

NATUROPATHY STANDARDS FOR

➤ **CLINICS,**

➤ **1 TO 10 BEDS,**

➤ **11 TO 25 BEDS,**

➤ **26 TO 50 BEDS,**

➤ **51 TO 100 BEDS,**

➤ **100 AND ABOVE BEDS/TEACHING HOSPITALS**

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A Introduction

A.1 General

The standards thus framed are on account of the minimum requirement of this category of healthcare provider. There are no exclusions. They are dependent on the basic functions of the unit/hospital/provider. All sections mentioned are mandatory and include both structure and basic processes.

A.2 Scope

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a polyclinic are applicable to a polyclinic only and not to a single specialty hospital)

Scope:

Type of Health Care Facility	Scope of Services
Clinic	Outdoor care facility managed by a single Naturopathy Physician or a group of Naturopathy Physicians with or without a day care facility. No overnight stay or care is provided here.
1 to 10 beds	Health Care facility with 1 to 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
11 to 25 beds	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
26 to 50 Beds	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.
51 to 100 Beds/	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications.

101 Beds and above/ Teaching hospitals	Health Care facility with 101 to 200 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Naturopathy Physician trained in the concerned system of medicine having graduate or preferably postgraduate qualifications. In teaching hospitals student, patient bed ratio should be 1:2. For 50 students intake 100 bed capacity should be mandatory.
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B. Functions

This section includes the basic services provided by facilities. It is subdivided into two parts

B.1 Core functions (Clinical services)

(OPD Clinics & Outdoor Patient's facilities in health care organizations with 1 to 100 and above bed strengths)

Sr. no.	Services	Clinic	In 1 to 10 beds	In 11 to 25 beds	In 26 to 50 beds	51 to 100	101 and above/Teaching Hospital
Minimum Clinical Services to be provided							
1.	Consultation	Consultation	Consultation	Consultation	Consultation	Consultation	Consultation
2.	Massage	Optional	Massage	Massage	Massage	Massage	Massage
3.	Enema	Optional	Enema	Enema	Enema	Enema	Enema
4.	Mud Bath	Optional	Mud Bath	Mud Bath	Mud Bath	Mud Bath	Mud Bath
5.	Colour Therapy	Optional	Optional	Optional	Optional	Colour Therapy	Colour Therapy
6.	Thermoleums	Optional	Optional	Optional	Optional	Thermoleums	Thermoleums
7.	Hydro therapy	Optional	Hydro therapy	Hydro therapy	Hydro therapy	Hydro therapy	Hydro therapy
8.	Yoga Therapy	Yoga Therapy	Yoga Therapy	Yoga Therapy	Yoga Therapy	Yoga Therapy	Yoga Therapy
9.	Physiotherapy	Optional	Physiotherapy	Physiotherapy	Physiotherapy	Physiotherapy	Physiotherapy
10.	Acupuncture/ Acupressure	Acupuncture/ Acupressure	Acupuncture/ Acupressure	Acupuncture/ Acupressure	Acupuncture/ Acupressure	Acupuncture/ Acupressure	Acupuncture/ Acupressure
11.	Diet Centre	Optional	Diet Centre	Diet Centre	Diet Centre	Diet Centre	Diet Centre

Indoor patient's facilities:

The indoor department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq. ft. area per bed with the following facilities:-

Sr.No.	In 1 to 10 beds	In 11 to 25 beds	In 26 to 50 beds	In 51 to 100 beds	In 101 and above/teaching hospitals
1.	Consultation	Consultation	Consultation	Consultation	Consultation
2.	Massage Therapy	Massage Therapy	Massage Therapy	Massage	Massage
3.	Enema	Enema	Enema	Enema	Enema
4.	Mud Therapy Mud pack, Mud Applications Mud Bath	Mud Therapy Mud pack, Mud Applications Mud Bath	Mud Therapy Mud pack, Mud Applications Mud Bath	Mud Bath	Mud Bath
5.	Colour /Chromo Therapy Optional	Colour /Chromo Therapy Optional	Colour /Chromo Therapy Optional	Colour Therapy	Colour Therapy
6.	Thermoleums Optional	Thermoleums Optional	Thermoleums Optional	Thermoleums	Thermoleums
7.	Steam Bath	Steam Bath	Steam Bath	Steam Bath	Steam Bath
8.	Hydro Therapy	Hydro Therapy	Hydro Therapy	Hydro Therapy	Hydro Therapy
9.	Air Therapy Optional	Air Therapy	Air Therapy	Air Therapy	Air Therapy
10.	Magnet Therapy Optional	Magnet Therapy Optional	Magnet Therapy Optional	Magnet Therapy	Magnet Therapy
11.	Sauna Bath Optional	Sauna Bath Optional	Sauna Bath Optional	Sauna Bath	Sauna Bath
12.	Green Leaves Sun Bath Optional	Green Leaves Sun Bath	Green Leaves Sun Bath	Green Leaves Sun Bath	Green Leaves Sun Bath

13.	Hot & Cold Fomentation	Hot & Cold Fomentation	Hot & Cold Fomentation	Hot & Cold Fomentation	Hot & Cold Fomentation
14.	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack	Wet Sheet Pack, Chest Pack, Abdomen Pack, Trunk Pack
15.	Knee Pack, Neck Pack, Wet Girdle Pack	Knee Pack, Neck Pack, Wet Girdle Pack	Knee Pack, Neck Pack, Wet Girdle Pack	Knee Pack, Neck Pack, Wet Girdle Pack	Knee Pack, Neck Pack, Wet Girdle Pack
16.	Colon Irrigation Optional	Colon Irrigation Optional	Colon Irrigation Optional	Colon Irrigation	Colon Irrigation
17.	Deluxe Hydro Massage, Jacuzzi Optional	Deluxe Hydro Massage, Jacuzzi Optional	Deluxe Hydro Massage, Jacuzzi Optional	Deluxe Hydro Massage, Jacuzzi	Deluxe Hydro Massage, Jacuzzi
18.	Hot and Cold Water Douches, Effusions Optional	Hot and Cold Water Douches, Effusions Optional	Hot and Cold Water Douches, Effusions	Hot and Cold Water Douches, Effusions	Hot and Cold Water Douches, Effusions
19.	Whirlpool Bath Optional	Whirlpool Bath Optional	Whirlpool Bath Optional	Whirlpool Bath	Whirlpool Bath
20.	Under Water Exercises Optional	Under Water Exercises Optional	Under Water Exercises Optional	Under Water Exercises	Under Water Exercises
21.	Acupuncture	Acupuncture	Acupuncture	Acupuncture	Acupuncture
22.	Acupressure	Acupressure	Acupressure	Acupressure	Acupressure
23.	Reflexology	Reflexology	Reflexology	Reflexology	Reflexology
24.	Physiotherapy Treatments - Exercise	Physiotherapy Treatments - Exercise	Physiotherapy Treatments - Exercise	Physiotherapy Treatments - Exercise	Physiotherapy Treatments - Exercise

	Therapy, Electro Therapy Optional	Therapy, Electro Therapy Optional	Therapy, Electro Therapy	Therapy, Electro Therapy	Therapy, Electro Therapy
25.	Yoga therapy	Yoga therapy	Yoga therapy	Yoga therapy	Yoga therapy
26.	Diet center	Diet center	Diet center	Diet center	Diet center

B.2 Auxiliary Functions (support services for ex – diagnostic)

(Central Laboratory for clinical diagnosis and investigations).

- a. There shall be a laboratory in the hospital complex of more than 100 beds with proper infrastructure and manpower for carrying out routine, pathological, biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.
- b. In the absence of the above facility the hospital should have collaboration with a well- equipped laboratory for all the purposes given above.

Support Services:

1. Accounting
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Preparation area
13. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
14. Personnel Department
15. Purchase
16. Reception,
17. Security services
18. Stores
19. Waste management Housekeeping/ sanitation,

C.Physical Facilities

C.1 Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

C.1.1 Minimum area required for establishing the facility,

Type of Health Care Organization	Requirements
Clinic	If a stand-alone building then as permitted under Development control rules, Floor Space Index, Local regulations, etc. If located as a part of another building then minimum area should be adequate to accommodate Doctors table, consultation chair, two stools/ chairs, examination bed of the size 6 ft X 2.5 ft., privacy screen around examination area while having free mobility
1 to 10	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
11 to 25	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
26 to 50	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
51 to 100	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
101 and above/Teaching hospital	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc.

	If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
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C.1.2 Functional space planning for the facility like reception area, waiting area etc.

1. Treatment rooms:

- a. Maximum 15 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.

2. Consultation & examination room

- a. Minimum 10ft. x 10 ft.
- b. Consultation room should be adequate to accommodate:
 - i. Doctors table,
 - ii. Consultation chair,
 - iii. Two stools/ chairs,
 - iv. Examination bed of the size 6 ft X 2.5 ft.,
 - v. Privacy screen around examination area while having free mobility

3. Dispensary / Health Shop Space:

- a. The room should be located in an area conveniently accessible
- b. Temperature & humidity to be maintained as per the requirement of the clients basing on their number/ rush.
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.
- d. Room should have adequate material storage and dispensing facility for indoor and outdoor patients.

4. Entrance hall with reception area, enquiry counter, cash counter and record area

- a. Preferably 100 sq. ft per 25 beds

5. Waiting area in entire organization

- a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital
- b. **Kitchen area:** Except clinic, applicable in hospitals of all size.
- c. Kitchen area should be sufficiently sized to prepare food for inpatients as per diet advised by the physician
- d. Kitchen layout and functioning should follow the flow of materials as:
Entry-> washed->cutting-> cooking->loading → To Serve
- e. Utensil washing area is separate from the cooking area.

6. Preparation area:

- a. Preparation area should be of minimum 50 sq. ft: only if medications are prepared in the hospital.

7. Consumables Stores space:

- a. The consumables store may be part of a hospital or separate and secured.
- b. Area should be clean, well-ventilated, well lit, without any dampness or fungal growth on walls.

8. Therapist Quarters:

- a. Minimum 1 room with attached bathroom & WC, per 2 doctors with separate rooms for male & females with separated sleeping facility with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets. Cupboards/ wardrobes.

9. Nursing station/ duty room (Nurses):

- a. One nursing station/room per 15 beds.
- b. Applicable for clinics only if there is a day care ward.
- c. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- d. Station should accommodate all nurses on duty at any time.

10. Clinical laboratory specifications:

- a. Laboratory services can be outsourced or can be optional for hospitals upto 100 beds.
- b. Laboratory services are mandatory for hospitals above 100 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided.
- c. Separate Reporting Room for doctors should be there.
- d. In the absence of the above facility the hospital should have collaboration with a well- equipped laboratory for all the purposes given above

11. Laundry (optional)

- a. Laundry services can be outsourced or can be optional.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

12. House-Keeping:

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- c. Designated areas within functional areas for housekeeping materials has to be in hospital of more than 30 beds

13. Security Services:

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

14. Medical record-room:

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.
- c. Fire extinguishers of correct type should be made available nearby all locations.

15. Store rooms:

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

16. Wards:

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/ procedure room, nursing store and toilets as per the norms.
- d. At the minimum one nursing station per ward of upto 50 beds will be provided.
- e. There should be minimum 70 ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- f. Width of the door to be at least 4 feet.
- g. Permanent, semi-permanent or temporary partition should be present between two beds.

- h. Ward store area with lockable wall or steel cupboard(s).

17. Duty rooms for Therapist

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

18. Duty rooms for nurses:

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

19. Duty rooms for technicians:

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

20. Dirty utility room:

- a. Separate area of minimum 15 sq feet.

21: Therapy Unit or treatment room:

- a. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both outdoor and indoor patients with privacy.

22. Diet center:

- a. Diet Centre to cater to the Diet Therapy; Minimum 50 chairs and dining table or wooden long bench on the floor to accommodate patients.

C.1.3 Dimensions of the sub areas of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

Specifications of Naturopathy Section:

1. Room Size: 10 ft. X 8 ft. (As size of massage table 7ft X 3 ft. the size of room should be 10ft X 8 ft.).

2. Mandatory if procedures are done.
3. Separate Unit is proposed for male & female with attached toilet and bathroom
4. Optional and depending on work load. If more than 15 procedures are carried out per day, separate rooms should be provided.

C.1.4 Basic signage

1. A signage within or outside the facility should be made available containing the following information.
2. *All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

C.1.4.1 Name of the care provider with registration number,

1. Name of organization.
2. Display of Registration under clinical establishment act

C.1.4.2 Fee structure,

1. Display of tariff list at OPD, Emergency etc.
2. Display of citizen charter in OPD and emergency

C.1.4.3 Timings of the facility

1. Display of OPD timings with names and respective specializations of consultants in OPD

C.1.4.4 Services provided

1. Directional signage at main entrance towards emergency and OPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter
5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD, Emergency and at Campus entrance
7. Floor Plan With Location Of Departments
8. Plan of Facility
9. usages: departments, OPD & IP room & wards, waiting areas,

C.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like 'No Smoking', 'Keep Silence', 'Use dustbin', etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, emergency and wards
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and Wards.
17. Notice board in Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displays as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988
21. CCTV – Surveillance camera in common places like entrance/ reception

2: Furniture/Fixture Requirements for In-Patient department (IPD):

Sr. No.	Name of the Equipment	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/Teaching hospitals
1.	Adequate wall or steel Cupboards	2	2	2	4	8
2.	Arm Board Adult	2	2	2	4	8
3.	Back rest	2	2	2	4	8
4.	Bain marie trolley stainless steel 1 per floor	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
5.	Bed side cabinets	As needed	As needed	As needed	As needed	As needed
6.	Bed side Screen	1 per ward or full length curtains between the beds	1 per ward or full length curtains between the beds	1 per ward or full length curtains between the beds	1 per ward or full length curtains between the beds	1 per ward or full length curtains between the beds
7.	Bucket Plastic	As per requirement	As per requirement	6	12	24
8.	Ceiling Fans	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
9.	Clock 1per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
10.	Containers for kitchen	As needed	As needed	As needed	As needed	As needed
11.	Doctor's chair for OP & ward,	As needed	As needed	As needed	As needed	As needed
12.	Doctor's or Office table	As per requirement	As per requirement	As per requirement	3	10
13.	Dressing trolley-1 per floor/ ward depending on layout	As per requirement	As per requirement	As per requirement	4	8
14.	Dust bins in each ward & consultation room	3	3	6	6	12
15.	Duty table for nurses	As per requirement	As per requirement	4	8	20
16.	Emergency resuscitation kit	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
17.	Enema Set	1	2	4	4	8
18.	Fire extinguisher –	ABC 1 per ward/ floor based on layout	ABC 1 per ward/ floor based on layout	ABC 1 per ward/ floor based on layout	ABC 1 per ward/ floor based on layout	ABC 1 per ward/ floor based on layout
19.	Foot stools	4	8	8	16	25

20.	Fridge	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward
21.	Heavy duty Torch light	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
22.	Hospital Cots	10 + 10 % of the capacity in reserve	25+ 10 % of the capacity in reserve	50+ 10 % of the capacity in reserve	100+ 10 % of the capacity in reserve	100 & above + 10 % of the capacity in reserve
23.	Hospital Cots Pediatric	As per requirement	As per requirement	As per requirement	10	30
24.	Hot Water Bags 2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
25.	Hot Water geyser	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
26.	I V Stands - 1 per 20 beds	1	1	3	5	10
27.	Infra-Red lamp	1	2	3	5	10
28.	Intercom System	2 per ward (optional)	2 per ward	2 per ward	2 per ward	2 per ward
29.	Kidney Trays 1 per 10 beds	1	2	5	10	20
30.	Kitchen utensils,	Adequate	Adequate	Adequate	Adequate	Adequate
31.	Massage table of 7ft. x 2.5ft (wood or fibre)	One per procedure room	One per procedure room		One per procedure room	One per procedure room
32.	Medicine trolley	Optional	Optional	Optional	Optional	Optional
33.	Office chairs	As per requirement	As per requirement	4	8	20
34.	Office Table	As per requirement	As per requirement	3	6	10
35.	patient Beds with side rails	20% of total beds	20% of total beds	20% of total beds	20% of total beds	20% of total beds
36.	Patient call Bell System	1 per bed	1 per bed	1 per bed	1 per bed	1 per bed
37.	Patient locker	1 per bed	1 per bed	1 per bed	1 per bed	1 per bed
38.	Patients examination table– 1 per ward/ floor a per the profile of patients & layout of facility	– 1 per ward/ floor a per the profile of patients & layout of facility	– 1 per ward/ floor a per the profile of patients & layout of facility	– 1 per ward/ floor a per the profile of patients & layout of facility	– 1 per ward/ floor a per the profile of patients & layout of facility	– 1 per ward/ floor a per the profile of patients & layout of facility
39.	Patients side table	1 per bed	1 per bed	1 per bed	1 per bed	1 per bed
40.	Pediatric cots with railings as per scope of services	as per scope of services	as per scope of services	as per scope of services	as per scope of services	as per scope of services
41.	Steel or Wooden cup board	Optional	Optional	Optional	Optional	Optional
42.	Steel rack	Optional	Optional	Optional	Optional	Optional
43.	Stool 1Per Bed	10	25	50	100	100 + As per the

						no. of beds
44.	Stools revolving – 1 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
45.	Stretcher/ Patient trolley – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
46.	Urinal Male and Female	1 per ward	1 per ward	1 per ward	20	50
47.	waiting chairs / benches for patients relatives	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths
48.	Weighing Machine	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
49.	Wheel chair	Optional	1 per 25 beds	2 per 50 beds	2 per 50 beds	2 per 50 beds
50.	X-ray viewer	Optional	Optional	Optional	Optional	one per ward

C.2.3 Others

Furniture/Fixture Requirements							
Administration							
Sr. No.	Name of the Equipment	Clinic	1 to 10 bedded	11 to 25 bedded	26 to 50 bedded	51-100 bedded Hospital	101 beds and above/teaching hospital
1.	Computer with Modem with UPS, Printer with Internet Connection	As needed	As needed	As needed	As needed	As needed	As needed
2.	Xerox Machine	As needed	As needed	1 per ward	1 per ward	1 per ward	1 per ward
3.	Intercom (10 lines)	As needed	As needed	As needed	As needed	As needed	As needed
4.	Fax Machine	-	As needed	As needed	As needed	As needed	As needed
5.	Telephone	One per organization	One per organization	One per organization	One per organization	One per organization	One per organization
6.	Public Address System	-	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas

C. 3 Engineering Services Requirements

This will include the detail information about the basic requirements including

C.3.1 Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.

6. Emergency portable light units should be provided in the wards and departments.

C.3.2 Plumbing Requirements

1. Number of Wash basins

- i. 1 for every 20 persons or part there
- ii. Doctor, staff, patients and visitors have an access to wash basin(s) 1 for every 50 persons or part there.
- iii. Dirty utility & surgical / procedural hand wash basin will be separate from general use & one each.

2. Number of Water closets

- i. 1 for every 20 beds or part thereof.
- ii. Doctor, staff, patients and visitors have an access to wash closet(s) 20 beds or part thereof.

3. For in-patient department

a. No. of Wash basins

- i. 1 for every 12 beds or part thereof
- ii. Doctor, staff, patients and visitors have an access to wash basin(s);
- iii. Procedure hand wash basins are separate and located close to procedure area. 1 for every 12 beds or part thereof

b. No. of Water closets

- i. 1 for every 6 beds or part thereof
- ii. Separate water closets are available for use for outpatient and in-patient areas.
- iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.

c. No. of bathrooms

- i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
- ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

d. WC

- i. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- ii. Average size of toilet : 810 mm X 1800mm with grab bars
- iii. Minimum 1 WC per 6 beds/ one for each Male & Female wards
- iv. At least one wheel chair friendly toilet of dimensions 2200mm X 1800mm must be provided.

C.3.3 Civil Requirements

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

C.3.4 HVAC / AC / Ventilation / Cross Ventilation Requirements

1. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
2. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.
3. HVAC as per the need

C.3.5 Others

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

C.4 Public Utilities

C.4.1 Safe drinking water

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

C.4.2 Sanitary Requirements

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for firefighting should be available.

21.	Instrument trolley – 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward
22.	Intercom System	As required	As required	As required	As required	As required
23.	Kidney Trays-1 per 10 beds	1 per 10 beds	1 per 10 beds	1 per 10 beds	1 per 10 beds	1 per 10 beds
24.	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	1 per treatment room	1 per treatment room	1 per treatment room	1 per treatment room	1 per treatment room
25.	Medicine trolley	Optional	Optional	Optional	Optional	Optional
26.	Acu Needle disposer – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
27.	Non mercury Thermometer clinical – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
28.	O2 cylinder with spanner – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
29.	Patients examination table– 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
30.	Sphygmomanometers- Stand Type 1& Portable (aneroid or Digital) Type X 1 – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
31.	Stretcher/ Patient trolley – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
32.	Weighing Machine – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
33.	X-ray viewer – one per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward

16.	Laboratory Auto Claves	As needed	As needed	As needed	As needed	As needed	As needed
17.	Micro pipette of different volumes	As needed	As needed	As needed	As needed	As needed	As needed
18.	PH meter	As needed	As needed	As needed	As needed	As needed	As needed
19.	Refrigerator	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
20.	Rotor / Shaker	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
21.	Simple balances	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
22.	Spirit lamp	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
23.	TCDC count apparatus	As needed	As needed	As needed	As needed	As needed	As needed
24.	Test tube holders	As needed	As needed	As needed	As needed	As needed	As needed
25.	Test tube rack	As needed	As needed	As needed	As needed	As needed	As needed
26.	Test tube stands	As needed	As needed	As needed	As needed	As needed	As needed
27.	Timer stop watch	As needed	As needed	As needed	As needed	As needed	As needed
28.	Water bath	As needed	As needed	As needed	As needed	As needed	As needed

D.5 Sterilizing Equipments

Not Applicable

E. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

E.1 Medical practitioners

1. **Category:** Naturopathy Physician/ Medical Officer
2. **Minimum Qualifications:** Diploma/ Degree in **Naturopathy from recognized university**
3. **Registration:** (if applicable): with state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Strength (The minimum number of staff required as per the function.)							
Sr. no.	Doctors	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Hospital Superintendent/ Hospital Administrator	-	-	Optional	Optional	1	1
2.	Naturopathy Physician	1	1	1+ as per need	2+ as per need	3+ as per need	5+ as per need

E.2 Therapists:

1. **Category:** Naturopathy Therapist
2. **Minimum Qualifications:** Certificate Course in Naturopathy
3. **Registration:** (if applicable): state or central council of Indian Medicine
4. **Trained / skilled:** Trained

Strength: Minimum number of technicians as shown below .							
Sr. no	Therapists - Technicians	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Naturopathy Therapist-Female	1	1	1	3	4	6 +
2.	Naturopathy Therapist Male	1	1	1	3	4	6 +
3.	Naturopathy Therapy Assistant-Female	-	-	1	3	4	6 +
4.	Naturopathy Therapy Assistant Male	-	-	1	3	4	6 +

E.3 Paramedics

1. **Category:** Paramedics
2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
3. **Registration with the concerned council**(if applicable): state or central council
4. **Trained / skilled:** Trained

Sr. no	Paramedics	Minimum qualification	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Clerk for Billing	Minimum qualification- 12th Standard passed.	-	1	1	1	1	2
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at senior cook or at in charge level.	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
4.	Electrician	If exists, Diploma in Electrical Engineering.	-	1	1	1	2	2
5.	Hospital worker (OP/ward)	Eight standard completed	-	1	1	2	5	10
6.	Housekeeping Staff	Ability to read national or local language	1	1	2	2	2	3
7.	Kitchen Servant (if food is cooked in-house)	-	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
8.	Laboratory Attendant (Hospital Worker)	Ability to read national or local language	-	As per requirement	As per requirement	As per requirement	2	6

	(if lab is in-house)							
9.	Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	-	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
10.	Maintenance person	If exists, Diploma in Electrical Engineering.	-	1	As per requirement	As per requirement	1	2
11.	Medical Records Officer / Technician	Minimum qualification- 12th Standard passed.	-	As per requirement	As per requirement	As per requirement	1	1
12.	Peon	Eight standard completed	-	As per requirement	As per requirement	As per requirement	1	1
13.	Plumber	-	-	As per requirement	As per requirement	As per requirement	1	1
14.	Sanitary Worker	-	-	1	2	2	5	10
15.	store keeper/ Manager	Minimum qualification- 12th Standard passed.	-	As per requirement	As per requirement	As per requirement	1	1
16.	Therapy Assistant Minimum 1	Eight standard completed	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
17.	Ward Ayah Minimum 1 per ward/ floor	Eight standard completed	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
18.	Ward boy Minimum 1 per ward/ floor	Eight standard completed	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement

E.4 Nurses:

1. **Category:** Nursing
2. **Minimum Qualifications:** NDNYT/TATC/ Government approved Nursing programs in Naturopathy
3. **Registration:** State Nursing Council of where hospital is located (if applicable)
4. **Trained / skilled:** Trained

Nurses to Beds Ratio: 1 per 10 beds							
Sr. no	Nursing Staff	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Staff Nurse	1	1	1	1 for every 50 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 50 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 50 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.
2.	Matron	-	-	1	1	1	2

E.5 Administrative staff: The number would vary as per requirement and may be

Administrative staff							
Sr. no	Administrative staff	Clinic	1 to 10 bedded Hospital	11 to 25 bedded Hospital	26 to 50 bedded Hospital	51-100 bedded Hospital	101 beds and above/ teaching hospital
1.	Office Superintendent/ Hospital Administrator	-	-	As per requirement	As per requirement	1	1
2.	Accountant	-	As per requirement	As per requirement	As per requirement	2	3
3.	Computer Operator	-	As per requirement	As per requirement	As per requirement	6	10
4.	Security Staff*	-	As per requirement	As per requirement	As per requirement	4	6

outsourced.

F. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

F.1 Anesthetics drugs

Not Applicable

F.2 Emergency drugs (Optional)

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

G. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

G.1 Surgical

Not Applicable

G.2 Dressing Material

Sr. no	Dressing Material
1.	Absorbent cotton I.P 500gm Net
2.	Adhesive plaster 7.5cm x 5mtr
3.	Adhesive tape
4.	Antiseptic cream
5.	Antiseptic solution
6.	Bandage cloth(100cmx20mm)
7.	Bandages
8.	Gamjee Pad and Rolls
9.	Materials: Turmeric, Saindhalavana, Jatyadighrita, honey. (as per requirement)
10.	P.O.P Bandage a) 10cm,15cm
11.	Rolled Bandage a)6cm,10cm,15cm
12.	Sterile& non sterile Gloves of different sizes
13.	Sterile cotton, gamjee pads, gauze pieces
14.	Surgical Gauze (50cmx18m)
15.	Suture removal

G.3 Disinfectants: As applicable in adequate quantity **Optional)**

Sr. no	Disinfectants
1.	Hypochlorite 4%-6%
2.	Ortho-phthalaldehyde (OPA)
3.	70% ethanol plus 10ppm Bitrex
4.	Formaldehyde solutions (1%-2%)
5.	Glutaraldehyde
6.	Hydrogen peroxide
7.	Quaternary ammonium compounds
8.	Phenolic germicides

11.	Patients pajama (for male) shirts	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed
12.	towels	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed
13.	Perineal sheets	as per patient load	as per patient load	as per patient load	as per patient load	as per patient load	as per patient load
14.	Pillow covers	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed
15.	Pillows	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed	Two per bed
16.	Table cloth	adequate quantity	adequate quantity	adequate quantity	adequate quantity	adequate quantity	adequate quantity
17.	Uniform / Apron	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement

G.6 Stationary

Sr. no.	Items
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Continuation sheets for OPD
4.	Diet Cards
5.	Diet Sheets
6.	Discharge cards
7.	Indoor Admission Form & Case Sheets
8.	Intake Output Charts
9.	Nursing Monitoring Forms
10.	OPD Forms
11.	Pathological Books
12.	Registers
13.	Registration Card
14.	Sentinel Event Form
15.	Supplementary Sheets
16.	Temperature Charts
17.	Treatment Cards
18.	White Papers
19.	X-ray Forms

G.7 Adhesives and gels: Not Applicable

G.8 Other: Not Applicable

H. Licenses

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

Sr. no.	Name of the Act	Department/Area	Licensing body
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11.	Certificate u/s 80-G of IT Act	Organization	If applicable.

12.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13.	Commissioning approval of Linear Accelerator	Radiation Therapy	AERB
14.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15.	Excise permit to store Spirit.	Organization	Excise department
16.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18.	License for lift	Lift	Mobile Electric Vehicles Department
19.	License to play music for public use	Organization	Indian
20.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
22.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23.	PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26.	TAN Number	Organization	Income Tax Department
27.	PAN Number	Organization	Income Tax Department
28.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the	Road Traffic Authority

		organization	
29.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

I. Basic Processes

I.1 Registration (This will help in developing a database at State / Central level).

1. Name,
2. Age,
3. Gender ,
4. Address with PIN code,
5. Marital Status,
6. Contact Number,
7. Type of Diet (Veg, Non-veg),
8. OP/ IP Number,
9. Date & Time of visit for OP/ admission for IP,
10. Name of Treating Doctor

I.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. General Examination
11. Systemic Examination
12. Physical Examination
13. Pain Scoring
14. Nutritional Assessment
15. Diagnosis Provisional / Final
16. Preventive Aspects
17. Plan of Care
18. Treatment

I.3 Infection Control

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by defines method & schedule.

I.4 Safety considerations

(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)

1. Following physical safety aspects shall be taken care in the hospital

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups

18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

2. Infection control:

1. Biological safety assessment is done for all areas of patient care and risks defined for the same.
 - a. Needle Stick Injury and related Transmissions
 - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
 - c. Procedure site and surgical site infections are monitored.
2. Preventive measures and remedies for correction are kept available wherever such risk exists.
3. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
4. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
5. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

3. Biomedical waste:

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

5. First aid & basic life support

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

6. Disaster preparedness: Mandatory for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
 - a. Fire
 - b. Terrorist attack
 - c. Invasion of swarms of insects and pests.
 - d. Earthquake.
 - e. Civil disorders effecting the Organization.
 - f. Sudden failure of supply of electricity. (Disaster)

I.5 Clinical Records (including consents)

Sr. no	Records
1.	OPD/ IPD Records
2.	Treatment Orders
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents

I.6 Discharge

1. Discharge Summary should have following details:
 - a. Primary data of Name, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor
 - b. Primary Complaint of the guest
 - c. History of Primary Complaint:
 - d. History of allergies
 - e. Salient Examination Findings
 - f. Pain Relief Advice
 - g. Nutritional Advice
 - h. Diagnosis – Final
 - i. Preventive Aspects
 - j. Treatment Given
 - k. Details of procedures performed
 - l. Treatment advised
 - m. Contact number in case of emergency

J. References/Bibliography

K. Appendix/Annexure

Various Tools

L. Abbreviations