16	Heavy duty Torch light - 1 per ward	1 per ward			
17	Hot Water Bags 2 per ward	2 per ward			
18	I V Stands - 2 per 10 beds	2 per 10 beds			
19	Infra-Red lamp	3	5	10	10
20	Instrument tray - minimum 1 per ward	minimum 1 per ward			
21	Instrument trolley - 1 per ward	minimum 1 per ward			
22	Intercom System	As required			
23	Kidney Trays-1 per 5 beds	1 per 5 beds			
24	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	1 per treatment room			
25	Medicine trolley	minimum 1 per ward			
26	Needle cutter - 3 per ward	3 per ward			
27	Non mercury Thermometer clinical	1 per ward			
28	O2 cylinder with spanner	1 per ward			
29	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward			
30	Sphygmomanometers-Stand Type 1& Portable (aneroid or Digital) Type X	1 per ward			
31	Stretcher/ Patient trolley	1 per ward			
32	Weighing Machine	1 per ward			
33	X-ray viewer - one per ward	1 per ward			

3: Regimental Therapy Room

3: Equipments /instruments for Regimental Therapy Room						
SN	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1.	Amaltariq (wooden chamber)		Minimum 1			
2.	As per requirement: Dressing tray with gloves, bandage cloth, bandages etc.		Adequate			
3.	Autoclave equipment for sterilization		Minimum 1			
4.	Autoclave/ Sterilizer		Minimum 1			
5.	Bedpan (male and female)		As needed			
6.	Buckets/Plastic tubs/Basin(with provision of measuring scale)		As needed			
7.	Bunsen flame		1 minimum			
8.	Clock		1 Per Area/ Ward			
9.	Consumables		Adequate			
10.	crash cart		Minimum 1			
11.	Disposable syringes (5-10cc, 20-50cc)		As needed			
12.	Enema pot		As needed			
13.	Examination table		Minimum 1			
14.	Focus lamp		Minimum 1			
15.	Foley's Catheter		As needed			
16.	Gas/Stove		Minimum 1			
17.	Glass containers (1 liter capacity) for storing used leeches:5-10 (for each patient requires separate container and the number may vary according to the number of patients)		Minimum 1			
18.	hamox stretchers / Stretchers with wheels		Minimum 1			
19.	Hot water bag		Minimum 1			
20.	Instruments : Different types of Forceps, Scissors, Needles, Suturing material etc. (as per requirement)		Adequate			
21.	IV stands		As needed			
22.	Kidney trays		Minimum 1			
23.	Knife and scissor1 each		As needed			

24.	Leeches :As per the requirement, usually 3-5 leeches per patient/ treatment period)	As needed	
25.	Mahjama of different sizes (cupping instruments)	Minimum 1set	
26.	Massage table of 7ft. x 2.5ft (wood or fibre)	As needed	
27.	Measuring glasses set	Minimum 1	
28.	Metallic or disposable insemination cannula	Minimum 1	
29.	Mixture/Grinder/Churner	Minimum 1	
30.	OT instruments	Minimum 1	
31.	OT Table with stand	Minimum 1	
32.	Plastic aprons, gloves and mask	As needed	
33.	Rubber Catheters without cracks & without frayed edges	As needed	
34.	scalpel	As required	
35.	Small pillows covered with rexin sheet	As needed	
36.	Sphygmomanometer	Minimum 1	
37.	spittoon	Minimum 1	
38.	Sterile apron	Minimum 1	
39.	Sterile cotton	As per use	
40.	Sterile Gauze	As per use	
41.	Sterile gloves	As per use	
42.	sterile urinary catheters	As per use	
43.	Sterilizer or Autoclave	Minimum 1	
44.	Stethoscope	Minimum 1	
45.	stop watch	Minimum 1	
46.	Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	Optional	Minimum 1
47.	Stretchers with wheels	Minimum 1	
48.	Sufficient light and ventilation	As needed	
49.	Surgical tray	1 per ward/therapy room	
50.	Surgical trolley	Minimum 1 /therapy room	
51.	Surgical trolley	Optional	Minimum 1
52.	Thermometer digital	Minimum 1	
53.	Toothed forceps	Minimum 1	
54.	Torch	Minimum 1	

D.2 Surgical equipment

1: Operation Theater

sn	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1	Anterior vaginal wall retractor		Adequate			
2	Artery forceps		Adequate			
3	Auto Clave HP Vertical /horizontal (2 bin)		Minimum 1			
4	Autoclave equipment for sterilization/Sterilizer		Minimum 1			
5	Bladder sound (Urethral dilators) of different sizes		Minimum 1			
6	Crash Cart with lifesaving drugs and Resuscitation Kit		Minimum 1			
7	Cusco's Speculum		As needed			
8	Diathermy Machine (Electric Cautery)		As needed			
9	Disposable syringes (5-10cc)		As needed			
10	Enema Pot		Minimum 1			
11	Focus lamp Ordinary		Minimum 1			
12	Foley's Catheter		As needed			
13	Formalin dispenser		Minimum 1			
14	General Surgical Instrument Set Piles, Fistula, Fissure, etc		Minimum 1			
15	Instrument Trays of various Sizes		Adequate			
16	Instrument Trolley		As needed			
17	IV stands		As needed			
18	Kidney tray		As needed			
19	Knife and scissor 1 each		As needed			
20	L. P. Tray		Adequate			
21	Magill's forceps (two sizes)		Adequate			
22	Metallic or disposable insemination cannula		Adequate			
23	Operation table Hydraulic Minor with stand		Minimum 1			
24	OT Spot light (Shadowless ceiling fitted/ stand mounted)		Minimum 1			
25	Oxygen Cylinder		Minimum 1			
26	Oxygen Mask with Circuit		Minimum 1			
27	Plastic aprons, gloves and mask		Adequate			
28	Shadowless lamp ceiling type major / minor		1			2
29	Shadowless Lamp stand model		Minimum 1			
30	Sims speculum in small, medium & large size		Adequate			
31	Sphygmomanometer		Minimum 1			
32	Sterile cotton		As needed			
33	Sterile gloves		As needed			

34	Steriliser Small (Instruments)	As needed
35	Sterilizer big (Instrument)	As needed
36	Sterilizer Medium (Instrument)	Minimum 1
37	Stethoscope	Minimum 1
38	Suction Apparatus - Electrical	Minimum 1
39	Suturing Set	Minimum 1
40	Swab holders	Minimum 1
41	Thermometer	Minimum 1
42	Tongue depressors	Minimum 1
43	Toothed forceps	Minimum 1
44	two long (8 inch)& two short (6 inch) Artery forceps	Minimum 1
45	two Uterine sound	Minimum 1
46	Urethral Dilator Set	Minimum 1
47	Vaginal Examination set	Minimum 1
48	Vulsellum	Minimum 1

2: Anesthesia

Sn	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1	Airway female & male	Adequate				
2	Anaesthesia Trolley / Boyle's Apparatus	Minimum 1 if anesthesia is given	Minimum 1			
3	Anesthetic- laryngoscope magills with four blades	Minimum 2				
4	CO2 cylinder for laparoscope	Minimum 1				
5	Connector set of six for ETT	Minimum 1				
6	Defibrillator/ AED	Minimum 1				
7	Endotracheal tube sets	Minimum 1				
8	Magills forceps (two sizes)	Minimum 1				
9	Mouth prop	Minimum 1				
10	Multi-parameter Monitor	Minimum 1				
11	N ₂ O Cylinder for Boyle's Apparatus	Minimum 1				
12	O ₂ cylinder for Boyle's Apparatus	Minimum 1				
13	Tongue depressors	Adequate				
14	Tubes connecting for ETT	Adequate				

D.3 Diagnostic equipment

1: Imaging Equipment

Sn	Imaging Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1	300 M.A. X-ray machine	Optional				Minimum 1
2	Ultra Sonogram (Obs & Gyne. department should be having a separate ultra-sound machine of its own)	Optional			Minimum 1	
3	Echocardiogram	Optional				
4	X-ray developing tank	Minimum 1 if X-ray machine exists		Minimum 1		
5	Safe light X-ray dark room	Minimum 1 if X-ray machine exists				
6	Cassettes X-ray	Minimum 1 if X-ray machine exists				
7	Lead apron	Minimum 1 if X-ray machine exists				
8	Intensifying screen X-ray	Minimum 1 if X-ray machine exists				
9	Thyroid shield	Minimum 1 if X-ray machine exists				
10	TLD batches	One per person				
11	Gonadial guard	Minimum 1 if X-ray machine exists				
12	X-ray lobby single	Minimum 1 if X-ray machine exists				

2: Laboratory Equipments

Sn	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
	Alarm clock	Optional	1 Per/ Ward			
	Automatic cell counter	Optional			Minimum 1	
	Auto analyzer/ Semi auto analyzer	Optional			Minimum 1	
	Binocular Microscope	Minimum 1				
	Chemical Balances	Minimum 1				
	Counting chamber	Minimum 1				
	Electric Colorimeter	Minimum 1				
	Electric centrifuge, table top	Minimum 1				
	ESR stand with tubes	Minimum 1				
	<i>Electrolyte analyzer</i>	optional			Minimum 1	
	Glucometer	1 Per Area/ Ward				
	Hemoglobinometer	Minimum 1				

Sn	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
	Hot air oven	As needed				
	Hot plates	As needed				
	Lab Incubator	As needed				
	Laboratory Auto Claves	As needed				
	Micro pipette of different volumes	As needed				
	PH meter	As needed				
	Refrigerator	Minimum 1				
	Rotor / Shaker	Minimum 1				
	Simple balances	Minimum 1				
	Spirit lamp	Minimum 1				
	TCDC count apparatus	As needed				
	Test tube holders	As needed				
	Test tube rack	As needed				
	Test tube stands	As needed				
	Timer stop watch	As needed				
	Water bath	As needed				

D.4 Emergency equipment

S No.	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1.	Emergency equipment box for first aid & BLSS	Minimum 1				
2.	Crash-Cart trolley:1	Optional	Minimum 1			
3.	Portable defibrillator:1	Optional			Minimum 1	
4.	Disposable syringes	As needed				
5.	Ambu Bag:1	Minimum 1				
6.	Laryngoscope with cell	Minimum 1				
7.	Sealed battery cell	Minimum 1				
8.	Endotracheal tubes	As needed				
9.	Monitor	As needed				

D.5 Sterilizing Equipment

Sterilizing Equipments						
Sr. No.	Name of the Equipment	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1.	Auto Clave HP Vertical (2 bin)	As needed	Minimum 1			
2.	Autoclave equipment (drums or trays) for sterilization/Sterilizer	Adequate				

E. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

E.1 Medical practitioners

1. **Category:** Doctors
2. **Minimum Qualifications:** Degree/ Post Graduate Degree from recognized university by Central Government or State government of Indian Medicine.
3. **Registration:** (if applicable): with state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Strength (The minimum number of staff required as per the function.)						
Sr. no.	Doctors BUMS/ MD	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1.	Hospital Superintendent ¹	1	1	1	1	1
2.	Hakim Specialist (Moalijat)	2	2	2	4	5
3.	Hakim Specialist (Jarahat)	1	1	1	2	2
4.	Hakim specialist Amraz-e-Jild -wa zohrawia			2	2	2
5.	Hakim specialist Amraz-e-Dimag -wa Asab				2	2

6.	Hakim specialist Nafsiyat				1	2
7.	Hakim specialist Amraz Ain			1	2	2
8.	Hakim specialist Amraz Uzn Anaf wa Halaq			1	2	2
9.	Hakim Specialist (NiswanwaQabala)	1	1	2	4	4
10.	Hakim Specialist (Atfal)	1	1	2	3	3
11.	Hakim Specialist (Regimental Therapy)	1	1	2	3	4
12.	Hakim Specialist (Preventive Medicine)	1	1	2	3	3
13.	Anesthetist	1	1	1	2	2
14.	Radiologist DMRE/ MD in concerned subject	1	1	1	2	2
15.	Pathologist (visiting/part time/full time)	1	1	1	2	2
16.	<i>General Duty Hakims</i>	7	7	15	25	30

E.2 Therapists:

1. **Category:** Therapists:
2. **Minimum Qualifications** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
 - a. This encompasses certified course in Regimental Therapy from recognized state or central council for Unani medicine
 - b. *On the job training or allied course in Unani medicine.*
3. **Registration with the concerned council**(if applicable): state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Strength: Minimum 2 per treatment room; male and female separate; i.e. minimum 2 male technicians or 2 female technicians for a treatment room.

Sr. no	Therapists – Technicians	Clinic	1 to 50 beds	51-100 beds	101-200 beds	201 and above beds
1.	<i>Hammam Female Technician</i>	1	1	2	3	4
2.	<i>Hammam Male Technician</i>	1	1	2	3	4
3.	<i>Dalak Technician Male</i>	1	1	1	2	2
4.	<i>Dalak Technician Female</i>	1	1	1	2	2
5.	<i>Technician for Riyazat</i>	1	1	1	2	2

E.3 Paramedics

1. **Category:**Paramedics
2. **Minimum Qualifications** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
3. **Registration with the concerned council**(if applicable): state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Sr. no	Staff	Minimum qualification	Clinic	1 to 50 beds	51-100 beds	101-200 bedsl	201 and above bedded hospital
1.	Clerk for Billing	12th Standard passed.	-	1	1	2	2
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement				
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an	As per requirement				

		ambulance, specific training is required.					
4.	ECG Technician (if ECG services are provided in- house)	1 year experience of taking ECG	-	1	1	1	2
5.	Electrician	If exists, Diploma in Electrical Engineering	-	1	2	2	3
6.	Hospital worker (OP/ward +OT)	Eight standard completed		5	5	10	20
7.	Housekeepin g Staff	Ability to read national or local language	1	1	2	3	6
8.	Kitchen Servant (if food is cooked in- house)	-	As per requirement				
9.	Laboratory Attendant (Hospital Worker) (if lab is in- house)	Ability to read national or local language	-	2	2	6	10
10.	Laboratory Technician (if Lab is in- house)	Qualified Laboratory Technician	-	2	3	6	10
11.	Maintenance person	If exists, Diploma in Electrical	-	1	1	2	3

		Engineering.					
12.	Medical Records Officer / Technician	MR Technician/Minimum qualification-12th Standard passed.	-	1	1	1	2
13.	OT Assistant (if surgical services are provided)	OT Technician Minimum qualification-12th Standard passed.	1	2	2	3	4
14.	Peon	Eight standard completed	-	1	1	1	2
15.	Pharmacist (if pharmacy is in-house)	Diploma in Unani Pharmacy (D.Pharma) Bachelor in Unani Pharmacy (B.Pharma) Master in Unani Pharmacy (M.Pharma)- Master of Science in Medicinal Plants (M.Sc Medicinal Plants)- PG Diploma in Unani Drug Standardisation Certificate course	-	2	4	6	8
16.	Physiotherapist	Qualified PT	-	1	1	1	2

17.	Plumber	-	-	1	1	1	2
18.	Radiographer (if Imaging is in-house)	Qualified Radiographer		1	1	1	1
19.	Sanitary Worker	-		5	5	10	15
20.	Store keeper/ Manager	Minimum qualification- 12th Standard passed.	-	-	1	1	1
21.	Therapy Attendant	Eight standard completed	Minimum 1 and as per requirement				
22.	Ward Ayah	Eight standard completed	Minimum 1 per ward/ floor and as per requirement				
23.	Ward boy	Eight standard completed	Minimum 1 per ward/ floor and as per requirement				

E.4 Nurses:

1. **Category:** Nursing
2. **Minimum Qualifications:** GNM or BSc or MSc Nursing
3. **Registration:** State Nursing Council of where hospital is located
4. **Trained / skilled:** Trained

Nurses to Beds Ratio: 1 per 20 beds						
Sn	Nursing Staff	Clinic	1 to 50 bedded Hospital	51-100 bedded Hospital	101-200 bedded hospital	201 and Above bedded hospital
1.	Staff Nurse	1	1 for every 20 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.			
2.	Matron	-	1	1	2	2

E.5 Administrative staff: The number would vary as per requirement and may be outsourced.

Administrative staff						
Sr. no	Administrative staff	Clinic	1 to 50 bedded Hospital	51-100 bedded Hospital	101-200 bedded hospital	201 and Above bedded hospital
1.	Office Superintendent/ Hospital Administrator	-	1	1	1	1
2.	Accountant	-	2	2	3	5
3.	Computer Operator	-	6	6	10	15
4.	Security Staff*	-	2	4	6	10

F. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

F.1 Anaesthetics drugs

Category: Anesthetics drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.1 General Anesthesia (to be given only by a qualified allopathy anesthetist)			
1.	Ether,		As per requirement
2.	Halothane		As per requirement
3.	Isoflurane*		As per requirement
4.	Ketamine Hydrochloride Injection	10 mg / ml, 50 mg / ml	As per requirement
5.	Nitrous Oxide	medical grade	As per requirement
6.	Oxygen	medical grade	As per requirement
7.	Injection Thiopentone Sodium	0.5 g, 1 g powder	As per requirement
1.2 Local Anesthesia			
8.	Injection Bupivacaine Hydrochloride	0.25%,0.5% 0.5% + 7.5% Glucose	As per requirement
9.	Spray Ethyl Chloride	1%	As per requirement
10.	Injection Lignocaine	Topical Forms 2-5%	As per requirement

11.		Hydrochloride 1-2% Spinal 5% + 7.5% Glucose	As per requirement
12.	Injection Lignocaine Hydrochloride + Adrenaline	1%, 2% +Adrenaline 1:200,000 In vial 1.3	As per requirement
1.3 Preoperative Medication and Sedation for Short Term Procedures			
13.	Injection Atropine Sulphate	0.6 mg / ml	As per requirement
14.	Injection Diazepam	5 mg Injection 5 mg / ml	As per requirement
15.	any other medication as decided by the concerned anesthetist		As per requirement

F.2 Emergency drugs

Category: Emergency Drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.	Inj. Adrenaline	As per I.P.	Minimum 10 Ampoules/ Vials
2.	Inj. Atropine	As per I.P.	Minimum 10 Ampoules/ Vials
3.	Inj. Calcium Carbonate	As per I.P.	Minimum 10 Ampoules/ Vials
4.	Inj. Dopamine	As per I.P.	Minimum 10 Ampoules/ Vials
5.	Inj. Dobutamine	As per I.P.	Minimum 10 Ampoules/ Vials
6.	Inj. Nitroglycerine	As per I.P.	Minimum 10 Ampoules/ Vials
7.	Inj. Sodium Bicarbonate	As per I.P.	Minimum 10 Ampoules/ Vials
8.	Inj. Hydrocortisone	As per I.P.	Minimum 10 Ampoules/ Vials
9.	Inhaler Beclomethasone (250 micro/dose)	As per I.P.	Minimum 10 Ampoules/ Vials
10.	Inhaler Salbutamol (200 micrograms)	As per I.P.	Minimum 10 Ampoules/ Vials
11.	Inj. Frusemide	As per I.P.	Minimum 10 Ampoules/ Vials
12.	Inj. Diazepam/Midazolam	As per I.P.	Minimum 10 Ampoules/ Vials
13.	Inj. Deriphyllin	As per I.P.	Minimum 10 Ampoules/ Vials
14.	Inj. Phenytoin sodium	As per I.P.	Minimum 10 Ampoules/ Vials
15.	Inj. Avil	As per I.P.	Minimum 10 Ampoules/ Vials
16.	Inj. Ondansetrone	As per I.P.	Minimum 10 Ampoules/ Vials
17.	Inj. KCl	As per I.P.	Minimum 10 Ampoules/ Vials
18.	Inj. Lignocaine 2%	As per I.P.	Minimum 10 Ampoules/ Vials
19.	Inj. Amiodarone	As per I.P.	Minimum 10 Ampoules/ Vials
20.	Inj. Magnesium sulphate	As per I.P.	Minimum 10 Ampoules/ Vials
21.	Inj. Mannitol	As per I.P.	Minimum 10 Ampoules/ Vials
22.	Inj. Morphine/Inj. Pethidine	As per I.P.	Minimum 10 Ampoules/ Vials
23.	Inj. Noradrenaline bititrate	As per I.P.	Minimum 10 Ampoules/ Vials
24.	Inj. Fentanyl	As per I.P.	Minimum 10 Ampoules/ Vials
25.	water for Injection	As per I.P.	Minimum 10 Ampoules/ Vials
26.	Inj. Sodium Valporate	As per I.P.	Minimum 10 Ampoules/ Vials
27.	Inj. Voveran	As per I.P.	Minimum 10 Ampoules/ Vials
28.	Inj. Paracetamol	As per I.P.	Minimum 10 Ampoules/ Vials
29.	Mannitol Injection	As per I.P.	Minimum 10 Ampoules/ Vials

30.	Metoprolol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
31.	N/2 saline Injection	As per I.P.	Minimum 10 Ampoules/ Vials
32.	Oxygen Inhalation	As per I.P.	Minimum 10 Ampoules/ Vials
33.	Oxytocin Injection	As per I.P.	Minimum 10 Ampoules/ Vials

F.3 General Drugs:

LIST OF MEDICINES / INSTRUMENTS / EQUIPMENTS / LAB REAGENTS / OTHER CONSUMABLES AND DISPOSABLES

Single Unani Drugs

Unani Name	Botanical Name
• Abhal	<i>Juniperus communis</i> Linn.
• Afsanteen	<i>Artemisia absinthium</i> Linn.
• Ajwain	<i>Trachyspermum ammi</i> (Linn.) Sprague
• Amaltas	<i>Cassia fistula</i> Linn.
• Amba Haldi	<i>Curcuma amada</i> Roxb.
• Amla	<i>Emblica officinalis</i> Gaertn.
• Anisoon	<i>Pimpinella anisum</i> Linn.
• Anjbar	<i>Polygonum bistorata</i> Linn.
• Anjeer	<i>Ficus hispida</i> Linn.f.
• Aqaqia	<i>Acacia arabica</i> Willd.
• Aqarqarha	<i>Anacyclus pyrethrum</i> DC.
• Asabgol	<i>Plantago ovata</i> Forsk.
• Asarun	<i>Ruscus aculeatus</i> Linn.
• Asgandh	<i>Withania somnifera</i> (Linn.) Dun.
• Asl-us-Soos	<i>Glycyrrhiza glabra</i> Linn.
• Atees	<i>Aconitum heterophyllum</i> Wall. ex Royle
• Azaraqi	<i>Strychnos nuxvomica</i> Linn.
• Babchi	<i>Psoralea corylifolia</i> Linn.
• Babool	<i>Acacia arabica</i> Willd.
• Badiyan	<i>Foeniculum vulgare</i> Mill.
• Badranjboya	<i>Melissa parviflora</i> Benth.
• Bakayin	<i>Melia azedarach</i> Linn.
• Balhchar	<i>Narbastachys jatamansi</i> DC.
• Balela	<i>Terminalia bellirica</i> (Gaertn.) Roxb.
• Baobarang	<i>Embelia ribes</i> Burm. f.
• Baqla	<i>Mentha longifolia</i> (Linn.) Huds.
• Bazrul Banj	<i>Hyoscyamus niger</i> Linn.
• Bedanjeer	<i>Ricinus communis</i> Linn.
• Bedmushk	<i>Salix caprea</i> Linn.
• Beej Band	<i>Rumex maritimus</i>
• Beekh Baadiyan	<i>Foeniculum vulgare</i> Mill
• Beekh Karafs	<i>Apium graveolens</i>
• Behidana	<i>Cydonia oblonga</i> Mill.
• Bisbasa	<i>Myristica fragrans</i> Houtt.
• Bisfayej	<i>Polyjpodium vulgare</i> Linn.
• Biskhapra	<i>Trianthema portulacastrum</i> Linn.
• Brinjasif	<i>Achillea millefolium</i> Linn.

• Chaksu	<i>Cassia absus</i> Linn.
• Chiraita	<i>Swertia chirayita</i> (Roxb. ex Flem.) Karst.
• Chobchini	<i>Smilax china</i> Linn.
• Darchini	<i>Cinnamomum zeylanicum</i> Blume
• Darunj-e-Aqrabi	<i>Dornoicum hookeri</i>
• Dhatura	<i>Datura innoxia</i> Mill.
• Enabus Saleb	<i>Solanum nigram</i> Linn.
• Filfil Daraz	<i>Piper longum</i> Linn.
• Filfil Siyah	<i>Piper nigrum</i> Linn.
• Gaozaban	<i>Onosma bracteatum</i> Wall.
• Ghariqoon	<i>Agaricusalba</i> Linn.
• Gheekawar	<i>Aloe barbadensis</i> Mill.
• Ghongchi Sufaid	<i>Abrus precatorius</i> Linn.
• Gilo	<i>Tinospora cordifolia</i> Miers
• Gular	<i>Ficus racemosa</i> Linn.
• Gul-e-Babuna	<i>Matricaria chamomilla</i> Linn.
• Gul-e-Banafsha	<i>Viola odorata</i> Linn.
• Gul-e-Gurhal	<i>Hibiscus rosa-sinensis</i> Linn.
• Gul-e-Madar	<i>Calotropis gigantea</i> (Linn.) Ait. f.
• Gul-e-Surkh	<i>Rosa damascena</i> Mill.
• Gul-e-Tesu	<i>Butea monosperma</i> (Lam.)
• Gulnar Farsi	<i>Punica granatum</i> Linn.
• Gurmar Buti	<i>Cephaelis ipecacuanha</i> (Brot.) A. Rich.
• Halelah	<i>Terminalia chebula</i> Retz.
• Halyun	<i>Asparagus officinalis</i> Linn.
• Hanzal	<i>Citrulluscolocynthis</i> (Linn.) Schrad.
• Heel Kalan	<i>Amomum subulatum</i> Roxb.
• Heel Khurd	<i>Elettaria cardamomum</i> (Linn.) Maton
• Heeng	<i>Ferula foetida</i> regel
• Hina	<i>Lawsonia inermis</i> Linn./ <i>Jasminum sambac</i> (Linn.) Ait.
• Inderjau Shireen	<i>Wrightia tinctoria</i> (Roxb.) R. Br.
• Inderjau Talkh	<i>Holarrhena antidysenterica</i> (Roxb. ex Flem.) Wall. ex DC.
• Irsa	<i>Iris ensata</i> Thunb.
• Izhkhar	<i>Cymbopogon jawarancusa</i> (Jones) Schult.
• Kahu	<i>Lactuca sativa</i> Linn.
• Kaifal	<i>Myrica esculenta</i> Buch.-Ham. ex D. Don Syn.: <i>M. nagi</i> Thunb.
• Kali Ziri	<i>Centratherum anthelminticum</i> (Linn.) Kuntze
• Kamila	<i>Mallotus phillipensis</i> Muell.-Arg.
• Karanjwa	<i>Caesalpinia bonducella</i> Flem.
• Kateera	<i>Cochlospermum religiosum</i> (Linn.) Alston.
• Kattha	<i>Acacia catechu</i> Willd.
• Khatmi	<i>Althaea officinalis</i> Linn.
• Khulanjan	<i>Alpinia galanga</i> (Linn.) Willd.
• Khurfa	<i>Portulaca oleracea</i> Linn.
• Kishneez Khushk	<i>Coriandrum sativum</i> Linn.
• Kulthi	<i>Dolichos biflorus</i> Linn.
• Madar	<i>Calotropis gigantea</i> (Linn.) Ait. f.
• Majeeth	<i>Rubia cordifolia</i> Linn.
• Marorphali	<i>Helicteres isora</i> Linn.

• Methi	<i>Trigonella foenum-graecum</i> Linn.
• Mochras	<i>Bombax malabaricum</i> DC.
• Mulethi	<i>Glycyrrhiza glabra</i> Linn.
• Mundi	<i>Sphaeranthus indicus</i> Linn.
• Murmakki	<i>Commiphora myrrha</i> (Nees) Engl.
• Musli Siyah	<i>Curculigo orchioides</i> Gaertn.
• Musli Sufaid	<i>Chlorophytum arundinaceum</i> Bak.
• Nana	<i>Mentha arvensis</i> Linn.
• Narkachoor	<i>Zingiber zerumbet</i> Rosc ex Smith
• Neem	<i>Azadirachta indica</i> A. Juss.
• Nilofer	<i>Nymphaea alba</i> Linn.
• Parsioshan	<i>Adiantum capillus-veneris</i> Linn.
• Podina	<i>Mentha arvensis</i> Linn.
• Post Bekh-e- Madar	<i>Calotropis gigantea</i> (Linn) R.Br.ex Ait.
• Pumbadana	<i>Gosypium herbacum</i> Linn.
• Rasaut	<i>Berberis aristata</i> DC.
• Rewand Chini	<i>Rheum officinale</i> Baill.
• SaadKoofi	<i>Cyperus rotundus</i> Linn.
• Salab	<i>Orchis latifolia</i> Linn.
• Sanna Makki	<i>Cassia angustifolia</i> Vahl
• Sarphokha	<i>Tephrosia purpurea</i> (Linn.) Pers.
• Shahtara	<i>Fumaria indica</i> Pugsley
• Shalgham	<i>Brassica rapa</i> Linn.
• Shitraj	<i>Plumbago zeylanica</i> Linn.
• Sudab	<i>Ruta graveolens</i> Linn.
• Suranjan Shireen	<i>Colchicum luteum</i> Bak.
• Sipistaan	<i>Cordia latifolia</i>
• Tirphala	<i>Embilica officinalis</i> , <i>Terminalia chebula</i> , <i>Terminalia beleria</i>
• Tuhkme Khatmi	<i>Althaea officinalis</i>
• Talmakhana	<i>Asteracantha auriculata</i> Nees.
• Tamar Hindi	<i>Tamarindus indica</i> Linn.
• Tukhm-e-Kasni	<i>Cichorium intybus</i> Linn.
• Tukhm-e-Kasoos	<i>Cuscuta reflexa</i> Roxb.
• Tulsi	<i>Ocimum sanctum</i> Linn.
• Turbud	<i>Operculina turpethum</i> (Linn.) S. Manso
• Ustukhuddus	<i>Lavandula stoechas</i> Linn.
• Zanjabeel	<i>Zingiber officinale</i> Roscoe
• Zaranbad	<i>Curcuma zedoaria</i> (Christm.) Rosc.
• Zarawand indica	<i>Aristolochia indica</i> Linn.
• Zoofa	<i>Hyssopus officinalis</i> Linn.

Compound Unani Drugs

- *Araq-e-Badiyan*
- *Araq-e-Gaozaban*
- *Araq-e-Gulab*
- *Araq-e-Kasni*
- *Araq-e-Mako*
- *Araq-e-Mundi*

- *Araq-e-Nana*
- *Araq e Zeera*
- *Habb-e-Dabba Atfal*
- *Habb-e-Hilteet*
- *Habb-e-Kabid Naushadri*
- *Habb-e-Kibreteet*
- *Habb-e-Mudir*
- *Habbe-e-Papita (Desi)*
- *Habb-e-Rasnt*
- *Habb-e-Shifa*
- *Habb e rewand*
- *Habb e zaranbad*
- *Habb e Gule Aakh*
- *Habb-e-Suranjan*
- *Itrifal-e-Kishneezi*
- *Itrifal Mundi*
- *Itrifal-e-Mulaiyin*
- *Itrifal-e-Ustukhuddus*
- *Itrifal-e-Zamani*
- *Jawarish-e-Amla Sada*
- *Jawarish-e-Kamooni*
- *Jawarish-e-Zanjabeel*
- *Joshand e Munzije balgham*
- *Joshand e Sauda*
- *Joshand e Safra*
- *Joshand e Musaffi*
- *Joshand e Mudir Haiz*
- *Joshand e Zeequn Nafs*
- *Joshand e Mushil*
- *Khamira-e-Gaozaban Sada*
- *Khamira-e-Sandal Sada*
- *Kushta-e-Faulad*
- *Kushta-e-Gaodanti*
- *Kushta-e-Hajr-ul-Yahud*
- *Laaq e Sapistan*
- *Laaq e Kataan*
- *Majoon-e-Dabeed-ul-Ward*
- *Majoon-e-Falasifa*
- *Majoon-e-Najah*
- *Majoon-e Ushba*
- *Majoon-e Halela*
- *Majoon-e Mocharas*
- *Majoon-e Suparipak*
- *Majoon-e-Seer Alwi Khani*
- *Majoon-e-Suranjan*
- *Marham e Dakhliyoon*
- *Marham e Kafoor*
- *Marham e Raal*

- *Marham e Safeid*
- *Nuqoo Nazla*
- *Qurs Alkali*
- *Qurs deedan*
- *Qurs Jiryaan*
- *Qurs Kushtae Faulaad*
- *Qurs Kushtae Sadaf*
- *Qurs Mulayyan*
- *Qurs Muhazzil*
- *Qurs Zarishk*
- *Qurs Zibatees sada*
- *Qurs Zibatees khas*
- *Raughan-e-Babuna Sada*
- *Raughan-e-Banafsha*
- *Raughan-e-Bedanjeer*
- *Raughan-e- Gul*
- *Raughan-e- Hindi*
- *Raughan-e- Haft barg*
- *Raughan-e- Kamela*
- *Raughan-e- Neem*
- *Sharbat-e-Anjabar*
- *Sharbat-e Aalobalu*
- *Sharbat-e Bazoori*
- *Sharbat-e Unnab*
- *Sharbat-e Zanjabeel*
- *Sharbat-e-Banafsha*
- *Sharbat-e-Deenar*
- *Sharbat-e-Ejaz*
- *Sharbat-e-Sadar*
- *Sikanjabeen Buzoori Motadil*
- *Sufoof-e-Chutki*
- *Sufoof-e-Namak-e-Shaikh-ur-Raees*
- *Sufoof-e-Bars*
- *Sufoof-e-Beejband Khas*
- *Sufoof-e-Dawae Pechish*
- *Sufoof-e-Mullian*
- *Sufoof-e-Sailaan*
- *Tiryaaq-e-Arba*
- *Tiryaaq-e-Nazla*
- *Banadiq-ul-Buzoor*
- *Dawa-ul-Kurkum*
- *Dayaqooza*
- *Habb-e-Azaraqi*
- *Habb-e Bawaseer*
- *Habb-e Kabid naushadri*
- *Habb-e Muqil*
- *Habb-e Musaffi khoon*
- *Habb-e Rasout*

- *Habb-e Shifa*
- *Habb-e Tinkar*
- *Habb-e-Bohat-us-Saut Haad*
- *Habb-e-Ghafis*
- *Habb-e-Hindi Mohallil*
- *Habb-e-Hindi Sual*
- *Habb-e-Hindi Zeeqi*
- *Habb-e-Iyarij*
- *Habb-e-Momyaee Sada*
- *Habb-e-Muqil*
- *Itrifal-e-Deedan*
- *Jawarish-e-Barshasa*
- *Jawarish-e-Kundur*
- *Jawarish-e-Pudina*
- *Khamira-e-Banafsha*
- *Zimad-e-Sumbul-ut-teeb*
- *Zimad-e-Tehal*
- *Zimad-e-Waram-e-Pistan*
- *Zimad-e-Waram-e-Unsayain Muzmin*
- *Zimad-e-Muhasa*
- *Zimad-e-Massa*
- *Zimad-e-Nana*
- *Zuroor-e-Qula Abyaz*
- *Zuroor zaj*

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.1 Surgical

S. no.	Surgical Consumables
1.	Bandage rolled
2.	caps & mask
3.	Catgut Chromic a)1 No., 2 No., 1-0 No, 2-0 N0, 8-0
4.	Clinical thermometer
5.	Developer
6.	Draw sheets
7.	ECG Paper Roll
8.	Ether Anesthetic 500ml
9.	Fixer
10.	Gown
11.	Halothane
12.	HIV Kits if necessary
13.	Hypodermic Needle (Pkt of 10 needle) No.19, 20, 21, 22, 23, 24, 25, 26
14.	Indicator tape for sterilization by pressure autoclave

15.	Isopropyl Alcohol swab
16.	IV Cannula
17.	Leg drape
18.	Mackintosh
19.	Mask
20.	Non Sterile Surgical rubber gloves
21.	Plastic aprons
22.	Prolene
23.	Rubber Mackintosh Sheet in meter
24.	Scalp vein sets no a)19, 20, 21, 22, 23, 24, 25, 26
25.	Shaving blade -packet of 5
26.	Small and large plastic bottle for keeping his to histo-pathological samples
27.	Sterile sheets
28.	Sterile disposable syringes
29.	Sterile Dressing pads
30.	Sterile Infusion sets(Plastic)
31.	Sterile Surgical rubber gloves
32.	Surgical Disposable
33.	Surgical Gloves a)6", 6.1/2", 7", 7.5"
34.	Surgical marking pens/permanent marker ink pen
35.	Sutupak 1,1/0,2,2/0
36.	Syringes 2ml,5ml,10ml, 20ml
37.	Tongue depressor
38.	Ultrasound scan film
39.	Unani Oral Rehydration powder
40.	Vicryl No.1
41.	X Ray film 50 film packet(in Pkt) size, 6.1/2x8.1/2", 8"x10", 10"x12', 12"x15"

G.2 Dressing Material

S. no	Dressing Material
1.	Absorbent cotton I.P 500gm Net
2.	Adhesive plaster 7.5cm x 5mtr
3.	Adhesive tape
4.	Antiseptic cream
5.	Antiseptic solution
6.	Bandage cloth(100cmx20mm)
7.	Bandages
8.	Pad and Rolls
9.	Marham Hinna
10.	Marham Gulabi
11.	Rolled Bandage a)6cm,10cm,15cm
12.	Sterile & non sterile Gloves of different sizes

13.	Sterile cotton, gamjee pads, gauze pieces
14.	Surgical Gauze (50cmx18m)
15.	Suture removal

G.3 Disinfectants: As applicable in adequate quantity

S. no	Disinfectants
1.	Hypochlorite 4%-6%
2.	Ortho-phthalaldehyde (OPA)
3.	70% ethanol plus 10ppm Bitrex
4.	Formaldehyde solutions (1%-2%)
5.	Glutaraldehyde
6.	Hydrogen peroxide
7.	Quaternary ammonium compounds
8.	Phenolic germicides

G.4 Tubing

S. no	Tubing
1.	Connecting tubing's for endotracheal suction
2.	Connecting tubing's for oxygen delivery
3.	Oxygen catheters
4.	Oxygen masks
5.	Suction catheters
6.	Foley catheters

G.5 Linen

Sn	Linen	Clinic	1 to 50 beds	51 to 100 beds	101 to 200 beds	201 and above beds
	Abdominal sheets for OT	-	30	30	30	30
	Abdominal sheets for OT	-	6	10	25	25
	Apron for cook	-	As per requirement			
	Bed sheets	-	200	300	400	500
	Bed spreads	-	300	400	400	500
	Blankets	-	one per bed	one per bed	one per bed	one per bed
	Curtain cloth windows and doors	As per requirement				
	Doctor's overcoat	one per doctor <i>per year</i>				

	Draw sheet for wards & OT	Two per bed
	Hospital worker OT coat	one per worker <i>per year</i>
	Leggings	as per patient load
	Mackintosh sheet (in meters)	one per bed
	Mats (Nylon)	one per bed
	Mattress (foam) adults	one per bed
	Paediatric Mattress	one per bed
	Patient house coat (for female)	Two per bed
	Patients pajama (for male) shirts	Two per bed
	towels	Two per bed
	Perineal sheets for OT	as per patient load
	Pillow covers	Two per bed
	Pillows	Two per bed
	Table cloth	adequate quantity
	Uniform / Apron	As per requirement

G.6 Stationery

Sn	Item
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Continuation sheets for OPD
4.	Death Certificate Books
5.	Birth certificate book
6.	Diet Cards
7.	Diet Sheets
8.	Discharge cards
9.	Gynecological and Obst. Case sheets
10.	ANC Cards/book lets
11.	Immunization / Vaccination cards
12.	Indoor Admission Form & Case Sheets
13.	Intake Output Charts
14.	Medical Case Sheets
15.	Medico-Legal Forms
16.	Nursing Monitoring Forms
17.	OPD Forms
18.	Pathological Books

19.	Requisition forms for investigations
20.	Registers
21.	Registration Card
22.	Sentinel Event Form
23.	Supplementary Sheets
24.	Surgical Case Sheets
25.	Temperature and BP Charts
26.	Treatment Cards
27.	White Papers
28.	X-ray Forms

G.7 Adhesives and gels: NA

G.8 Other: NA

H. Licenses

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

Sr. no.	Name of the Act	Department/Area	Licensing body
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board

7.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11.	Certificate u/s 80-G of IT Act	Organization	If applicable.
12.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13.	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB
14.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15.	Excise permit to store Spirit.	Organization	Excise department
16.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18.	License for lift	Lift	Mobile Electric Vehicles Department
19.	License to play music for public use	Organization	Indian
20.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and	Weights and measures	Department of Weights and Measures

	Measures Act, 1976.		
22.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23.	PC PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26.	TAN Number	Organization	Income Tax Department
27.	PAN Number	Organization	Income Tax Department
28.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
29.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level).

1. Name,
2. Age,
3. Gender ,
4. *Socioeconomic status*
5. Address with PIN code,
6. Marital Status,
7. Contact Number,
8. Type of Diet (Veg, Non-veg),

9. *CR/OP/ IP Number,*
10. Date & Time of visit for OP/ admission for IP,
11. *Diagnosis*
12. Name of Treating Doctor

I.2 Assessment

1. Primary Complaint of the patient:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. General Examination
11. Systemic Examination
12. Physical Examination
13. Pain Scoring
14. Nutritional Assessment
15. Mizaj assessment
16. Diagnosis Provisional / Final
17. Preventive Aspects
18. Plan of Care
19. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.

3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by define method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

- 1. Following physical safety aspects shall be taken care in the hospital**
 1. AERB safety rules shall be followed in Radiology and other radiation areas.
 2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
 3. All balconies and opening on higher floors shall have grills
 4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
 5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
 6. All entry doors, windows and furniture shall be maintained in good maintained condition
 7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
 8. All stretchers and wheelchairs shall have safety belts for fastening the patient
 9. Anti-skid mats shall be placed on entrance of bathrooms
 10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
 11. Corridors and passages shall not be blocked by chairs, tables or equipments
 12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
 13. Doors height shall be at least of 8 feet
 14. Electric rooms shall not be used as store room or for any other purpose
 15. Emergency exit routes shall be kept clear all the times

16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

2. Surgical safety

1. There are two independent identifiers for each patient. Name of patient with some other independent identifier.
2. Identification bands for patients should be considered in cases where patient cannot be relied upon to give correct information on his own identity. E.g. pediatric, disoriented, altered consciousness, etc.
3. Use of surgical safety check list based on WHO Criteria is used consistently for each procedure and surgical intervention. The Checklist should divide the operation into three phases, each corresponding to a specific time period in the normal flow of a procedure
 - a. the period before induction of anesthesia,
 - b. the period after induction and before surgical incision
 - c. The period during or immediately after wound closure but before removing the patient from the operating room.
4. In each phase the checklist task must be completed before proceeding forward.

3. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

4. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

5. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

6. Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.

3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

1. Discharge Summary should have following details:
 - a. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), CR/OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor
 - b. Primary Complaint of the patient
 - c. History of Primary Complaint:
 - d. History of allergies
 - e. Salient Examination Findings

- f. Investigations carried out
- g. Pain Relief Advice
- h. Nutritional Advice
- i. Diagnosis – Final
- j. Preventive Aspects
- k. Treatment Given
- l. Details of procedures performed
- m. Treatment advised
- n. Contact number in case of emergency

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
SIDDHA**

MINIMUM STANDARDS FOR SIDDHA CLINICAL ESTABLISHMENTS

Categories of Clinical Establishments

I. Clinic

II. Dispensary

III. Therapy Centre

IV. Hospital

i. Minimum 10 Beds

ii. 11 to 25 Beds

iii. 26 to 50 Beds

iv. 51 to 100 Beds

V. Teaching Hospital

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In pursuance of notification of Clinical Establishments (Registration and Regulation) Act, 2010 on 28th February 2012, National Council for Clinical Establishments has been constituted and notified on 20th March 2012. One of the mandate for the council is to develop minimum standards of clinical establishments for achieving the objectives of the act.

Defining minimum standards for different types of clinical establishments would facilitate implementation of Clinical Establishments, Act 2010. The registration and regulation of clinical establishments will ensure the delivery of assured quality in health services. The enforcement of regulation measure for clinical establishments raises the level of confidence and faith in Siddha Medicine. There has been misleading advertisements by fake establishments which needs to be curbed by introducing the transparent system of control over them. It would also help other related service agencies like health Insurance and CGHS for empanelment and enlisting their service through them.

The standards thus framed will provide clear, unambiguous minimum requirement for different category of clinical establishments. There are no exclusions. They are dependent on the basic functions of the clinic/hospital/provider. All sections mentioned are Yes and include both structure and basic processes.

A.1.1. Aim

To develop minimum standards for clinical establishments of Siddha Medicine for Clinics, Dispensaries, Therapy Centres, Hospitals and Teaching Hospitals

A.1.2. Methodology

Department of AYUSH letter vide F.No.Z.25023/12/2013-DCC (AYUSH) dated 10-10-13 has directed to develop a draft standard for each category of AYUSH establishments. Accordingly, a meeting was convened with participation of all faculty members to appraise the background and need for preparing minimum standards.

Director has apprised about the notification issued for registration of clinical establishments and need for development of minimum standards of clinical establishments of various categories. Then, the survey report of Indian Medical Association has been examined through LCD projector to understand the prevailing standards of clinical establishments. The draft minimum standard of clinical establishments sent by Department of AYUSH was also examined to learn about the template and structure of the guidelines. The faculty members were sensitized regarding the process of clinical establishments of Siddha Medicines.

A.1.3. Formation of Core Committee

1. A core committee comprising 3 to 4 members for various sections of the report were formed. The identified sections were Introduction, Functions, Physical facilities, Equipments, Manpower, Drugs, Consumables, Licences, Basic Process and Bibliography. A member was given the responsibility of co-ordinating with all committee members
2. All the committee were given the copy of draft minimum standards prepared for Ayurveda and IMA report and directed to study the report for understanding the template and contents of report

3. After 2 days, the committee for “Introduction” section presented their views on different categories of Clinical establishments. After the deliberation and decided to list – Clinic, Minimum 10 Beds, 11-25, 26-50, 51-100, 101-200 > 200 and above considering the NABH.
4. The committee meant for “Functions” was asked to prepare the section B-Function within a week time and present in the next meeting considering the different categories of clinical establishments
5. The committee meant for “Functions” presented their report on B.1. Core functions (Clinical services) for OPD and IPD followed by Auxiliary functions
6. All the faculty members deliberated in detail about the identified speciality areas under ‘B.1.Core Functions’ referring speciality education (Doctor of Medicine / Post Graduate Diploma) courses offered under CCIM regulations
7. With inputs from faculty members, the core functions were modified and a copy of draft was given to all members. All the committee members were directed to refer the functions and prepare the standards for each sections assigned to them for submission after a week time.
8. Then, a meeting held to deliberate on the draft report prepared by the respective committee. Each committee has presented their sections and discussed

A.1.4. Meeting in Department of AYUSH

1. Finally the draft report has been compiled and presented at the meeting convened by Dr.D.C.Katoch, Convenor on 13-11-2013 in Department of AYUSH
2. The outcome of the meeting was, categorisation of clinical establishments
 - 1) Unambiguous understanding and intent for development of standards
 - 2) Categorisation of Hospitals
 - 3) Conceptualisation of different sections of minimum standards
3. In the light of outcome of the meeting in Department of AYUSH, a draft standard prepared
4. Review comments obtained from selected private Siddha practitioners

A letter vide No.K.25023/12/2013-DCC (AYUSH) dated 7-2-2014 from Department of AYUSH conveyed the classification of AYUSH Clinical Establishments with approval of Secretary (AYUSH) and directed to revise the standards of AYUSH clinical establishments. Then a meeting of selected faculty members under the Chairmanship of Director conducted on 13-2-2014 for preparing the documents.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a Dispensary are applicable to a Dispensary only and not to a single speciality hospital).

CLINICS

DISPENSARIES

THERAPY CENTRES

B.1. Definition:

Clinic

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with or without a day care facility. No overnight stay or care is provided here. Care is provided by Siddha Medical Practitioner or a group of Siddha practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

Dispensary

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with or without a day care facility along with dispensing unit. No overnight stay or care is provided here. Care is provided by Siddha Medical Practitioner or a group of Siddha practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

Therapy Centre

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with day care facility providing at least any one of the 32 external therapies” or special therapies like *Varmam*, *Yogam*, Purgation, therapeutic emesis etc. Care is provided by Siddha Medical Practitioner or a group of Siddha practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

B.2. Functions

Clinical Services	Clinic	Dispensary	Therapy Centre
General Siddha Care	Yes	Yes	Yes
32 External therapies@ / Special Therapies \$	Optional	Optional	Yes (At least any one of the procedure/therapy)
Dispensing medicines	Optional	Yes	Optional

@ 32 External Therapies

Sn	Name of the external therapy Procedure (Pura Marunthukal)	Description
1.	Dressing and Bandaging (Kattu)	The application of medicine made of botanicals, inorganic substances etc. to the affected area and bandaging it.
2.	Poultice (Patru)	Is a soft moist mass, usually made of herbals, which is applied in skin disease as emollient, anti-microbial and anti-allergic.
3	Fomentation (Õttradam)	Application of hot or cold packs topically.
4.	Painting (Poochu)	Application of liquid formulation locally.
5	Steam inhalation (Vethu)	1. A steam inhalation and steam application to either localized regions or the whole body. 2. Vapour inhalation. – Vapour bath / Steam bath.
6.	Medicated pouches (Pottanam)	Induction of perspiration by applying heat using heated packs of herbal powder.
7	Massage manipulation therapy (Thokkanam)	Special therapy consisting of 9 types of manipulation techniques such as pressing, pulling, moving, griping, and striking with fist with or without applying oil in the treatment especially of vatha diseases.
8	Fumigation (Pukai)	Artificial impregnation of the atmosphere, with the fumes or the smoke of any vegetable or aromatic substance, which is also used in inhalation therapy.
9	Ophthalmic applications (Mai)	A method of applying drugs onto the mucous membrane of one or both eyes. The medication may be in the form of drops directly instilled in the eye or paste form applied in the inner margin of the lower eyelid.
10	Powder smearing (Podi thimiral)	Rubbing of the whole body with some medicinal substances.
11	Eye salve (Kalikkam)	Applying eye drops obtained by dissolving medicated pills in honey, breast milk, plant juice etc.
12	Nasal instillation (Naciyam)	A process by which the drug is administered through the nostrils.
13	Blowing (Oothal)	The physician chewing the medicated substance and blowing the aroma into the ears or nose of the patient.
14	Medicated snuff (Akkiranam)	Inhaling medicated substances in powder form.
15	Ointment (Kalimbu)	A viscous semisolid preparation used topically.
16	Medicated gauze/Plaster (Seelai)	i) Is a adjunct used for application to a wound in order to promote healing.

		ii) A external covering used in the preparation of medicine.
17.	Medical water for wash (Neer)	Raw drugs are soaked in water or made into decoction to concentrate or powerfully potent substances are greatly diluted and used to wash wounds usually used as anti-septics.- Medicated water for wash.
18.	Medicated Wick (Vartthi)	Prepared by soaking the ribbon gauze in herbal juices/ decoctions/ substances that are ground well with herbals juices/decoctions.
19.	Cauterization (Suttigai)	Burning of the tissues to remove or close a part of it. Usually used to stop heavy bleeding.
20	Probe (Salagai)	The instrument used for probing. The probe has three faces and made of copper. It should be of 10cms in length and 60 grams in weight.
21	Ointment/Cream (Pacai)	A semi-solid lipid or resin/gum based applications.
22	Poultice (Kali)	Medicinal materials are mixed with rice flour or flour of any cereals or pulses and cooked.
23	Dusting powder (Podi)	Dry fine powder of herbs or inorganic substances used externally.
24.	Therapeutic fracture manipulation (Murichal)	Physical manipulation by which dislocated joints and malunited fractured bones are brought to their normal position by means of either simple reduction or breaking of malunited fractured bones, as it may require.
25.	Incision (Keeral)	A surgical procedure to remove accumulated pus, blood etc.
26	Caustic ablation (Karam)	Application of drugs to are to be excised or to chronic ulcers, wherein unwanted growth, slough and debris are removed and healing process in initiated. Application of caustic substances.
27	Leech application (Attai Vidal)	A procedure used to remove toxin from blood using leeches.
28.	Surgical procedures (Aruvai Chikichai)	A set of procedures includes incision, excision, scrapping, puncturing, probing, extraction, letting out of fluid etc.
29	Bone setting with bamboo splints (Kombu Kattal)	A procedure for immobilising the fractured bone using splints and bandages.
30.	Suction/ Aspiration (Urinjal)	Oral Suction of the accumulated fluids/pus/blood from abscess/ulcers by using instruments.
31	Blood letting (Kuruthi Vankal)	A procedure used to remove toxins from blood by blood letting.
32	Enema (Peechu)	Enema using medicated water or medicated oil to evacuate the bowels.

\$ Special Treatment

1. *Muthiyor maruthuvam* (Geriatric Care)
2. *Kuzhanthai Maruthuvam* (Paedatric Care)
3. *Moola Noigal* (Ano-rectal disease)
4. *Thottra Noigal* (NCD Care)
5. *Mano Noi* (Psychiatric disease)
6. *Narambu Noigal* (Neurological disorders)
7. *Enbu & Poruthu Noigal* (Rhematology & Orthopaedics)
8. *Thol Noigal* (Dermatology)
9. *Kan Noigal* (Ophthalmology)
10. *Aruvai Maruthuvam* (Surgery)
11. *Sool & Mahalir Maruthuvam* (O & G)
12. *Putru Noi* (Cancer therapy)
13. *Ootachathu Noigal* (Nutritional disorders)\

B.3. Physical Facilities

B.3.1. Space Requirement	Clinic	Dispensary	Therapy Centre
Area	80 sq ft	100 sq ft.	200 sq ft.
Rest room	Optional	Yes	Yes
B.3.2. Furniture			
Consultation Table	Yes	Yes	Yes
Consultation Chair	Yes	Yes	Yes
Stools / Chairs	Yes	Yes	Yes
Examination Table / Bed (6 x 2.5 ft)	Yes	Yes	Yes
Privacy Screen Around Examination Area	Yes	Yes	Yes
B.3.3. Equipments / Instruments			
BP Appratus	Yes	Yes	Yes
Stethoscope	Yes	Yes	Yes
Knee Hammer	Yes	Yes	Yes
Tongue Depressor	Yes	Yes	Yes
Torch light	Yes	Yes	Yes
Clinical Thermometer	Yes	Yes	Yes
Wash Bason with Stand	Yes	Yes	Yes
Measuring tape	Yes	Yes	Yes
Surgical Cotton & Gauze	Yes	Yes	Yes
Neikkuri apparatus	Yes	Yes	Yes
Weighing machine	Yes	Yes	Yes
Name Display Board (Doctor Name, Qualification and Centre Name)	Yes	Yes	Yes
B.3.4. Engineering Services (Electrical & Plumbing)			
Electrical – light facility	2	4	4
Electrical – points for use	1	3	3

Wash Basin	Optional	1	2
Fire & Safety measures	Optional	Optional	Yes

B.4.Manpower

Manpower	Clinic	Dispensary	Therapy Centre
Institutionally Qualified Siddha Physician	Yes	Yes	Yes
Pharmacist (D.Pharm -Siddha /Diploma in Integrated Pharmacy / or Equivalent)	Optional	Yes*	Optional
AYUSH trained Multi Purpose Health Worker (MPHW)	Optional	Optional	Yes*
Others (House keeping & Security)	Optional	Optional	Optional

** At least one per 100 out patients.*

B.5. Essential Documents / Records :

Records	Clinic	Dispensary	Therapy Centre
OPD Nominal Register	Yes	Yes	Yes
OPD Card / Book / Prescription Slip	Yes	Yes	Yes
Inventory Register (Furniture & Instruments)	Yes	Yes	Yes
Stock Register (Main and / or Substore medicines)	Optional	Yes	Optional
Pharmaco-vigilance Record	Optional	Optional	Optional
Notifiable disease Register	Yes	Yes	Yes
Medical Certificate File / Forms	Yes	Yes	Yes

B.6. Drugs

	Clinic	Dispensary	Therapy Centre
Essential Drugs ++	Optional	Yes	Optional

++ As per Department of AYUSH notification – Essential Drug list, March 2013

B.7. Miscellaneous

Display of Medical Registration Certificate	Yes	Yes	Yes
Potable Drinking water	Yes	Yes	Yes
Display of Clinical Establishment Registration	Yes	Yes	Yes

HOSPITAL

C.1. Scope :

Bed Strength	Scope of Services
Minimum 10 beds	Health Care facility with minimum 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Siddha Medical Practitioner or a group of Siddha practitioners qualified in the concerned system of medicine having graduate or preferably postgraduate qualifications
11 to 25 Beds	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha practitioners qualified in the concerned system of medicine having graduate or preferably postgraduate qualifications
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha practitioners qualified in the concerned system of medicine having graduate or preferably postgraduate qualifications
51 to 100 Beds	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha practitioners qualified in the concerned system of medicine having graduate or preferably postgraduate qualifications
101 and above	Health Care facility with 101 beds and above for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha practitioners qualified in the concerned system of medicine having graduate or preferably postgraduate qualifications

D. FUNCTIONS

D.1 Core functions (Hospital)

This section includes the basic services provided by Hospital. It is subdivided into two parts

1. Out-patients facilities – OPD with attached hospitals

2. In-patients facilities – IPD

(A UG / PG (any specialty) Siddha Doctor is enough to provide the clinical service)

1. Out-patient facilities – OPD with attached hospitals

(Out-patient facilities of health care organizations with Minimum 10 beds, 11 to 30, 31 to 50, 51 to 100, 101 and above bed strengths categories of clinical establishments).

S. No.	Services	Minimum 10 beds	In 11 to 25 beds	26 to 50 beds	51 to 100	101 and above
1.	General Siddha Medical Care	Yes	Yes	Yes	Yes	Yes
2.	Aruvai Maruthuvam	Optional	Optional	Optional	Optional	Optional
3.	Kann Maruthuvam	Optional	Optional	Optional	Optional	Optional
4.	Karuvakka Maruthuvam	Optional	Optional	Optional	Yes	Yes
5.	Kathu Mookku Thondai Maruthuvam	Optional	Optional	Optional	Optional	Optional
6.	Kayakarpam and Yogam	Optional	Optional	Yes	Yes	Yes
7.	Kuzhantai Maruthuvam	Optional	Optional	Optional	Optional	Optional
8.	Mana Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
9.	Muthiyor Maruthuvam	Optional	Optional	Optional	Yes	Yes
10.	Nanju Maruthuvam	Optional	Optional	Optional	Optional	Optional
11.	Neerizhivu Maruthuvam	Optional	Optional	Optional	Yes	Yes
12.	Putru Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
13.	Sool and Magalir Maruthuvam (Only antenatal care and Magalir Maruthuvam)	Optional	Optional	Optional	Optional	Sool and Magalir Maruthuvam
14.	Thol Maruthuvam	Optional	Optional	Optional	Yes	Yes
15.	Vatha Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes

16.	Moola Noigal	Optional	Optional	Yes	Yes	Yes
17.	Thotra Noigal	Optional	Optional	Yes	Yes	Yes
18.	Narambu Noigal	Optional	Optional	Yes	Yes	Yes
19	Enbu Poruthu Noigal	Optional	Optional	Yes	Yes	Yes
20	Ootchathu Noigal	Optional	Optional	Yes	Yes	Yes

Gnaananthriya Suththi Parikara Murai (Udal Suththi)

S. No.	Services	Minimum 10	In 11 to 25	26 to 50 beds	51 to 100	101 and above
1.	Aga Pura thilam/nei payanbadu (External Internal application of oil and ghee)	Optional	Optional	Optional	Aga Pura thilam/ nei payanbadu	Aga Pura thilam/ nei payanbadu
2	Attai vidal	Optional	Optional	Optional	Optional	Optional
3	Enbu Murivou	Optional	Optional	Optional	Optional	Optional
4	Karanool sikichai(*infrastructure requirements will apply)	Optional	Optional	Optional	Optional	Optional
5	Kazhiththal	Optional	Optional	Optional	Kazhiththa	Kazhiththal
6	Kuruthi vellipaduthal	Optional	Optional	Optional	Optional	Optional
7	Nasiyam	Optional	Optional	Optional	Optional	Optional
8	Peechu	Optional	Optional	Optional	Peechu	Peechu
9	Suttigai	Optional	Optional	Optional	Optional	Optional
10	Thalaikku ennai varppu	Optional	Optional	Optional	Yes	Yes
11	Vanthi	Optional	Optional	Optional	Vanthi	Vanthi
12	Vethu	Optional	Optional	Optiona	Vethu	Vethu
13	Thokkanam	Yes	Yes	Yes	Yes	Yes
14	Varmam	Optional	Optional	Optional	Yes	Yes

2. In-patient facilities - IPD

The inpatient department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq.ft. area per bed ward as under

The specialty services may be provided on call duty basis or full time basis

Clinical Services in IPD

S. No.	Services	Minimum 10 beds	In 11 to 25 beds	26 to 50 beds	51 to 100 beds	101 and above beds
1.	General Siddha Medical Care	Yes	Yes	Yes	Yes	Yes
2.	Aruvai Maruthuvam	Optional	Optional	Optional	Optional	Optional
3.	Kann Maruthuvam	Optional	Optional	Optional	Optional	Optional
4.	Karuvakka Maruthuvam	Optional	Optional	Optional	Yes	Yes
5.	Kathu Mookku Thondai Maruthuvam	Optional	Optional	Optional	Optional	Optional
6.	Kayakarpam and Yogam	Optional	Optional	Yes	Yes	Yes
7.	Kuzhanthai Maruthuvam	Optional	Optional	Optional	Optional	Optional
8.	Mana Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
9.	Muthiyor Maruthuvam	Optional	Optional	Optional	Yes	Yes
10.	Nanju Maruthuvam	Optional	Optional	Optional	Optional	Optional
11.	Neerizhivu Maruthuvam	Optional	Optional	Optional	Yes	Yes
12.	Putru Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
13.	Thol Maruthuvam	Optional	Optional	Optional	Yes	Yes
14.	Vatha Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
15.	Neerizhivu Maruthuvam	Optional	Optional	Optional	Yes	Yes
16.	Putru Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
17.	Sool and Magalir Maruthuvam (Only)	Optional	Optional	Optional	Optional	Sool and Magalir

	antenatal care and Magalir Maruthuvam)					Maruthuvam
18	Moola Noigal	Optional	Optional	Yes	Yes	Yes
19	Thotra Noigal	Optional	Optional	Yes	Yes	Yes
20	Narambu Noigal	Optional	Optional	Yes	Yes	Yes
21	Enbu Poruthu Noigal	Optional	Optional	Yes	Yes	Yes
22	Ootchathu Noigal	Optional	Optional	Yes	Yes	Yes
23	Attai vidal	Optional	Optional	Optional	Optional	Optional
24	Enbu Murivou	Optional	Optional	Optional	Optional	Optional
25	Karanool sikichai (*infrastructure requirements will apply)	Optional	Optional	Optional	Optional	Optional
26	Kazhiththal	Optional	Optional	Yes	Yes	Yes
27	Kuruthi vellipaduthal	Optional	Optional	Optional	Optional	Optional
28	Nasiyam	Optional	Optional	Optional	Optional	Optional
29	Peechu	Optional	Optional	Peechu	Peechu	Peechu
30	Suttigai	Optional	Optional	Optional	Optional	Optional
31	Thalaikku ennai varppu	Optional	Optional	Optional	Yes	Yes
32	Vanthi	Optional	Optional	Optional	Vanthi	Vanthi
33	Vethu	Optional	Optional	Optional	Vethu	Vethu
34	Thokkanam	Yes	Yes	Yes	Yes	Yes
35	Varma Maruthuvam	Optional	Optional	Optional	Yes	Yes

Puramaruthuva muraigal (External Therapeutic techniques)

Appropriate procedures may be applied on need based

E.1 Auxiliary Functions (support services for ex – diagnostic)

(Central Laboratory for clinical diagnosis and investigations)- upto 50 bed IPD Hospital, this services may be outsourced or tie up with other Institutions / Laboratories

3. There shall be a central laboratory in the hospital complex with proper infrastructure and manpower for carrying out routine, pathological, biochemical and hematological investigations on the

patients referred from outdoor and indoor departments of the hospital.

4. There shall be a central Imaging- X-Ray unit in the hospital complex with proper infrastructure and manpower for carrying out routine, imaging investigations on the patients referred from outdoor and indoor departments of the hospital.

Support Services:

1. Accounting,
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Medico legal
13. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
14. Personnel Department
15. Pharmacy/ dispensary
16. Purchase
17. Reception,
18. Security services
19. Stores
20. Waste management Housekeeping/ sanitation,

F. Physical Facilities

F.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

F.1.1 Minimum area required for establishing the facility:

Type of Health Care Organization	Requirements	
	Stand alone building	Part of another building
1 to 10 bed	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Local regulations related to building structures, occupancy, etc. will be followed.
11 to 25		
26 to 50		
51 to 100		
101 and above / Teaching Hospitals		

F.1.2 Functional space planning of the facility like reception area, waiting area etc.

1. Consultation & examination room

- a. Minimum 10ft. x 8 ft.
- b. Consultation room should be adequate to accommodate:
 - i. Doctors table, Consultation chair, Two stools/ chairs,
 - ii. Examination bed of the size 6 ft X 2.5 ft.,
 - iii. Privacy screen around examination area while having free mobility

2. Treatment rooms:

- a. Maximum 30 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.
- c. May include Puramaruthuvam treatment (External Therapy procedures) alao.

3. Yoga Demonstration and practice rooms:

- a. Yes for hospitals of size over 50 beds and above.
- b. Room should be spacious enough for practicing Yoga, Meditation etc.,

4. Pharmacy/Dispensary specs:

- a. The pharmacy should be located in an area conveniently accessible
- b. Temperature & humidity to be maintained as per the requirement of the stored medications.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.
- d. Pharmacy should have adequate medicine storage, compounding and dispensing facility for indoor and outdoor patients.

5. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

6. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital

7. Kitchen area: Applicable only if food is cooked in the hospital. Providing food is Yes for hospitals of size over 100 beds.

- a. Kitchen area should be sufficient size to prepare food for inpatients as per diet advised by the physician
- b. Kitchen layout and functioning should follow the flow of materials as: Entry-> washing->cutting-> cooking->loading → To Serve
- c. Utensil washing area is separate from the cooking area.

8. Medical Stores specs:

- a. The medical store may be part of pharmacy or separate and secured.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

9. RMO Room / Quarters:

- a. Minimum 1 room with attached bathroom & WC with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.

10. Nursing station/ duty room (Nurses):

- a. One nursing station/room per minimum 25 beds.
- b. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.

11. Clinical laboratory specifications:

- a. Laboratory services can be outsourced or can be optional for hospitals up to 50 beds.
- b. Laboratory services are mandatory for hospitals above 50 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided. The required area for collection and examination be atleast 150 sq.ft
- c. Separate Reporting Room for doctors should be there.

12. Radiology section:

- a. Role of imaging department should be radio-diagnosis and ultrasound along with hire facilities depending on the bed strength.
- b. The department should be located at a place which is accessible to both OPD and wards and also to operation theatre department.
- c. The size of the room should depend on the type of instrument installed.
- d. It should confirm to AERB requirements.
- e. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- f. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.
- g. Separate Reporting Room for doctors should be provided.

13. Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.

- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

14. Emergency Room specifications:

- a. Emergency room should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- b. Station should accommodate nurses & doctors on duty at any time.
- c. Room should allow free movement of wheel chair or trolley.
- d. Emergency Room should preferably have different entry than the hospital entry.
- e. Access to Emergency Room should have a ramp for wheel chairs and stretchers.

15. House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital

16. Security Services:

- a. There is a designated location for each security staff on duty.

17. Medical record-room:

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- c. Fire extinguishers of correct type should be made available nearby all locations.

18. Store rooms:

- a. Store room should be lockable & of adequate size with exhaust fan.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

19. Wards:

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.

- d. At the minimum one nursing station per ward of up to 25 beds will be provided.
- e. There should be minimum 70 sq.ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- f. Width of the door to be at least 4 feet.
- g. Permanent, semi-permanent or temporary partition should be present between two beds.
- h. Ward store area with lockable wall or steel cupboard(s).

20. Duty rooms for doctors

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

21. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

22. Duty rooms for technicians:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

23. Dirty utility room:

- a. Separate area of minimum 15 sq feet.

24. Pura Maruthuvam(External) Therapy Unit or treatment room:

- c. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both out-patients and in-patients with privacy.

F.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

F.1.3.1 Specifications of the Pura Maruthuvam(External)Therapy Unit:

- 5. Yes if procedures are done.
- 6. Room Size: Minimum 10 ft. X 10 ft. (As size of massage table/ Droni is 7ft X 3 ft. the size of room should be 10ft X 10 ft.)
- 7. Separate Unit is proposed for male & female with attached toilet and bathroom
- 8. Optional and depending on work load. If more than 30 procedures are carried out per day, separate rooms should be provided.

F.1.3.2 Specifications of the Minor OT for Kaara Nool Chikitsai:

- 1. Minor OT is Yes if surgical procedures are provided in any hospital.

2. Minor OT room should have sterile zone of at least 10 ft X 10 ft; Size is exclusive of clean zone, independent enclosure to accommodate Kaara Nool Chikitsai equipment & maintaining adequate privacy.
3. Sterilization room: adequate to accommodate sterilization equipment & sterilized material.
4. Separate disposal zone for storage of waste as per bio-medical waste management rules.

F.1.4 Basic signage

3. A signage within or outside the facility should be made available containing the following information.
4. All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

F.1.4.1 Name of the care provider with registration number,

3. Name of organization.
4. Display of Registration under clinical establishment act
5. Name of Doctor, Qualification, Registration Number

F.1.4.2 Fee structure,

3. Display of tariff list at OPD & IPD.
4. Display of citizen charter in OPD and IPD

F.1.4.3 Timings of the facility

2. Display of OPD timings with names and respective specializations of consultants in OPD & IPD Duty Doctor, Nurse, Attendant details – wardwise

F.1.4.4 Services provided

9. Directional signage at main entrance towards OPD & IPD
10. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
11. Directional signage within the hospital building for all departments within the building
12. Display of department / area name on the entrance of each area / room / counter
13. Display of hospital layout at various entrances in the hospital
14. Display of hospital's scope of services at OPD, IPD and at Campus entrance
15. Floor Plan With Location Of Departments
16. Plan of Facility
17. usages: departments, OPD & IP room & wards, waiting areas,

F.1.5 Others

21. Display of all radiation hazard signage in radiation areas (if applicable).
22. Display of Biomedical waste segregation at all location where BMW bins are kept
23. Display of danger signage at all electric panels and other dangerous areas

24. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
25. Display of hand-washing techniques compliant with WHO guidelines at all hand wash basins
26. Display of how to use fire extinguisher at all point where fire extinguisher is installed
27. Display of important phone contact numbers of hospital authorities
28. Displays required by regulations like PC PNDT, Lifts, Fire, etc.
29. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
30. Display of patient rights and responsibilities in OPD, IPD and emergency
31. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
32. Emergency exit signage (preferably in auto illumination material, like radium)
33. Fire Protection
34. Hazards- electrical, fall, pipe locations, prohibited areas
35. Notice board for general information to staff
36. Notice board in front of all OPD and IP Wards.
37. Notice board in Minor Operation theatre
38. Routes for all areas
39. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
40. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

F.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements:

1: Furniture / Fixture Requirements for Outpatient Department (OPD)

Sl. No.	Name of the Equipment	Minimum 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	101 and above bedded hospital
		<i>(Per Consulting Room)</i>				
1.	Room with well-lighted and ventilated and equipped with a chair and a table for doctor	1	1	1	1	1
2.	X-ray viewer	1	1	1	1	1
3.	two chairs for patients & attendants	1	1	1	1	1

4.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1	1	1	1	1
5.	Blood pressure apparatus,	1	1	1	1	1
6.	Stethoscope	1	1	1	1	1
7.	Torch,	1	1	1	1	1
8.	Thermometer	1	1	1	1	1
9.	Weighing machine.	1	1	1	1	1
10.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As required				
11.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As required				
12.	Refrigerator if temperature sensitive medication are stored (if required)	1	1	1	1	1
13.	Telephone Equipment - (Intercom)	As required				
14.	Air conditioning	As required				
15.	Adequate lockable storage space	As required				
16.	Foot stools	1	1	1	1	1

1 Per-CR means 1 per Consultation Room

2. Furniture / Fixture Requirements for In-Patient Department (IPD) – Male and Female ward separately:

Sr. No.	Name of the Equipment	Minimum 10 bedded Hospital	11-30 bedded Hospital	31-50 bedded Hospital	51-100 bedded Hospital	101 and above bedded hospital
1.	Adequate wall or steel Cupboards	1	2	2	4	8
2.	Arm Board Adult	1	3	6	12	24
3.	Back rest	1	1	2	4	8
4.	Bain Marie trolley stainless steel 1 per floor	1 per floor				
5.	Bed side cabinets	1 per 5 patients				
6.	Bed side Screen	1 per ward or full length curtains between the beds				
7.	Bucket Plastic	2	5	6	12	24
8.	Ceiling Fans	As required				
9.	Clock 1per ward	1 per ward				
10.	Containers for kitchen	As required				
11.	Doctor's chair for OP & ward,	As required				
12.	Doctor's or Office table	1	2	3	3	10
13.	Dressing trolley-1 per floor/ ward depending on layout	1	2	2	4	8
14.	Dust bins in each ward & consultation room	1	1	3	6	12
15.	Duty table for nurses	1	2	4	8	20
16.	Emergency resuscitation kit	1 per floor				
17.	Enema Set	1	2	2	4	4
18.	Fire extinguisher	ABC 1 per ward/ floor based on layout				
19.	Foot stools	2	4	8	16	25
20.	Refrigerator	1 Per Area/ Ward				
21.	Heavy duty Torch light	1 per ward				
22.	Hospital Cots	10	As per beds			
23.	Hospital Cots Pediatric	As required				
24.	Hot Water Bags 2 per	2 per ward				

	ward					
25.	Hot Water geyser	2 per ward				
26.	I V Stands - 2 per 10 beds	2	As required			
27.	Infra-Red lamp	1	2	3	5	10
28.	Intercom System	2 per ward				
29.	Kidney Trays 1 per 5 beds	2	5	10	20	50
30.	Kitchen utensils,	Adequate				
31.	Massage table of 7ft. x 2.5 ft (wood or fiber)	One per procedure room				
32.	Medicine trolley	1 per ward				
33.	Office chairs	2	2	4	8	20
34.	Office Table	1	2	3	6	10
35.	patient Beds with side rails	20% of total beds				
36.	Patient call Bell System	1 per bed				
37.	Patient locker	1 per bed				
38.	Patients examination table- 1 per ward/ floor as per the profile of patients & layout of facility	1 per ward/ floor as per the profile of patients & layout of facility				
39.	Patients side table	1 per bed				
40.	Pediatric cots with railings as per scope of services	as per scope of services				
41.	Steel or Wooden cup board	2	4	8	16	20
42.	Steel rack	1	2	5	10	20
43.	Stool 1 Per Bed	10	As required			
44.	Stretcher/ Patient trolley - 1 per ward	1 per ward				
45.	Urinal Male and Female (For every 10 bed)	2 (1-M,1-F)	4 (2-M 2-F)	As required	As required	As required
46.	waiting chairs / benches for patients relatives	50% of the bed strengths				
47.	Weighing Machine	1 per ward				

48.	Wheel chair	1	2	3	4	5
49.	Wooden massage bed	One per SR				
50.	X-ray viewer	one per ward				

SR – Service Room

3. Furniture / Fixture Requirements for Pura Maruthuvam Therapy Room

Sr. No.	Name of the Equipment	Minimum 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	101 and above bedded hospital
		Per Service Room				
1.	Appropriate stand to fix droni : 2.5ft. height	1	1	1	1	1
2.	Arm chair	1	1	1	1	1
3.	Droni: Minimum 7ft. x 2.5ft (wood or fiber)	1	1	1	1	1
4.	Footstool	1	1	1	1	1
5.	Gas/Stove	1	1	1	1	1
6.	hamox stretchers / Stretchers with wheels	1	1	1	1	1
7.	Heating facilities	1	1	1	1	1
8.	Hot water bath	1	1	1	1	1
9.	IV stands	1	1	1	1	1
10.	Massage table of 7ft. x 2.5 ft (wood or fiber)	1	1	1	1	1
11.	Mixture/Grinder/Churner	1	1	1	1	1
12.	Plastic aprons, gloves and mask	1	1	1	1	1
13.	Pressure cooker (5 liters) meant for Vedhu	1	1	1	1	1
14.	Thalaikku Ennai Varppu stand and table	1	1	1	1	1
15.	Stool	1	1	1	1	1
16.	Sufficient light and ventilation	1	1	1	1	1
17.	Viyarvai chamber	1	1	1	1	1
18.	Vanthi set	1	1	1	1	1
19.	Vanthipeedam (Adjustable chair)	1	1	1	1	1
20.	Wheel chairs	1	1	1	1	1
21.	For Peechu					
22.	OT Table having bars for giving lithotomy position	1	1	1	1	1
23.	Revolving stools	1	1	1	1	1
24.	Focus lamp	1	1	1	1	1

25.	Torch	1	1	1	1	1
26.	Good light source	1	1	1	1	1
27.	Karanool sikichai cabinet	Optional				
28.	OT table / Lithotomy Table with Side Railings	1	1	1	1	1
29.	OT light	1	1	1	1	1
30.	Attai Vidal (Leech Therapy)	Optional				
31.	Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	5-10	5-10	5-10	5-10	5-10
32.	Glass containers (1 liter capacity) for storing used leeches:	1	1	1	1	1
33.	Examination table	1	1	1	1	1
34.	Surgical Trolley	1	1	1	1	1

F.2.2 Sundry Articles Requirement

Furniture / Fixture Requirements – Hospital Fittings & Necessities

Sr. No.	Name of the Equipment	Minimum 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	101-200 bedded hospital	
1.	Air conditioners for OT	Optional				Minimum 1	
2.	Ambulance	Optional				Minimum 1	
3.	Ceiling / wall Fans	As required					
4.	Clock	1 per ward					
5.	Coolers	As required					
6.	Drinking Water purifier	1	2	4	6	10	
7.	Emergency lamp	2 Per Area/ Ward					
8.	Emergency trauma set	2 per ward					
9.	Exhaust Fan	As required					
10.	Fire extinguishers	As required					
11.	Geyser	1 per ward					
12.	Refrigerator	1 per ward					
13.	Storage Geyser	1 per ward					
14.	Tables & Chairs	As required					
15.	Telephone/ cell phone	1 per ward					
16.	Tube lights	As required					
17.	Vacuum cleaner	As required					

F.2.3 Others

Sr. No.	Name of the Equipment	Minimum 10 bedded Hospital	11-26 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	101 and above bedded hospital
1.	Computer with Modem with UPS, Printer with Internet Connection	Minimum 1	Minimum 2	Minimum 2	Minimum 3	Minimum 4
2.	Photocopier Machine	Minimum 1				
3.	Intercom (10 lines)		As needed			
4.	Fax Machine	Minimum 1				
5.	Telephone	One per organization				
6.	Public Address System	Covering Indoor and OPD Areas				

F. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

F.3.1 Electrical Requirements

7. At least 3 hours backup or generator for critical areas
8. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
9. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
10. The illumination in the hospital is provided as per the prescribed standards.
11. Shadow less lights should be provided in operation theatres and delivery rooms.
12. Emergency portable light units should be provided in the wards and departments.

F.3.2 Plumbing Requirements

2. For in-patient department

- d. No. of Wash basins
 - i. 1 for every 10 beds or part thereof
 - ii. Doctor, staff, patients and visitors have an access to wash basin(s);

- iii. Procedure hand wash basins are separate and located close to procedure area.1 for every 10 beds or part thereof
- e. No. of Water closets
 - i. 1 for every 6 beds or part thereof
 - ii. Separate water closets are available for use for outpatient and in-patient areas.
 - iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.
- f. No. of bathrooms
 - i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
 - ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

F.3.3 Civil Requirements

7. Space between 2 rows of beds in a ward should be minimum 5 ft.
8. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
9. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
10. If there are no beds then this requirement is not applicable.
11. Size of hospital bed should be minimum 6' x 3'
12. Area per bed should be Minimum 50 sq. ft. / bed

F.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

4. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
5. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
6. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

F.3.5 Others

2. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

F.4 Public Utilities

F.4.1 Safe drinking water

3. Round the clock availability of safe drinking water for patients, staff and visitors.
4. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

F.4.2 Sanitary Requirements

5. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.

6. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
7. Separate provision for fire fighting should be available.
8. Water softening plant should be considered where hardness of water is a major problem.

Drainage and Sanitation

3. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.

4. Waste Disposal System:

National guidelines on Bio-Medical Waste Management and a Notification of Environment and Forests are at Annexure - I.

G. Equipments /instruments

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings.

G.1 Therapeutic equipments

1. Equipments / Instruments Requirements for Outpatient Department

Sl. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	25-50 bedded hospital	51-100 bedded hospital	101 & above Bedded hospital
1.	A chair and a table for doctor	1 per CR				
2.	X-ray viewer	1 per CR				
3.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per CR				
4.	Blood pressure apparatus,	1 per CR				
5.	Stethoscope	1 per CR				
6.	Torch	1 per CR				
7.	Thermometer	1 per CR				
8.	Weighing machine.	1 per CR				
9.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	Minimum 1	As required			
10.	Knee Hammer	Minimum 1				

11.	Otoscope	As required				
12.	Tuning Fork (minimum)	1	1	2	3	3
13.	Measuring Tape(minimum)	1	2	2	3	3
14.	Tongue Depressor (minimum)	2	3	3	4	5
15.	Glucometer	As required				

2: In-Patient department (IPD)

2. Equipments / Instruments for in-patient department (IPD)						
Sr. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26 -50 bedded hospital	51-100 bedded hospital	101 & above bedded
1.	Ambu bags	1	1	1	1	1
2.	Arm Board Adult	1/ward	1/ward	1/ward	1/ward	1/ward
3.	Autoclave Drums	2	6	9	12	12
4.	Back rest	2	4	8	20	20
5.	Bain marie trolley stainless steel 1 per floor	--	1	2	4	4
6.	Bed pans, 1 per 5 patients	2	12	12	25	
7.	Biomedical waste colour code bins	Each per floor				
8.	Cheatele forceps assorted	5	8	10	10	
9.	Clock per ward	1 per ward				
10.	Containers for kitchen	As required				
11.	Dressing trolley-1 per floor/ ward depending on layout	1 per ward				
12.	Dust bins in each ward & consultation room	1 per ward				
13.	Emergency resuscitation kit	1 per floor				
14.	Enema Set	As required				
15.	Refrigerator	As required				
16.	Heavy duty Torch light	1 per ward				
17.	Hot Water Bags	2 per ward				
18.	I V Stands - 2 per 10 beds	2 per 10 beds				
19.	Infra-Red lamp	3	3	5	10	15

20.	Instrument tray - minimum 1 per ward	minimum 1 per ward				
21.	Intercom System	As required				
22.	Kidney Trays	1 per 5 beds				
23.	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	1 per treatment room				
24.	Medicine trolley	minimum 1 per ward				
25.	Needle cutter - 3 per ward	1 per ward				
26.	Non mercury Thermometer clinical - 1 per ward	1 per ward				
27.	O2 cylinder with spanner - 1 per ward	1 per ward				
28.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward				
29.	Sphygmomanometers- Stand Type 1& Portable (aneroid or Digital) Type X 1 - 1 per ward	1 per ward				
30.	Stretcher/ Patient trolley - 1 per ward	1 per ward				
31.	Weighing Machine - 1 per ward	1 per ward				
32.	X-ray viewer - one per ward	1 per ward				
33.	Nebulizer	--	--	--	--	1 per ward

3. Equipments / Instruments Karanool / Leech therapy Room

I Karanool

Sr. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101-200 Bedded hospital
55.	Karanool cabinet	Optional				
56.	OT table / Lithotomy Table with Side Railings	Optional	Optional	Optional	Optional	1 /Theatre
57.	OT light	Optional	Optional	Optional	Optional	1 /Theatre
58.	Autoclave	Optional	Optional	Optional	Optional	1 /Theatre
59.	Autoclave Drum/ tray(s)	Optional	Optional	Optional	Optional	1 /Theatre
60.	Consumables	Optional	Optional	Optional	Optional	1 /Theatre
61.	crash cart	Optional	Optional	Optional	Optional	1 /Theatre
62.	Sterile apron	Optional	Optional	Optional	Optional	1 /Theatre
63.	OT instruments	Optional	Optional	Optional	Optional	1 /Theatre
64.	OT light	Optional	Optional	Optional	Optional	1 /Theatre
65.	Surgical trolley	Optional	Optional	Optional	Optional	1 /Theatre
66.	Torch (Medium Size)	Optional	Optional	Optional	Optional	1 /Theatre
67.	Karanool Probes	Optional	Optional	Optional	Optional	As required
68.	Steriliser	Optional	Optional	Optional	Optional	Min 1
69.	Pedestal Shadowless lamp	Optional	Optional	Optional	Optional	Min 1
70.	Surgical Instruments	Optional	Optional	Optional	Optional	As needed

II Attai Vidal (Leech Therapy):

Sr. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101-200 Bedded hospital
71.	Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	Optional				
72.	Glass containers (1 liter capacity) for storing used	Optional				

	leeches:5-10 (for each patient requires separate container and the number may vary according to the number of patients)	
73.	Examination table	Optional
74.	Surgical trolley	Optional
75.	Leeches :As per the requirement, usually 3-5 leeches per patient/ treatment period)	Optional
76.	Surgical tray	Optional
77.	Instruments : Different types of Forceps, Scissors, Needles, Suturing material etc. (as per requirement)	Optional
78.	As per requirement: Dressing tray with gloves, bandage cloth, bandages etc.	Optional
79.	Materials: Turmeric, Saindhavalavana, Jatyadi ghrita, honey. (as per requirement)	Optional

G.2 Surgical equipments

1. Equipment Requirement for Minor Operation Theatre (MOT)

Sl. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above Bedded hospital
1.	Anterior vaginal wall retractor	Optional	Optional	Optional	Optional	As needed
2.	Artery forceps	Optional	Optional	Optional	Optional	As needed
3.	Auto Clave HP Vertical (2 bin)	Optional	Optional	Optional	Optional	As needed
4.	Autoclave equipment for sterilization/Sterilizer	Optional	Optional	Optional	Optional	As needed
	Bladder sound (Urethral dilators) of different sizes	Optional	Optional	Optional	Optional	As needed

6.	Crash Cart with lifesaving drugs and Resuscitation Kit	Optional	Optional	Optional	Optional	As needed
7.	Cusco's Speculum	Optional	Optional	Optional	Optional	As needed
8.	Diathermy Machine (Electric Cautery)	Optional	Optional	Optional	Optional	As needed
9.	Disposable syringes (5-10cc)	Optional	Optional	Optional	Optional	As needed
10.	Enema Pot	Optional	Optional	Optional	Optional	As needed
11.	Focus lamp Ordinary	Optional	Optional	Optional	Optional	As needed
12.	Foley's Catheter	Optional	Optional	Optional	Optional	As needed
13.	Formaline dispenser	Optional	Optional	Optional	Optional	As needed
14.	General Surgical Instrument Set Piles, Fistula, Fissure	Optional	Optional	Optional	Optional	As needed
15.	Instrument Trays of various Sizes	Optional	Optional	Optional	Optional	As needed
16.	Instrument Trolley	Optional	Optional	Optional	Optional	As needed
17.	IV stands	Optional	Optional	Optional	Optional	As needed
18.	Kidney tray	Optional	Optional	Optional	Optional	As needed
19.	Knife and scissor 1 each	Optional	Optional	Optional	Optional	As needed
20.	L. P. Tray	Optional	Optional	Optional	Optional	As needed
21.	Magill's forceps (two sizes)	Optional	Optional	Optional	Optional	As needed
22.	Metallic or disposable insemination cannula	Optional	Optional	Optional	Optional	As needed
23.	Operation table Hydraulic Minor with stand	Optional	Optional	Optional	Optional	Min 1/Theatre
24.	OT Spot light (Shadowless ceiling fitted/ stand mounted)	Optional	Optional	Optional	Optional	Min 1/Theatre
25.	Oxygen Cylinder	Optional	Optional	Optional	Optional	Min 1/Theatre
26.	Shadowless lamp ceiling type major / minor	Optional	Optional	Optional	Optional	Min 1/Theatre
27.	Shadowless Lamp stand model	Optional	Optional	Optional	Optional	Min 1/Theatre
28.	Sims speculum in small, medium & large size	Optional	Optional	Optional	Optional	As needed
29.	Sphygmomanometer	Optional	Optional	Optional	Optional	Min 1/ OT

30.	Steriliser Small (Instruments)	Optional	Optional	Optional	Optional	Min 1/ OT
31.	Sterilizer big (Instrument)	Optional	Optional	Optional	Optional	Min 1/ OT
32.	Sterilizer Medium (Instrument)	Optional	Optional	Optional	Optional	Min 1/ OT
33.	Stethoscope	Optional	Optional	Optional	Optional	Min 1/ OT
34.	Suction Apparatus - Electrical	Optional	Optional	Optional	Optional	Min 1/ OT
35.	Suturing Set	Optional	Optional	Optional	Optional	As needed
36.	Swab holders	Optional	Optional	Optional	Optional	As needed
37.	Thermometer	Optional	Optional	Optional	Optional	As needed
38.	Tongue depressors	Optional	Optional	Optional	Optional	As needed
39.	Toothed forceps	Optional	Optional	Optional	Optional	As needed
40.	two long (8 inch)& two short (6 inch) Artery forceps	Optional	Optional	Optional	Optional	As needed
41.	two Uterine sound	Optional	Optional	Optional	Optional	As needed
42.	Urethral Dilator Set	Optional	Optional	Optional	Optional	As needed
43.	Vaginal Examination set	Optional	Optional	Optional	Optional	Min 1/OT
44.	Vulsellum	Optional	Optional	Optional	Optional	Min1/OT

G.3 Diagnostic equipments

1: Imaging Equipment

Sr. No.	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above Bedded hospital
1.	300 M.A. X-ray machine	Optional	Optional	Optional	Min1	Min1
2.	Ultra Sonogram (Obs & Gyne. department should be having a separate ultra-sound machine of its own)	Optional	Optional	Optional	Optional	Min1
3.	Echocardiogram	Optional	Optional	Optional	Optional	Optional
4.	X-ray developing tank	Optional	Optional	Optional	Min 1	Min 1
5.	Safe light X-ray dark room	Optional	Optional	Optional	Min 1	Min 1
6.	Cassettes X-ray	Optional	Optional	Optional	Min 1	Min 1
7.	Lead apron	Optional	Optional	Optional	Min 1	Min 1

8.	Intensifying screen X-ray	Optional	Optional	Optional	Min 1	Min 1
9.	Thyroid shield	Optional	Optional	Optional	Min 1	Min 1
10.	TLD batches	Optional	Optional	Optional	Min 1	Min 1
11.	Gonadial guard	Optional	Optional	Optional	Min 1	Min 1
12.	X-ray lobby single	Optional	Optional	Optional	Min 1	Min 1
13.	Automatic ECG	Min 1	Min 1	Min 1	Min 1	Min 1

2: Laboratory Equipments

Sl. No	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above Bedded hospital
1.	Alarm clock	Min 1				
2.	Automatic cell counter	Optional	Optional	Optional	Min 1	Min 1
3.	Auto analyzer/ Semi auto analyzer	Optional	Optional	Optional	Min 1	Min 1
4.	Binocular Microscope	Min 1	Min 1	Min 1	Min 1	Min 3
5.	Chemical Balances	Min 1				
6.	Counting chamber	Min 1				
7.	Electric Colorimeter	Min 1				
8.	Electric centrifuge, table top	Min 1				
9.	ESR stand with tubes	Min 1				
10.	Photo colorimeter	Min 1				
11.	Glucometer	1 Per Area/ Ward				
12.	Hemoglobinometer	Min 1				
13.	Hot air oven	As required				
14.	Hot plates	As required				
15.	Lab Incubator*	As required				
16.	Laboratory Auto Claves	As required				
17.	Micro pipette of different volumes	As required				
18.	PH meter	As required				

Sl. No	Name of the Equipment	10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above Bedded hospital
19.	Refrigerator	Min 1				
20.	Rotor / Shaker	Min 1				
21.	Simple balances	Min 1				
22.	Spirit lamp	Min 1				
23.	TCDC count apparatus	Min 1				
24.	Test tube holders	As required				
25.	Test tube rack	As required				
26.	Test tube stands	As required				
27.	Timer stop watch	As required				
28.	Water bath	As required				
29.	ELISA reader & washer	Optional	Optional	Optional	Optional	Min 1
30.	Fully automated analyser	Optional	Optional	Optional	Optional	Min 1
31.	Laminar air flow chamber	Optional	Optional	Optional	Optional	Min 1
32.	Cold centrifuge	Optional	Optional	Optional	Optional	Min 1
33.	Incubator	Optional	Optional	Optional	Optional	Min 1
34.	Sample Shaker	Optional	Optional	Optional	Optional	Min 1

H. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

H.1 Medical practitioners

1. **Category:** Doctors
2. **Minimum Qualifications:** Degree/ Post Graduate Degree or Post Graduate Diploma from recognized university by Central Government or State government of Indian Medicine.
3. **Registration:** (if applicable): with state or central council of Indian Medicine
4. **Trained / skilled:** Trained

	Doctors BSMS/ MD	Min 10 beds	11-25 beds	26-50 beds	51-100 beds	101 & above beds
1.	Hospital Superintendent	-	1	1	1	1
2.	BSMS – General Siddha Medical Care	1	2	4	6	8
3.	Spl – Pothu Maruthuvam	Specialty Service of Sl.No 3-13 may be provided by engaging MD / PG Diploma qualified Doctor on hire or contract basis or full time basis as per the requirement				
4.	Spl- Kathu Mooku Thondai Maruthuvam					
5.	Spl- Sool Magalir Maruthuvam					
6.	Spl- Kuzhanthai Maruthuvam					
7.	Spl- Varma Maruthuvam					
8.	Spl – Putru Noi Maruthuvam					
9.	Spl- Vatha Noi Maruthuvam					
10.	Spl – Thol Maruthuvam					
11.	Spl – Neerizhivu Maruthuvam					
12.	Spl – Muthiyor Maruthuvam					
13.	Spl – Kayakarpam and Yogam					
14.	Anesthetist	Optional				
15.	Radiologist DMRE/ MD in concerned subject	Optional				
16.	Pathologist (visiting/part time/full time)	Option al	Optional	Optional	1	1
17.	Casualty Doctor / General Duty Doctor	1	1	1	1	2

H.2 Therapists:

5. **Category:** Masseur Technicians
6. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
 - a. Masseur Technicians should have at least done certified course in Masseur of at least 6 months - 1 year duration as recognized by state of central council for Indian Medicine .
 - b. Masseur Assistant should have at least done certified course in Masseur of at least 6 months duration as recognized by state of central council for Indian Medicine .
7. **Registration:** (if applicable): state or central council of Indian Medicine
8. **Trained / skilled:** Trained

(As per Minimum standard requirement of Hospital attached with colleges)

Strength: Minimum 1 per treatment room; male and female separate; i.e. minimum 1 male technicians or 1 female technicians for a treatment room.

Therapists - Technicians	Min 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded Hospital	101 & above bedded Hospital
Varmam,Puramaruthuvam (Masseur) Technicians-Female	1	1	2	3	4
Varmam,Puramaruthuvam (Masseur) Technicians-Male	1	1	2	3	4
Varmam,Puramaruthuvam (Masseur) Assistant - Female	1	1	2	3	4
Varmam,Puramaruthuvam (Masseur) Assistant Male	1	1	2	3	4

H.3 Paramedics

5. **Category:** Paramedics
6. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
7. **Registration with the concerned council**(if applicable): state or central council
8. **Trained / skilled:** Trained

	Paramedics	Minimum qualification	Min 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above bedded hospital	
1.	ECG Technician (if ECG services are provided in-house)	1 year experience of taking ECG	1	1	1	2	2	
2.	Hospital worker (OP/...)	Eight standard completed	2	2	4	6	8	
3.	Laboratory Attendant (Hospital Worker) (if lab is in-	Ability to read national or local language	2	2	3	4	4	
4.	Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	1	2	2	4	4	
5.	Medical Records Officer /	<i>Minimum qualification- 12th Standard passed.</i>	1	1	1	2	2	
6.	OT Assistant (if surgical services are provided)	<i>Minimum qualification- 12th Standard passed.</i>	1	1	1	2	2	
7.	Radiographer (if Imaging is in-house)	Qualified Radiographer	1	1	1	1	1	
8.	Therapy Assistant Minimum 1	Eight standard completed	As required					
9.	Ward boy or Ayah Minimum 1 per ward/floor	Eight standard completed	1	2	2	4	6	

H.4 Nurses:

5. **Category:** Nursing (As per Minimum standard of Hospital attached with colleges)
6. **Minimum Qualifications:** GNM or BSc or MSc Nursing
7. **Registration:** State Nursing Council of where hospital is located
8. **Trained / skilled:** Trained
(As per Minimum standard requirement of Hospital attached with colleges)

Nurses to Beds Ratio: 1 per 10 beds

Sr. No	Nursing Staff	Min 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	100 & above bedded Hospital
	Staff Nurse	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.				
	Matron	-	-	1	2	2

H.5 Administrative staff: The number would vary as per requirement and may be outsourced.

Administrative staff

Sl. no	Administrative staff	Min 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above bedded Hospital
	Office Superintendent/ Hospital Administrator	-	-	1	1	1
	Accountant	1	1	2	2	4
	Computer Operator	1	1	2	2	4
	Security Staff*	2	4	6	6	8

H.6. Miscellaneous staff

Sl. no	Administrative staff	Qualification	Min 10 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51-100 bedded hospital	101 & above bedded Hospital	
1.	Clerk for Billing	Minimum qualification- 12th Standard passed.	1	1	2	2	3	
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	Optional	Optional	Optional	4	6	
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	Optional	Optional	Optional	1	1	
4.	Electrician	If exists, Diploma in Electrical Engineering.	Optional	1	1	1	1	
5.	Housekeeping Staff	Ability to read national or local language	2	2	4	6	6	
6.	Kitchen Servant (if food is cooked in-house)	-	As required					
7.	Maintenance person	If exists, Diploma in Electrical Engineering.	1	1	1	2	2	

8.	Peon	Eight standard completed	1	1	1	2	2
9.	Plumber	-	1	1	1	1	2
10.	Sanitary Worker	-	1	2	4	4	6
11.	store keeper/ Manager	Minimum qualification- 12 th Standard passed.	-	1	1	1	1

I. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

As per the publication “Essential Drug List – Siddha Medicine” by Department of AYUSH, March 2013, as and where applicable the drug list for treatment conditions to be maintained in all IPD.

J. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

J.1 Surgical

S.No	Surgical Consumables
1.	Absorbent cotton
2.	Adhesive plaster
3.	Bandage Roll
4.	Biomedical waste colour coded covers
5.	Caps & mask
6.	Catguts of different sizes
7.	Developer
8.	Disp-Gown, Cap, Mask, Big Sheet, Draw Sheet & Gloves(for communicable diseases)
9.	ECG Paper Roll , ECG Jelly, Tissue Paper
10.	Enema Can
11.	Ether Anesthetic 500ml
12.	Fixer
13.	Gamjee Pad and Rolls
14.	Gauze Roll
15.	Hypodermic Needle (Pkt. of 10 needle) No.19, 20, 21, 22, 23, 24, 25, 26
16.	Indicator tape for sterilization by pressure autoclave

17.	Isopropyl Alcohol swab
18.	IV Cannula (different sizes)
19.	Leg drape
20.	Non Sterile Surgical rubber gloves
21.	Scalp vein sets (Different Sizes)
22.	Shaving blade –packet of 5
23.	Sterile & non sterile Gloves of different sizes
24.	Sterile cotton, gamjee pads, gauze pieces
25.	Sterile disposable syringes
26.	Sterile Infusion sets(Plastic)
27.	Sterile Surgical rubber gloves
28.	Ultra Sound Jelly
29.	Ultrasound scan film
30.	Vicryl No.1
31.	X-Ray film , TLD card
32.	Xylocaine Jelly

J.2 Dressing Material

S.No	Dressing Material
1.	Absorbent cotton
2.	Adhesive plaster
3.	Bandage Roll
4.	Dressing Thylam (Eg. Mathan Thylam)
5.	Gamjee Pad and Rolls
6.	Gauze Roll
7.	Ghada Cloth
8.	Siddha Antiseptic cream (eg. V.Vennai)
9.	Siddha Antiseptic solution (eg. Padikaraneer, Thiripala Kudineer, Neem, Turmeric).
10.	Sterile & non sterile Gloves of different sizes
11.	Sterile cotton, gamjee pads, gauze pieces
12.	Suture material (Eg. Black silk, Catguts)
13.	Wooden Splint

J.3 Disinfectants: As applicable in adequate quantity

S.No	Disinfectants
9.	Formaldehyde solutions (1%-2%)
10.	Glutaraldehyde
11.	Hydrogen peroxide
12.	Hypochlorite 4%-6%
13.	Neem Solution
14.	Phenolic germicides
15.	Quaternary ammonium compounds
16.	Turmeric Solution

J.4 Tubing

S.No	Items
7.	Connecting tubings for oxygen delivery
8.	Foleys catheters
9.	Nebulization Mask (Adult & Paed.)
10.	Oxygen catheters
11.	Oxygen masks (Adult & Paed.)
12.	Suction catheters
13.	Uro Bag

J.5 Linen

S. No	LINEN	MIN 10	11 to 25	26 to 50	51 to 100	101 & above
1	Abdominal Sheets for OT	As required				
2	Apron for Cook	As required				
3	Bed sheets (1:3)	30	75	150	300	600
4	Bedspreads (1:4)	40	80	150	200	300
5	Blankets	As required				
6	Central Hole Sheet	As required				
7	Curtain Clothes for Windows & Doors	As required				
8	Doctors Overcoat	1 per Doctor				
9	Draw Sheet (1:2)	20	50	100	200	300
10	Green sheet (Big) (MOT / Labour Room)	As required				
11	Hospital Worker OT Coat	One Per Worker				
12	Leggings	As required				
13	Mackintosh	1 per Bed				
14	Mats (Nylon)	As per requirement				
15	Mattress(Foam) (Adult)	1 per Bed				
16	Mattress(Foam) (Paediatric)	1 per Bed				
17	Patient Gown (OT/Labour Ward)	As required				
18	Perineal Sheets	As required				
19	Pillow	10+5	25+10	50+20	100+30	200+50
20	Pillow Covers (1:3)	30	75	150	300	600
21	Table Cloth	As required				
22	Towels	As required				
23	Uniform / Apron	As required				

J.6. Stationery for Hospitals

S.No	Items
29.	Consents Forms
30.	Continuation Sheets for IPD
31.	Death Certificate Books
32.	Diet Cards
33.	Diet Sheets
34.	Discharge cards
35.	Gynecological and Obst. Case sheets
36.	Indoor Admission Form & Case Sheets
37.	Intake Output Charts
38.	Investigation Requisition and Report Forms
39.	Nurses Report Register
40.	Nursing Monitoring Forms
41.	Pharmaco Vigilance Form
42.	Prognosis and Treatment Charts
43.	Referral Forms
44.	Registers - IPD Nominal
45.	Registers - Medicine Indent Register
46.	Sentinel Event Form
47.	Surgical Case Sheets
48.	Temperature Charts

J.7. Consumables for Karanool

S.No	Items
1.	Achyranthes Powder (Nayuruvi Uppu)
2.	Alternatively Karanool may be procured from reputed agencies
3.	Barbour Thread No.20
4.	Guggulu
5.	Surgical Spirit
6.	Turmeric Powder

J.8 Laboratory

S.No	Items
1.	Benedict's reagent
2.	Bilirubin reagent
3.	Blood Sugar Kits for Semi-Auto Analyser
4.	Cap & Mask
5.	Disposable Syringes
6.	Drabkins reagent
7.	EDTA Vacutainers
8.	ESR Disposable tubes
9.	Gingely Oil
10.	Gloves
11.	Haematocrite Tubes
12.	Haematology counter reagent
13.	HbsAg Kits
14.	HIV Kits
15.	Hypo Solution
16.	Lancet
17.	Leishmen stain
18.	Lipid Profile Kits
19.	Malaria Kits
20.	Microscope cover slips
21.	Seedar wood Oil
22.	Sodium Citrate Vacutainers
23.	Surgical Spirit
24.	Test Tubes
25.	Tourniquet
26.	Urea, Creatinine Kits
27.	Xylene reagent Grade Water
28.	Ziehl Neelson stain
29.	Zinc Sulphate

J.9 Leech Therapy

	ITEMS
1.	Bandage Roll
2.	Gauze Roll
3.	Gloves
4.	Turmeric
5.	Tuber of Lotus
6.	Tuber of Kotti
7.	Leech
8.	Storage Containers for leech

J.10 Suttigai

S.NO	ITEMS
1.	Mud Pot
2.	Tuber of Turmeric

K. Licenses

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

Sn	Name of the Act	Department/ Area	Licensing body
1	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
1.	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
3.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
4.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
5.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
6.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
7.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
8.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
9.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
10.	Certificate u/s 80-G of IT Act	Organization	If applicable.
11.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
12.	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB

13.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
14.	Excise permit to store Spirit.	Organization	Excise department
15.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
16.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
17.	License for lift	Lift	Mobile Electric Vehicles Department
18.	License to play music for public use	Organization	Indian
19.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
20.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
21.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
22.	PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
23.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
24.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
25.	TAN Number	Organization	Income Tax Department
26.	PAN Number	Organization	Income Tax Department
27.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
28.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

L. Basic Processes

L.1 Registration (This will help in developing a database at State / Central level).

13. Name,
14. Unique Identification Number (If Adhaar available or Id assigned in the Hospital)
15. Age,
16. Gender ,
17. Address with PIN code, / District / State
18. Marital Status,
19. Contact Number,
20. Type of Diet (Veg, Non-veg),
21. OP/ IP Number,
22. Date & Time of visit for OP/ admission for IP,
23. Name of Treating Doctor

L.2 Assessment

20. Primary Complaint of the guest:
21. History of Primary Complaint:
22. History of Medication:
23. History of Implants/ Pacemaker/ Surgery:
24. Past History
25. History of allergies
26. Diet and Lifestyle History
27. Family History
28. Personal History
29. General Examination
30. Systemic Examination
31. Physical Examination
32. Envagai Thervu, Neerkuri, Neikuri, Thegam, Elu Udalkattugal, Uyir Thathukkal (Vatham, Pitham, Kabam)
33. Pain Scoring
34. Nutritional Assessment
35. Diagnosis Provisional / Final
36. Preventive Aspects
37. Plan of Care
38. Treatment

L.3 Infection Control

6. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
7. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
8. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
9. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
10. Infection control activities should be monitoring by define method & schedule.

L.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

5. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.

27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

6. Surgical safety

1. There are two independent identifiers for each patient. Name of patient with some other independent identifier.
2. Identification bands for patients should be considered in cases where patient cannot be relied upon to give correct information on his own identity. E.g. pediatric, disoriented, altered consciousness, etc.
3. Use of surgical safety check list based on WHO Criteria is used consistently for each procedure and surgical intervention. The Checklist should divide the operation into three phases, each corresponding to a specific time period in the normal flow of a procedure
 - a. the period before induction of anesthesia,
 - b. the period after induction and before surgical incision
 - c. the period during or immediately after wound closure but before removing the patient from the operating room.
4. In each phase the checklist task must be completed before proceeding forward.

7. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

4. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

7. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

8. Disaster preparedness: Yes for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

7. Fire – Safety Measures

As for safety against fire accidents, fire extinguishers of various powder gas & water type have to be installed & maintained periodically. Fire alarm system equipments have to be fixed in inpatient department, OP Department Lab block & Pharmacy and kept in good condition so as to effectively use them in case of fire accident. All staff members should be given one day training on operation of Fire extinguisher annually.

M.1 Clinical Records (including consents)

Sr. No	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records

7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

M.2 Discharge

2. Discharge Summary should have following details:
 - a. Primary data of Name, UID, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor, Discharge date & Reason
 - b. Primary Complaint of the guest
 - c. History of Primary Complaint:
 - d. History of allergies
 - e. Salient Examination Findings
 - f. Pain Relief Advice
 - g. Nutritional Advice
 - h. Diagnosis – Final
 - i. Preventive Aspects
 - j. Treatment Given
 - k. Details of procedures performed
 - l. Treatment advised
 - m. Contact number in case of emergency

Teaching Hospitals

All teaching hospitals should comply the notification of Central Council of Indian Medicine Notification, New Delhi Notification 13-2-2013 – Indian Medicine Central Council (Minimum standard Requirements of Siddha Colleges and attached hospitals) Regulations, 2013

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O. Abbreviations

1. ATM- Aruvai &Thol Maruthuvam
2. B.S.M.S.- Bachelor of Siddha Medicine and Surgery
3. CR – Consultation Room
4. DS - Deputy Superintendent
5. FNA -Female Nursing Assistant
6. FSK -Furniture stock keeping
7. HS- Hospital Superintendent
8. IPD- In Patient Department
9. M.D(S)- Doctor of Medicine(Siddha)
10. MNA - Male Nursing Assistant
11. MSK - Medical stock keeping
12. Minor OT – Minor Operation Theatre.
13. MOT –Minor Operation Theatre
14. Min – Minimum
15. OPD- Out Patient Department
16. SPM- Sirappu Maruthuvam
17. SMM-Sool Magalir Maruthuvam
18. SR – Service Room
19. RMO-Residential Medical Officer

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
HOMOEOPATHY**

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A Introduction

A.1 General

In India, unlike allopathic hospitals, stand alone homoeopathic hospitals are almost nonexistent. Homoeopathic hospitals are attached with homoeopathic teaching institutions in India. Individual private clinics and/or Government run homoeopathic dispensaries and polyclinics are situated as has been shown in the survey conducted by the India Medical Association. These homoeopathic teaching institutions along with the attached hospitals are guided by the Central Council of Homoeopathy Minimum Standards Requirement Act 2013. The Minimum standard requirement for different homoeopathic hospitals shall be, inter alia, as per the Central Council of Homoeopathy Minimum Standards Requirement Act 2013. Number of beds available in attached homoeopathic hospitals shall be proportionate to the intake capacity of the Homoeopathic College.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable. Homoeopathic health care establishments shall be classified as under

1. Individual Homoeopathic Clinic,
2. 10 Bed Homoeopathic Hospital,
3. 25 bed Homoeopathic Hospital,
4. 50 Bed Homoeopathic Hospital,
5. 100 Bed Homoeopathic Hospital,
6. More than 100 Bed Homoeopathic Hospitals, and
7. Homoeopathic Teaching Hospitals.

These shall be within the ambit of the *Clinical Establishments (Central Government) Rules 2012*. The clinical establishment shall register, under the respective State Govt. or Union Territory Administration in compliance to the Clinical Establishments (*Central Government*) Rules 2012, through standard application form prior to their establishment. Respective State Govt. or Union Territory Administration shall provide the required registration and permission for continuation of the establishment on fulfillment of the terms and conditions as laid down in the Rules.

Type of Health Care Facility	Scope of Services
Clinic	Outdoor care facility managed by a single Homoeopathy medical practitioner or a group of Homoeopathy practitioners with or without a day care facility. No overnight stay or care is provided here. The average patient reporting to such clinic shall be up to 50 patients per day per clinic.
10 bed Homoeopathic Hospital	Health Care facility with 1 to 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
11 to 25 bed Homoeopathic Hospital	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
51 to 100 Beds	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
More than 100 bed Homoeopathic Hospitals	Health Care facility with more than 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
Teaching Homoeopathic Hospitals	Health Care facility provided through hospitals attached with homoeopathic medical colleges for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Homoeopathy physician and faculty members of the medical college trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.

Homoeopathic hospitals having 20 beds and above shall be considered as teaching homoeopathy hospitals and shall be in compliance of the *Homoeopathy Central Council (Minimum Standards Requirement of Homoeopathic Colleges and attached Hospitals) Regulations 2013, vide The Gazette of India, (Extra Ordinary) dated 08-03-013.*

B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(Clinics & Outdoor Patients facilities of health care organizations of 1 to 10, 11 to 25, 26 to 50, 51 to 100, more than 100 beds & teaching homoeopathic hospitals)

	Up to 10 Bed	11 to 25 bed	26 to 50 beds	51 to 100 beds	Teaching Hospitals
	Minimum Clinical OPD Services to be provided				
1	Organon of Medicine	Organon of Medicine	Community Medicine	Community Medicine	Community Medicine
2	Homoeopathic Materia Medica	Homoeopathic Materia Medica	Surgery	Surgery	Surgery
3	Repertory;	Repertory;	Obstetrics & gynecology	Obstetrics & gynecology	Obstetrics & gynecology
4		Practice of Medicine	Pediatric	Pediatric	Pediatric
5		Pediatrics	Dental (optional)	Dental (optional)	Dental (optional)
6		Obstetrics & gynecology	Organon of Medicine	Organon of Medicine	Organon of Medicine
7			Homoeopathic Materia Medica	Homoeopathic Materia Medica	Homoeopathic Materia Medica
8			Repertory;	Repertory;	Repertory;
9			Homoeopathic pharmacy	Homoeopathic pharmacy;	Homoeopathic pharmacy;
10			Practices of Medicine	Practices of Medicine;	Practices of Medicine;
11			Pediatrics	Pediatrics	Pediatrics;
12			Psychiatry	Psychiatry	Psychiatry

Indoor patients facilities

In-Patient Department of the Hospital shall have separate Male and Female wards.

Distribution of beds shall be as under: -

- i. General Medicine - 50% (for acute patients – 10% and for chronic patients 40%)
- ii. Pediatrics – 10%
- iii. Surgery – 20%
- iv. Obstetrics & Gynecology – 20

The **indoor department of the hospital** shall have separate male and female wards and distribution of beds at the rate of 64 sq. feet (8 ft x 8 ft) area per bed per ward as under –

Up to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospitals
Minimum Clinical Services to be provided in IPD				
Organon of Medicine	Organon of Medicine	Community Medicine (optional)	Community Medicine (optional)	Community Medicine (optional)
Homoeopathic Materia Medica	Homoeopathic Materia Medica	Surgery	Surgery	Surgery
Repertory;	Repertory;	Obstetrics & gynecology	Obstetrics & gynecology	Obstetrics & gynecology
	Practice of Medicine	Pediatric	Pediatric	Pediatric
	Pediatrics	Dental	Dental	Dental
	Obstetrics & gynecology	Organon of Medicine with Homoeopathic Philosophy;	Organon of Medicine with Homoeopathic Philosophy;	Organon of Medicine with Homoeopathic Philosophy;
		Homoeopathic Materia Medica including applied aspects;	Homoeopathic Materia Medica including applied aspects;	Homoeopathic Materia Medica including applied aspects;
		Repertory;	Repertory;	Repertory;
		Homoeopathic pharmacy;	Homoeopathic pharmacy;	Homoeopathic pharmacy;
		Practices of Medicine;	Practices of Medicine;	Practices of Medicine;
		Psychiatry.	Psychiatry.	Psychiatry.

Operationalization of beds of Psychiatry ward shall be subjected to availability of full time psychiatrist and trained nurse required for the purpose.

B.2 Auxiliary Functions (support services for eg: diagnostics)

(Central Laboratory for clinical diagnosis and investigations).

5. There shall be a central laboratory in the hospital complex with proper infrastructure and work force for carrying out routine, pathological, biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.
6. There shall be a central imaging unit in the hospital complex with proper infrastructure and work force for carrying out routine, imaging investigations on the patients referred from outdoor and indoor departments of the hospital.

Support Services:

1. Accounting
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Medicine preparation area
13. Medico legal records
14. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
15. Personnel Department
16. Pharmacy/ dispensary
17. Purchase
18. Reception,
19. Security services
20. Stores
21. Waste management

C. Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

Homoeopathic hospitals having 20 beds and above shall be considered as teaching homoeopathy hospitals and shall be in compliance of the *Homoeopathy Central Council (Minimum Standards Requirement of Homoeopathic Colleges and attached Hospitals) Regulations 2013, vide The Gazette of India, (Extra Ordinary) dated 08-03-2013.*

C.1.1 Minimum area required for establishing the facility

Type of Health Care Organization	Requirements		
	Stand alone building	Part of another building	
			Minimum built up area
Clinic	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Minimum area should be adequate to accommodate doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility.	150 sq feet per clinic with temporary partition for patient waiting.
1 to 10 bed		Local regulations related to building structures, occupancy, etc. will be followed.	350 square meters.
11 to 25			765 square meters.
26 to 50			1530 square meters.
51 to 100			3060 square meters.
Teaching Hospitals			5000 square meters.

Break up of built up area

SL No.	Description of the Rooms	Minimum area in square meters				Teaching Hospital
		1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	
1	Hospital Administration Block	20	50	100	200	300
	Superintendent Room					
	Rooms for Senior Medical Officer					
	Staff nurse					
	Reception & Registration Counters					
2	Out Patient Departments					
	Medicine	50	200	350	500	500
	Obs & Gyn					
	Pediatrics					
	Dressing rooms					
	Dispensary					
	Store					
3	In Patient Department					
	General Medicine ward (male & female separate)	200	350	750	2000	3000
	Pediatrics					
	Surgery ward (male & female separate)					
	Obstetrics & Gynaecology					
	Toilets and Bath rooms (male & female separate)					
	Doctors duty room					
	Nursing Station					
4	Operation theater Unit					
	Operation theater	optional	Optional (100)	100	100	250
	Preparation room					
	Post operative recovery room					
	Space for sterile items					
	Labor room					
	Rooms for surgeon/obstetrician/Assistant					
	Nursing staff room					
5	Physiotherapy & yoga Unit	30	30	30	30	50
6	Central Clinical Laboratory	30	50	50	50	150
7	Radiology & Sonology	Optional	Optional	30	30	100
8	Kitchen	Optional	Optional	50	50	250
9	Medicine Stores	10	45	45	45	200
10	General Stores	10	50	55	55	200
	Total	350	765	1530	3060	5000

C.1.2 Functional space: planning of the facility like reception area, waiting area etc.

25. Consultation & examination room

- a. Minimum 10 ft. x 10 ft.
- b. Consultation room should be adequate to accommodate:
 - i. Doctors table,
 - ii. Consultation chair,
 - iii. Two stools/ chairs,
 - iv. Examination bed of the size 6 ft X 2.5 ft.,
 - v. Privacy screen around examination area while having free mobility

26. Pharmacy/Dispensary Room:

- a. The pharmacy should be located in an area conveniently accessible.
- b. Temperature & humidity to be maintained as per the requirement of the stored medications.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals with more than 50 beds.
- d. Pharmacy should have adequate medicine storage and dispensing facility for indoor and outdoor patients.
- e. In view of the alcohol use and storage in homoeopathic pharmacy, it should be adequately equipped with fire safety norms.

27. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

28. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital.
- b. Waiting hall shall have the facility for toilet and drinking water.
- c. Information like hospital timings, dos and don'ts in the hospital, various types of services available and utility fees shall be displayed in the waiting hall.

29. Kitchen area: Applicable only if food is cooked in the hospital. Providing food is mandatory for hospitals of size over 100 beds.

- a. Kitchen area should be sufficient size to prepare food for inpatients as per diet advised by the physician
- b. Kitchen layout and functioning should follow the flow of materials as:
Entry → washed → cutting → cooking → loading → To Serve
- c. Utensil washing area is separate from the cooking area.

30. Medicine preparation area: Applicable for hospitals of size over 50 beds.

- a. Preparation area should be of minimum 50 sq. ft: only if medications are prepared in the hospital.

31. Medical Stores specs:

- a. The medical store may be part of pharmacy or separate and secured.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

- c. In view of the alcohol use and storage in homoeopathic pharmacy, it should be adequately equipped with fire safety norms.
- d. Homoeopathy medicines shall be stored separately as per the HPI guidelines in a separate store (other than general store).

32.RMO Quarters:

- a. Minimum 1 room with attached bathroom & WC, per 2 doctors with separate rooms for male & females with separated sleeping facility with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.

33.Nursing station/ duty room (Nurses):

- a. One nursing station/room per 15 beds.
- b. Applicable for clinics only if there is a day care ward.
- c. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- d. Station should accommodate all nurses on duty at any time.

34.Clinical laboratory specifications:

- a. Laboratory services can be outsourced or can be optional for hospitals upto 100 beds.
- b. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
- c. Separate Reporting Room for doctors should be there.
- d. Must have proper facility for management biomedical waste.

35.Radiology section:

Role of imaging department should be radio-diagnosis and ultrasound along with hire facilities depending on the bed strength.

- a. The department should be located at a place which is accessible to both OPD and wards and also to operation theatre department.
- b. The size of the room should depend on the type of instrument installed.
- c. It should conform to AERB requirements.
- d. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- e. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.
- f. Separate Reporting Room for doctors should be provided.

36.Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

37. Emergency Room specifications:

- a. Emergency room should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- b. Station should accommodate all nurses & doctors on duty at any time.
- c. Room should allow free movement of wheel chair or trolley.
- d. Emergency Room should preferably have different entry than the hospital entry.
- e. Access to Emergency Room should have a ramp for wheel chairs and stretchers.

38. House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital more than 50 beds

39. Security Services:

- a. There is a designated location for each security staff on duty.

40. Medical record-room:

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- c. Fire extinguishers of correct type should be made available nearby all locations.

41. Store rooms:

- a. Store room should be lockable & of adequate size with exhaust fan.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

42. Wards:

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- d. At the minimum one nursing station per ward of upto 45 beds will be provided.
- e. There should be minimum 70 ft area per bed with 7 feet distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and atleast 8" distance between the bed and the wall.

- f. Width of the door to be at least 4 feet.
- g. Permanent, semi-permanent or temporary partition should be present between two beds.
- h. Ward store area with lockable wall or steel cupboard(s).

43. Duty rooms for doctors

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

44. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

45. Dirty utility room:

- a. Separate area of minimum 15 sq. feet.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

Specifications of the Operation Theater/ Minor OT

(if surgical services are provided in hospital having more than 100 beds):

1. OT/ procedure room should have sterile zone of at least 10 ft X 10 ft; Size is exclusive of clean zone, independent enclosure to accommodate equipment & maintaining adequate privacy.
2. OT is mandatory if surgical procedures are provided in any hospital.
3. Waiting area: Adequate number of seats/ chairs with respect to the bed strength and load of the patients will be provided.
4. Consultation room with examination room: adequate to accommodate Doctors table, consultation chair, two stools/ chairs, examination bed of minimum size of 6 ft. X 2.5 ft., privacy screen around examination area.
5. Sterilization room: adequate to accommodate sterilization equipment & sterilized material.
6. Separate Recovery room for regimental therapy is mandatory only in health care units which provide stand-alone services. Otherwise ward beds of the facility can be utilized.
7. Separate disposal zone for storage of waste as per bio-medical waste management rules.

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information. The information shall be in compliance of the *Clinical Establishments (Central Govt.) Rules 2012*.
2. All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under Clinical Establishments Act.

C.1.4.2 Fee structure,

1. Display of tariff list at OPD, Emergency etc.
2. Display of citizen charter in OPD and emergency

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD.

C.1.4.4 Services provided

1. Directional signage at main entrance towards emergency and OPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter
5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD, Emergency and at Campus entrance
7. Floor Plan With Location Of Departments
8. Plan of Facility
9. usages: departments, OPD & IP room & wards, waiting areas,

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PCPNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas

15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

C.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements:

1: Furniture/Fixture Requirements for Outpatient Department (OPD): (PER CONSULTATION ROOM)					
Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital
Room with well-lighted and ventilated and equipped with a chair and a table for doctor	1	1	1	1	1
X-ray viewer	1	1	1	1	1
Two chairs for patients & attendants	1 set	1 set	1 set	1 set	1 set
An examination table of 6 ft. X 2.5 ft. With privacy screen	1	1	1	1	1
Blood pressure apparatus,	1	1	1	1	1
Stethoscope	1	1	1	1	1
Torch	1	1	1	1	1
Thermometer	1	1	1	1	1
Weighing machine	1	1	1	1	1
Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement				
Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement				
Computers, (if required)	1 per consultation room				
Telephone equipment	As per requirement				
Air conditioning	As per requirement				
Adequate lockable storage space	As per requirement				
Foot stools	1 per consultation room				

2: Furniture/Fixture Requirements for In-Patient department (IPD):						
Sr. No.	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital
	Adequate wall or steel Cupboards	2	4	8	15	25
2.	Arm Board Adult	6	12	24	24	35
3.	Back rest	2	4	8	20	30
4.	Bain Marie trolley stainless steel 1 per floor	1 per floor				
5.	Bed side cabinets	1 per 5 patients				
6.	Bed side Screen	1 per ward or full length curtains between the beds				
7.	Bucket Plastic	6	12	24	24	24
8.	Ceiling Fans	As per requirement				
9.	Clock	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
10.	Containers for kitchen	As needed				
11.	Doctor's chair for OP & ward,	As needed				
12.	Doctor's or Office table	3	3	10	20	25
13.	Dressing trolley-1 per floor/ ward depending on layout	2	4	8	10	20
14.	Dust bins in each ward & consultation room	3	6	12	15	35
15.	Duty table for nurses	4	8	20	30	50
16.	Emergency resuscitation kit	1 per floor				
17.	Enema Set	2	4	4	8	15
18.	Fire extinguisher -	ABC 1 per ward/ floor based on layout				
19.	Foot stools	8	16	25	25	35
20.	Fridge	1 Per Area/ Ward				
21.	Heavy duty Torch light	1 per ward				
22.	Hospital Cots	50	100	300	500	500
23.	Hospital Cots Pediatric	5	10	30	50	75
24.	Hot Water Bags	2 per ward				
25.	Ice bags	2 per ward				
26.	Hot Water geyser	2 per ward				
27.	I V Stands - 2 per 10 beds	10	20	50	100	150
28.	Intercom System	2 per ward				
29.	Kidney Trays 1 per 5 beds	20	40	50	50	75
30.	Kitchen utensils	Adequate				
31.	Massage table of 7ft. x 2.5ft (wood or fiber) if service is provided	One per procedure room				
32.	Medicine trolley	1 per ward				
33.	Office chairs	4	8	20	20	50
34.	Office Table	3	6	10	10	30
35.	patient Beds with side rails	20% of total beds				
36.	Patient call Bell System	1 per bed				
37.	Patient locker	1 per bed				
38.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward/ floor a per the profile of patients & layout of facility				

39.	Patients side table	1 per bed				
40.	Pediatric cots with railings as per scope of services	as per scope of services				
41.	Steel or Wooden cup board	8	16	20	25	50
42.	Steel rack	5	10	20	40	50
43.	Stool 1Per Bed	8	8	15	25	40
44.	Stools revolving – 1 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
45.	Stretcher/ Patient trolley – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
46.	Urinal Male and Female	10	20	50	100	150
47.	waiting chairs / benches for patients relatives	50% of the bed strength				
48.	Weighing Machine	1 per ward				
49.	Wheel chair	2 per 50 beds				
50.	X-ray viewer	one per ward				

3: Furniture/Fixture Requirements						
SN	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital
1	Arm chair	One per service room				
2	Examination table	Minimum 1				
3	Focus lamp	Minimum 1 per service room				
4	Footstool	One per service room				
5	Gas/Stove	One per service room				
6	Good light source	Minimum 1 per service room				
7	hamox stretchers / Stretchers with wheels	One per service room				
8	Heating facilities	One per service room				
9	Hot water bath	One per service room				
10	IV stands	One per service room				
11	OT table / Lithotomy Table with Side Railings	Minimum one				
12	Plastic aprons, gloves and mask	One per service room				
13	Revolving stools	Minimum 1 per service room				
14	Stool	One per service room				
15	Sufficient light and ventilation	As per requirement				
16	Surgical trolley	Minimum 1				
17	Torch	Minimum 1 per service room				

18	Wheel chairs	One per service room
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C.2.2 Sundry Articles Requirement

Furniture/Fixture Requirements						
Sr. No.	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital
1.	Air conditioners Central A/C for OT	Optional	Optional	Minimum 1	Minimum 1	Minimum 1
2.	Ambulance	Optional	Optional	Optional	Minimum 1	Minimum 1
3.	Ceiling / wall Fans	As needed				
4.	Clock	1 per ward				
5.	Computer with modem with UPS, printer with internet connection	As needed				
6.	Coolers	As needed				
7.	Drinking Water purifier	As needed				
8.	Emergency lamp	2 Per Area/ Ward				
9.	Emergency trauma set	2 per ward				
10.	Exhaust Fan	As needed				
11.	Fire extinguishers	As needed				
12.	Geyser	1 per ward				
13.	Refrigerator	1 per ward				
14.	Storage Geyser	1 per ward				
15.	Tables & Chairs	As needed				
16.	Telephone/ cell phone	1 per ward				
17.	Tube lights	As needed				
18.	Vacuum cleaner	As needed				

C.2.3 Others

Furniture/Fixture Requirements Administration							
Sr. No.	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital	
	Computer with Modem with UPS, Printer with Internet Connection	As needed					
2.	Photocopier Machine	As needed	As needed	1 per ward	1 per ward	1 per ward	
3.	Intercom (10 lines)	As needed					
4.	Fax Machine	-	As needed	As needed	As needed	As needed	
5.	Telephone	One per organization					Two per organizati on
6.	Public Address System	-	Covering Indoor and OPD Areas				

C. 3 Engineering Services Requirements

This will include detailed information about basic requirements including

C.3.1 Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.
6. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

4. Number of Wash basins

- i. 1 for every 20 persons or part there
- ii. Doctor, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
- iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.

5. Number of Water closets

- iii. 1 for every 20 beds or part thereof.
- iv. Doctor, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.

6. For in-patient department

a. No. of Wash basins

- i. 1 for every 12 beds or part thereof
- ii. Doctor, staff, patients and visitors have an access to wash basin(s);
- iii. Procedure hand wash basins are separate and located close to procedure area. 1 for every 12 beds or part thereof.

b. No. of Water closets

- i. 1 for every 6 beds or part thereof
- ii. Separate water closets are available for use for outpatient and in-patient areas.
- iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.

c. No. of bathrooms

- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
- ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

d. WC

- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- ii. Average size of toilet : 810 mm X 1800mm with grab bars
- iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

1. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
2. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
3. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

C.3.5 Others

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for firefighting should be available.
4. Water softening plant should be considered where hardness of water is a major problem.

Drainage and Sanitation

1. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.
2. **Waste Disposal System:** As per the Bio-Medical Waste Management Rules, 2016

D. Equipments /instruments

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings

D.1 Therapeutic equipments

1: Outpatient Department (OPD)

1: Equipment /Instruments Requirements for Outpatient department (OPD) (PER CONSULTATION ROOM)							
Sr. No.	Name of the Equipment	Clinic	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching Hospital
	A chair and a table for doctor	1	1	1	1	1	1
2.	X-ray viewer	1	1	1	1	1	1
3.	An examination table of 6 ft. X 2.5 ft. with privacy screen	1	1	1	1	1	1
4.	Blood pressure apparatus	1	1	1	1	1	1
5.	Stethoscope	1	1	1	1	1	1
6.	Torch	1	1	1	1	1	1
7.	Thermometer	1	1	1	1	1	1
8.	Weighing machine.	1	1	1	1	1	1
9.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
10.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					
11.	ENT SET	1	1	1	1	1	1

2: In-Patient department (IPD)

2:Equipments /instruments for In-Patient department (IPD):							
Sr. No.	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital	
	Ambu bags	3	6	6	6	10	
2.	Arm Board Adult	6	12	24	24	50	
3.	Autoclave Drums	3	6	9	12	25	
4.	Back rest	2	4	8	20	50	
5.	Bain marie trolley stainless steel :1 per floor	1	2	4	8	15	
6.	Bed pans: 1 per 5 patients	10	20	50	100	200	
7.	Biomedical waste colour coded bins	One set each per floor					
8.	Cheatle forceps assorted sizes	5	8	16	25	50	
9.	Clock	1 per ward					
10.	Containers for kitchen	As required					
11.	Dressing trolley	1 per floor/ ward depending on layout					
12.	Dust bins in each ward & consultation room	1 per ward					
13.	Emergency resuscitation kit	1 per floor					As required
14.	Enema Set	As required					1 per ward
15.	Fridge	As required					1 per ward
16.	Heavy duty Torch light – 1 per ward	1 per ward					1 per floor
17.	Hot Water Bags : 2 per ward	2 per ward					As required
18.	I V Stands - 2 per 10 beds	2 per 10 beds					As required
19.	Infra-Red lamp	3	5	10	10	1 per ward	
20.	Instrument tray – minimum 1 per ward	minimum 1 per ward					2 per ward
21.	Instrument trolley – 1 per ward	minimum 1 per ward					2 per 10 beds
22.	Intercom System	As required					10
23.	Kidney Trays-1 per 5 beds	1 per 5 beds					minimum 1 per ward
24.	Medicine trolley	minimum 1 per ward					
25.	Needle cutter – 3 per ward	3 per ward					
26.	Non mercury Thermometer clinical – 1 per ward	1 per ward					
27.	O2 cylinder with spanner – 1 per ward	1 per ward					
28.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward					
29.	Sphygmomanometers- Stand Type 1& Portable (aneroid or Digital) Type X 1 – 1 per ward	1 per ward					
30.	Stretcher/ Patient trolley	1 per ward					

	- 1 per ward	
31.	Weighing Machine - 1 per ward	1 per ward
32.	X-ray viewer - one per ward	1 per ward

D.2 Surgical equipment

1: Operation Theater

1:Equipment Requirements for Operation Theater					
Sr. No.	Name of the Equipment	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
	Anterior vaginal wall retractor	Adequate	Adequate	Adequate	Adequate
2.	Artery forceps	Adequate	Adequate	Adequate	Adequate
3.	Auto Clave HP Vertical (2 bin)	1*	1*	1*	1*
4.	Autoclave equipment for sterilization/Sterilizer	1*	1*	1*	1*
	Bladder sound (Urethral dilators) of different sizes	1*	1*	1*	1*
6.	Crash Cart with lifesaving drugs and Resuscitation Kit	1*	1*	1*	1*
7.	Cusco's Speculum	As needed	As needed	As needed	As needed
8.	Diathermy Machine (Electric Cautery)	As needed	As needed	As needed	As needed
9.	Disposable syringes (5-10cc)	As needed	As needed	As needed	As needed
10.	Enema Pot	1*	1*	1*	1*
11.	Focus lamp Ordinary	1*	1*	1*	1*
12.	Foley's Catheter	As needed	As needed	As needed	As needed
13.	Formaline dispenser	1*	1*	1*	1*
14.	General Surgical Instrument Set Piles, Fistula, Fissure	1*	1*	1*	1*
15.	Instrument Trays of various Sizes	Adequate	Adequate	Adequate	Adequate
16.	Instrument Trolley	As needed	As needed	As needed	As needed
17.	IV stands	As needed	As needed	As needed	As needed
18.	Kidney tray	As needed	As needed	As needed	As needed
19.	Knife and scissor 1 each	As needed	As needed	As needed	As needed
20.	L. P. Tray	Adequate	Adequate	Adequate	Adequate
21.	Magill's forceps (two sizes)	Adequate	Adequate	Adequate	Adequate
22.	Metallic or disposable insemination cannula	Adequate	Adequate	Adequate	Adequate
23.	Operation table Hydraulic Minor with stand	1*	1*	1*	1*
24.	OT Spot light (Shadow less ceiling fitted/ stand mounted)	1*	1*	1*	1*
25.	Oxygen Cylinder	1*	1*	1*	1*
26.	Oxygen Mask with Circuit	1*	1*	1*	1*
27.	Plastic aprons, gloves and mask	Adequate	Adequate	Adequate	Adequate
28.	Shadow less lamp ceiling type major / minor	1	1	2	
29.	Shadow less Lamp stand model	1*	1*	1*	1*
30.	Sims speculum in small, medium & large size	Adequate	Adequate	Adequate	Adequate
31.	Sphygmomanometer	1*	1*	1*	1*
32.	Sterile cotton	As needed			

33.	Sterile gloves	As needed			
34.	Steriliser Small (Instruments)	As needed			
35.	Sterilizer big (Instrument)	As needed			
36.	Sterilizer Medium (Instrument)	1*	1*	1*	1*
37.	Stethoscope	1*	1*	1*	1*
38.	Suction Apparatus - Electrical	1*	1*	1*	1*
39.	Suturing Set	1*	1*	1*	1*
40.	Swab holders	1*	1*	1*	1*
41.	Thermometer	1*	1*	1*	1*
42.	Tongue depressors	1*	1*	1*	1*
43.	Toothed forceps	1*	1*	1*	1*
44.	two long (8 inch)& two short (6 inch) Artery forceps	1*	1*	1*	1*
45.	two Uterine sound	1*	1*	1*	1*
46.	Urethral Dilator Set	1*	1*	1*	1*
47.	Vaginal Examination set	1*	1*	1*	1*
48.	Vulsellum	1*	1*	1*	1*

1*: this is the minimum number required.

2: Anesthesia

Equipment Requirements for Anesthesia					
Sr. No.	Name of the Equipment	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Airway female & male	Adequate	Adequate	Adequate	Adequate
2.	Anesthesia Trolley / Boyle's Apparatus	Minimum 1 if anesthesia is given	1*	1*	1*
3.	Anesthetic- laryngoscope Magill's with four blades	2*	2*	2*	2*
4.	CO2 cylinder for laparoscope	1*	1*	1*	1*
5.	Connector set of six for ETT	1*	1*	1*	1*
6.	Defibrillator/ AED	1*	1*	1*	1*
7.	Endotracheal tube sets	1*	1*	1*	1*
8.	Magill's forceps (two sizes)	1*	1*	1*	1*
9.	Mouth prop	1*	1*	1*	1*
10.	Multi-parameter Monitor	1*	1*	1*	1*
11.	N2O Cylinder for Boyles	1*	1*	1*	1*
12.	O2 cylinder for Boyles	1*	1*	1*	1*
13.	Tongue depressors	Adequate	Adequate	Adequate	Adequate
14.	Tubes connecting for ETT	Adequate	Adequate	Adequate	Adequate

*minimum number required

D.3 Diagnostic equipment

1: Imaging Equipment

1. Imaging Equipment					
Sr. No.	Name of the Equipment	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
	300 M.A. X-ray machine	Optional	Optional	Optional	Optional
2.	Ultra Sonogram (Obs. & Gyne. department should be having a separate ultra-sound machine of its own)	Optional	Optional	Optional	Minimum 1
3.	Echocardiogram	Optional	Optional	Optional	Optional
If X-Ray machine exists, there should be a minimum of one of each of the following items:					
4.	X-ray developing tank	1	1	1	1
5.	Safe light X-ray dark room	1	1	1	1
6.	Cassettes X-ray	1	1	1	1
7.	Lead apron	1	1	1	1
8.	Intensifying screen X-ray	1	1	1	1
9.	Thyroid shield	1	1	1	1
10.	TLD batches	1	1	1	1
11.	Gonadal guard	1	1	1	1
12.	X-ray lobby single	1	1	1	1

2: Laboratory Equipments

Sr. No.	Name of the Equipment	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
	Alarm clock	1 Per Area/ Ward			
2.	Automatic cell counter	Optional	Optional	1*	1*
3.	Auto analyzer/ Semi auto analyzer	Optional	Optional	Optional	Optional
4.	Binocular Microscope	1*	1*	1*	1*
5.	Chemical Balances	1*	1*	1*	1*
6.	Counting chamber	1*	1*	1*	1*
7.	Electric Colorimeter	1*	1*	1*	1*
8.	Electric centrifuge, table top	1*	1*	1*	1*
9.	ESR stand with tubes	1*	1*	1*	1*
10.	flame photometer	1*	1*	1*	1*
11.	Glucometer	1 Per Area/ Ward			
12.	Haemoglobinometer	1*	1*	1*	1*
13.	Hot air oven	As needed	As needed	As needed	As needed
14.	Hot plates	As needed	As needed	As needed	As needed
15.	Lab Incubator	As needed	As needed	As needed	As needed
16.	Laboratory Auto Claves	As needed	As needed	As needed	As needed
17.	Micro pipette of different volumes	As needed	As needed	As needed	As needed
18.	PH meter	As needed	As needed	As needed	As needed
19.	Refrigerator	1*	1*	1*	1*
20.	Rotor / Shaker	1*	1*	1*	1*
21.	Simple balances	1*	1*	1*	1*
22.	Spirit lamp	1*	1*	1*	1*
23.	TCDC count apparatus	As needed	As needed	As needed	As needed
24.	Test tube holders	As needed	As needed	As needed	As needed
25.	Test tube rack	As needed	As needed	As needed	As needed
26.	Test tube stands	As needed	As needed	As needed	As needed
27.	Timer stop watch	As needed	As needed	As needed	As needed
28.	Water bath	As needed	As needed	As needed	As needed

* is the minimum number required

D.4 Emergency equipments

Sr. No.	Name of the Equipment	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Emergency equipment box for first aid & BLSS	Minimum 1	Minimum 1	Minimum 1	Minimum 1
2.	Crash-Card trolley:1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
3.	Portable defibrillator:1	Optional	Optional	Minimum 1	Minimum 1
4.	Disposable syringes	As needed	As needed	As needed	As needed
5.	Ambu Bag:1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
6.	Laryngoscope with cell	Minimum 1	Minimum 1	Minimum 1	Minimum 1
7.	Sealed battery cell	Minimum 1	Minimum 1	Minimum 1	Minimum 1
8.	Endotracheal tubes	As needed	As needed	As needed	As needed
9.	Monitor	As needed	As needed	As needed	As needed

D.5 Sterilizing Equipments

Sterilizing Equipments						
Sr. No.	Name of the Equipment	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Auto Clave HP Vertical (2 bin)	As needed	Minimum 1	Minimum 1	Minimum 1	Minimum 1
2.	Autoclave equipment (drums or trays) for sterilization/Sterilizer	Adequate	Adequate	Adequate	Adequate	Adequate

Essential Drugs List -

The essential drug list for all the Homoeopathic clinical Establishments established under the *Clinical Establishments Rules 2012 (Central Govt.)* shall be in compliance of the *EDL – Homoeopathy, March 2013, Dept. of AYUSH, Govt. of India.*

E. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

Minimum strength of staff of hospital attached to a homoeopathic college

Sl No	Name of the Post	For 20 beds	For 25 beds	For 50 beds	For 51 to 100 beds	For 100 to 200 beds	More than 200 beds
1	Medical Superintendent	1	1	1	1	1	1
2	Dy. Medical Superintendent			1	1	2	3
2	Senior Medical officer	1	1	1	1	3	5
3	Medical Officer	2	2	2	4	5	7
4	Resident Medical Officer	1	1	2	2	3	5
5	Surgeon (General Surgery)**	1	1	1	1	2	2
6	Anesthetist*	On Call	On Call	On Call	On Call	1	1
7	Obstetrician/Gynaecologist**	1	1	1	1	2	2
8	Radiologist*	On Call	On Call	On Call	On Call	1	1
9	Pathologist/ Biochemist**	1	1	1	2	3	5
10	House Physician (Resident)***	2	2	5	8	12	20
11	Dispenser	1	1	2	3	5	8
12	Laboratory Technician	1	1	1	2	5	7
13	X-ray Technician/Radiographer	On Call	On Call	1	1	3	5
14	Dresser	1	1	1	1	3	5
15	X-ray Attendant	On Call	On Call	1	1	3	3
16	Nursing Staff In-charge	1	1	1	1	3	5
17	Nursing Staff	2	3	7	9	12	15
18	Ward Boys/Ayas	3	4	7	9	15	18
19	Store Keeper	1	1	1	1	3	3

20	Registration Clerk/Telephone Operator	1	1	1	1	3	3
21	Yoga Expert	On Call	On Call	1	1	1	1
22	Physiotherapist	On Call	On Call	1	1	1	1
23	Dietician (Part Time)	1	1	1	1	1	1
24	Every Homoeopathic Hospital shall engage adequate secretarial and Accounts staff for running the hospital smoothly.						
25	Auxiliary staff like Lab Attendant, Dark Room Attendant shall be as per requirement.						
26	The College and Hospital authorities shall make arrangements either by adequate staff of its own or through a contractor for looking after the jobs like cleanliness, laundry, hospital catering, gardening and watch and ward duties in the premises of the hospital.						
27	Hospital reception, Out-Patient Department registration, In-Patient Department registration, Medical record room, Accounts section shall be properly manned and preferably computerised.						

E.1 Medical practitioners

5. **Category:** Doctors
6. **Minimum Qualifications:** Degree/ Post Graduate Degree from recognized university by Central of Homoeopathy
7. **Registration:** (if applicable): with State or central council of Homoeopathy
8. **Trained / skilled:** Trained

E.2 Therapists:

9. **Category:** Therapists:
10. **Minimum Qualifications** (5 ½ years BHMS Degree from recognized University by Central Council of Homoeopathy)
11. **Registration with the** Central Council of Homoeopathy (if applicable): State Board /council of Homoeopathy
12. **Trained / skilled:** Trained

E.3 Paramedics

9. **Category:** Paramedics
10. **Minimum Qualifications** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
11. **Registration with the concerned council**(if applicable): state or central council of Indian Medicine
12. **Trained / skilled:** Trained

Sr. no	Paramedics	Minimum qualification	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital	
1.	Clerk for Billing	Minimum qualification- 12th Standard passed.	-	1	1	2	2	
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement					
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	As per requirement					
4.	ECG Technician (if ECG services are provided in-house)	1 year experience of taking ECG	-	1	1	3	3	
5.	Electrician	If exists, Diploma in Electrical Engineering	-	1	2	2	3	
6.	Hospital worker (OP/ward +OT)	Eight standard complete		5	5	10	20	
7.	Housekeeping Staff	Ability to read national or local language	1	1	As per requirement			
8.	Kitchen Servant (if food is cooked in-house)	-	As per requirement					
9.	Laboratory Attendant (Hospital Worker) (if lab is in-house)	Ability to read national or local language	-	1	2	3	5	
10.	Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	-	2	3	3	5	
11.	Maintenance person	If exists, Diploma in Electrical Engineering	-	1	1	2	3	
12.	Medical Records Officer / Technician	Minimum qualification- 12th Standard passed	-	1	1	1	3	
13.	OT Assistant (if surgical services are provided)	Minimum qualification- 12th Standard passed	1	2	2	3	10	
14.	Peon	Eight standard completed	-	1	2	3	10	
15.	Pharmacist (if pharmacy is in-house)	Diploma in Homeopathy Pharmacy (D.Pharma) Bachelor in Homeopathy Pharmacy (B.Pharma) Master in Homeopathy Pharmacy (M.Pharma)	-	2	4	6	8	
16.	Physiotherapist	Qualified PT	-	1	1	1	2	

17.	Plumber	-	-	1	1	3	3
18.	Radiographer (if Imaging is in-house)	Qualified Radiographer		1	1	3	3
19.	Sanitary Worker	-		5	5	10	15
20.	store keeper/ Manager	Minimum qualification- 12th Standard passed	-	-	1	3	3
21.	Therapy Attendant Minimum 1	Eight standard completed	As per requirement				
22.	Ward Ayah Minimum 1 per ward/ floor	Eight standard completed	As per requirement				
23.	Ward boy Minimum 1 per ward/ floor	Eight standard completed	As per requirement				
24.	Dispenser	Eight standard completed	-	1	2	3	5
25.	Dresser	Eight standard completed	-	1	1	2	3

E.4 Nurses: Nurses to Beds Ratio: 1 per 10 beds

9. **Category:** Nursing

10. **Minimum Qualifications:** GNM or BSc or MSc Nursing

11. **Registration:** State Nursing Council of where hospital is located

12. **Trained / skilled:** Trained

Sr. no	Nursing Staff	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Staff Nurse	1	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.
2.	Matron	-	1	1	2	2

E.5 Administrative staff: The number would vary as per requirement and may be outsourced.

Administrative staff						
Sr. no	Administrative staff	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Office Superintendent/ Hospital Administrator	-	1	1	1	1
2.	Accountant	-	2	2	3	5
3.	Computer Operator	-	6	6	10	15
4.	Security Staff*	-	2	4	6	10

F. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

F.1 Anesthetics drugs

Category: Anesthetics drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.1 General Anesthesia (to be given only by a qualified Allopathy anesthetist)			
1.	Ether,		As per requirement
2.	Halothane		As per requirement
3.	Isoflurane*		As per requirement
4.	Ketamine Hydrochloride Injection	10 mg / ml, 50 mg / ml	As per requirement
5.	Nitrous Oxide	medical grade	As per requirement
6.	Oxygen	medical grade	As per requirement
7.	Injection Thiopentone Sodium	0.5 g, 1 g powder	As per requirement
1.2 Local Anesthesia			
8.	Injection Bupivacaine Hydrochloride	0.25%,0.5% 0.5% + 7.5% Glucose	As per requirement
9.	Spray Ethyl Chloride	1%	As per requirement
10.	Injection Lignocaine	Topical Forms 2-5%	As per requirement
11.		Hydrochloride 1-2% Spinal 5% + 7.5% Glucose	As per requirement
12.	Injection Lignocaine Hydrochloride + Adrenaline	1%, 2% +Adrenaline 1:200,000 In vial 1.3	As per requirement
1.3 Preoperative Medication and Sedation for Short Term Procedures			
13.	Injection Atropine Sulphate	0.6 mg / ml	As per requirement
14.	Injection Diazepam	5 mg Injection 5 mg / ml	As per requirement
15.	any other medication as decided by the concerned anesthetist		As per requirement

F.2 Emergency drugs

Category: Emergency Drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.	Inj. Adrenaline	As per I.P.	Minimum 10 Ampoules/ Vials
2.	Inj. Atropine	As per I.P.	Minimum 10 Ampoules/ Vials
3.	Inj. Calcium Carbonate	As per I.P.	Minimum 10 Ampoules/ Vials
4.	Inj. Dopamine	As per I.P.	Minimum 10 Ampoules/ Vials
5.	Inj. Dobutamine	As per I.P.	Minimum 10 Ampoules/ Vials
6.	Inj. Nitroglycerine	As per I.P.	Minimum 10 Ampoules/ Vials
7.	Inj. Sodium Bicarbonate	As per I.P.	Minimum 10 Ampoules/ Vials
8.	Inj. Hydrocortisone	As per I.P.	Minimum 10 Ampoules/ Vials
9.	Inhaler Beclomethasone (250 micro/dose)	As per I.P.	Minimum 10 Ampoules/ Vials
10.	Inhaler Salbutamol (200 micrograms)	As per I.P.	Minimum 10 Ampoules/ Vials
11.	Inj. Frusemide	As per I.P.	Minimum 10 Ampoules/ Vials
12.	Inj. Diazepam/Midazolam	As per I.P.	Minimum 10 Ampoules/ Vials
13.	Inj. Deriphyllin	As per I.P.	Minimum 10 Ampoules/ Vials

14.	Inj. Phenytoin sodium	As per I.P.	Minimum 10 Ampoules/ Vials
15.	Inj. Avil	As per I.P.	Minimum 10 Ampoules/ Vials
16.	Inj. Ondansetron	As per I.P.	Minimum 10 Ampoules/ Vials
17.	Inj. KCl	As per I.P.	Minimum 10 Ampoules/ Vials
18.	Inj. Lignocaine 2%	As per I.P.	Minimum 10 Ampoules/ Vials
19.	Inj. Amiodarone	As per I.P.	Minimum 10 Ampoules/ Vials
20.	Inj. Magnesium sulphate	As per I.P.	Minimum 10 Ampoules/ Vials
21.	Inj. Mannitol	As per I.P.	Minimum 10 Ampoules/ Vials
22.	Inj. Morphine/Inj. Pethidine	As per I.P.	Minimum 10 Ampoules/ Vials
23.	Inj. Noradrenaline bitartrate	As per I.P.	Minimum 10 Ampoules/ Vials
24.	Inj. Fentanyl	As per I.P.	Minimum 10 Ampoules/ Vials
25.	water for Injection	As per I.P.	Minimum 10 Ampoules/ Vials
26.	Inj. Sodium Valproate	As per I.P.	Minimum 10 Ampoules/ Vials
27.	Inj. Voveran	As per I.P.	Minimum 10 Ampoules/ Vials
28.	Inj. Paracetamol	As per I.P.	Minimum 10 Ampoules/ Vials
29.	Mannitol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
30.	Metoprolol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
31.	N/2 saline Injection	As per I.P.	Minimum 10 Ampoules/ Vials
32.	Oxygen Inhalation	As per I.P.	Minimum 10 Ampoules/ Vials
33.	Oxytocin Injection	As per I.P.	Minimum 10 Ampoules/ Vials

F.3 General Drugs:

The list of essential drugs to be procured for any homoeopathic hospital shall be in compliance of the [Govt. of India Essential Drug List \(EDL\) – Homoeopathy - 2013](#)

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.1 Surgical

Sr. no.	Surgical Consumables	Sr. no.	Surgical Consumables
1.	Bandage rolled		Plastic aprons
2.	caps & mask		Prolene
3.	Catgut Chromic a)1 No., 2 No., 1-0 No, 2-0 NO, 8-0		Rubber Mackintosh Sheet in meter
4.	Clinical thermometer		Scalp vein sets no a)19, 20, 21, 22, 23, 24, 25, 26
5.	Developer		Shaving blade -packet of 5
6.	Draw sheets		Small and large plastic bottle for keeping his to histo-pathological samples
7.	ECG Paper Roll		sterial sheets
8.	Ether Anesthetic 500ml		Sterile disposable syringes
9.	Fixer		sterile Dressing pads
10.	Gown		Sterile Infusion sets(Plastic)
11.	Halothane		Sterile Surgical rubber gloves
12.	HIV Kits if necessary		Surgical Disposable
13.	Hypodermic Needle (Pkt of 10 needle) No.19, 20, 21, 22, 23, 24, 25, 26		Surgical Gloves a)6 ", 6.1/2", 7", 7.5"
14.	Indicator tape for sterilization by pressure autoclave		Surgical marking pens/permanent marker ink pen
15.	Isopropyl Alcohol swab		Sutupak 1,1/0,2,2/0
16.	IV Cannula		Syringes 2ml,5ml,10ml, 20ml
17.	Leg drape		tongue depressor
18.	Mackintosh		Ultrasound scan film
19.	Mask		Vicryl No.1
20.	Non Sterile Surgical rubber gloves		X Ray film 50 film packet(in Pkt) size, 6.1/2x8.1/2", 8"x10", 10"x12', 12"x15"

G.2 Dressing Material

Sr. no	Dressing Material	Sr. no	Dressing Material
1.	Absorbent cotton I.P 500gm Net	7	Bandages
2.	Adhesive plaster 7.5cm x 5mtr	8	Gamjee Pad and Rolls
3.	Adhesive tape	9	Rolled Bandage a)6cm,10cm,15cm
4.	Antiseptic cream	10	Sterile & non sterile Gloves of different sizes
5.	Antiseptic solution	11	Sterile cotton, gamjee pads, gauze pieces
6.	Bandage cloth(100cmx20mm)	12	Surgical Gauze (50cmx18m)
7.		13	Suture removal

G.3 Disinfectants: As applicable in adequate quantity

Sr. no	Disinfectants
1.	Hypochlorite 4%-6%
2.	Ortho-phthalaldehyde (OPA)
3.	70% ethanol plus 10ppm Bitrex
4.	Formaldehyde solutions (1%-2%)
5.	Glutaraldehyde
6.	Hydrogen peroxide
7.	Quaternary ammonium compounds
8.	Phenolic germicides

G.4 Tubing

Sr. no	Tubing
1.	Connecting tubing's for endotracheal suction
2.	Connecting tubing's for oxygen delivery
3.	Oxygen catheters
4.	Oxygen masks
5.	Suction catheters
6.	Foley catheters

G.5 Linen

Sr. no	Linen	1 to 10 bed	11 to 25 bed	26 to 50 bed	51 to 100 bed	Teaching hospital
1.	Abdominal sheets for OT	-	30	30	30	30
2.	Abdominal sheets for OT	-	6	10	25	25
3.	Apron for cook	-	As per requirement			
4.	Bed sheets	-	200	300	400	500
5.	Bedspreads	-	300	400	400	500
6.	Blankets	-	one per bed			
7.	Curtain cloth windows and doors	As per requirement				
8.	Doctor's overcoat	one per doctor				
9.	Draw sheet for wards & OT	Two per bed				
10.	Hospital worker OT coat	one per worker	one per worker	one per worker	one per worker	
11.	Leggings	as per patient load				
12.	Mackintosh sheet (in meters)	one per bed				
13.	Mats (Nylon)	one per bed				
14.	Mattress (foam) adults	one per bed				
15.	Pediatric Mattress	one per bed				
16.	Patient house coat (for female)	Two per bed				

17.	Patients pajama (for male) shirts	Two per bed
18.	towels	Two per bed
19.	Perineal sheets for OT	as per patient load
20.	Pillow covers	Two per bed
21.	Pillows	Two per bed
22.	Table cloth	adequate quantity
23.	Uniform / Apron	As per requirement

G.6 Stationery

1	Consent Forms
2	Continuation Sheets for IPD
3	Continuation sheets for OPD
4	Death Certificate Books
5	Diet Cards
6	Diet Sheets
7	Discharge cards
8	Gynecological and Obst. Case sheets
9	Indoor Admission Form & Case Sheets
10	Intake Output Charts
11	Medical Case Sheets
12	Medico-Legal Forms
13	Repertorisation chart
14	Nursing Monitoring Forms
15	OPD Forms
16	Pathological Books
17	Registers
18	Registration Card
19	Sentinel Event Form
20	Supplementary Sheets
21	Surgical Case Sheets
22	Temperature Charts
23	Treatment Cards
24	White Papers
25	X-ray Forms

G.7 Adhesives and gels: NA

G.8 Other: NA

H. Licenses

This includes the minimum statutory compliance applicable as per the Central or State Government along with licensing body.

SN	Name of the Act	Department/ Area	Licensing body
1	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11	Certificate u/s 80-G of IT Act	Organization	If applicable.
12	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB
14	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15	Excise permit to store Spirit.	Organization	Excise department
16	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18	License for procurement & storage & dispensing of Alcohol	Pharmacy	Excise Dept.

19	License for lift	Lift	Mobile Electric Vehicles Department
20	License to play music for public use	Organization	Indian
21	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
22	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
23	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
24	PC PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
25	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
26	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
27	TAN Number	Organization	Income Tax Department
28	PAN Number	Organization	Income Tax Department
29	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
30	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level)

1. Name,
2. Age,
3. Gender ,
4. Address with PIN code,
5. Marital Status,
6. Contact Number
7. Type of Diet (Veg, Non-veg),
8. OP/ IP Number,
9. Date & Time of visit for OP/ admission for IP,
10. Name of Treating Doctor

I.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. Homoeopathic Characteristics and Observations (Generalities)
11. General Examination
12. Systemic Examination
13. Physical Examination
14. Nutritional Assessment
15. Diagnosis Provisional / Final
16. Repertorisation and Repertorial Totality
17. Miasmatic assessment
18. Totality of Symptoms
19. Final Prescription (after consultation of Materia Medica)
20. Preventive Aspects
21. Plan of Care
22. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by defined method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

8. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)

20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact.

9. Surgical safety

1. There are two independent identifiers for each patient. Name of patient with some other independent identifier.
2. Identification bands for patients should be considered in cases where patient cannot be relied upon to give correct information on his own identity. E.g. pediatric, disoriented, altered consciousness, etc.
3. Use of surgical safety check list based on WHO Criteria is used consistently for each procedure and surgical intervention. The Checklist should divide the operation into three phases, each corresponding to a specific time period in the normal flow of a procedure
 - a. the period before induction of anesthesia,
 - b. the period after induction and before surgical incision
 - c. the period during or immediately after wound closure but before removing the patient from the operating room.
4. In each phase the checklist task must be completed before proceeding forward.

10. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.

5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

11. Biomedical waste:

Individual homoeopathic clinics as well as hospitals must have provision for handling of biomedical wastes in compliance of the *Bio-Medical Waste Management Rules 2016*. Bio-medical waste shall be segregated in color-coded bags (red, yellow, black, and blue), before storage, treatment, and transportation. All types of waste shall be collected, segregated, packed, transported and disposed according to the regulatory guidelines. Biological Waste Management is to be monitored on regular basis being a part of infection control activities.

9. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

10. Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disaster(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

Discharge Summary should have following details:

1. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor
2. Primary Complaint of the guest
3. History of Primary Complaint:
4. History of allergies
5. Salient Examination Findings
6. Pain Relief Advice
7. Nutritional Advice
8. Diagnosis – Final
9. Preventive Aspects
10. Treatment Given
11. Details of procedures performed
12. Treatment advised
13. Contact number in case of emergency

Fire safety majors:

Each homoeopathic hospital with indoor facility for 25 beds or more shall have fire safety majors in compliance of the National Building Code of India 2005 relating to the following matters:-

1. Access to building
2. Two Number, Width, Type and Arrangement of exits.
3. Protections of Exits by means of fire check door (s) and or pressurization.
4. Compartmentation.
5. Smoke Management System.
6. Fire Extinguishers.
7. First-Aid Hose Reels.
8. Automatic fire detection and alarming system.
9. MOEFA.

10. Public Address System.
11. Automatic Sprinkler System
12. Internal Hydrants and Yard Hydrants.
13. Pumping Arrangements.
14. Captive Water Storage for fire fighting
15. Exit Signage
16. Provision of Lifts (for G+3 storied buildings)
17. Standby power supply
18. Refuge Area
19. Fire Control Room
20. Special Fire Protection Systems for Protection of special Risks

Dispensary of each homoeopathic hospital shall be equipped with adequate no. of fire extinguishers to deal with the highly inflammable alcohol used for preparation of medicine. At least one fire extinguisher must be there for every 10 liters of alcohol stored either in crude or medicinal form.

RECORDS TO BE MAINTAINED BY THE CLINICAL ESTABLISHMENTS

sn	Record
1	Out Patient Register
2	In Patient Register
3	Operation theater register
4	Labor room register
5	MTP Register
6	Case Records
7	Medico Legal Register
8	Laboratory Register
9	Radiology & Imaging Register
10	Discharge Summary
11	Medical Certificate in Duplicate
12	Complaint Register
13	Birth Register
14	Death Register
15	Bed Charts/Distributions/
16	RMO Duty Register
17	Total Discharges Register
18	Diet Register
19	Cash and Credit Register
20	Staff Attendance Register
21	Stock & Store Register
22	Maintenance Register

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
YOGA**

YOGA STANDARDS FOR

CLINICS/ OPDs

1 TO 10 BEDS

11 TO 25 BEDS

26 TO 50 BEDS

51 TO 100 BEDS

100 AND ABOVE BEDS/TEACHING HOSPITALS

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A. Introduction

A.1 General

The standards thus framed are on account of the minimum requirement of this category of healthcare provider. There are no exclusions. They are dependent on the basic functions of the unit/ hospital/ provider. All sections mentioned are mandatory and include both structure and basic processes.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a polyclinic are applicable to a polyclinic only and not to a single specialty hospital)

Scope:

Type of Health Care Facility	Scope of Services
Clinic	Outdoor care facility managed by a single Medical Officer/ Physician or a group of Medical Officer/ Physicians/ Therapists trained in concerned system (Yoga) with or without a day care facility. No overnight stay or care is provided here.
Minimum 10 beds	Health Care facility with 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or postgraduate qualifications.
11 to 25 Beds	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or postgraduate qualifications.
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or postgraduate qualifications.
51 to 100 Beds	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or postgraduate qualifications.
More than 100 Beds	Health Care facility with more than 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or post graduate qualifications.
Teaching Hospital	Health Care facility with minimum 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Medical Officer/ Physician trained in the concerned system (Yoga) having graduate or post graduate qualifications.

B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(Clinics & Outdoor Patients facilities of health care organizations of Minimum 10 beds, 11 to 25, 26 to 50, 51 to 100, More than 100 beds and Teaching Hospital)

S. No.	Services	Clinic	Minimum 10 beds	11 to 25 beds	26 to 50 beds	51 to 100 beds	More than 100 beds	Teaching Hospital
Minimum Clinical Services to be provided								
1.								Yogic Counseling
2.								Yogic diet
3.								Shatkarma
4.								Nabhi/ Nadi Pareeksha
5.								Yogic Sukshma Vyayama
6.								Yogic Surya Namaskar
7.								Yogasanas
8.								Yoga Nidra
9.								Breathing Practices

10.	Bandha
11.	Pranayamas
12.	Mudra
13.	Mantra chanting
14.	Dharana
15.	Practices leading to Dhyana
16.	Dhyana

Indoor patient's facilities:

The indoor department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq. ft. area per bed ward as under:

S. No.	Services	Minimum 10 beds	11 to 25 beds	26 to 50 beds	51 to 100 beds	More than 100 beds	Teaching Hospital
Minimum Clinical Services to be provided							
1	Yogic Counseling						
2	Yogic diet						
3	Shatkarma						
4	Nabhi/ Nadi Pareeksha						
5	Yogic Sukshma Vyayama						
6	Yogic Surya Namaskar						
7	Yogasanas						
8	Yoga Nidra						
9	Breathing Practices						
10	Bandha						
11	Pranayama						
12	Mudra						
13	Mantra chanting						
14	Dharana						
15	Practices leading to Dhyana						
16	Dhyana						

B.2 Auxiliary Functions (support services for ex – diagnostic)

(Central Laboratory for clinical diagnosis and investigations).

1. There shall be a laboratory in the hospital complex of more than 100 beds with proper infrastructure and manpower for carrying out routine, pathological, biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.

Support Services:

1. Accounting,
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records

12. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
13. Personnel Department
14. Purchase
15. Reception
16. Security services
17. Stores
18. Waste management Housekeeping/ sanitation,

C. Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

C.1.1 Minimum area required for establishing the facility,

Type of Health Care Organization	Requirements	
	Stand alone building	Part of another building
Clinic	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Minimum area should be adequate to accommodate doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility.
1 to 10 bed	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Local regulations related to building structures, occupancy, etc. will be followed.
11 to 25		
26 to 50		
51 to 100		
101 and above / Teaching Hospitals		

C.1.2 Functional space planning of the facility like reception area, waiting area etc.

b. Yoga hall:

1. Space should be available for minimum 30 people to practice Yoga (minimum space requirement per person would be approximately 20 sq. ft.)
2. The hall should be approximately 600 sq.ft area. As per the bed capacity the no. of Yoga Halls shall be increased.
3. Separate Yoga Halls are proposed for male & female with attached dressing room, toilet and bathroom.
4. Shatkarma sthal with clean water facility (hot and cold)

5. Dhyana kaksh
- c. **Yoga Therapy Treatment rooms:** Minimum 50 sq.ft area per Treatment room
- d. **Consultation & Examination room**
 1. Minimum 10ft. x 8 ft.
 2. Consultation room should be adequate to accommodate:
 - ii. Table for Consultancy
 - iii. Consultation chair,
 - iv. Two stools/ chairs,
 - v. X-Ray viewing screen,
 - vi. Examination bed of the size 6 ft X 2.0 ft.,
 - vii. Privacy screen around examination area while having free mobility,
 - viii. Wash Basin for hand wash
- e. **Entrance hall with reception area, enquiry counter, cash counter and record area:**
Preferably 100 sq. ft per 25 beds
- f. **Waiting area in entire organization:** Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital
- g. **Kitchen/ Canteen area:**
 1. Providing food is mandatory for hospitals of having indoor facility.
 2. Kitchen area should be sufficient size to prepare food for inpatients as per diet advised by the physician.
 3. Kitchen layout and functioning should follow the flow of materials as: Entry> washed> cutting> cooking> loading → To Serve.
 4. Utensil washing area is separate from the cooking area.
- h. **Yoga Therapist Quarters:**
Minimum 1 room with attached bathroom & WC, per 2 therapist with separate rooms for male & females with separated sleeping facility with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.
- i. **Clinical laboratory specifications:**
 1. Laboratory services can be outsourced or can be optional for hospitals upto 100 beds.
 2. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
 3. Separate Reporting Room for doctors should be there.
- j. **Laundry (optional)**
 1. Laundry services can be outsourced or can be optional.
 2. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
 3. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.
- k. **House-Keeping:**
 1. Housekeeping services should be made available for effective cleanliness.
 2. Housekeeping services can be outsourced.
 3. Designated areas within functional areas for housekeeping materials has to be in hospital more than 30 beds
- l. **Security Services:**
There is a designated location for each security staff on duty.
- m. **Medical record-room:**
 1. Medical record-room should be of adequate size as per the load of the documents of the hospital (Minimum of 50 sq feet).

2. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
3. Fire extinguishers of correct type should be made available nearby all locations.

n. **Store rooms:**

1. Store room should be lockable & of adequate size with exhaust fan.
2. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

14. Wards:

- i. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- j. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- k. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- l. At the minimum one nursing station per ward of upto 45 beds will be provided.
- m. There should be minimum 50 ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- n. Width of the door to be at least 4 feet.
- o. Permanent, semi-permanent or temporary partition should be present between two beds.
- p. Ward store area with lockable wall or steel cupboard(s).

15. Duty rooms for Yoga Therapist

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

16. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

17. Dirty utility room:

Separate area of minimum 15 sq feet.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information.
2. All signage meant for patients and visitors shall be bilingual – Local language and Hindi/ English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under Clinical Establishment Act

C.1.4.2 Fee structure

1. Display of tariff list at OPD/ IPD (wherever applicable) etc.
2. Display of citizen charter in OPD/ IPD (wherever applicable)

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD

C.1.4.4 Services provided

1. Directional signage at main entrance towards OPD/IPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths etc.
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter
5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD and at Campus entrance
7. Floor Plan With Location Of Departments
8. Plan of Facility
9. Usages: departments, OPD & IP room & wards, waiting areas,

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Routes for all areas
18. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
19. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

C.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements: 1: Furniture/Fixture Requirements for Outpatient Department (OPD)::

Sr. No.	Name of the Equipment	clinic	hospital				
		Clinic	1 to 10 Beds	11 to 25 Beds	26 to 50 Beds	51-100 beds	101 beds and above/ Teaching hospitals
	A chair and a table for doctor	1 set per consultation room					
2.	X-ray viewer	Optional			1 per consultation room		
3.	Two chairs for patients & attendants	1 set per consultation room					
4.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room					
5.	Blood pressure apparatus,	1 per consultation room					
6.	Stethoscope	1 per consultation room					
7.	Torch,	1 per consultation room					
8.	Thermometer	1 per consultation room					
9.	Weighing machine.	1 per consultation room					
10.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
11.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					
12.	Refrigerator if temperature sensitive medication are stored (if required)	1 per consultation room					
13.	Computers, (if required)	1 per consultation room					
14.	Telephone equipment	As per requirement					
15.	Air conditioning	As per requirement					
16.	Lockable storage space	As per requirement					
17.	Foot stools	1 per consultation room					

Rooms should be well ventilated.

2: Furniture/Fixture Requirements for In-Patient Department (IPD):							
Sr. No	Name of the Equipment	Minimum 10 bedded hospital	11-25 bedded hospital	26 to 50 bedded hospital	51 to 100 bedded hospital	More than 100 bedded hospital	Teaching hospital
	Adequate wall or steel Cupboards	1	2	4	6	8	10
2.	Arm Board Adult	2	4	6	12	16	24
3.	Back rest	2	4	6	12	16	24
4.	Bain Marie trolley stainless steel 1 per	1 per floor					

	floor						
5.	Bed side cabinets	1 per 5 patients					
6.	Bed side Screen	1 per ward or full length curtains between the beds					
7.	Bucket Plastic			6	12	24	24
8.	Ceiling Fans	As per requirement					
9.	Clock 1 per ward	1 per ward					
10.	Containers for kitchen	As needed					
11.	Consultant's chair for OP & ward,	As needed					
12.	Consultant's or Office table	1	2	3	4	6	8
13.	Dressing trolley-1 per floor/ ward depending on layout	As per need					
14.	Dust bins in each ward & consultation room	As per need					
15.	Duty table for Yoga therapists	As per need					
16.	Fire extinguisher	ABC 1 per ward/ floor based on layout					
17.	Foot stools	As per need					
18.	Fridge	1 Per Area/ Ward					
19.	Heavy duty Torchlight	1 per ward					
20.	Hospital Cots	10+2	30+5	50+5	100+10	150+15	200+20
21.	Hot Water geyser	2 per ward					
22.	Intercom System	2 per ward					
23.	Kitchen utensils,	Adequate					
24.	Office chairs	Adequate					
25.	Office Table	Adequate					
26.	patient Beds with side rails	20% of total beds					
27.	Patient call Bell System	1 per bed					
28.	Patient locker	1 per bed					
29.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	- 1 per ward/ floor a per the profile of patients & layout of facility					
30.	Patients side table	1 per bed					
31.	Steel or Wooden cup board	Adequate					

32.	Steel rack	Adequate
33.	Stool 1Per Bed	As needed
34.	Stools revolving – 1 per ward	2 per ward
35.	Stretcher/ Patient trolley – 1 per ward	1 per ward
36.	waiting chairs / benches for patients relatives	50% of bed strengths
37.	Weighing Machine	1 per ward
38.	Wheel chair	2 per 50 beds
39.	X-ray viewer	one per ward

C.2.2 Sundry Articles Requirement

Furniture/Fixture Requirements								
Hospital Fittings & Necessities								
Sr. No	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
1	Air conditioners Central A/C		Optional			Minimum 1		
2.	Ambulance		Optional				Minimum 1	
3.	Ceiling / wall Fans		As needed					
4.	Clock		1 per ward					
5.	Computer with modem with UPS, printer with internet connection		As needed					
6.	Coolers		As per need					
7.	Drinking Water purifier		As needed					
8.	Emergency lamp		2 Per Area/ Ward					
9.	Exhaust Fan		As needed					
10.	Fire extinguishers		As needed					
11.	Geyser		1 per ward					
12.	Refrigerator		1 per ward					
13.	Storage Geyser		1 per ward					
14.	Tables & Chairs		As needed					
15.	Telephone/ cell phone		1 per ward					
16.	Tube lights		As needed					

17.	Vacuum cleaner	As needed
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C.2.3 Others

Furniture/Fixture Requirements								
Administration								
Sr. No.	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
	Computer with Modem with UPS, Printer with Internet Connection	As needed						
2.	Xerox Machine	As needed		1 per ward				
3.	Intercom (10 lines)	As needed						
4.	Fax Machine	-	As needed					
5.	Telephone	One per organization						
6.	Public Address System	-	Covering Indoor and OPD Areas					

C. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

C.3.1 Electrical Requirements

7. At least 3 hours backup or generator for critical areas
8. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
9. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
10. The illumination in the hospital is provided as per the prescribed standards.
11. Shadow less lights should be provided in operation theatres and delivery rooms.
12. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

7. **Number of Wash basins**
 - i. 1 for every 20 persons or part there
 - ii. Consultant, Therapist, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
 - iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.
8. **Number of Water closets**
 - i. 1 for every 20 beds or part thereof.
 - ii. Consultant, Therapist, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.
9. **For in-patient department**
 - a. No. of Wash basins
 1. 1 for every 12 beds or part thereof

2. Consultant, Therapist, patients and visitors have an access to wash basin(s);
 3. Procedure hand wash basins are separate and located close to procedure area.1 for every 12 beds or part thereof
- b. No. of Water closets
- iv. 1 for every 6 beds or part thereof
 - v. Separate water closets are available for use for outpatient and in-patient areas.
 - vi. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.
- c. No. of bathrooms
- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
 - ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms
- d. WC
- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
 - ii. Average size of toilet : 810 mm X 1800mm with grab bars
 - iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
 - iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

7. Space between 2 rows of beds in a ward should be minimum 5 ft.
8. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
9. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
10. If there are no beds then this requirement is not applicable.
11. Size of hospital bed should be minimum 6' x 3'
12. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC/ AC/ Ventilation/ Cross Ventilation Requirements

4. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
5. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
6. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

C.3.5 Others

2. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

3. Round the clock availability of safe drinking water for patients, staff and visitors.
4. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

5. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
6. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
7. Separate provision for firefighting should be available.
8. Water softening plant should be considered where hardness of water is a major problem.

Drainage and Sanitation

3. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.
4. **Waste Disposal System:** National guidelines on Bio-Medical Waste Management and a Notification of Environment and Forests are at Annexure - I.

D. Equipments /instruments

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings

D.1 Therapeutic equipments

1: Outpatient department (OPD)

1: Equipments /Instruments Requirements for Outpatient Department (OPD)::									
S. No.	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital	
	A chair and a table for Consultant		1 per consultation room						
2.	X-ray viewer		1 per consultation room						
3.	An examination table of 6 ft. X 2.5 ft. With privacy screen		1 per consultation room						
4.	Blood pressure apparatus,		1 per consultation room						
5.	Stethoscope		1 per consultation room						
6.	Torch		1 per consultation room						
7.	Thermometer		1 per consultation room						
8.	Weighing machine.		1 per consultation room						
9.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.		As per requirement						
10	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination		As per requirement						

2: In-Patient Department (IPD)

2:Equipments /instruments for In-Patient department (IPD):							
Sr. No.	Name of the Equipment	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
	Back rest	As per requirement					
2.	Bain marie trolley stainless steel 1 per floor	As per requirement					
3.	Biomedical waste colour coded bins	Each per floor					
4.	Clock per ward	1 per ward					
5.	Containers for kitchen	As required					
6.	Dust bins in each ward & consultation room	1 per ward					
7.	Fridge	As required					
8.	Heavy duty Torch light – 1 per ward	1 per ward					
9.	Intercom System	As required					
10.	Non mercury Thermometer clinical – 1 per ward	1 per ward					
11.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward					
12.	Sphygmomanometers-Stand Type 1& Portable (aneroid or Digital) Type X 1 – 1 per ward	1 per ward					
13.	Stretcher/ Patient trolley – 1 per ward	1 per ward					
14.	Weighing Machine – 1 per ward	1 per ward					
15.	X-ray viewer – one per ward	1 per ward					

3: Yoga Therapy Section

3: Equipment /instruments for Yoga Therapy Section								
S.No	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
1.	Yoga Mats	10	10	25	50	100	100	100
2.	Jalneti Pots	10	10	25	50	100	100	100
3.	Sutra Neti	Each patient should have one						
4.	Vastra Dhauti	Each patient should have one						
5.	Steel Drum with Water Heater	1	2	4	6	8	8	8
6.	Water Jugs	5	10	20	30	60	80	80
7.	Trataka Stands	2	5	5	10	20	30	30
8.	Darries big	2	5	10	10	15	20	20

Other equipments are Yoga props such as Cushions, Wooden Blocks, Planks, Ropes etc.

D.3 Diagnostic equipment

1: Laboratory Equipments

1. Laboratory Equipment (wherever service is provided)								
Sr. No	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
	Alarm clock	Optional	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward
2.	Automatic cell counter	Optional	Optional	Optional	Minimum 1	Minimum 1	Optional	Minimum 1
3.	Auto analyzer/ Semi auto analyzer	Optional	Optional	Optional	Optional	Optional	Optional	Optional
4.	Binocular Microscope	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
5.	Chemical Balances	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
6.	Counting chamber	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
7.	Electric Colorimeter	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
8.	Electric centrifuge, table top	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
9.	ESR stand with tubes	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
10.	flame photometer	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
11.	Glucometer	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward
12.	Hemoglobinometer	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
13.	Hot air oven	As needed	As needed	As needed	As needed	As needed	As needed	As needed
14.	Hot plates	As needed	As needed	As needed	As needed	As needed	As needed	As needed
15.	Lab Incubator*	As needed						
16.	Laboratory Auto Claves	As needed						
17.	Micro pipette of different volumes	As needed						
18.	PH meter	As needed						
19.	Refrigerator	Minimum 1						
20.	Rotor / Shaker	Minimum 1						
21.	Simple balances	Minimum 1						
22.	Spirit lamp	Minimum 1						
23.	TCDC count apparatus	As needed						
24.	Test tube holders	As needed						
25.	Test tube rack	As needed						
26.	Test tube stands	As needed						

1. Laboratory Equipment (wherever service is provided)								
Sr. No	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11- 25 bedded Hospital	26 - 50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded hospital	Teaching Hospital
	Timer stop watch	As needed						
2.	Water bath	As needed						

E. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

E.1 Medical practitioners

9. **Category:** Yoga Physician/ Medical Officer

10. **Minimum Qualifications:**

A graduate of Bachelor of Naturopathy & Yogic Science (BNYS) (of 5 or 5½ years regular course) from a recognized University **OR** A medico with a full time regular PG Diploma/ Diploma in Yoga (after degree) of minimum one year duration from a recognized University/ Institute of repute with experience in treating the patients through Yoga in a Hospital or Institute of repute.

11. **Registration:** (if applicable): with State Governments

12. **Trained/ skilled:** Trained

Strength (The minimum number of staff required as per the function.)

Sr. no.	Medical Officer/ Yoga Physicians	Hospital Superintendent / Administrator	Medical Officer/ Yoga Physicians
1.	Clinics	-	2 (1 Male/ 1 Female)
2.	Minimum 10 beds	1	4 (2 Male/ 2 Female)
3.	11 to 25 beds	1	2 (Male) + 2 (Female)
4.	26 to 50 beds	1	3 (Male) + 3 (Female)
5.	51 to 100 beds	1	4 (Male) + 4 (Female)
6.	More than 100 beds	1	6 (Male) + 6 (Female)
7.	Teaching Hospital	1	6 (Male) + 6 (Female)

E.2 Therapists:

13. **Category:** Yoga Therapist

14. **Minimum Qualifications:** A regular PG degree in Yoga/ Regular Degree in Yoga/ Regular degree in Yoga & Naturopathy from a recognized University with minimum 55% of marks **OR** Any degree with minimum 55% of marks from a recognized University and minimum one year regular PG Diploma/ Diploma in Yoga Therapy/ Yoga Science with minimum 55% of marks from a recognized University/Institute of National repute with minimum six years Post Qualification experience in treating patient in hospitals or in a reputed Yoga Institute.

15. **Registration:** (if applicable): Not applicable

16. **Trained/ skilled:** Trained

Strength: Minimum 2 per treatment room; male and female separate; i.e. minimum 2 male technicians or 2 female technicians for a treatment room.								
Sr. no	Yoga therapists	Clinic	Minimum 10 bed	11-25 bed	26- 50 bed	51- 100 Bed	More than 100 Bed	Teaching Hospital
1.	Yoga Therapists (Female)	2	2	4	5	6	8	10
2.	Yoga Therapist (Male)	2	2	4	5	6	8	10
3.	Yoga Therapy Assistant	1	1	2	2	4	5	5

	(Female)							
4.	Yoga Therapy Assistant (Male)	1	1	2	2	4	5	5

E.3 Non-technical staff

13. **Category:** Non-technical staff

14. **Minimum Qualifications:** As per rule

S. no	Non-technical	Minimum qualification	Clinic	Min. 10 bedded Hospital	11- 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded Hospital	Teaching hospital
1.	Clerk for Billing	Minimum qualification- 12th Standard passed.	-	1	1	1	1	2	2
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement						
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle with State Road Transport Office. If driving an ambulance, specific training is required.	As per requirement						
4.	Electrician	If exists, Diploma in Electrical Engineering.	-	-	1	1	1	1	1
5.	Hospital worker (OP/ward +OT)	Eight standard completed	1	2	4	6	6	10	10
6.	Housekeeping Staff	Ability to read national or local language	-	-	1	2	2	4	4
7.	Kitchen Servant (if food is cooked in-house)	-	As per requirement						
8.	Laboratory Attendant (Hospital Worker) (if lab is in-house)	Ability to read national or local language	As per requirement						
9.	Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	As per requirement						
10.	Maintenance person	If exists, Diploma in Electrical Engineering.	As per requirement						
11.	Medical Records Officer/ Technician	Minimum qualification- 12th Standard passed.	-	-	-	-	1	1	1
12.	Peon	Eight standard completed	As per requirement						
13.	Plumber	-	-	-	-	1	1	1	1
14.	Sanitary Worker	1	2	2	4	6	6	8	8
15.	store keeper/ Manager	Minimum qualification- 12th	-	-	-	1	1	1	1

		Standard passed.						
16.	Therapy Assistant Minimum 1	Eight standard completed and Certificate in Yoga	As per requirement					
17.	Ward Ayah Minimum 1 per ward/ floor	Eight standard completed	As per requirement					
18.	Ward boy Minimum 1 per ward/ floor	Eight standard completed	As per requirement					

E.5 Administrative staff: The number would vary as per requirement and may be outsourced.

Administrative staff								
S. No	Administrative staff	Clinic	Min. 10 bedded Hospital	11- 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded Hospital	Teaching hospital
	Office Superintendent/ Hospital Administrator	-	-	1	1	1	1	1
2.	Accountant	-	-	1	1	1	1	1
3.	IT Technicians	-	-	-	-	1	1	1
4.	Security Staff*	1	3	6	6	9	9	9

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.5 Linen

Sr. no	Linen	Clinic	Min. 10 bedded Hospital	11- 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded Hospital	More than 100 bedded Hospital	Teaching hospital
1.	Apron for cook	-	As per need					
2.	Bed sheets	As per need						
3.	Bedspreads	As per need						
4.	Blankets	-	one per bed					
5.	Curtain cloth windows and doors	As per need						
6.	Overcoat for consultant	one per consultant						
7.	Mats (Nylon)	As per need	one per bed					
8.	Mattress (foam) adults	-	one per bed					
9.	Pediatric Mattress	-	one per bed					
10.	Patient house coat (for female)	-	Two per bed					
11.	Patients pajama (for male) shirts	-	Two per bed					
12.	towels	10	Two per bed					
13.	Pillow covers	10	Two per bed					
14.	Pillows	4	Two per bed					
15.	Table cloth	adequate quantity						
16.	Uniform / Apron	As per need						

G.6 Stationery

Sr. no.	Items
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Continuation sheets for OPD
4.	Diet Cards
5.	Diet Sheets
6.	Discharge cards
7.	Indoor Admission Form & Case Sheets
8.	Intake Output Charts
9.	Nursing Monitoring Forms
10.	OPD Forms
11.	Pathological Books
12.	Registers
13.	Registration Card
14.	Sentinel Event Form
15.	Supplementary Sheets
16.	Temperature Charts
17.	Treatment Cards
18.	White Papers
19.	X-ray Forms

H. Licenses

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

S. No.	Name of the Act	Department/Area	Licensing body
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11.	Certificate u/s 80-G of IT Act	Organization	If applicable.
12.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13.	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB

14.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15.	Excise permit to store Spirit.	Organization	Excise department
16.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18.	License for lift	Lift	Mobile Electric Vehicles Department
19.	License to play music for public use	Organization	Indian
20.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
22.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23.	PCPNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26.	TAN Number	Organization	Income Tax Department
27.	PAN Number	Organization	Income Tax Department
28.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
29.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level).

1. Name,
2. Age,
3. Gender ,
4. Address with PIN code,
5. Marital Status,
6. Contact Number,
7. Type of Diet (Veg, Non-veg),
8. OP/ IP Number,
9. Date & Time of visit for OP/ admission for IP,
10. Name of Treating Consultant / Therapist

I.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History

10. General Examination
11. Systemic Examination
12. Physical Examination
13. Pain Scoring
14. Nutritional Assessment
15. Diagnosis Provisional / Final
16. Preventive Aspects
17. Plan of Care
18. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by define method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

12. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height

26. The beds shall have provision for providing side guardrails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

13. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

14. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

4. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or therapist from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

3. Discharge Summary should have following details:
 - a. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Consultant/ Therapist
 - b. Primary Complaint of the guest
 - c. History of Primary Complaint:
 - d. History of allergies
 - e. Salient Examination Findings
 - f. Pain Relief Advice
 - g. Nutritional Advice
 - h. Diagnosis – Final
 - i. Preventive Aspects
 - j. Treatment Given
 - k. Details of procedures performed
 - l. Treatment advised
 - m. Contact number in case of emergency

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
NATUROPATHY**

NATUROPATHY STANDARDS FOR

CLINICS,

1 TO 10 BEDS

11 TO 25 BEDS

26 TO 50 BEDS

51 TO 100 BEDS

100 AND ABOVE BEDS/TEACHING HOSPITALS

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A Introduction

A.1 General

The standards thus framed are on account of the minimum requirement of this category of healthcare provider. There are no exclusions. They are dependent on the basic functions of the unit/hospital/provider. All sections mentioned are mandatory and include both structure and basic processes.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a polyclinic are applicable to a polyclinic only and not to a single specialty hospital)

Scope:

Type of Health Care Facility	Scope of Services
Clinic	Outdoor care facility managed by a single Naturopathy Physician or a group of Naturopathy Physicians with or without a day care facility. No overnight stay or care is provided here.
1 to 10 beds	Health Care facility with 1 to 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
11 to 25 beds	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
51 to 100 Beds/	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
101 Beds and	Health Care facility with 101 to 200 beds for indoor care and ability

above/ Teaching hospitals	to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications. In teaching hospitals student, patient bed ratio should be 1:2. For 50 students intake 100 bed capacity should be mandatory.
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B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(OPD Clinics & Outdoor Patient's facilities in health care organizations with 1 to 100 and above bed strengths)

Minimum Clinical Services to be provided

Sn	Services	Clinic	1 to 10 beds	11 to 25 beds	26 to 50 beds	51 to 100 beds	101 and above/ Teaching Hospital
1.	Consultation						
2.	Massage	Optional	Massage				
3.	Enema	Optional	Enema				
4.	Mud Bath	Optional	Mud Bath				
5.	Colour Therapy	Optional	Optional				Colour Therapy
6.	Thermoleums	Optional	Optional				Thermoleums
7.	Hydro therapy	Optional	Hydro therapy				
8.	Yoga Therapy	Yoga Therapy					
9.	Physiotherapy	Optional	Physiotherapy				
10.	Acupuncture/ Acupressure	Acupuncture/ Acupressure					
11.	Diet Centre	Optional	Diet Centre				

Indoor patient's facilities:

The indoor department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq. ft. area per bed with the following facilities:-

Sn	1 to 10 beds	11 to 25 beds	26 to 50 beds	51 to 100 beds	In 101 and above/teaching hospitals
1	Consultation				
2	Massage Therapy				
3	Enema				
4	Mud Therapy Mud pack, Mud Applications Mud Bath			Mud Bath	
5	Colour /Chromo Therapy Optional			Colour Therapy	
6	Thermoleums Optional			Thermoleums	
7	Steam Bath				
8	Hydro Therapy				
9	Air Therapy Optional	Air Therapy			
10	Magnet Therapy Optional			Magnet Therapy	
11	Sauna Bath Optional			Sauna Bath	Sauna Bath
12	Green Leaves Sun Bath Optional				
13	Hot & Cold Fomentation				
14	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack				
15	Knee Pack, Neck Pack, Wet Girdle Pack			Knee Pack, Neck Pack, Wet Girdle Pack	
16	Colon Irrigation Optional			Colon Irrigation	
17	Deluxe Hydro Massage, Jacuzzi Optional			Deluxe Hydro Massage, Jacuzzi	
18	Hot and Cold Water Douches, Effusions Optional		Hot and Cold Water Douches, Effusions		
19	Whirlpool Bath Optional			Whirlpool Bat	
20	Under Water Exercises Optional			Under Water Exercises	
21	Acupuncture				
22	Acupressure				
23	Reflexology				
24	Physiotherapy Treatments - Exercise Therapy, Electro Therapy Optional		Physiotherapy Treatments - Exercise Therapy, Electro Therapy		
25	Yoga therapy				
26	Diet center				

B.2 Auxiliary Functions (support services for eg – diagnostics)

(Central Laboratory for clinical diagnosis and investigations).

2. There shall be a laboratory in the hospital complex of more than 100 beds with proper infrastructure and manpower for carrying out routine,

pathological, biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.

3. In the absence of the above facility, the hospital should have collaboration with a well- equipped laboratory for all the purposes given above.

Support Services:

1. Accounting
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Preparation area
13. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
14. Personnel Department
15. Purchase
16. Reception,
17. Security services
18. Stores
19. Waste management Housekeeping/ sanitation

C.Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

C.1.1 Minimum area required for establishing the facility,

Type of Health Care Organization	Requirements	
	Stand alone building	Part of another building
Clinic	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Minimum area should be adequate to accommodate doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility.
1 to 10 bed	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Local regulations related to building structures, occupancy, etc. will be followed.
11 to 25		
26 to 50		
51 to 100		
101 and above / Teaching Hospitals		

C.1.2 Functional space planning for the facility like reception area, waiting area etc.

1. Treatment rooms:

- a. Maximum 15 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.

2. Consultation & examination room

- a. Minimum 10 ft. x 10 ft.
- b. Consultation room should be adequate to accommodate:
 - i. Doctors table,
 - ii. Consultation chair,
 - iii. Two stools/ chairs,
 - iv. Examination bed of the size 6 ft X 2.5 ft.,
 - v. Privacy screen around examination area while having free mobility.

3. Dispensary / Health Shop Space:

- a. The room should be located in an area conveniently accessible

- b. Temperature & humidity to be maintained as per the requirement of the clients basing on their number/ rush.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.
- d. Room should have adequate material storage and dispensing facility for indoor and outdoor patients.

4. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

5. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital.

6. Kitchen area: Except clinic, applicable in hospitals of all size.

- a. Kitchen area should be sufficiently sized to prepare food for inpatients as per diet advised by the physician
- b. Kitchen layout and functioning should follow the flow of materials as: Entry→washed→cutting→cooking→loading → To Serve
- c. Utensil washing area is separate from the cooking area.
- d. Preparation area:
- e. Preparation area should be of minimum 50 sq. ft: only if medications are prepared in the hospital.

7. Consumables Stores space:

- a. The consumables store may be part of a hospital or separate and secured.
- b. Area should be clean, well-ventilated, well lit, without any dampness or fungal growth on walls.

8. Therapist Quarters:

- a. Minimum 1 room with attached bathroom & WC, per 2 doctors with separate rooms for male & females with separated sleeping facility with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.

9. Nursing station/ duty room (Nurses):

- a. One nursing station/room per 15 beds.
- b. Applicable for clinics only if there is a day care ward.
- c. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- d. Station should accommodate all nurses on duty at any time.

10. Clinical laboratory specifications:

- a. Laboratory services can be outsourced or can be optional for hospitals upto 100 beds.
- b. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
- c. Separate Reporting Room for doctors should be there.
- d. In the absence of the above facility the hospital should have collaboration with a well- equipped laboratory for all the purposes given above.

11. Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

12. House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital of more than 30 beds

13. Security Services:

- a. There is a designated location for each security staff on duty.

14. Medical record-room:

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- c. Fire extinguishers of correct type should be made available nearby all locations.

15. Store rooms:

- a. Store room should be lockable & of adequate size with exhaust fan.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

16. Wards:

- q. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.

- r. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- s. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- t. One nursing station per ward of upto 50 beds will be provided at the minimum.
- u. There should be minimum 70 ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- v. Width of the door to be at least 4 feet.
- w. Permanent, semi-permanent or temporary partition should be present between two beds.
- x. Ward store area with lockable wall or steel cupboard(s).

17. Duty rooms for Therapist

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

18. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

19. Duty rooms for technicians:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

20. Dirty utility room:

- a. Separate area of minimum 15 sq feet.

21: Therapy Unit or treatment room:

- a. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both outdoor and indoor patients with privacy.

22. Diet center:

- a. Diet Centre to cater to the Diet Therapy.

- b. Minimum 50 chairs and dining table or wooden long bench on the floor to accommodate patients.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

Specifications of Naturopathy Section:

1. Room Size: 10 ft. X 8 ft. (As size of massage table 7ft X 3 ft. the size of room should be 10ft X 8 ft.).
2. Mandatory, if procedures are done.
3. Separate unit is proposed for male & female with attached toilet and bathroom .
4. Optional and depending on work load. If more than 15 procedures are carried out per day, separate rooms should be provided.

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information.
2. *All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under Clinical Establishments Act

C.1.4.2 Fee structure

1. Display of tariff list at OPD, Emergency etc.
2. Display of citizen charter in OPD and emergency

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD

C.1.4.4 Services provided

1. Directional signage at main entrance towards emergency and OPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter

5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD, Emergency and at Campus entrance
7. Floor Plan With Location of Departments
8. Plan of Facility
9. Usages: departments, OPD & IP room & wards, waiting areas.

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988
21. CCTV – Surveillance camera in common places like entrance/ reception

C.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements:

1: Requirements for Outpatient Department (OPD):

Sn	Name of the Equipment	clinic	hospital				
		Clinic	1 to 10 Beds	11 to 25 Beds	26 to 50 Beds	51-100 beds	101 beds and above/ Teaching hospitals
	A chair and a table for doctor	1 set per consultation room					
2.	X-ray viewer	Optional	1 per consultation room				
3.	Two chairs for patients & attendants	1 set per consultation room					
4.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room					
5.	Blood pressure apparatus	1 per consultation room					
6.	Stethoscope	1 per consultation room					
7.	Torch	1 per consultation room					
8.	Thermometer	1 per consultation room					
9.	Weighing machine.	1 per consultation room					
10.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
11.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					
12.	Refrigerator if temperature sensitive medication are stored (if required)	Optional					
13.	Computers, (if required)	1 per consultation room					
14.	Telephone equipment	As per requirement					
15.	Air conditioning	As per requirement					
16.	Lockable storage space	As per requirement					
17.	Foot stools	1 per consultation room					

Rooms should be well ventilated.

2: Furniture/Fixture Requirements for In-Patient department (IPD)

Sn	Name of the Equipment	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/Teaching hospitals
1	Adequate wall or steel Cupboards	2	2	2	4	8
2	Arm Board Adult	2	2	2	4	8
3	Back rest	2	2	2	4	8
4	Bain Marie trolley stainless steel 1 per floor	1 per floor				
5	Bed side cabinets	As needed				
6	Bed side Screen	1 per ward or full length curtains between the beds				
7	Bucket Plastic	As per requirement	As per requirement	6	12	24
8	Ceiling Fans	As per requirement				
9	Clock 1per ward	1 per ward				
10	Containers for kitchen	As needed				
11	Doctor's chair for OP & ward,	As needed				
12	Doctor's or Office table	As per requirement			3	10
13	Dressing trolley-1 per floor/ ward depending on layout	As per requirement			4	8
14	Dust bins in each ward & consultation room	3	3	6	6	12
15	Duty table for nurses	As per requirement	As per requirement	4	8	20
16	Emergency resuscitation kit	1 per floor				
17	Enema Set	1	2	4	4	8
18	Fire extinguisher -	ABC 1 per ward/ floor based on layout				
19	Foot stools	4	8	8	16	25
20	Refrigerator	1 Per Area/ Ward				
21	Heavy duty Torch light	1 per ward				
22	Hospital Cots	10 + 10 % of the capacity in reserve	25+ 10 % of the capacity in reserve	50+ 10 % of the capacity in reserve	100+ 10 % of the capacity in reserve	100 & above + 10 % of the capacity in reserve
23	Hospital Pediatric Cots	As per requirement			10	30
24	Hot Water Bags 2 per ward	2 per ward				

25	Hot Water geyser	2 per ward				
26	I V Stands - 1 per 20 beds	1	1	3	5	10
27	Infra-Red lamp	1	2	3	5	10
28	Intercom System	2 per ward (optional)	2 per ward			
29	Kidney Trays 1 per 10 beds	1	2	5	10	20
30	Kitchen utensils	Adequate				
31	Massage table of 7ft. x 2.5ft (wood or fibre)	One per procedure room				
32	Medicine trolley	Optional				
33	Office chairs	As per requirement	As per requirement	4	8	20
34	Office Table	As per requirement	As per requirement	3	6	10
35	Patient beds with side rails	20% of total beds				
36	Patient call Bell System	1 per bed				
37	Patient locker	1 per bed				
38	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	- 1 per ward/ floor a per the profile of patients & layout of facility				
39	Patients side table	1 per bed				
40	Pediatric cots with railings as per scope of services	as per scope of services				
41	Steel or wooden cupboard	Optional				
42	Steel rack	Optional				
43	Stool 1 Per Bed	10	25	50	100	100 + As per the no. of beds
44	Stools revolving - 1 per ward	2 per ward				
45	Stretcher/ Patient trolley - 1 per ward	1 per ward				
46	Urinal Male and Female	1 per ward			20	50
47	waiting chairs / benches for patients relatives	50% of the bed strength				
48	Weighing Machine	1 per ward				
49	Wheel chair	Optional	1 per 25 beds	2 per 50 beds		
50	X-ray viewer	Optional				one per ward

C.2.2 Sundry Articles Requirement: Hospital Fittings & Necessities

Sr. No.	Name of the Equipment	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 and above/ Teaching hospital
1.	Air conditioners						Optional
2.	Ambulance						Optional Minimum 1
3.	Ceiling / wall Fans						As needed
4.	Clock						1 per ward
5.	Computer with modem with UPS, printer with internet connection						As needed
6.	Coolers						As needed
7.	Drinking Water purifier						As needed
8.	Emergency lamp						2 Per Area/ Ward
9.	Emergency trauma set						2 per ward
10.	Exhaust Fan						As needed
11.	Fire extinguishers						As needed
12.	Instant Geyser (Applicable if storage geyser is not available)						1 per ward
13.	Refrigerator						1 per ward
14.	Storage Geyser						1 per ward
15.	Tables & Chairs						As needed
16.	Telephone/ cell phone						1 per ward
17.	Tube lights						As needed
18.	Vacuum cleaner						As needed

C.2.3 Others

Furniture/Fixture Requirements: Administration							
Sr. No.	Name of the Equipment	Clinic	1 to 10 bedded	11 to 25 bedded	26 to 50 bedded	51-100 bedded Hospital	101 beds and above/teaching hospital
	Computer with Modem with UPS, Printer with Internet Connection	As needed					
2.	Photocopying Machine	As needed		1 per ward			
3.	Intercom (10 lines)	As needed					
4.	Fax Machine	-	As needed				
5.	Telephone	One per organization					
6.	Public Address System	-	Covering Indoor and OPD Areas				

C. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

C.3.1 Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.
6. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

1. Number of Wash basins

- i. 1 for every 20 persons or part there
- ii. Doctor, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
- iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.

2. Number of Water closets

- i. 1 for every 20 beds or part thereof.
- ii. Doctor, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.

3. For in-patient department

a. No. of Wash basins

- iv. 1 for every 12 beds or part thereof
- v. Doctor, staff, patients and visitors have an access to wash basin(s);
- vi. Procedure hand wash basins are separate and located close to procedure area. 1 for every 12 beds or part thereof

b. No. of Water closets

- vii. 1 for every 6 beds or part thereof
- viii. Separate water closets are available for use for outpatient and in-patient areas.
- ix. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.

c. No. of bathrooms

- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
- ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

d. WC

- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- ii. Average size of toilet : 810 mm X 1800mm with grab bars
- iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with

functional wheels and at least 4 feet if beds do not have functional wheels.

4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

1. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
2. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.
3. HVAC as per the need

C.3.5 Others

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for firefighting should be available.
4. Water softening plant should be considered where hardness of water is a major problem.

Drainage and Sanitation

1. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.

2. **Waste Disposal System:** As per the Bio-Medical Waste Management Rules, 2016.

D. Equipments /instruments

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings

D.1 Therapeutic equipments

1: Outpatient department (OPD)

1: Equipments /Instruments Requirements for Outpatient department (OPD)::							
Sr. No.	Name of the Equipment	Clinic	1 to 10 beds	11-25 beds	26- 50-200 beds	51 -100 beds	101 beds and above/ teaching hospital
1.	A chair and a table for doctor						1 per consultation room
2.	X-ray viewer						1 per consultation room
3.	An examination table of 6 ft. X 2.5 ft. With privacy screen						1 per consultation room
4.	Blood pressure apparatus						1 per consultation room
5.	Stethoscope						1 per consultation room
6.	Torch						1 per consultation room
7.	Thermometer						1 per consultation room
8.	Weighing machine.						1 per consultation room
9.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.						As per requirement
10.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.						As per requirement

2: In-Patient department (IPD)

2:Equipments /instruments for In-Patient department (IPD):						
Sr. No.	Name of the Equipment	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
	Ambu bags	Optional				
2.	Arm Board Adult	2	2	2	4	8
3.	Autoclave Drums	Optional				
4.	Back rest	2	2	2	4	8
5.	Bain marie trolley stainless steel 1 per floor	1	1	1	2	4
6.	Bed pans, 1 per 5 patients	2	4	10	20	50
7.	Biomedical waste colour coded bins	Each per floor				
8.	Cheatle forceps assorted sizes	Optional				
9.	Clock per ward	1 per ward				
10.	Containers for kitchen	As required				
11.	Dressing trolley-1 per floor/ ward depending on layout	1 per ward				
12.	Dust bins in each ward & consultation room	1 per ward				
13.	Emergency resuscitation kit	1 per floor				
14.	Enema Set	As required				
15.	Fridge	As required				
16.	Heavy duty Torch light - 1 per ward	1 per ward				
17.	Hot Water Bags 2 per ward	2 per ward				
18.	I V Stands - 1 per 20 beds	1 per 20 beds				
19.	Infra-Red lamp	1	2	3	5	10
20.	Instrument tray - minimum 1 per ward	minimum 1 per ward				
21.	Instrument trolley - 1 per ward	minimum 1 per ward				
22.	Intercom System	As required				
23.	Kidney Trays-1 per 10	1 per 10 beds				

	beds	
24.	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	1 per treatment room
25.	Medicine trolley	Optional
26.	Acu Needle disposer - 1 per ward	1 per ward
27.	Non mercury Thermometer clinical - 1 per ward	1 per ward
28.	O2 cylinder with spanner - 1 per ward	1 per ward
29.	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward
30.	Sphygmomanometers- Stand Type 1& Portable (aneroid or Digital) Type X 1 - 1 per ward	1 per ward
31.	Stretcher/ Patient trolley - 1 per ward	1 per ward
32.	Weighing Machine - 1 per ward	1 per ward
33.	X-ray viewer - one per ward	1 per ward

3: Naturopathy Therapy Section

3: Equipments /instruments for Naturopathy Therapy Section							
Sr. No.	Name of the Equipment	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Steam bath Chamber		One per service room		2	3	4
2.	Spinal bath Tub		One per service		4	8	12
3.	Hip bath tub		One per service		4	8	12
4.	Enema cans		As per need			25	50
5.	Hot water Bags		As per need				
6.	Infra-red lamps		As per need				
7.	Jet bath		As per need				
8.	Mud bath beds		One per service			6	10
9.	Mud packs		As per need				
10.	Woolen blankets		As per need				
11.	Muslin cloth		As per need				
12.	Hand & feet Tubs		One per service			3	6
13.	Gas stove		Minimum One per service room				
14.	Kettle		One per service room				
15.	Thermoleum		One per service room				
16.	Eye wash cups		As per need				
17.	Blue bottles		As per need				
18.	Green bottles		As per need				
19.	Buckets		As per need				
20.	Mugs		As per need				
21.	Jugs		As per need				
22.	Electro therapy equipments		As per need				
23.	Exercise therapy equipments		As per need				
24.	Yoga accessories		As per need				
25.	Ice bags		As per need				
26.	Packs		As per need				

D.2Surgical equipments

Not Applicable

D.3Diagnostic equipments

1: Laboratory Equipments

1. Laboratory Equipments (wherever service is provided)								
Sr. No.	Name of the Equipment	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital	
	Alarm clock	Optional	1 Per Area/ Ward					
2.	Automatic cell counter	Optional			Minimum 1			
3.	Auto analyzer/ Semi auto analyzer	Optional						
4.	Binocular Microscope	Minimum 1						
5.	Chemical Balances	Minimum 1						
6.	Counting chamber	Minimum 1						
7.	Electric Colorimeter	Minimum 1						
8.	Electric centrifuge, table top	Minimum 1						
9.	ESR stand with tubes	Minimum 1						
10.	Flame photometer	Minimum 1						
11.	Glucometer	1 Per Area/ Ward						
12.	Hemoglobinometer	Minimum 1						
13.	Hot air oven	As needed						
14.	Hot plates	As needed						
15.	Lab Incubator*	As needed						
16.	Laboratory Auto Claves	As needed						
17.	Micro pipette of different volumes	As needed						
18.	PH meter	As needed						
19.	Refrigerator	Minimum 1						
20.	Rotor / Shaker	Minimum 1						
21.	Simple balances	Minimum 1						
22.	Spirit lamp	Minimum 1						
23.	TCDC count apparatus	As needed						
24.	Test tube holders	As needed						
25.	Test tube rack	As needed						
26.	Test tube stands	As needed						
27.	Timer stop watch	As needed						
28.	Water bath	As needed						

D.4 Emergency equipments

Emergency equipments							
Sr. No.	Name of the Equipment	Clinic	1 to 50 bedded Hospital	11-25 bedded Hospital	26-50 bedded hospital	51- 100 bedded hospital	101 beds and above/ teaching hospital
1.	Emergency equipment box for first aid & BLSS	Minimum 1					
2.	Crash-Cart trolley:1	Optional	Minimum 1				
3.	Portable defibrillator	Optional			Minimum 1		
4.	Disposable syringes	As needed					
5.	Ambu Bag	Minimum 1					
6.	Laryngoscope with cell	Optional					
7.	Sealed battery cell	Minimum 1					
8.	Endotracheal tubes	As needed					
9.	Monitor	As needed					

D.5 Sterilizing Equipments

Not Applicable

E. Manpower

This includes the designation, minimum qualification & number of people required in the facility.

E.1 Medical practitioners

1. **Category:** Naturopathy Physician/ Medical Officer
2. **Minimum Qualifications:** Diploma/ Degree in Naturopathy from recognized university
3. **Registration:** (if applicable): with state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Strength (The minimum number of staff required as per the function.)							
S n.	Doctors	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Hospital Superintendent/ Hospital Administrator	-	-	Optional	Optional	1	1
2.	Naturopathy Physician	1	1	1+ as per need	2+ as per need	3+ as per need	5+ as per need

E.2 Therapists:

1. **Category:** Naturopathy Therapist
2. **Minimum Qualifications:** Certificate Course in Naturopathy
3. **Registration:** (if applicable): State or Central Council of Indian Medicine
4. **Trained / skilled:** Trained

Strength: Minimum number of technicians as shown below .							
Sn	Therapists Technicians	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Naturopathy Therapist-Female	1	1	1	3	4	6 +
2.	Naturopathy Therapist Male	1	1	1	3	4	6 +
3.	Naturopathy Therapy Assistant-Female	-	-	1	3	4	6 +
4.	Naturopathy Therapy Assistant Male	-	-	1	3	4	6 +

E.3 Paramedics

1. **Category:**Paramedics
2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
3. **Registration with the concerned council**(if applicable): state or central council
4. **Trained / skilled:** Trained

Sr. no	Paramedics	Minimum qualification	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Clerk for Billing	12th Standard passed.	-	1	1	1	1	2
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement					
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	As per requirement					
4.	Electrician	If exists, Diploma in Electrical Engineering.	-	1	1	1	2	2
5.	Hospital worker (OP/ward)	Eight standard completed	-	1	1	2	5	10
6.	Housekeeping Staff	Ability to read national or local language	1	1	2	2	2	3
7.	Kitchen Servant (if food is cooked in-house)	-	As per requirement					
8.	Laboratory Attendant (Hospital Worker) (if lab is in-house)	Ability to read national or local language	-	As per requirement	As per requirement	As per requirement	2	6
9.	Laboratory Technician	Qualified Laboratory	-	As per requirement				

	(if Lab is in-house)	Technician							
10.	Maintenance person	If exists, Diploma in Electrical Engineering.	-	1	As per requirement			1	2
11.	Medical Records Officer / Technician	Minimum qualification- 12th Standard passed.	-	As per requirement			1	1	
12.	Peon	Eight standard completed	-	As per requirement			1	1	
13.	Plumber	-	-	As per requirement			1	1	
14.	Sanitary Worker	-	-	1	2	2	5	10	
15.	store keeper/ Manager	Minimum qualification- 12th Standard passed.	-	As per requirement			1	1	
16.	Therapy Assistant Minimum 1	Eight standard completed	As per requirement						
17.	Ward Ayah Minimum 1 per ward/ floor	Eight standard completed	As per requirement						
18.	Ward boy Minimum 1 per ward/ floor	Eight standard completed	As per requirement						

E.4Nurses:

1. **Category:**Nursing
2. **Minimum Qualifications:** NDNYT/TATC/ Government approved Nursing programs in Naturopathy
3. **Registration:** State Nursing Council of where hospital is located (if applicable)
4. **Trained / skilled:** Trained

Nurses to Beds Ratio: 1 per 10 beds							
Sr. no	Nursing Staff	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Staff Nurse	1	1	1	1 for every 50 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.		
2.	Matron	-	-	1	1	1	2

E.5 Administrative staff: The number would vary as per requirement and may be

Administrative staff							
Sr. no	Administrative staff	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/teaching hospital
1.	Office Superintendent/ Hospital Administrator	-	-	As per requirement	As per requirement	1	1
2.	Accountant	-	As per requirement	As per requirement	As per requirement	2	3
3.	Computer Operator	-	As per requirement	As per requirement	As per requirement	6	10
4.	Security Staff*	-	As per requirement	As per requirement	As per requirement	4	6

outsourced.

F. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

F.1 Anesthetics drugs

Not Applicable

F.2 Emergency drugs (Optional)

	Name of the Drug	Strength	Minimum Quantity
1	Inj. Adrenaline	As per I.P.	Minimum 10 Ampoules/ Vials
2	Inj. Atropine	As per I.P.	Minimum 10 Ampoules/ Vials
3	Inj. Calcium Carbonate	As per I.P.	Minimum 10 Ampoules/ Vials
4	Inj. Dopamine	As per I.P.	Minimum 10 Ampoules/ Vials
5	Inj. Dobutamine	As per I.P.	Minimum 10 Ampoules/ Vials
6	Inj. Nitroglycerine	As per I.P.	Minimum 10 Ampoules/ Vials
7	Inj. Sodium Bicarbonate	As per I.P.	Minimum 10 Ampoules/ Vials
8	Inj. Hydrocortisone	As per I.P.	Minimum 10 Ampoules/ Vials
9	Inhaler Beclomethasone (250 micro/dose)	As per I.P.	Minimum 10 Ampoules/ Vials
10	Inhaler Salbutamol (200 micrograms)	As per I.P.	Minimum 10 Ampoules/ Vials
11	Inj. Frusemide	As per I.P.	Minimum 10 Ampoules/ Vials
12	Inj. Diazepam/Midazolam	As per I.P.	Minimum 10 Ampoules/ Vials
13	Inj. Deriphylline	As per I.P.	Minimum 10 Ampoules/ Vials
14	Inj. Phenytoin sodium	As per I.P.	Minimum 10 Ampoules/ Vials
15	Inj. Avil	As per I.P.	Minimum 10 Ampoules/ Vials
16	Inj. Ondansetrone	As per I.P.	Minimum 10 Ampoules/ Vials
17	Inj. KCl	As per I.P.	Minimum 10 Ampoules/ Vials
18	Inj. Lignocaine 2%	As per I.P.	Minimum 10 Ampoules/ Vials
19	Inj. Amiodarone	As per I.P.	Minimum 10 Ampoules/ Vials
20	Inj. Magnesium sulphate	As per I.P.	Minimum 10 Ampoules/ Vials
21	Inj. Mannitol	As per I.P.	Minimum 10 Ampoules/ Vials
22	Inj. Morphine/Inj. Pethidine	As per I.P.	Minimum 10 Ampoules/ Vials
23	Inj. Noradrenaline bitrate	As per I.P.	Minimum 10 Ampoules/ Vials
24	Inj. Fentanyl	As per I.P.	Minimum 10 Ampoules/ Vials
25	water for Injection	As per I.P.	Minimum 10 Ampoules/ Vials
26	Inj. Sodium Valporate	As per I.P.	Minimum 10 Ampoules/ Vials
27	Inj. Voveran	As per I.P.	Minimum 10 Ampoules/ Vials
28	Inj. Paracetamol	As per I.P.	Minimum 10 Ampoules/ Vials
29	Mannitol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
30	Metoprolol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
31	N/2 saline Injection	As per I.P.	Minimum 10 Ampoules/ Vials
32	Oxygen Inhalation	As per I.P.	Minimum 10 Ampoules/ Vials
33	Oxytocin Injection	As per I.P.	Minimum 10 Ampoules/ Vials

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.1 Surgical

Not Applicable

G.2 Dressing Material

Sr. no	Dressing Material
1.	Absorbent cotton I.P 500gm Net
2.	Adhesive plaster 7.5cm x 5mtr
3.	Adhesive tape
4.	Antiseptic cream
5.	Antiseptic solution
6.	Bandage cloth(100cmx20mm)
7.	Bandages
8.	Gamjee Pad and Rolls
9.	Materials: Turmeric, Saindhalavana, Jatyadighrita, honey. (as per requirement)
10.	P.O.P Bandage a) 10cm,15cm
11.	Rolled Bandage a)6cm,10cm,15cm
12.	Sterile& non sterile Gloves of different sizes
13.	Sterile cotton, gamjee pads, gauze pieces
14.	Surgical Gauze (50cmx18m)
15.	Suture removal

G.3 Disinfectants: As applicable in adequate quantity (Optional)

Sr. no	Disinfectants
1.	Hypochlorite 4%-6%
2.	Ortho-phthalaldehyde (OPA)
3.	70% ethanol plus 10ppm Bitrex
4.	Formaldehyde solutions (1%-2%)
5.	Glutaraldehyde
6.	Hydrogen peroxide
7.	Quaternary ammonium compounds
8.	Phenolic germicides

G.4 Tubing

Sn	Tubing
1.	Connecting tubings for oxygen delivery
2.	Oxygen catheters
3.	Oxygen masks
4.	Foley catheters
5.	Urinary catheters
6.	Others

G.5 Linen

Sn	Linen	Clinic	1 to 10	11 to 25	26 to 50	51 to 100	101 beds and above/teaching hospital
1	Apron for cook	-	As per requirement				
2	Bed sheets	-	30	75	150	300	300 & as per bed strength
3	Bedspreads	-	40	100	200	400	400 & as per bed strength
4	Blankets	-	As per requirement				
5	Curtain cloth windows and doors	As per requirement					
6	Doctor's overcoat	one per doctor					
7	Mats (Nylon)	one per bed					
8	Mattress (foam) adults	one per bed					
9	Pediatric Mattress	one per bed					
10	Patient house coat (for female)	Two per bed					
11	Patients pajama (for male) shirts	Two per bed					
12	towels	Two per bed					
13	Perineal sheets	as per patient load					
14	Pillow covers	Two per bed					
15	Pillows	Two per bed					
16	Table cloth	adequate quantity					
17	Uniform / Apron	As per requirement					

G.6 Stationery

Sr. no.	Items
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Continuation sheets for OPD
4.	Diet Cards
5.	Diet Sheets
6.	Discharge cards
7.	Indoor Admission Form & Case Sheets
8.	Intake Output Charts
9.	Nursing Monitoring Forms
10.	OPD Forms
11.	Pathological Books
12.	Registers
13.	Registration Card
14.	Sentinel Event Form
15.	Supplementary Sheets
16.	Temperature Charts
17.	Treatment Cards
18.	White Papers
19.	X-ray Forms

G.7 Adhesives and gels: Not Applicable

G.8 Other: Not Applicable

H. Licenses

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

	Name of the Act	Department/Area	Licensing body
1	Registration under Shops and Establishments Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2	Registration under Clinical Establishments Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9	Certificate for Narcotics & Psychotropic Substances	Pharmacy and Hospital	Drug Controller
10	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11	Certificate u/s 80-G of IT Act	Organization	If applicable.
12	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB
14	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15	Excise permit to store Spirit.	Organization	Excise department
16	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18	License for lift	Lift	Mobile Electric Vehicles Department

19	License to play music for public use	Organization	Indian
20	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
22	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23	PCPNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26	TAN Number	Organization	Income Tax Department
27	PAN Number	Organization	Income Tax Department
28	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
29	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level).

1. Name
2. Age
3. Gender
4. Address with PIN code
5. Marital Status
6. Contact Number
7. Type of Diet (Veg, Non-veg)
8. OP/ IP Number
9. Date & Time of visit for OP/ admission for IP
10. Name of Treating Doctor

I.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History

6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. General Examination
11. Systemic Examination
12. Physical Examination
13. Pain Scoring
14. Nutritional Assessment
15. Diagnosis Provisional / Final
16. Preventive Aspects
17. Plan of Care
18. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer.
3. Advisable to have designated Infection Control Officer for hospital with more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital with more than 50 beds.
5. Infection control activities should be monitoring by defined method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

1. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills.
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level.
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked.
6. All entry doors, windows and furniture shall be maintained in good maintained condition.
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area.
8. All stretchers and wheelchairs shall have safety belts for fastening the patient.
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition.
11. Corridors and passages shall not be blocked by chairs, tables or equipments.

12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital.
13. Doors height shall be at least of 8 feet.
14. Electric rooms shall not be used as store room or for any other purpose.
15. Emergency exit routes shall be kept clear all the times.
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even.
17. Lab shall be provided with safety equipments like eye wash cups.
18. Material safety data sheet shall be available for all hazardous materials.
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room).
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel.
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels.
24. Seepage shall not be allowed in areas where electric panels or wires are present.
25. Terrace should have side walls of at least 4 feet height.
26. The beds shall have provision for providing side guard rails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact.

2. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

3. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

4. First aid & basic life support

1. At all times, there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

5. Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster(s) anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

1. Discharge Summary should have following details:
 - a. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor
 - b. Primary Complaint of the guest
 - c. History of Primary Complaint:
 - d. History of allergies
 - e. Salient Examination Findings
 - f. Pain Relief Advice
 - g. Nutritional Advice
 - h. Diagnosis – Final
 - i. Preventive Aspects
 - j. Treatment Given
 - k. Details of procedures performed
 - l. Treatment advised
 - m. Contact number in case of emergency

**MINIMUM STANDARDS
FOR
CLINICAL ESTABLISHMENTS
OF
SOWA RIGPA**

Submitted by:

National Research Institute for Sowa-Rigpa (CCRAS), Leh-Ladakh

SOWA-RIGPA STANDARDS FOR

- 1. Clinics**
- 2. Therapy Centers**
- 3. Hospitals with upto 10 beds**
- 4. Hospitals with 11 to 25 beds**
- 5. Hospitals with 26 to 50 beds**
- 6. Hospitals with 51 to 100 beds**
- 7. Hospitals with 100 and above beds**

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A Introduction

A.1 General

The standards thus framed are on account of the minimum requirement of this category of healthcare provider. There are no exclusions. They are dependent on the basic functions of the unit/hospital/provider. All sections mentioned are mandatory and include both structure and basic processes.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a polyclinic are applicable to a polyclinic only and not to a single specialty hospital)

Scope:

Type of Health Care Facility	Scope of Services
Clinic	Outdoor care facility managed by a single Sowa-Rigpa medical practitioner or a group of Sowa-Rigpa practitioners with or without a day care facility. No overnight stay or care is provided here.
Minimum 10 Beds	Health Care facility with minimum 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Sowa Rigpa doctors trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
11 to 25 Beds	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Sowa Rigpa doctors trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Sowa-Rigpa doctors trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
51 to 100 Beds	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Sowa-Rigpa doctors trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
100 and Above	Health Care facility with 100 and above beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Sowa-Rigpa doctors trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.

B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(Clinics & Outdoor Patients facilities of health care organizations of 10 Beds, 11 to 25, 26 to 50, 51 to 100, 100 and above bed strengths)

Minimum Clinical Services to be provided

Services	Clinic	Minimum 10 Beds	11 to 25 beds	26 to 50 beds	51 to 100	100 and above
Minimum Clinical Services to be provided						
Lus nad yanlag (Kayachikitsa)	Lus nad yanlag (Kayachikitsa)					
Chad yanlag (Shalya)	Optional	Optional	Chad yanlag (Shalya)			
Mo-Nad (Prasuti & Striroga)	Optional	Optional	Optional	Mo-Nad (Prasuti & Striroga)		
Chispai-Nad (Balroga)	Optional	Optional	Optional	Chispai-Nad (Balroga)		
Casualty		Optional	Emergency care provided, Atyayik Dept. optional			
Las-Na (Panchakarma)						
Snehana	Optional				Snehana	
Swedana	Optional				Swedana	
Shirodhara	Optional				Shirodhara	
Vamana	Optional				Vamana	
Virechana	Optional				Virechana	
Basti	Optional				Basti	
Nasya	Optional			Nasya		
Rakta Mokshana	Optional					
Agnikarma	Optional					
Pracchana	Optional					

Indoor patient's facilities:

The indoor department of the hospital shall have separate male and female wards.

Distribution of beds at the rate of 65 sq. ft. area per bed ward as under –

SN	Minimum 10 beds	11 to 25 beds	26 to 50 beds	51 to 100 beds	100 and Above beds
Minimum Clinical Services to be provided in IPD					
1	Kayachikitsa	Kayachikitsa	Kayachikitsa	Kayachikitsa	Kayachikitsa
2	Optional	Optional	Shalya	Shalya	Shalya
3	Optional	Optional	Shalakyā	Shalakyā	Shalakyā
4	Optional	Optional	Optional	Prasuti & Striroga	Prasuti & Striroga
5	Optional	Optional	Optional	Balroga	Balroga
6	Optional	Optional	Optional	Optional	Atyayik (Casualty)
7	Las-na Unit: (Therapy Centre)				
8	Snehana	Snehana	Snehana	Snehana	Snehana
9	Swedana	Swedana	Swedana	Swedana	Swedana
10	Shirodhara	Shirodhara	Shirodhara	Shirodhara	Shirodhara
11	Vamana	Vamana	Vamana	Vamana	Vamana
12	Virechana	Virechana	Virechana	Virechana	Virechana
13	Basti	Basti	Basti	Basti	Basti
14	Uttar Basti *	Uttar Basti *	Uttar Basti *	Uttar Basti *	Uttar Basti *
15	Rakta Mokshana	Rakta Mokshana	Rakta Mokshana	Rakta Mokshana	Rakta Mokshana
16	Jalaukavacharana,	Jalaukavacharana,	Jalaukavacharana,	Jalaukavacharana,	Jalaukavacharana,
17	Agnikarma	Agnikarma	Agnikarma	Agnikarma	Agnikarma
18	Pracchanna	Pracchanna	Pracchanna	Pracchanna	Pracchanna
19	Nasya	Nasya	Nasya	Nasya	Nasya
20	Ksharsutra **	Ksharsutra**	Ksharsutra**	Ksharsutra **	Ksharsutra **

* If requisite infrastructure requirements are fulfilled.

** Infrastructure requirements will apply.

B.2 Auxiliary Functions (support services for eg: diagnostics)

(Central Laboratory for clinical diagnosis and investigations).

1. There shall be a central laboratory in the hospital complex with proper infrastructure and manpower for carrying out routine, pathological,

biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.

2. There shall be a central Imaging- X-Ray unit in the hospital complex with proper infrastructure and manpower for carrying out routine, imaging investigations on the patients referred from outdoor and indoor departments of the hospital.

Support Services:

1. Accounting,
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Medicine preparation area
13. Medico legal
14. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
15. Personnel Department
16. Pharmacy/ dispensary
17. Purchase
18. Reception,
19. Security services
20. Stores
21. Waste management Housekeeping/ sanitation.

Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

C.1.1 Minimum area required for establishing the facility

Type of Health Care Organization	Requirements	
	Stand alone building	Part of another building
Clinic	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Minimum area should be adequate to accommodate doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility.
1 to 10 bed	As permitted under Development control rules, Floor Space Index, Local regulations, etc.	Local regulations related to building structures, occupancy, etc. will be followed.
11 to 25		
26 to 50		
51 to 100		
101 and above		

C.1.2 Functional space planning of the facility like reception area, waiting area etc.

1. Treatment rooms:

- a. Maximum 15 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.

2. Consultation & examination room

- a. Minimum 10ft. x 10 ft.
- b. Consultation room should be adequate to accommodate:
 - i. Doctors table,
 - ii. Consultation chair,
 - iii. Two stools/ chairs,
 - iv. Examination bed of the size 6 ft X 2.5 ft.,
 - v. Privacy screen around examination area while having free mobility

3. Pharmacy/Dispensary specs:

- a. The pharmacy should be located in an area conveniently accessible
- b. Temperature & humidity to be maintained as per the requirement of the stored medications.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.
- d. Pharmacy should have adequate medicine storage and dispensing facility for indoor and outdoor patients.

4. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

5. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital
- 6. Kitchen area:** Applicable only if food is cooked in the hospital. Providing food is mandatory for hospitals of size over 100 beds.
- a. Kitchen area should be sufficient size to prepare food for inpatients as per diet advised by the physician
 - b. Kitchen layout and functioning should follow the flow of materials as: Entry-> washed->cutting-> cooking->loading → To Serve
 - c. Utensil washing area is separate from the cooking area.
- 7. Medicine preparation area:** Mandatory for hospitals of size over 50 beds.
- a. Preparation area should be of minimum 50 sq. ft: only if medications are prepared in the hospital.
- 8. Medical Stores specs:**
- a. The medical store may be part of pharmacy or separate and secured.
 - b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.
- 9. RMO Quarters:**
- a. Minimum 1 room with attached bathroom & WC, per 2 doctors with separate rooms for male & females with separated sleeping facility with drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.
- 10. Nursing station/ duty room (Nurses):**
- a. One nursing station/room per 15 beds.
 - b. Applicable for clinics only if there is a day care ward.
 - c. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
 - d. Station should accommodate all nurses on duty at any time.
- 11. Clinical laboratory specifications:**
- a. Laboratory services can be outsourced or can be optional for hospitals upto 100 beds.
 - b. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
 - c. Separate Reporting Room for doctors should be there.

12. Radiology section,

- a. Role of imaging department should be radio-diagnosis and ultrasound along with hire facilities depending on the bed strength.
- b. The department should be located at a place which is accessible to both OPD and wards and also to operation theatre department.
- c. The size of the room should depend on the type of instrument installed.
- d. It should conform to AERB requirements.
- e. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- f. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.
- g. Separate Reporting Room for doctors should be provided.

13. Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

14. Emergency Room specifications:

- a. Emergency room should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- b. Station should accommodate all nurses & doctors on duty at any time.
- c. Room should allow free movement of wheel chair or trolley.
- d. Emergency Room should preferably have different entry than the hospital entry.
- e. Access to Emergency Room should have a ramp for wheel chairs and stretchers.

15. House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital more than 30 beds

16. Security Services:

- a. There is a designated location for each security staff on duty.

17. Medical record-room:

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- c. Fire extinguishers of correct type should be made available nearby all locations.

18. Store rooms:

- a. Store room should be lockable & of adequate size with exhaust fan.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

19. Wards:

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- d. At the minimum one nursing station per ward of upto 45 beds will be provided.
- e. There should be minimum 70 ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- f. Width of the door to be at least 4 feet.
- g. Permanent, semi-permanent or temporary partition should be present between two beds.
- h. Ward store area with lockable wall or steel cupboard(s).

20. Duty rooms for doctors

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

21. Duty rooms for nurses:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

22. Duty rooms for technicians:

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

23. Dirty utility room:

- a. Separate area of minimum 15 sq feet.

24: Las-na (Panchakarma) Therapy Unit or treatment room:

- a. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both outdoor and indoor patients with privacy.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

Specifications of the Panchakarma Therapy Unit:

1. Room Size: Minimum 10 ft. X 10 ft. (As size of massage table is 7ft X 3 ft. the size of room should be 10ft X 10 ft.)
2. Mandatory if procedures are done.
3. Separate Unit is proposed for male & female with attached toilet and bathroom
4. Optional and depending on work load. If more than 15 procedures are carried out per day, separate rooms should be provided.

Specifications of the Operation Theater/ Minor OT :

1. OT/ procedure room should have sterile zone of at least 10 ft X 10 ft; Size is exclusive of clean zone, independent enclosure to accommodate Uttarabasti/ Ksharasutra equipment & maintaining adequate privacy.
2. OT is mandatory if surgical procedures are provided in any hospital.
3. Waiting area:
 - a. Adequate number of seats/ chairs with respect to the bed strength and load of the patients will be provided.
 - b. Separate waiting area for Las-na (Panchakarma) therapy services is mandatory only in health care units which provide stand-alone Las-na (Panchakarma) therapy services. Otherwise common waiting areas of the facility can be utilized.
4. Consultation room with examination room: adequate to accommodate Doctors table, consultation chair, two stools/ chairs, examination bed of minimum size of 6 ft. X 2.5 ft., privacy screen around examination area.

5. Sterilization room: adequate to accommodate sterilization equipment & sterilized material.
6. Separate Recovery room for Las-na (Panchakarma) therapy is mandatory only in health care units which provide stand-alone services. Otherwise ward beds of the facility can be utilized.
7. Separate disposal zone for storage of waste as per bio-medical waste management rules.

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information.
2. *All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under clinical establishment act

C.1.4.2 Fee structure,

1. Display of tariff list at OPD, Emergency etc.
2. Display of citizen charter in OPD and emergency

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD

C.1.4.4 Services provided

1. Directional signage at main entrance towards emergency and OPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter
5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD, Emergency and at Campus entrance
7. Floor Plan With Location Of Departments
8. Plan of Facility
9. usages: departments, OPD & IP room & wards, waiting areas,

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

C.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

C.2.1 Furniture/Fixture Requirements:

Name of the Equipment	Clinic	Minimum 10 beds	11 to 25 beds	26-50 beds	51-100 beds	100 and above beds
A chair and a table for doctor	1 per consultation room					
X-ray viewer	Optional				1 per consultation room	
Two chairs for patients & attendants	1 per consultation room					
An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room					
Blood pressure apparatus,	Optional		1 per consultation room			
Stethoscope	Optional		1 per consultation room			
Torch	1 per consultation room					
Thermometer	1 per consultation room					
Weighing machine.	1 per consultation room					
Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					
Refrigerator if temperature sensitive medication are stored (if required)	Optional	1 per consultation room				
Computer, (if required)	Optional	1 per consultation room				
telephone equipment	As per requirement					
Air conditioning	As per requirement					
Adequate lockable storage space	As per requirement					
Foot stools	1 per consultation room					

Name of the Equipment	Clinic	Minimum 10 beds	11 to 25 beds	26-50 beds	51-100 beds	100 and above beds
A chair and a table for doctor	1 per consultation room					
X-ray viewer	Optional				1 per consultation room	
Two chairs for patients & attendants	1 per consultation room					
An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room					
Blood pressure apparatus,	Optional		1 per consultation room			
Stethoscope	Optional		1 per consultation room			
Torch	1 per consultation room					
Thermometer	1 per consultation room					
Weighing machine.	1 per consultation room					
Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					
Refrigerator if temperature sensitive medication are stored (if required)	Optional	1 per consultation room				

Room should be well ventilated and lighted.

2: Furniture/Fixture Requirements for In-Patient department (IPD):						
Sr. No.	Name of the Equipment	Minimum 10 beds	11 to 25 beds	26to 50 beds	51-100 beds	100 and above beds
1.	Adequate wall or steel Cupboards	2	2	4	6	8
2.	Arm Board Adult	4	6	12	15	24
3.	Back rest	2	2	4	6	8
4.	Bain Marie trolley stainless steel	1 per floor				
5.	Bed side cabinets	1 per 5 patients				
6.	Bed side Screen	1 per ward or full length curtains between the beds				
7.	Bucket Plastic	6	6	12	18	24
8.	Ceiling Fans	As per requirement				
9.	Clock	1 per ward				
10.	Containers for kitchen	As needed				
11.	Doctor's chair for OP & ward	As needed				
12.	Doctor's or Office table	3	3	3	5	10
13.	Dressing trolley-1 per floor/ ward depending on layout	2	2	4	6	8
14.	Dust bins in each ward & consultation room	3	3	6	9	12
15.	Duty table for nurses	4	4	8	12	20
16.	Emergency resuscitation kit	1 per floor				
17.	Enema Set	2	2	4	4	4
18.	Fire extinguisher -	ABC 1 per ward/ floor based on layout				
19.	Foot stools	8	8	16	20	25
20.	Fridge	1 Per Area/ Ward				
21.	Heavy duty Torch light	1 per ward				
22.	Hospital Cots	25	50	75	120	300
23.	Hospital Cots Pediatric	3	5	10	15	30
24.	Hot Water Bags 2 per ward	2 per ward				
25.	Hot Water geyser	2 per ward				
26.	I V Stands - 2 per 10 beds	2	4	6	10	30
27.	Infra-Red lamp	3	3	5	7	10
28.	Intercom System	Optional	Optional	2 per ward	2 per ward	2 per ward
29.	Kidney Trays 1 per 5 beds	2	6	0	40	50
30.	Kitchen utensils	Adequate				
31.	Massage table of 7ft. x 2.5ft (wood or fibre)	One per procedure room				
32.	Medicine trolley	1 per ward				
33.	Office chairs	4	6	8	15	20
34.	Office Table	3	5	8	8	10
35.	patient Beds with side rails	20% of total beds				
36.	Patient call Bell System	1 per bed				
37.	Patient locker	1 per bed				
38.	Patients examination table- 1 per ward/ floor a	- 1 per ward/ floor a per the profile of patients & layout of facility				

	per the profile of patients & layout of facility					
39.	Patients side table	1 per bed				
40.	Pediatric cots with railings as per scope of services	as per scope of services				
41.	Steel or Wooden cup board	5	8	16	18	20
42.	Steel rack	5	8	10	15	20
43.	Stool 1Per Bed	1Per Bed				
44.	Stools revolving – 2 per ward	2 per ward				
45.	Stretcher/ Patient trolley – 1 per ward	1 per ward				
46.	Urinal Male and Female	5	10	20	30	50
47.	waiting chairs / benches for patients relatives	50% of the bed strengths				
48.	Weighing Machine	1 per ward				
49.	Wheel chair	1	1	2	3	5
50.	Wooden massage bed	One per service room				
51.	X-ray viewer	one per ward				

3: Furniture/Fixture Requirements for Lus-Na Therapy Centre						
Name of the Equipment	Clinic	Minimum 10 bed	11 to 25 beds	26-50 beds	51-100 beds	100 and above beds
Appropriate stand to fix massage table: 2.5ft. height	One per service room- if service is provided	One per service room				
Arm chair	One per service room					
massage table: Minimum 7ft. x 2.5ft (wood or fibre)	One per service room					
Footstool	One per service room					
Gas/Stove	One per service room					
hamox stretchers / Stretchers with wheels	One per service room					
Heating facilities	One per service room					
Hot water bath	One per service room					
IV stands	One per service room					
Massage table of 7ft. x 2.5ft (wood or fibre)	One per service room					
Mixture/Grinder/Churner	One per service room					
Plastic aprons, gloves and mask	One per service room					
Pressure cooker (5 liters) meant for swedan	One per service room					
Shirodhara stand and shirodhara table	One per service room					
Stool	One per service room					
Sufficient light and ventilation	One per service room					
Nums (Swedana) chamber	One per service room					
Skyug (Vamana) set	One per service room					
Adjustable chair	One per service room					
Wheel chairs	One per service room					
Minor surgery Section						
OT table / Lithotomy Table with Side Railings	Minimum 1 per service room					
OT light	Minimum 1 per service room					
Tarka (Raktamokshana)						
Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	Optional					Minimum 1
Glass containers (1 liter capacity) for storing used leeches:	Optional			5-10 (for each patient requires separate container and the number may vary according to the number of patients)		
Examination table	Minimum 1					
Surgical trolley	Optional			Minimum 1		

C.2.2 Sundry Articles Requirement

Furniture/Fixture Requirements							
Hospital Fittings & Necessities							
SN	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
1	Air conditioners Central Heating for OT	Optional	Optional	Optional	Minimum 1	Minimum 1	Minimum 1
2.	Ambulance	Optional	Optional	Optional	Optional	Minimum 1	Minimum 1
3.	Ceiling / wall Fans	As needed					
4.	Clock	1 per ward					
5.	Computer with modem with UPS, printer with internet connection	As needed					
6.	Coolers/ Central Heating system	As needed					
7.	Drinking Water purifier	As needed					
8.	Emergency lamp	2 Per Area/ Ward					
9.	Emergency trauma set	2 per ward					
10.	Exhaust Fan	As needed					
11.	Fire extinguishers	As needed					
12.	Geyser	1 per ward					
13.	Refrigerator	1 per ward					
14.	Storage Geyser	1 per ward					
15.	Tables & Chairs	As needed					
16.	Telephone/ cell phone	1 per ward					
17.	Tube lights	As needed					
18.	Vacuum cleaner	As needed					

C.2.3 Others

Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Computer with Modem with UPS, Printer with Internet Connection	As needed					
Xerox Machine	As needed			1 per ward		
Intercom (10 lines)	As needed					
Fax Machine	-	As needed				
Telephone	One per organization					Two per organization
Public Address System	-	Covering Indoor and OPD Areas				

C. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

C.3.1 Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.
6. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

4. Number of Wash basins

- i. 1 for every 20 persons or part there
- ii. Doctor, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
- iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.

5. Number of Water closets

- i. 1 for every 20 beds or part thereof.
- ii. Doctor, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.

6. For in-patient department

a. No. of Wash basins

- i. 1 for every 12 beds or part thereof
- ii. Doctor, staff, patients and visitors have an access to wash basin(s);
- iii. Procedure hand wash basins are separate and located close to procedure area. 1 for every 12 beds or part thereof

b. No. of Water closets

- i. 1 for every 6 beds or part thereof
- ii. Separate water closets are available for use for outpatient and in-patient areas.

- iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.

c. No. of bathrooms

- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
- ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

d. WC

- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- ii. Average size of toilet : 810 mm X 1800mm with grab bars
- iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

1. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
2. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
3. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

C.3.5 Others

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for firefighting should be available.
4. Water softening plant should be considered where hardness of water is a major problem.

Drainage and Sanitation

1. The construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.
2. **Waste Disposal System:** As per Bio-Medical Waste Management Rules, 2016.

D. Equipment /instruments: This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings

D.1 Therapeutic equipment

1: Outpatient department (OPD)

	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
1	A chair and a table for doctor	1 per consultation room					
2	X-ray viewer	Optional	Optional	Optional	1 per consultation room		
3	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per consultation room					
4	Blood pressure apparatus	1 per consultation room					
5	Stethoscope	1 per consultation room					
6	Torch	1 per consultation room					
7	Thermometer	1 per consultation room					
8	Weighing machine.	1 per consultation room					
9	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As per requirement					
10	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	As per requirement					

2: In-Patient department (IPD)

2:Equipments /instruments for In-Patient department (IPD):						
	Name of the Equipment	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51to 100 bedded Hospital	100 and Above bedded hospital
1	Ambu bags	2	3	4	6	6
2	Arm Board Adult	3	6	12	12	24
3	Autoclave Drums	1	3	6	6	9
4	Back rest	1	2	4	4	8
5	Bain marie trolley stainless steel 1 per floor	1	1	2	2	4
6	Bed pans, 1 per 5 patients	2	6	20	20	50
7	Biomedical waste colour coded bins	Each floor				
8	Cheatele forceps assorted sizes	2	3	8	10	16
9	Clock per ward	1	1 per ward			
10	Containers for kitchen	As required				
11	Dressing trolley-1 per floor/ ward depending on layout	1 per ward				
12	Dust bins in each ward & consultation room	1 per ward				
13	Emergency resuscitation kit	1 per ward	1 per floor			
14	Enema Set	As required				
15	Fridge	As required				
16	Heavy duty Torch light - 1 per ward	As required	1 per ward			
17	Hot Water Bags 2 per ward	2 per ward	2 per ward			
18	I V Stands - 2 per 10 beds	2	2 per 10 beds			
19	Infra-Red lamp		3	5	5	10
20	Instrument tray - minimum 1 per ward	minimum 1 per ward				
21	Instrument trolley - 1 per ward	minimum 1 per ward				
22	Intercom System	As required				
23	Kidney Trays-1 per 5 beds	2	1 per 5 beds			
24	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	As required	1 per treatment room			
25	Medicine trolley	1 per ward	minimum 1 per ward			
26	Needle cutter - 3 per ward	1 per ward	3 per ward			
27	Non mercury Thermometer clinical - 1 per ward	1 per ward	1 per ward			
28	O2 cylinder with spanner - 1 per ward	1 per ward	1 per ward			

29	Patients examination table- 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward	1 per ward
30	Sphygmomanometers-Stand Type 1& Portable (aneroid or Digital) Type X 1 - 1 per ward	As required	1 per ward
31	Stretcher/ Patient trolley - 1 per ward	1 per ward	1 per ward
32	Weighing Machine - 1 per ward	As required	1 per ward
33	X-ray viewer - one per ward	As required	1 per ward

3: Las-na (Panchakarma) Therapy Room

Name of the Equipment	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26 to 50 bedded hospital	51-100 bedded Hospital	100 and Above bedded hospital
Appropriate stand to fix massage table : 2.5ft. height		Minimum 1 per service room				
Autoclave equipment for sterilization		Minimum 1				
Autoclave/Sterilizer		Minimum 1				
Jam-rTsi (Basti) yantra		Minimum 1				
Bedpan (male and female)		As needed				
Buckets/Plastic tubs/Basin(with provision of measuring scale)		As needed				
Clock		1 Per Area/ Ward				
Dhumapana Yantra		Minimum 1 per service room				
massage table: Minimum 7ft. x 2.5ft (wood or fibre)		Minimum 1 per service room				
Enema pot		As needed				
Gas/Stove		Minimum 1				
hamox stretchers / Stretchers with wheels		Minimum 1				
IV stands		As needed				
Kidney trays		As needed				
Knife and scissor1 each		As needed				
Massage table of 7ft. x 2.5ft (wood or fibre)		As needed				
Measuring glasses set		Minimum 1				
Mixture/Grinder/Churner		Minimum 1				

Nasyakarma set	Minimum 1					
Netrabasti Yantra	Minimum 1					
Plastic aprons, gloves and mask	As needed					
Pressure cooker (5 liters) meant for swedan	Minimum 1					
Rubber Catheters without cracks & without frayed edges	As needed					
Shirodhara stand and shirodhara table	Minimum 1					
Small pillows covered with rexin sheet	As needed					
Sphygmomanometer	Minimum 1					
Spittoons	Minimum 1					
Stethoscope	Minimum 1					
stop watch	Minimum 1					
Stretchers with wheels	Minimum 1					
Sufficient light and ventilation	As needed					
Swedana chamber	Minimum 1					
Thermometer digital	Minimum 1					
Vamana set	Minimum 1					
Vamanpeetha (Adjustable chair)	Minimum 1					
Tarka (Raktamokshana)						
Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	Optional					
Glass containers (1 liter capacity) for storing used leeches:5-10 (for each patient requires separate container and the number may vary according to the number of patients)	Minimum 1					
Examination table	Minimum 1					
Surgical trolley	Optional	Optional	Optional	Minimum 1	Minimum 1	Minimum 1
Leeches :As per the requirement, usually 3-5 leeches per patient/ treatment period)	As needed					
Surgical tray	1 per ward					
Instruments : Different types of Forceps, Scissors, Needles, Suturing material etc. (as per requirement)	Adequate					
As per requirement: Dressing tray with gloves, bandage cloth, bandages etc.	Adequate					
Materials: Turmeric, Saindhalavana, Jatyadi ghrita, honey. (as per requirement)	Adequate					

D.2 Surgical equipments

1: Operation Theater

1:Equipment Requirements for Operation Theater						
Name of the Equipment	Clinic	Minimum 10 bedded hospital	1 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Anterior vaginal wall retractor						Adequate
Artery forceps						Adequate
Auto Clave HP Vertical (2 bin)						Minimum 1
Autoclave equipment for sterilization/Sterilizer						Minimum 1
Bladder sound (Urethral dilators) of different sizes						Minimum 1
Crash Cart with lifesaving drugs and Resuscitation Kit						Minimum 1
Cusco's Speculum						As needed
Diathermy Machine (Electric Cautery)						As needed
Disposable syringes (5-10cc)						As needed
Enema Pot						Minimum 1
Focus lamp Ordinary						Minimum 1
Foley's Catheter						As needed
Formaline dispenser						Minimum 1
General Surgical Instrument Set Piles, Fistula, Fissure						Minimum 1
Instrument Trays of various Sizes						Adequate
Instrument Trolley						As needed
IV stands						As needed
Kidney Tray						As needed
Knife and scissor 1 each						As needed
LP Tray						Adequate
Magill's forceps (two sizes)						Adequate
Metallic or disposable insemination cannula						Adequate
Operation table Hydraulic Minor with stand						Minimum 1
OT Spot light (Shadowless ceiling fitted/ stand mounted)						Minimum 1
Oxygen Cylinder						Minimum 1
Oxygen Mask with Circuit						Minimum 1
Plastic aprons, gloves and mask						Adequate
Shadowless lamp ceiling type major / minor	1	1	1	1	2	2
Shadowless Lamp stand model						Minimum 1
Sims speculum in small, medium & large size						Adequate
Sphygmomanometer						Minimum 1
Sterile cotton						As needed
Sterile gloves						As needed
Steriliser Small (Instruments)						As needed
Sterilizer big (Instrument)						As needed
Sterilizer Medium (Instrument)						Minimum 1
Stethoscope						Minimum 1
Suction Apparatus - Electrical						Minimum 1

Suturing Set	Minimum 1
Swab holders	Minimum 1
Thermometer	Minimum 1
Tongue depressors	Minimum 1
Toothed forceps	Minimum 1
two long (8 inch)& two short (6 inch) Artery forceps	Minimum 1
two Uterine sound	Minimum 1
Urethral Dilator Set	Minimum 1
Vaginal Examination set	Minimum 1
Vulsellum	Minimum 1

2: Anesthesia

2: Equipment Requirements for Anesthesia							
	Name of the Equipment	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	25-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
1	Airway female & male		Optional			Adequate	
2	Anaesthesia Trolley / Boyle's Apparatus					Minimum 1	
3	Anesthetic- laryngoscope Magill's with four blades					Minimum 2	
4	CO2 cylinder for laparoscope					Minimum 1	
5	Connector set of six for ETT					Minimum 1	
6	Defibrillator/ AED					Minimum 1	
7	Endotracheal tube sets					Minimum 1	
8	Magills forceps (two sizes)					Minimum 1	
9	Mouth prop					Minimum 1	
1	Multi-parameter Monitor					Minimum 1	
11	N2O Cylinder for Boyles					Minimum 1	
12	O2 cylinder for Boyles					Minimum 1	
13	Tongue depressors					Adequate	
14	Tubes connecting for ETT					Adequate	

D.3 Diagnostic equipments

1: Imaging Equipment

1. Imaging Equipment						
Name of the Equipment	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
300 M.A. X-ray machine		Optional		Optional	Optional	Minimum 1
Ultra Sonogram (Obs & Gyne. department should be having a separate ultra-sound machine of its own)				Optional	Minimum 1	Minimum 1
Echocardiogram				Optional		
X-ray developing tank				Minimum 1		
Safe light X-ray dark room				Minimum 1 if X –ray machine exists		
Cassettes X-ray				Minimum 1 if X –ray machine exists		
Lead apron				Minimum 1 if X –ray machine exists		
Intensifying screen X-ray				Minimum 1 if X –ray machine exists		
Thyroid shield				Minimum 1 if X –ray machine exists		
TLD batches				One per person		
Gonadial guard				Minimum 1 if X –ray machine exists		
X-ray lobby single				Minimum 1 if X –ray machine exists		

2: Laboratory Equipment

Sn	Name of the Equipment	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital
1	Alarm clock	Optional	Optional	1 Per Area/ Ward		
2	Automatic cell counter			Optional	Optional	Minimum 1
3	Auto analyzer/ Semi auto analyzer			Optional		
4	Binocular Microscope			Minimum 1		
5	Chemical Balances			Minimum 1		
6	Counting chamber			Minimum 1		
7	Electric Colorimeter			Minimum 1		
8	Electricentrifuge, table top			Minimum 1		
9	ESR stand with tubes			Minimum 1		
10	flame photometer			Minimum 1		
11	Glucometer			1 Per Area/ Ward		
12	Hemoglobinometer			Minimum 1		
13	Hot air oven			As needed		
14	Hot plates			As needed		
15	Lab Incubator*			As needed		
16	Laboratory Auto Claves			As needed		
17	Micro pipette of different volumes			As needed		
18	PH meter			As needed		
19	Refrigerator			Minimum 1		
20	Rotor / Shaker			Minimum 1		
21	Simple balances			Minimum 1		
22	Spirit lamp			Minimum 1		
23	TCDC count apparatus			As needed		
24	Test tube holders			As needed		
25	Test tube rack			As needed		
26	Test tube stands			As needed		
27	Timer stop watch			As needed		
28	Water bath			As needed		

D.4 Emergency equipments

Name of the Equipment	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Emergency equipment box for first aid & BLSS	Optional	Minimum 1				
Crash-Cart trolley:1		Minimum 1				
Portable defibrillator:1	Optional	Optional	Optional	Minimum 1		
Disposable syringes		As needed				
Ambu Bag:1		Minimum 1				
Laryngoscope with cell		Minimum 1				
Sealed battery cell		Minimum 1				
Endotracheal tubes		As needed				
Monitor		As needed				

D.5 Sterilizing Equipment

sn	Name of the Equipment	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
1	Auto Clave HP Vertical (2 bin)	As needed		Minimum 1			
2	Autoclave equipment (drums or trays) for sterilization/Sterilizer	Adequate					

E. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

E.1 Medical practitioners

5. **Category:** Doctors
6. **Minimum Qualifications:** Degree/ Post Graduate Degree from recognized university by Central Government or State government of Indian Medicine.
7. **Registration:** (if applicable): with state or central council of Indian Medicine
8. **Trained / skilled:** Trained

Doctors BSRMS/ MD	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Hospital Superintendent	-	1	1	1	1	1
BSRMS	1	1	1	2	3	4
MD in Las-na (Panchakarma)	Optional	Optional	1	1	1	2
MD in Lus-yanlad (Kayachikitsa)	Optional	1	1	1	1	2
MD in Chis-pa (Balroga)	Optional	Optional	Optional	Optional	1	2
MD in Mo-nad (Prasuti & Striroga)	Optional	Optional	Optional	Optional	1	2
MD in Chad (Shalya0)	Optional	Optional	Optional	Optional	1	2
Anesthetist	Optional	Optional	Optional	Optional	Optional	Optional
Radiologist DMRE/ MD in concerned subject	Optional	Optional	Optional	Optional	Optional	Optional
Pathologist (visiting/part time/full time)	Optional	Optional	Optional	Optional	1	2
Casualty Doctor / General Duty Doctor	Optional	1	1	Optional	1	2

Therapists - Technicians	Clinic	Minimum 10 bedded Hospital	11to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Las-na (Panchakarma) Technicians- Female	1	1	1	2	3	4
Las-na (Panchakarma) Technicians Male	1	1	1	2	3	4
Las-na (Panchakarma) Assistant - Female	-	1	1	2	3	4
Las-na (Panchakarma) Assistant Male	-	1	1	2	3	4

E.2 Therapists:

1. **Category:** Las-na (Panchakarma) Technicians
2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
 - a. Las-na (Panchakarma) Technicians should have at least done certified course in Las-na (Panchakarma) of at least 6 months - 1 year duration as recognized by state of central council for Ayurveda.
 - b. Las-na (Panchakarma) Assistant should have at least done certified course in Las-na (Panchakarma) of at least 6 months duration as recognized by state of central council for Sowa-Rigpa.
3. **Registration:** (if applicable): state or central council of Indian Medicine
1. **Trained / skilled:** Trained

Category: Paramedics

2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
3. **Registration with the concerned council**(if applicable): state or central council
4. **Trained / skilled:** Trained

E.3 Paramedics

Paramedics	Minimum qualification	Clinic	Minimum 10 bedded Hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	50-100 bedded hospital	
Clerk for Billing	Minimum qualification-12th Standard passed.	-	Optional	1	1	2	2
Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement					
Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	As per requirement					
ECG Technician (if ECG services are provided in-house)	1 year experience of taking ECG	-	As per requirement	1	1	1	2
Electrician	If exists, Diploma in Electrical Engineering.	-	As per requirement	1	2	2	3
Hospital worker (OP/ward +OT)	Eighth standard completed		2	5	5	10	20
Housekeeping Staff	Ability to read national or local language	1	1	1	2	3	6
Kitchen Servant (if food is cooked in-house)	-	As per requirement					
Laboratory Attendant (Hospital Worker) (if lab is in-house)	Ability to read national or local language	-	As per requirement	2	2	6	10
Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	-	As per requirement	2	3	6	10
Maintenance person	If exists, Diploma in Electrical Engineering.	-	As per requirement	1	1	2	3
Medical Records	12th Standard passed.	-	As per requirement	1	1	1	2

Officer / Technician			nt				
OT Assistant (if surgical services are provided)	12th Standard passed.	1	As per requirement	2	2	3	4
Peon	Eighth standard completed	-	As per requirement	1	1	1	2
Pharmacist (if pharmacy is in-house)	Diploma in Sowa-Rigpa Pharmacy or equivalent degree (-	1	2	4	6	8
Plumber	-	-	As per requirement	1	1	1	2
Radiographer (if Imaging is in-house)	Qualified Radiographer		As per requirement	1	1	1	1
Sanitary Worker	-		2	5	5	10	15
store keeper/ Manager	12th Standard passed.	-	As per requirement	-	1	1	1
Therapy Assistant Minimum 1	Eighth standard complete	As per requirement					
Ward Ayah Minimum 1 per ward/ floor	Eight hstandard complete	As per requirement					
Ward boy Minimum 1 per ward/ floor	Eighth standard complete	As per requirement					

E.4 Nurses:

1. **Category:** Nursing
2. **Minimum Qualifications:** Qualified Sowa-Rigpa Nurse/ GNM or BSc or MSc Nursing
3. **Registration:** State Nursing Council of where hospital is located
4. **Trained / skilled:** Trained

Sn	Nursing Staff	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
1	Staff Nurse	Optional	2	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.			
2	Matron	-	1	1	1	2	2

E.5: Administrative Staff: will depend on requirement and may be outsourced

Administrative staff	Clinic	Minimum 10 bedded hospital	11 to 25 bedded Hospital	26-50 bedded Hospital	51-100 bedded hospital	100 and Above bedded hospital
Office Superintendent/ Hospital Administrator	-	1	1	1	1	1
Accountant	-	1	2	2	3	5
Computer Operator	-	1	6	6	10	15
Security Staff*	-	2	2	4	6	10

F. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

F.1 Anesthetics drugs

Category: Anesthetics drugs			
	Name of the Drug	Strength	Minimum Quantity
1.1 General Anesthesia (to be given only by a qualified allopathy anesthetist)			
1	Ether,		As per requirement
2	Halothane		As per requirement
3	Isoflurane*		As per requirement
4	Ketamine Hydrochloride Injection	10 mg / ml, 50 mg / ml	As per requirement
5	Nitrous Oxide	medical grade	As per requirement
6	Oxygen	medical grade	As per requirement
7	Injection Thiopentone Sodium	0.5 g, 1 g powder	As per requirement
1.2 Local Anesthesia			
8	Injection Bupivacaine Hydrochloride	0.25%,0.5% 0.5% + 7.5% Glucose	As per requirement
9	Spray Ethyl Chloride	1%	As per requirement
10	Injection Lignocaine	Topical Forms 2-5%	As per requirement
11		Hydrochloride 1-2% Spinal 5% + 7.5% Glucose	As per requirement
12	Injection Lignocaine Hydrochloride + Adrenaline	1%, 2% +Adrenaline 1:200,000 In vial 1.3	As per requirement
1.3 Preoperative Medication and Sedation for Short Term Procedures			
13	Injection Atropine Sulphate	0.6 mg / ml	As per requirement
14	Injection Diazepam	5 mg Injection 5 mg / ml	As per requirement
15	any other medication as decided by the concerned anesthetist		As per requirement

F.2 Emergency drugs

Category: Emergency Drugs			
Sr. no.	Name of the Drug	Strength	Minimum Quantity
1.	Inj. Adrenaline	As per I.P.	Minimum 10 Ampoules/ Vials
2.	Inj. Atropine	As per I.P.	Minimum 10 Ampoules/ Vials
3.	Inj. Calcium Carbonate	As per I.P.	Minimum 10 Ampoules/ Vials
4.	Inj. Dopamine	As per I.P.	Minimum 10 Ampoules/ Vials
5.	Inj. Dobutamine	As per I.P.	Minimum 10 Ampoules/ Vials
6.	Inj. Nitroglycerine	As per I.P.	Minimum 10 Ampoules/ Vials
7.	Inj. Sodium Bicarbonate	As per I.P.	Minimum 10 Ampoules/ Vials
8.	Inj. Hydrocortisone	As per I.P.	Minimum 10 Ampoules/ Vials
9.	Inhaler Beclomethasone (250 micro/dose)	As per I.P.	Minimum 10 Ampoules/ Vials
10.	Inhaler Salbutamol (200 micrograms)	As per I.P.	Minimum 10 Ampoules/ Vials
11.	Inj. Frusemide	As per I.P.	Minimum 10 Ampoules/ Vials
12.	Inj. Diazepam/Midazolam	As per I.P.	Minimum 10 Ampoules/ Vials
13.	Inj. Deriphyllin	As per I.P.	Minimum 10 Ampoules/ Vials
14.	Inj. Phenytoin sodium	As per I.P.	Minimum 10 Ampoules/ Vials
15.	Inj. Avil	As per I.P.	Minimum 10 Ampoules/ Vials
16.	Inj. Ondansetrone	As per I.P.	Minimum 10 Ampoules/ Vials
17.	Inj. KCl	As per I.P.	Minimum 10 Ampoules/ Vials
18.	Inj. Lignocaine 2%	As per I.P.	Minimum 10 Ampoules/ Vials
19.	Inj. Amiodarone	As per I.P.	Minimum 10 Ampoules/ Vials
20.	Inj. Magnesium sulphate	As per I.P.	Minimum 10 Ampoules/ Vials
21.	Inj. Mannitol	As per I.P.	Minimum 10 Ampoules/ Vials
22.	Inj. Morphine/Inj. Pethidine	As per I.P.	Minimum 10 Ampoules/ Vials
23.	Inj. Noradrenaline bititrate	As per I.P.	Minimum 10 Ampoules/ Vials
24.	Inj. Fentanyl	As per I.P.	Minimum 10 Ampoules/ Vials
25.	water for Injection	As per I.P.	Minimum 10 Ampoules/ Vials
26.	Inj. Sodium Valporate	As per I.P.	Minimum 10 Ampoules/ Vials
27.	Inj. Voveran	As per I.P.	Minimum 10 Ampoules/ Vials
28.	Inj. Paracetamol	As per I.P.	Minimum 10 Ampoules/ Vials
29.	Mannitol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
30.	Metoprolol Injection	As per I.P.	Minimum 10 Ampoules/ Vials
31.	N/2 saline Injection	As per I.P.	Minimum 10 Ampoules/ Vials
32.	Oxygen Inhalation	As per I.P.	Minimum 10 Ampoules/ Vials
33.	Oxytocin Injection	As per I.P.	Minimum 10 Ampoules/ Vials

F.3 General Drugs:

To be prepared

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.1 Surgical

Sr. no.	Surgical Consumables
1.	Bandage rolled
2.	caps & mask
3.	Catgut Chromic a)1 No., 2 No., 1-0 No, 2-0 NO, 8-0
4.	Clinical thermometer
5.	Developer
6.	Draw sheets
7.	ECG Paper Roll
8.	Ether Anesthetic 500ml
9.	Fixer
10.	Gown
11.	Halothane
12.	HIV Kits if necessary
13.	Hypodermic Needle (Pkt. of 10 needle) No.19, 20, 21, 22, 23, 24, 25, 26
14.	Indicator tape for sterilization by pressure autoclave
15.	Isopropyl Alcohol swab
16.	IV Cannula
17.	Leg drape
18.	Mackintosh
19.	Mask
20.	Non Sterile Surgical rubber gloves
21.	Plastic aprons
22.	Prolene
23.	Rubber Mackintosh Sheet in meter
24.	Scalp vein sets no a)19, 20, 21, 22, 23, 24, 25, 26
25.	Shaving blade -packet of 5
26.	Small and large plastic bottle for keeping his to histo-pathological samples
27.	sterile sheets
28.	Sterile disposable syringes
29.	sterile Dressing pads
30.	Sterile Infusion sets(Plastic)
31.	Sterile Surgical rubber gloves
32.	Surgical Disposable
33.	Surgical Gloves a)6 ", 6.1/2", 7", 7.5"
34.	Surgical marking pens/permanent marker ink pen

35.	Sutupak 1,1/0,2,2/0
36.	Syringes 2ml,5ml,10ml, 20ml
37.	tongue depressor
38.	Ultrasound scan film
39.	Vicryl No.1
40.	X Ray film 50 film packet(in Pkt) size, 6.1/2x8.1/2", 8"x10", 10"x12', 12"x15"

G.2 Dressing Material

Sr. no	Dressing Material
1.	Absorbent cotton I.P 500gm Net
2.	Adhesive plaster 7.5cm x 5mtr
3.	Adhesive tape
4.	Antiseptic cream
5.	Antiseptic solution
6.	Bandage cloth (100cmx20mm)
7.	Bandages
8.	Gamjee Pad and Rolls
9.	Materials: Turmeric, Saindhalavana, Jatyadi ghrita, honey. (as per requirement)
10.	P.O.P Bandage a) 10cm,15cm
11.	Rolled Bandage a)6cm,10cm,15cm
12.	Sterile & non sterile Gloves of different sizes
13.	Sterile cotton, gamjee pads, gauze pieces
14.	Surgical Gauze (50cmx18m)
15.	Suture removal

G.3 Disinfectants: As applicable in adequate quantity

Sr. no	Disinfectants
1.	Hypochlorite 4%-6%
2.	Ortho-phthalaldehyde (OPA)
3.	70% ethanol plus10ppm Bitrex
4.	Formaldehyde solutions (1%-2%)
5.	Glutaraldehyde
6.	Hydrogen peroxide
7.	Quaternary ammonium compounds
8.	Phenolic germicides

G.4 Tubing

Sr. no	Tubing
1.	Connecting tubing's for endotracheal suction
2.	Connecting tubing's for oxygen delivery

3.	Oxygen catheters
4.	Oxygen masks
5.	Suction catheters
6.	Foley catheters
7.	Urinary catheters

G.5 Linen

Sr. no	Linen	Clinic	Minimum 10 beds	11 to 25	26 to 50	51 to 100	100 and Above
1.	Abdominal sheets for OT	-	As per requirement	As per requirement	30	30	30
2.	Abdominal sheets for OT	-	As per requirement	As per requirement	10	25	25
3.	Apron for cook	-	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
4.	Bed sheets	-	50	200	300	400	500
5.	Bedspreads	-	50	300	400	400	500
6.	Blankets	-	one per bed	one per bed	one per bed	one per bed	one per bed
7.	Curtain cloth windows and doors	As per requirement					
8.	Doctor's overcoat	one per doctor					
9.	Draw sheet for wards & OT	Two per bed					
10.	Hospital worker OT coat	one per worker					
11.	Leggings	as per patient load					
12.	Mackintosh sheet (in meters)	one per bed					
13.	Mats (Nylon)	one per bed					
14.	Mattress (foam) adults	one per bed					
15.	Pediatric Mattress	one per bed					
16.	Patient house coat (for female)	Two per bed					
17.	Patients pajama (for	Two per bed					

	male) shirts	
18.	towels	Two per bed
19.	Perineal sheets for OT	as per patient load
20.	Pillow covers	Two per bed
21.	Pillows	Two per bed
22.	Table cloth	adequate quantity
23.	Uniform / Apron	As per requirement

G.6 Stationery

Sr. no.	Items
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Continuation sheets for OPD
4.	Death Certificate Books
5.	Diet Cards
6.	Diet Sheets
7.	Discharge cards
8.	Gynecological and Obst. Case sheets
9.	Indoor Admission Form & Case Sheets
10.	Intake Output Charts
11.	Medical Case Sheets
12.	Medico-Legal Forms
13.	Nursing Monitoring Forms
14.	OPD Forms
15.	Pathological Books
16.	Registers
17.	Registration Card
18.	Sentinel Event Form
19.	Supplementary Sheets
20.	Surgical Case Sheets
21.	Temperature Charts
22.	Treatment Cards
23.	White Papers
24.	X-ray Forms

G.7 Adhesives and gels: NA

G.8 Other: NA

H. Licenses

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

Sn	Name of the Act	Department/Area	Licensing body
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	Registration under Clinical Establishments Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11.	Certificate u/s 80-G of IT Act	Organization	If applicable.
12.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13.	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB

14.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15.	Excise permit to store Spirit.	Organization	Excise department
16.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18.	License for lift	Lift	Mobile Electric Vehicles Department
19.	License to play music for public use	Organization	Indian
20.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
22.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23.	PC PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26.	TAN Number	Organization	Income Tax Department
27.	PAN Number	Organization	Income Tax Department
28.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
29.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level).

1. Name,
2. Age,
3. Gender ,
4. Address with PIN code,
5. Marital Status,
6. Contact Number,
7. Type of Diet (Veg, Non-veg),
8. OP/ IP Number,
9. Date & Time of visit for OP/ admission for IP,
10. Name of Treating Doctor

I.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. General Examination
11. Systemic Examination
12. Physical Examination
13. Prakruti: Dashwidh Prakruti Parikshan
14. Pain Scoring
15. Nutritional Assessment
16. Diagnosis Provisional / Final
17. Preventive Aspects
18. Plan of Care
19. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by define method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

4. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.

27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

5. Surgical safety

1. There are two independent identifiers for each patient. Name of patient with some other independent identifier.
2. Identification bands for patients should be considered in cases where patient cannot be relied upon to give correct information on his own identity. E.g. pediatric, disoriented, altered consciousness, etc.
3. Use of surgical safety check list based on WHO Criteria is used consistently for each procedure and surgical intervention. The Checklist should divide the operation into three phases, each corresponding to a specific time period in the normal flow of a procedure
 - a. the period before induction of anesthesia,
 - b. the period after induction and before surgical incision
 - c. the period during or immediately after wound closure but before removing the patient from the operating room.
4. In each phase the checklist task must be completed before proceeding forward.

6. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

7. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

4. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

5. Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

Discharge Summary should have following details:

- a. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor
- b. Primary Complaint of the guest
- c. History of Primary Complaint:
- d. History of allergies
- e. Salient Examination Findings
- f. Pain Relief Advice
- g. Nutritional Advice
- h. Diagnosis – Final
- i. Preventive Aspects
- j. Treatment Given
- k. Details of procedures performed
- l. Treatment advised
- m. Contact number in case of emergency