

Clinical Establishment Act Standard for

HOSPITAL - LEVEL 2

(Equivalent to Clinical Establishments Act, Standards for Hospital - Level IB frame
by National Council for Clinical Establishments Act, 2010)

MIZORAM

Standard No. CEA /Hospital - 002

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Clinical Establishment Act Standards for Hospital (LEVEL 2)

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/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/State government/Local government/Public Sector undertaking/Registered Society etc) or by Private Sector (Individual Proprietorship/Registered Partnership/Registered Company /Co-operative Society/Trust /Charitable etc).

Hospital Level 2 -

This level of hospital shall include all the general medical services provided at level 1 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 and Level 2 Hospitals shall also include support systems required for the respective services like Pharmacy, Laboratory, etc.

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

2. 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:

- 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 / help desk and billing
 - b) Diagnostic Services:(Can be own/outsourced/Tie up)
 - Collection centre/Laboratory
 - X-ray
 - USG
 - 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. 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/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 Annexure 1</i>	
<i>Indicative list of furniture and fixtures is as per Annexure 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 Annexure 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 Annexure4.</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/nursing care.
6.2	The support/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 Annexure5.</i>

7. Support Services:

7.1	The Hospital shall have a Registration/ 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/referral/investigations etc. in safe manner. The arrangement can be out sourced or self owned.

8. Legal/Statutory Requirements

8.1	Compliance with local regulations and law.
	<i>Indicative list of legal requirement is as per Annexure 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/disasters/epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>For content of medical record refer to Annexure 7</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. Annexure 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/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/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/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 /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/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/ next of kin/ legal guardian as and when required as per the prevailing Guidelines / Rules and regulations in the language patient can understand (for e.g. before Invasive procedures, Blood transfusion, HIV testing, etc.) Annexure 9
10.24.	A Discharge summary shall be given to all patients discharged from the hospital.
10.25.	Discharge/Death summary shall also be given to patient and/or attendant in case of transfer LAMA/DAMA or death
10.26.	The discharge summary shall include the points as mentioned in the annexure in an understandable language and format. <i>For content of discharge summary refer to Annexure 10.</i>

ANNEXURE 1

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

Note: Structural changes should be applicable to the Nursing home / 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	6sqm/ 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/Procedure room		
2.	OT for minor procedures (where applicable)	10.5sqm(Desirable)
Labour room		
3.	Labour Table and surrounding space	10.5 sqm/ 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/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(Desirable).
4. Space at the head end of bed shall be 0.25 metres.
5. Door width shall be 1.2 metres(Desirable) and corridor width 2.5 metres(Desirable).

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/ bed area(Desirable).

ANNEXURE 2**FURNITURE AND FIXTURES**

S.N	ARTICLES
2.	Examination Table
3.	Writing tables
4.	Chairs
5.	Almirah
6.	Waiting Benches
7.	Medical/Surgical Beds
8.	Labour Table- if applicable
9.	Wheel Chair/Stretcher
10.	Medicine Trolley, Instrument Trolley
11.	Screens/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/ 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.***

ANNEXURE 3**EQUIPMENTS****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/ tubing/catheter/face mask/nasal prongs
3	Suction Apparatus
4	Defibrillator with accessories (Desirable)
5	Equipment for dressing/bandaging/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 1	Level 2	Level 3	Level 4
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/taps/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(Own/Outsourced)					
	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(Own/Outsourced)					
	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(Own/Outsourced)					
	Detergent/soap	Yes	Yes	Yes	Yes
	Washing and rinsing equipment/bowls	Yes	Yes	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes	Yes
Housekeeping(Own/Outsourced)					
	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/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/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	Yes	Yes	Yes	Yes

	wheels				
	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/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/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/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,	Yes	Yes	Yes	Yes

	etc.)				
	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/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				

ANNEXURE 4**DRUGS, MEDICAL DEVICES AND CONSUMABLES****a. 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
	<i>OTHER</i>
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

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

ANNEXURE 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. (Qualified doctor is a MBBS approved as per state government rules & regulations as applicable from time to time). Level 2 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. (Desirable)
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.

ANNEXURE 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. 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 (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/ Explosives Act*				
14.	Clinical Establishments and Registration (if applicable)				
15.	Blood Bank Licenses				
16.	MoU / agreement with outsourced human resource agencies as per				

	labor laws				
17.	Spirit License				
18.	Electricity rules				
19.	Provident fund/ESI Act				
20.	MTP Act				
21.	PNDT Act				
22.	Sales Tax registration				
23.	PAN				
24.	No objection certificate under Pollution Control Act (Air/Water)				
25.	Arms Act, 1950 (if guards have weapons)				

* (as per regulations of State)

ANNEXURE 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)

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

A patient and his/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. 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.
3. To access a copy of case papers, patient records, investigations reports and detailed bill.
4. To informed consent prior to specific tests/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

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

ANNEXURE 9**INFORMED CONSENT/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/ guardian (in case of minor/mentally disabled).
2.	Registration number of patient
3.	Date of admission
4.	Name & Registration number of treating doctor
5.	Name of procedure/operation/investigation/blood transfusion/anaesthesia and potential complications should be explained
6.	Signature of patient/guardian with date and time

ANNEXURE 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.