

# **Clinical Establishment Act Standard for**

## **Hospital - Level 4**

**(Equivalent to Clinical Establishments Act, Standards for Hospital - Level 3  
frame by National Council for Clinical Establishments Act, 2010)**

# **MIZORAM**

## **Standard No.CEA/Hospital- 004**

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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 4 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 4 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:**

|  |   |
|--|---|
| <b>3.1</b>   | <b>Signage</b>  |
| 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.               |
| <b>Following informative signage shall be displayed:</b> |   |
| 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                |

|   |  |
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|   | 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.   |
| <b>Following safety signage shall be displayed:</b> |  |
| 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.  |
| <b>3.2.</b>   | <b>Other requirements</b>  |
| 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 <b>Annexure 1</b></i>   |
|   | <i>For indicative list of furniture and fixtures refer to <b>Annexure 2</b></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 |

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|  | be maintained for all the major equipment.  |
|  | <i>For indicative list of medical equipment and instruments refer to <b>Annexure 3.</b></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 <b>Annexure 4.</b></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 <b>Annexure 5</b></i>   |

### 7. Support Services:

#### Registration/Help desk and Billing:

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| 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  |



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|                                   | safe and timely patient care.  |
| 7.4.                              | The diagnostic services, whether in house or outsourced, shall be commensurate with the scope of services  |
| <b>Pharmacy Services</b>          |  |
| 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   |
| <b>CSDD / Sterilization Area</b>  |  |
| 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  |
| <b>Linen management:</b>          |  |
| 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.   |
| <b>Waste Management Services:</b> |  |
| 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   |
| <b>Medical Gas</b>                |  |
| 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.   |
| <b>Ambulance services</b>         |  |
| 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 <b>Annexure 6.</b></i>  |

## 8. Legal/Statutory Requirements:

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| 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:

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| 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:

| <b>Registration / help desk and billing services</b> |   |
|--|---|
| 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.  |
| <b>Assessment and Plan of care</b>                   |   |
| 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   |

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|   | conducted by male personnel inside the hospital and vice versa.   |
| <b>Informed Consent Procedure</b>                             |   |
| 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.). |
| <b>Care Of Patient</b>  |   |
| 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   |
| <b>Emergency Services:</b>                                    |   |
| 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.   |
| <b>Medication Prescription, Administration And Monitoring</b> |   |
| 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 <a href="http://cdsco.nic.in/adr3.pdf">http://cdsco.nic.in/adr3.pdf</a> ).   |
| <b>Infection Control</b>                                      |   |
| 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  |

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|  | 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.   |
| <b>Safety of the patient, staff, visitors and relative in a hospital</b> |   |
| 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 |
| <b>Patient Information and Education</b>                                 |   |
| 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.   |
| <b>Discharge</b>   |   |
| 10.36.   | A Discharge summary shall be given to all patients discharged from the hospital. <i>For content of discharge summary refer to <b>Annexure 9.</b></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 4 shall be as follows:

| <b>Total Area</b>                              |   |  |
|--|---|--|
| 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  |
| <b>Wards</b>                                   |   |  |
| 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.   |
| <b>Intensive Care Unit</b>                     |   |  |
| 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. |
| <b>Minor Operation Theatre/Procedure room</b>  |   |  |
| 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.  |
| <b>Labour room</b>                             |   |  |
| 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.   |
| <b>Operation Theatre (OT)</b>                  |   |  |
| 8.   | Operating Room Area   | 30.5 sq mt per operating room.   |
| <b>Emergency &amp; Casualty (if separate):</b> |   |  |
| 9.   | Emergency bed and surrounding space   | 10.5 sq mt/ bed: in addition circulation space of 30% as indicated in total area shall be  |

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|  |             | provided for nurse station, doctor duty room store, clean and dirty utility, dressing area, toilet etc.  |
| <b>Pharmacy</b>  |             |  |
| 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 <sup>2</sup> per patient. |
| <b>Bio-medical Waste</b>   |             |  |
| 11.  | <50 beds    | 5 sq m   |
| 12.  | 50-100 beds | 10 sq m  |
| 13.  | >100 beds   | 20 sq m  |
| <b>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.</b> |             |  |

**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**

| <b>S.N</b> | <b>ARTICLES</b>                      |
|------------|--------------------------------------|
| 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 1/2 | Level 3 | Level 4 |
|--------------------|--|-----------|---------|---------|
| <b>NON MEDICAL</b> |  |           |         |         |
| 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     |

**Clinical Establishment Act Standards for Hospital (LEVEL 4)**
**CEA/Hospital- 004**

|                         |   |     |     |     |
|-------------------------|---|-----|-----|-----|
|                         | Water source for drinking water                       | Yes | Yes | Yes |
| <b>Waste Disposal</b>   |   |     |     |     |
|                         | 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 |
| <b>Safety</b>           |   |     |     |     |
|                         | Fire extinguisher                                     |     |     |     |
| <b>Vehicle</b>          |   |     |     |     |
|                         | Vehicle 4—wheel drive                                 | No  | Yes | Yes |
|                         | Ambulance 4-wheel drive                               | No  | No  | Yes |
| <b>Medical Stores</b>   |   |     |     |     |
|                         | Lockable storage                                      | Yes | Yes | Yes |
|                         | Refrigeration   | Yes | Yes | Yes |
| <b>Kitchen</b>          |   |     |     |     |
|                         | 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 |
| <b>Laundry</b>          |   |     |     |     |
|                         | Detergent/soap  | Yes | Yes | Yes |
|                         | Washing and rinsing equipment/bowls                   | No  | Yes | Yes |
|                         | Housekeeping Brooms, brushes and mops                 | Yes | Yes | Yes |
| <b>Housekeeping</b>     |   |     |     |     |
|                         | Buckets   | Yes | Yes | Yes |
|                         | Soap and disinfectant                                 | Yes | Yes | Yes |
| <b>MEDICAL</b>          |   |     |     |     |
| <b>Outpatient Rooms</b> |   |     |     |     |

**Clinical Establishment Act Standards for Hospital (LEVEL 4)**
**CEA/Hospital- 004**

|  |  |     |                     |     |
|--|--|-----|---------------------|-----|
|  | 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 |
| <b>Women and Child health examination room</b> |  |     |                     |     |
|  | 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 |
| <b>Labour room</b>                             |  |     |                     |     |
|  | Baby scales                                | Yes | Yes                 | Yes |

**Clinical Establishment Act Standards for Hospital (LEVEL 4)**
**CEA/Hospital- 004**

|                 |  |     |     |     |
|-----------------|--|-----|-----|-----|
|                 | 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 |

**Clinical Establishment Act Standards for Hospital (LEVEL 4)**
**CEA/Hospital- 004**

|                          |  |     |                     |                     |
|--------------------------|--|-----|---------------------|---------------------|
|                          | 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                 |
| <b>Operation Theatre</b> |  |     |                     |                     |
|                          | 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<br>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                 |
| <b>Central Supply</b>    |  |     |                     |                     |

**Clinical Establishment Act Standards for Hospital (LEVEL 4)**

**CEA/Hospital- 004**

|   |  |     |     |     |
|---|--|-----|-----|-----|
|   | 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             |
|---------|------------------------------|
|         | <b><i>INJECTIONS</i></b>     |
| 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               |
|         | <b><i>OTHER</i></b>          |
| 23.     | NEB. SALBUTAMOL2.5 ML        |
| 24.     | NEB. BUDESONIDE              |

|     |                                       |
|-----|---------------------------------------|
| 25. | LIGNOCAINE JELLY 2%                   |
| 26. | ACTIVATED CHARCOAL                    |
| 27. | CALCIUM (INJ or TAB)                  |
|     | <b><i>FLUIDS</i></b>                  |
| 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.

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## 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 4 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 , onsite 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 &amp; regulations as applicable from time to time).</p> |
| 3.      | Pharmacist     | 2 in a hospital   |
| 4.      | Lab Technician | 2 in a hospital (minimum DMLT)  |

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

|            |   |  |  |  |  |
|------------|---|--|--|--|--|
|            | Pollution Control Licenses  |  |  |  |  |
| <b>6.</b>  | Building Completion Licenses  |  |  |  |  |
| <b>7.</b>  | Lift licences for each lift   |  |  |  |  |
| <b>8.</b>  | DG Set Approval for Commissioning   |  |  |  |  |
| <b>9.</b>  | Diesel Storage Licenses   |  |  |  |  |
| <b>10.</b> | Retail and bulk drug license (pharmacy)                                   |  |  |  |  |
| <b>11.</b> | Food Safety Licenses  |  |  |  |  |
| <b>12.</b> | Narcotic Drug Licenses  |  |  |  |  |
| <b>13.</b> | Medical Gases Licenses/<br>Explosives Act                                 |  |  |  |  |
| <b>14.</b> | Clinical Establishments and Registration (if applicable)                  |  |  |  |  |
| <b>15.</b> | Blood Bank Licenses   |  |  |  |  |
| <b>16.</b> | Boilers Licenses  |  |  |  |  |
| <b>17.</b> | MoU / agreement with outsourced human resource agencies as per labor laws |  |  |  |  |
| <b>18.</b> | Spirit Licence  |  |  |  |  |
| <b>19.</b> | Electricity rules   |  |  |  |  |

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

**Annexure 7****CONTENT OF MEDICAL RECORD**

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

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



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**Annexure 8****INFORMED CONSENT/CONSENT GUIDELINES**

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

| <b>Sl. No.</b> | <b>Content</b>   |
|----------------|--|
| <b>1.</b>      | Name of the patient/ guardian (in case of minor/mentally disabled).                                  |
| <b>2.</b>      | Registration number of patient   |
| <b>3.</b>      | Date of admission  |
| <b>4.</b>      | Name & Registration number of treating doctor  |
| <b>5.</b>      | Name of procedure/operation/investigation/blood transfusion<br>/anaesthesia/ potential complications |
| <b>6.</b>      | Signature of patient/guardian with date and time   |

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**Annexure 9****Discharge Summary**

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

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