

Clinical Establishment Act Standard for

Hospital - Level 3

(Equivalent to Clinical Establishments Act, Standards for Hospital - Level 2
frame by National Council for Clinical Establishments Act, 2010)

MIZORAM

Standard No.CEA/Hospital- 003

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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. In a hospital, treatment by staff from AYUSH may also be provided.

Hospitals usually have facility to admit and care for inpatients whilst the others often clinical establishments are described as clinics 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 neuro, cardiac, oncology, or orthopedic, 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/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 3 is the clinical establishment that provide tertiary healthcare services by advanced specialists, laboratory and radiology along with the general surgery, paediatrics, general medicine, obstetrics and gynaecology services, emergency, intensive care unit etc. Tertiary health care is provided by public and private health care organisations both.

These hospitals may provide following specialized services Cardiology, Cardiothoracic surgery, Neuro medicine, 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/Blood Bank etc.

2. 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/Blood Storage Centre/Blood Bank
- 2.46. Other emerging sub-specialities in any of the above fields, or emerging independent specialities

Support services:

- 2.1. Registration / help desk and billing
- 2.2. Diagnostic Services:
 - a. Laboratory
 - b. Imaging Services
 - c. Non-imaging services e.g. Audiology Lab, TMT, Echocardiography, Neurophysiology, Urodynamics, PFT, Sleep Studies (Polysomnography), etc.
- 2.3. Pharmacy and Stores
- 2.4. CSSD / Sterilization Area
- 2.5. Linen and Laundry
- 2.6. Kitchen & Dietary Services
- 2.7. Waste Management Services (General and Biomedical)
- 2.8. Medical Gas Supply, Storage & Distribution
- 2.9. Ambulance services

3. 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 CG 4 Annexe)
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.
3.1.10	Patients' rights & responsibilities.
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 Annexure 1</i>
	<i>For indicative list of furniture and fixtures refer to 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	All equipment shall be kept in good working condition through a process of periodic inspection, cleaning and maintenance. An equipment log-book shall

	be maintained for all the major equipment.
	<i>For indicative list of medical equipment and instruments 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 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 Annexure 4.</i>

6. 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/paramedical staff shall be qualified and/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).
6.5	Periodic skill enhancement/updation/refresher training shall be provided for all categories of the staff as relevant to their job profile, as prescribed by professional bodies and as per local law/regulations.
	<i>For human resource requirements refer to Annexure 5</i>

7. Support Services:

Registration/Help desk and Billing:

7.1.	The hospital shall have a Registration/ 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.
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 / 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/referral/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>For ambulance checklist please refer to Annexure 6.</i>

8. Legal/Statutory Requirements:

8.1	Every application must be accompanied with the documents confirming compliance with local regulations and law.
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For indicative list refer to Annexure 7.

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 in CG 2 Annexe as per 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/disasters/epidemics and furnish the same to the district authorities in the prescribed formats and frequency.
	<i>Content of medical record shall be as per Annexure 7</i>

10. Basic Process:

Registration / 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.
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 registered medical practitioner on the basis of findings of initial assessment; for example, OPD treatment, admission, transfer/referral, investigation etc.
10.7.	At the time of admission of patient, General Consent for admission shall be taken. <i>Refer to Annexure 8.</i>
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. There shall be appropriate arrangement for safe transport of patient.
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/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/ 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, anaesthesia, Blood transfusion, HIV testing, Research, etc.).
Care Of Patient	
10.12.	The Hospital shall provide care of patient as per the best clinical practices and reference may be made to Standard Treatment Guidelines that may be notified by the Central /State Government/National & International professional bodies.
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, including the procedure safety checklist.
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.	If emergency services are not available in the hospital, the hospital shall provide first aid to the patients and arrange appropriate transfer/referral of the patient.
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 two 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 (please refer http://cdsco.nic.in/adr3.pdf).
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 as per

	prescribed & documented procedure.
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/sanitary services shall ensure appropriate hygiene and sanitation in the hospital.
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/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 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.
10.35.	Patient and/or family shall be educated about the safe and effective use of medication, food drug interaction, diet, and disease prevention strategies.
Discharge	
10.36.	A Discharge summary shall be given to all patients discharged from the hospital. <i>For content of discharge summary refer to Annexure 9.</i>
10.37.	The discharge summary shall include the points as mentioned in the annexure in an understandable language and format
10.38.	Discharge summary shall also be given to patient and/or attendant in case of transfer LAMA/DAMA or death.

ANNEXURE 1

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

Total Area		
1.	Total Area of hospital level 1 including 30 % area for circulation space for corridors, lobby, reception area	50 sq mt/bed as carpet area
Wards		
3.	Ward bed and surrounding space	6sq m/ 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		
4.	For ICU/CCU/Neuro ICU/HDU/Trauma ICU/Renal ICU bed and surrounding space	10.5 sq mt/ 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/Procedure room		
5.	OT for minor procedures	10.5 sq mt; 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		
6.	Labour Table and surrounding space	10.5 sq m/ labour table
7.	Other areas- nursing station, doctors' duty room, store, Clean and dirty utility, Circulating area, Toilets	10.5 sq mt for clean utility and store and 7 sq mt for dirty utility and 3.5 sq mt for toilet.
Operation Theatre (OT)		
8.	Operating Room Area	30.5 sq mt per operating room.
Emergency & Casualty (if separate):		
9.	Emergency bed and surrounding space	10.5 sq mt/ 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		
10.	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		
11.	<50 beds	5 sq m
12.	50-100 beds	10 sq m
13.	>100 beds	20 sq m
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 2 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:

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 to 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.
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:

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

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/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

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

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.
2. For detail please refer to NABH CEA LAB

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/room shall have a sub-waiting area preferably with toilet facility and a change room facility, if required.
5. For detail please refer to NABH CEA IMAGING

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.

ANNEXURE 2**FURNITURE AND FIXTURES**

S.N	ARTICLES
3.	Examination Table
4.	Writing tables
5.	Chairs
6.	Almirah
7.	Waiting Benches
8.	Medical/Surgical Beds
9.	Labour Table- if applicable
10.	Wheel Chair/Stretcher
11.	Medicine Trolley, Instrument Trolley
12.	Screens/curtains
13.	Foot Step
14.	Bed Side Table
15.	Baby Cot- if applicable
16.	Stool
17.	Medicine Chest
18.	Examination Lamp
19.	View box
20.	Fans
21.	Tube Light/ lighting fixtures
22.	Wash Basin
23.	IV Stand
24.	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**

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

b. Other equipment 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
NON MEDICAL				
Administration				
	Office equipment	Yes	Yes	Yes
	Office furniture	Yes	Yes	Yes
Electricity				
	Emergency lights	Yes	Yes	Yes
Water Supply				
	Hand-washing sinks/taps/bowls on stands in all areas	Yes	Yes	Yes
	Storage tank	Yes	Yes	Yes
	Water purification chemicals or filter	Yes	Yes	Yes

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	Water source for drinking water	Yes	Yes	Yes
Waste Disposal				
	Buckets for contaminated waste in all treatment areas	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes
	Incinerator or burialpit	Yes	Yes	Yes
	Protective boots and utility gloves	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes
	Sharps containers in all treatment areas	Yes	Yes	Yes
Safety				
	Fire extinguisher			
Vehicle				
	Vehicle 4—wheel drive	No	Yes	Yes
	Ambulance 4-wheel drive	No	No	Yes
Medical Stores				
	Lockable storage	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes
Kitchen				
	Cooking pots and utensils	No	Yes	Yes
	Cooking stove	No	Yes	Yes
	Food refrigeration	No	Yes	Yes
	Plates, cups & cutlery	No	Yes	Yes
	Storage	No	Yes	Yes
	Washing and drying area facilities	Yes	Yes	Yes
Laundry				
	Detergent/soap	Yes	Yes	Yes
	Washing and rinsing equipment/bowls	No	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes
Housekeeping				
	Buckets	Yes	Yes	Yes
	Soap and disinfectant	Yes	Yes	Yes
MEDICAL				
Outpatient Rooms				

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	Blood pressure machine and stethoscope	Yes	Yes	Yes
	Container for sharps disposal	Yes	Yes	Yes
	Desk and chairs	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes
	Light source	Yes	Yes	Yes
	Minor surgical instruments	No	Yes	Yes
	Ophthalmoscope	No	Yes (as applicable)	Yes
	Otoscope	No	Yes (as applicable)	Yes
	Patellar hammer	No	Yes	Yes
	Receptacle for soiled pads, dressings, etc	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes
	Sutures	Yes	Yes	Yes
	Thermometer	Yes	Yes	Yes
	Torch with extra batteries	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes
Women and Child health examination room				
	BP machine and stethoscope	Yes	Yes	Yes
	Contraceptive supplies	Yes	Yes	Yes
	Child register	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes
	Examination table with stirrups	Yes	Yes	Yes
	Fetal stethoscope	No	Yes	Yes
	Doppler	No	No	Yes
	Hand washing facility	Yes	Yes	Yes
	Height measure	Yes	Yes	Yes
	IUD insertion set	Yes	Yes	Yes
	Pregnant woman Register	Yes	Yes	Yes
	Speculum and vaginal examination kit	Yes	Yes	Yes
	Syringes and needles	Yes	Yes	Yes
	Tape measure	Yes	Yes	Yes
	Tococardiograph	No	Yes	Yes
Labour room				
	Baby scales	Yes	Yes	Yes

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	BP machine and stethoscope	Yes	Yes	Yes
	Clean delivery kits and cord ties	Yes	Yes	Yes
	Curtains if more than one bed	Yes	Yes	Yes
	Delivery bed and bed linen	Yes	Yes	Yes
	Fetal stethoscope	Yes	Yes	Yes
	Hand washing facility	Yes	Yes	Yes
	Instrument trolley	Yes	Yes	Yes
	IV treatment sets	Yes	Yes	Yes
	Latex gloves and protective clothing	Yes	Yes	Yes
	Linens for newborns	Yes	Yes	Yes
	Mucus extractor	Yes	Yes	Yes
	Oral airways, various sizes	Yes	Yes	Yes
	Oxygen tank and concentrator	Yes	Yes	Yes
	Partograph charts	Yes	Yes	Yes
	Self inflating bag and mask - adult and neonatal size	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes
	Suturing sets	Yes	Yes	Yes
	Thermometer	Yes	Yes	Yes
	Tray with routine & emergency drugs, syringes and needles	Yes	Yes	Yes
	Urinary catheters and collection bags	Yes	Yes	Yes
	Vacuum extractor set	Yes	Yes	Yes
	Work surface near bed for newborn resuscitation	Yes	Yes	Yes
Inpatient Wards				
	Basic examination equipment (stethoscope, BP machine, etc)	Yes	Yes	Yes
	Beds, washable mattresses and linen	Yes	Yes	Yes
	Curtains	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes
	Dressing trolley/Medicine trolley	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes
	IV stands	Yes	Yes	Yes
	Medicine storage cabinet	Yes	Yes	Yes

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	Oxygen tank and concentrator	Yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes
	Suction machine	Yes	Yes	Yes
	Urinals and bedpans	Yes	Yes	Yes
Operation Theatre				
	Adequate storage	No	Yes	Yes
	Ambu resuscitation set with adult and child masks		Yes	Yes
	Defibrillator	No	No	Yes
	Electro cautery	No	No	Yes
	Fixed operating lights	No	No	Yes
	Fixed suction machine	No	No	Yes
	Hand washing facilities	No	Yes	Yes
	Instrument tray	No	Yes	Yes
	Instrument trolley	No	Yes	Yes
	Laryngoscope set	No	Yes	Yes
	Mayo Stand	No	Yes	Yes
	Mobile operating light	No	Yes	Yes
	Ophthalmic Operating Microscope	No	Yes (as applicable)	Yes (as applicable)
	Oral airways, various sizes	No	Yes	Yes
	Oxygen tank and concentrator	No	Yes	Yes
	Patient trolley on wheels	No	Yes	Yes
	Portable suction machine	No	Yes	Yes
	Safety Box	No	Yes	Yes
	Sphygmomanometer and stethoscope	No	Yes	Yes
	Stool adjustable height	No	Yes	Yes
	Operating table	No	Yes	Yes
	IV Therapy Equipment	No		
	Anesthesia Equipment Anesthetic trolley/machine	No	Yes	Yes
	CO2 Monitor	No	Yes	Yes
	O2 Monitor	No	Yes	Yes
	Endoscopic equipment and necessary accessories	No	No	Yes
	Bronchoscope	No	No	Yes
	Colonoscope	No	No	Yes
	Endoscope	No	No	Yes
	Fiber Optic Laryngoscope	No	No	Yes
Central Supply				

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	Amputation set	No	No	Yes
	Caesarean/hysterectomy set	No	Yes	Yes
	Dilatation and curettage set	No	Yes	Yes
	Endoscopic instrument cleaning machines and solutions	No	No	Yes
	Hernia set	No	No	Yes
	Laparotomy set	No	Yes	Yes
	Linens	Yes	Yes	Yes
	Locked storage	Yes	Yes	Yes
	Operating drapes	No	Yes	Yes
	Ophthalmic instrument	No	Yes	Yes
	Protective hats, aprons, shoes and gowns etc	Yes	Yes	Yes
	Pelvic/fistula repair set	No	No	Yes
	Sterile gloves	Yes	Yes	Yes
	Sterilization equipment for instruments and linens	Yes	Yes	Yes
	Surgical supplies (e.g., sutures, dressings, etc)	Yes	Yes	Yes
	Thoracentesis set	No	No	Yes
	Thoracostomy set with appropriate tubes and water seal bottles	No	No	Yes
	Thoracotomy set	No	No	Yes
	Thyroid/Parathyroid set	No	No	Yes
	Tracheostomy set	No	Yes	Yes
	Tubal ligation set	No	Yes	Yes
	Vascular repair set	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
22.	INJ. ADENOSINE
	<i>OTHER</i>
23.	NEB. SALBUTAMOL2.5 ML
24.	NEB. BUDESONIDE

25.	LIGNOCAINE JELLY 2%
26.	ACTIVATED CHARCOAL
27.	CALCIUM (INJ or TAB)
	<i>FLUIDS</i>
28.	RL 500 ML
29.	NS 500 ML
30.	NS 250 ML
31.	NS 100 ML
32.	DNS 500 ML
33.	DEXTROSE 5% 500 ML
34.	DEXTROSE 10% 500 ML
35.	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.
- c. Medical devices 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 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:

Sl. No.	Human Resource	Requirement
1.	Doctor	<p>MBBS doctor shall be available round the clock on site per unit</p> <p>1 Doctor with specialization in the subject concerned as per scope of service (Full-Time / Part-Time or visiting)</p> <p>In ICU, 1 MBBS for every 6 beds , on- site for 24X7</p>
2.	Nurses	<p>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.</p> <p>(Qualified nurse is a nursing staff approved as per state government rules & regulations as applicable from time to time).</p>
3.	Pharmacist	2 in a hospital
4.	Lab Technician	2 in a hospital (minimum DMLT)

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5.	X-ray Technician	2 in a hospital (minimum Diploma in X Ray Technician course)
6.	Other Technicians	As per requirement
7.	Nutritionist	As per requirement
8.	Social worker	As per requirement
9.	Administrative Assistant	As per requirement
10.	Medical Record Technician	As per requirement
11.	Driver	As per requirement
12.	Security Guard	As per requirement
13.	Multi-purpose Worker	Minimum 2 (minimum 12 th pass)

*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 a 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/ 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/ Registration for other machines				
4.	NOC from Fire Department				
5.	Ambulance				
	Commercial Vehicle Permit				
	Commercial Driver License				

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	Pollution Control Licenses				
6.	Building Completion Licenses				
7.	Lift licences 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				

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20.	Provident fund/ESI Act				
21.	MTP Act				
22.	PNDT Act				
23.	Transplantation of Human organs Act				
24.	Salex Tax registration				
25.	PAN				
26.	No objection certificate under Pollution Control Act (Air/Water)				
27.	Wireless operation certificate from Indian P&T				
28.	Arms Act, 1950 (if guards have weapons)				

Annexure 7**CONTENT OF MEDICAL RECORD**

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

Sl. 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**INFORMED CONSENT/CONSENT GUIDELINES**

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

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/ potential complications
6.	Signature of patient/guardian with date and time

Annexure 9**Discharge Summary**

The discharge summary shall at the least contain the following information in an 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.