

Standard No.CEA/Dietetics- 024

Clinical Establishment Act Standard for Dietary Counselling Centre

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Introduction

In 2010 Clinical Establishments (Registration and Regulation) Act, 2010 has been enacted by the Central Government to provide for registration and regulation of all clinical establishments in the country with a view to prescribe the minimum standards of facilities and services provided by them.

The Ministry has notified the “National Council for Clinical Establishments” and ‘The Clinical Establishments (Central Government) Rules, 2012” under this Act vide Gazette. *This Act is applicable to all kinds of clinical establishments from the public and private sectors, of all recognized systems of medicine including single doctor clinics. The only exception will be establishments run by the Armed forces.*

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Dietary Counselling Centre

1. Definition

A dietary counseling clinic/polyclinic/centre may be defined as a clinical establishment providing consultation to outpatients by Dietician (s) / Clinical Nutritionist (s).

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

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

2. Scope (as applicable)

2.1 These set of common minimum standards framed are applicable to a single practitioner/more than one Dietician / Clinical Nutritionist or a group of Dietician / Clinical Nutritionist who are themselves providing patient care services like:

- a) Nutritional Assessment
- b) Prescribing specific Diets, health / Nutritional Supplements
- c) Health Education and Health Promotion related to nutritional aspect of health care.

3. Infrastructure Requirements

3.1. Facility

3.1.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors.

3.1.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per Annexure 1.

3.1.3 The area should be well illuminated, ventilated and clean with adequate water supply.

3.2. Signage

3.2.1 The centre/clinic shall have a prominent board/signage displaying the name of the clinic in local language at the gate or on the building of the clinic.

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

- a) Name of the Clinical Nutritionist(s)
- b) Fee structure of the various services
- c) Timings of the clinics (For ex: From 8am -2pm)
- d) Services provided within the facility

3.3. Furniture & Fixtures

3.3.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic/ Polyclinic.

3.3.2 The furniture and fixtures shall be functional. For indicative list of items refer to Annexure 2. This list is indicative and not exhaustive.

4. Equipments/Instruments

4.1 Equipment's shall be of adequate capacity to meet work load requirement.

4.2 All equipment shall be kept in good working condition.

4.3 Periodic inspection, cleaning, maintenance of equipment should be done. An equipment log book should be maintained for all major equipment. For indicative list for equipment/instrument refer to Annexure 3. This list is indicative and not exhaustive.

5. Human Resources

5.1 Clinical Nutritionist/Dietician shall have graduate / postgraduate in Food & Nutrition from a recognized institute/university as applicable.

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

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

6. Record Maintenance and Reporting

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

7. Basic Processes

7.1 Registration

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

7.2 Assessment

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

7.3.Clinical Records

7.3.1 A copy of OPD Records shall be maintained.

Annexure 1

Minimum infrastructure requirements shall be as follows:

	Common Area (Appox)		Operating Area (Appox.)	Remarks
Clinic	Reception	Waiting	Consultation room Ancillary area/space	Area specified under consultation room is only for single dietary clinic and shall be multiplied accordingly by the number of consultation chambers.
	20 Sq.ft. carpet area		50 Sq.ft. carpet area including storage	

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

Annexure 2**Furniture and Fixtures**

S.No.	Articles
1.	Table
2.	Chairs
3.	Computer / Lap Top with Printer facility (optional)
4.	Storage Cabinet for records

Annexure 3**Equipments**

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