

RECOMMENDATIONS OF THE

SUB-COMMITTEE

ON

TEMPLATE FOR DEVELOPING MINIMUM

STANDARDS

CHAIRMAN:

DR. B. D. ATHANI

SPECIAL DGHS AND MS SAFDARJUNG

HOSPITAL, NEW DELHI

Minutes Meeting of Subcommittee for development of Standard Template for development of Minimum Standards under Clinical Establishments Act under the Chairmanship of Special DGHS and MS Safdarjung Hospital, New Delhi, Dr. B.D.Athani held on 25-10-2013 and 26-10-2013

A meeting was held under the Chairmanship of Dr. B.D. Athani, Spl. DG & Medical Superintendent, Safdarjung Hospital to finalise the draft templates for development of minimum standards for implementation of Clinical Establishments Act. Meeting was held for two days on 25.10.2013 and 26.10.2013. The list of participants is at Annexure 1.

After discussions and deliberations, following action points were recommended:

1. To know the current prevailing scenario of different categories of clinical establishments is important for implementation of the Clinical Establishments Act in different states. It was informed that IMA has done a survey of clinical establishments in 11 States/UTs **(IMA Report for 11 States/UTs Document 1)**
2. Letter/Reminder to AYUSH for information on Clinical Establishments under AYUSH, their structure and functioning, role of Councils of AYUSH in regulating the establishments and training, category-wise /region-wise.
3. Guidelines for district and sub-district level Government clinical establishments in rural areas are already available under NRHM by the names of Indian Public health standards, they may be adopted **(IPHS documents on NHM website- Document 2)**
4. It is also envisaged to draft similar standards for government sector clinical establishments under NUHM
5. For medical colleges and attached hospitals, the norms followed by MCI shall be adopted **-(Document 3 Refer to MCI website or to be obtained from MCI Secretary).**
6. The Clinical Establishments, which have been established for disease specific programmes, shall follow minimum standards provided under programme guidelines e.g. designated microscopy Centres, DOTS centres,

leprosy centres, vision centres etc. (**Document No.4, compilation of Programme Guidelines**)

7. For CGHS dispensaries and CGHS multi-specialty Consulting Rooms, CGHS guidelines are to be studied. –**Document No.5**
8. Inputs from Dental Council, Nursing Council and Pharmacy Council are also to be called for.
9. We may consult Red Cross for Standards for Ambulance Services - **Document 6**
10. Blood bank Standards may be provided by NACO and same be adopted for Blood bank- **Document 7**
11. Minimum Standards for Organ Transplant to be adopted from THO Act- **Document 8**
12. Sanatorium is a type of hospital and is rare now, so there is no need to develop separate template. However relationship between hospitals, nursing home and sanatorium need to be clarified.
13. Under Multi/super specialty category, cancer centres are a significant component. They have Radiotherapy units, whose standards are as such governed by AERB and norms prescribed are have to be called for - **Document 9**
14. Nuclear Medicine centres are also significant components under Imaging centres and should be covered. Norms to be called for from specialty departments and AERB.
15. It was felt necessary to consult professional associations for seeking specific inputs from them for formulating standards in respect of their speciality for clinics/hospitals/day care centres. Committee of experts of each speciality to be constituted drawing members from Government/Private sector for consultation.
16. For imaging equipments & services, AERB Act has to be followed. All X-ray equipments are to be registered with AERB. Ultrasound and MRI machines should be registered under PCPNDT Act. There is also a requirement of radiation safety officer.
17. The representative of IMA pointed out that template of the AYUSH should be routed through this Sub-committee. Government facilities should also

be standardized. Focus should be on trauma, pediatrics, neonatology and gynae services. The establishment of hospitals require more than 60 regulations and any further addition should not be non-feasible/impractical. The standard should also take into account location, bio-medical waste management (including STP/ETP requirements for hospitals) and PNDT Act requirements.

18. Representative from states brought out the following issues

- (i) Representative from Sikkim pointed out a practical difficulty in registration when the Government doctors are working in private sector. Many bogus practitioners try to register under alternative system of medicine. Whether host of interventions provided by alternate system of medicine is coming under the preview of AYUSH from the point of view of registrations and regulations, need clarification. De-addiction centre should also be included.
- (ii) Representative from Puducherry pointed out that availability of qualified HR is a problem specially for the laboratory based clinical establishments. Bio-chemistry should also be included under laboratory.
- (iii) Representative from Maharashtra, pointed out that as per the Bombay High Court order, only a qualified pathologist can sign the report. He further pointed out that all parameters in the existing acts should be adopted by the clinical establishments, for example, drugs and cosmetics act, fire safety act, food safety act, 2006, minimum wages act, etc. Those who have received short term training under Government programme like anesthesia, paediatrics, gyneacology, etc. may be considered for the specific services.
- (iv) Karnataka representative highlighted practical problem in the Clinical Establishments Act that it does not cover negligence by the hospitals and Complaints are mainly related to the negligence. The consultant or specialist in the clinical establishments may be full time/part time/visiting, which may be considered while drafting standards.

19. It was agreed that allied health professional's set ups have to be included and that should also include clinical psychologists who are in great demand. It was informed that they have been included already in the categorization.
20. The group expressed the view that sub-centre should not be registered as they have only health workers as staff and they are mainly to assist PHCs.
21. Dr. A.K. Agarwal, President, Delhi Medical Council was of the view that the minimum standards should take care of the expectations of public, patient and the doctors. Status of allied health professionals need to be defined clearly.
22. The standards under RSBY(M/o Labour) and Ministry of Railways should also be considered while drafting minimum standards-**Document 10**
23. Representative from QCI commented that minimum standard should be practicable.
24. The Chairman made following recommendations, which were also agreed by the group
- (i) In vitro fertilization centre and the Rehabilitation centre should be included in the categorization of clinical establishments.
 - (ii) may be included as a separate category
 - (iii) The case load or volume of the patient should also be taken into account while prescribing minimum standards and user charges may not be part of the minimum standard.
 - (iv) Casualty and Emergency services are important areas and the standard should define general/private ward also. Nowadays, emergency services should extend to the door step of the patients so the patient and drop services are important.
 - (v) Hospital standards must include patient information and communication systems including public address system.
 - (vi) Parameters for ensuring patient safety should also be included.
 - (vii) Wellness centres in the context of CE Act shall include
 - Therapeutically linked massages etc.
 - Complimentary interventions
25. The participants were divided into following three groups, as per their specialties and expertise

- (i) Clinics and Centres
- (ii) Hospitals
- (iii) Diagnostic facilities (Laboratories and Imaging facilities)

The subject experts of Diagnostic facilities from Safdarjung Hospital were invited to review the templates of diagnostic facilities. The draft templates as prepared by the groups were discussed and deliberated and following draft templates were finalized

- a. General
- b. Clinic / Polyclinic
- c. Dental Clinic
- d. Hospitals
- e. Laboratory – Pathology
- f. Laboratory – Microbiology and Serology
- g. Imaging Centre- X-Ray Clinic / Cathlab / DSA / OPG and Dental / DEXA Scan
- h. Imaging Centre – Sonography (Color Doppler) Clinic
- i. Imaging centre–CT Scan / PET CT
- j. Imaging centre - MRI

26.Exercise of review and update of standards will continue through periodic review.

27.Similar exercise is also to be undertaken at the level of State governments

The meeting ended with vote of thanks to and from the Chair.

Annexure 1**List of participants in the sub-committee meeting for development of Standard Template under the Chairmanship of Spl. DG & MS Dr. B.D. Athani on 25th & 26th October, 2013**

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Template for Minimum standards for Hospital under CEA	
Definition	<p>Each Clinical establishment will be defined on the basis of specialities/services provided and facilities available.</p> <p>As defined by Sub committee 1</p>
Scope	<p>This includes the range services being provided by the facility to which the standards will be applicable.</p> <p>The Scope can be defined in terms of :</p> <p>I. Type of Hospital:</p> <ol style="list-style-type: none"> 1. Location 2. Ownership 3. System of medicine practiced 4. Bed Strength of the hospital 5. Units and Divisions of the hospital <p>II. Services provided:</p> <ol style="list-style-type: none"> 1. General Purpose 2. Single speciality 3. Multispecialty 4. Super speciality 5. Level of services
PhysicalInfrastructure	<ol style="list-style-type: none"> 1. Location 2. Space requirement- This entails the minimum space required for carrying out the basic functions of the facility which includes: <ol style="list-style-type: none"> 2.1 Minimum area required for establishing the facility - extent of space available 2.2 Functional space in respect of each speciality and level of services : <ol style="list-style-type: none"> 1. Parking facilities 2. Reception/Registration 3. Causality/Emergency area 4. OPD Area 5. Waiting area with Public Utilities, ATM counters and Safe drinking water etc. 6. Diagnostic and Pharmacy

	<ul style="list-style-type: none"> • Laboratory/collection centre as applicable • Imaging as applicable • Pharmacy <ol style="list-style-type: none"> 7. Public relation and medical social work department 8. Medical Record Department 9. Blood Storage/Blood bank as applicable 10. In Patient Department/Wards – General, Semi private and private 11. ICU – IMCU, ICCU, NICU 12. Labour room as applicable 13. Operation Theatre – Major and minor as applicable 14. Sterilization/CSSD 15. Laundry/Kitchen as applicable 16. Medical gas/Manifold room 17. Ambulance service as applicable 18. Biomedical waste management facility 19. Energy conservation system adoption 20. Medico legal section including facility for post-mortem as applicable. 21. Central billing and accounting 22. Stores <ul style="list-style-type: none"> • General Stores • Medical Stores • Inventory of Medical equipment and history of equipment • Policy/Practice on use of disposables/non-disposables • Policy/Practice on outsourced services • Policy/Practice on condemnation 23. Academic and Research wing including Biostatistics Unit 24. Hospital Management/Administration and Staff section 25. Residential accommodation for Doctors and Staff 26. Policy for capacity augmentation in disasters <p>2.3. Furniture & Fixtures for all functional unit</p> <p>2.4. Communication – Telephone/Intercom for internal and external communication</p> <p>2.5. Water & Electricity</p> <p>3. Basic signage- A signage within or outside the facility should be made available containing the following information.</p> <p>3.1 Informative signage's</p> <ol style="list-style-type: none"> a) Name of the care provider with registration number, b) Fee structure, c) Timings of the facility d) Services provided <p>3.2 Safety signage's</p> <ol style="list-style-type: none"> a) Safety Hazard and Caution signs
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	b) Appropriate Fire exit signage's
Human Resource	<ol style="list-style-type: none"> 1. Human Resource Requirement-This includes the designation, minimum qualification & number of people required in the facility. <ol style="list-style-type: none"> 1.1 Doctors <ol style="list-style-type: none"> a. Medical person in charge (MS/Director) b. Full Time Consultants c. Part Time consultants d. Visiting consultants e. Duty Doctors 1.2 Nurses <ol style="list-style-type: none"> a. Nursing Head b. General Nurses c. Trained nurses for ICU/OT/HDU etc 1.3 Pharmacist 1.4 Paramedical staff <ol style="list-style-type: none"> a. Lab technician as applicable b. X ray technician as applicable c. OT technician as applicable d. ECG technician as applicable e. Dietician as applicable f. Physiotherapy as applicable g. Psychologist as applicable h. Medico social worker/PRO as applicable 1.5 Support staff <ol style="list-style-type: none"> a. Receptionist & Billing b. MRT Office c. Security including Closed circuit surveillance and sanitation d. Transport facility including Driver as applicable e. Data Entry Operators f. Housekeeping 1.6 Rapid Response Team 1.7 others 2. Policy of manpower engagement/posting/rotation of medical and allied health professionals 3. Standards pertaining to personal record keeping and training of the staff 4. Payment/Roaster of salary of staff 5. Any other requirements specific to the clinical establishment like Periodic health check-ups of vaccination of staff in lab, blood bank or TLD monitoring of staff in imaging centre etc.

Equipment/instruments/drugs	<p>1 Medical Equipment and Instruments-list of minimum essential and emergency equipment and instrument and maintenance of the same.</p> <ol style="list-style-type: none"> a) Therapeutic equipment b) Surgical equipment c) Diagnostic equipment d) Emergency equipment e) Sterilizing Equipment <p>2. Drugs, Medical devices and Consumables -Also minimum essential drug which needs to be maintained in the facility. Especially Emergency drugs.</p> <p>3. List of Disposables</p> <p>4. Annual Maintenance records of equipment</p>
Support Service	<p>Reception & Billing Laboratory, Imaging, Pharmacy Sterilization/ CSSD, Laundry, Kitchen, Medical gases and manifold room, Blood storage and blood bank, Ambulance etc.</p> <p>Minimum requirement pertaining to the essential support service depending on the type of Clinical establishment.</p>
Legal/Statutory Requirements	<p>Legal/statutory requirements to be complied with pertaining to the type of clinical establishment</p> <p>Records on observance of guidelines of regulatory authorities namely AERB etc.</p> <p>Ethics committee</p> <p>Site, Space, Location and environmental requirements to take into account local by laws</p>
Record Maintenance and reporting	<ol style="list-style-type: none"> 1. Standards for generation of medical records and record maintenance 2. Standard on content of medical record. 3. Standard on reporting of various notifiable diseases as per scope of services of Clinical establishment 4. Availability of reference library including books/periodicals/e-journals/CDs
Standards on basic processes	<ol style="list-style-type: none"> 1 Registration of patients 2 Assessment of patient 3 Infection Control practices including Use of Disinfectants and Hand Washing 4 Patient Safety Practices 5 Safety considerations 6 Patient Information and Education

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| | <ul style="list-style-type: none">7 Grievance registration and disposal mechanism8 Discharge9 Medical audit |
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Template for Minimum Standards

Clinics/Polyclinics

Definition	General or Specialist
Scope of Services	This includes the services being provided by the clinic (general or as per speciality) such as Primary Health Care, First Aid, immunization, Consultation, Advise, interventions and reference.
Physical Infrastructure	<p>Location</p> <p>Space requirement Reception and waiting area Consultation/examination room</p> <p>Outside signage Name of establishment Name of the medical person incharge with qualification and registration number Timings Services (in brief)</p> <p>Inside Signage Services offered Charges for the services Safety signages</p> <p>Infrastructure Furniture & Fixtures Communication system Public utilities (safe drinking water, toilet etc.)</p>
Human Resource	Technical Staff Non-Technical Staff (Skilled/Non-skilled including male/female) (Full time/Part time/Visiting) Duty and salary Roster of the Staff to be in place. Periodic health check ups and vaccination of staff
Equipment/instruments/drugs	<p>Equipment and Instruments- <i>General Common Equipment</i></p> <ul style="list-style-type: none"> - Stethoscope - Thermometer - BP apparatus - Glucometer - Weigh machine - Sterilization equipment Autoclave (preferred) <p><i>Equipment and instrument as per speciality and interventions provided</i></p>

	Emergency Kit and medicines Consumables List of Disposables Annual Maintenance records of equipment
Support Service	Sterilization facilities Security Ethics BMW Management Laundry
Legal/Statutory Requirements	Legal/statutory requirements to be complied with pertaining to the category of clinical establishment Site, Space, Location and environmental requirements to take into account local by laws
Record Maintenance and reporting	OPD Service register MLC (optional) Confidentiality
Standards on basic processes	Receiving patients, privacy for patients while examining especially females Infection Control <ul style="list-style-type: none"> - Soap and Water - Facilities for Hand washing and disinfection - Disinfection of work area - Use of disposable devices - Small Autoclave - Facilities for Sterilization - Policy on outsourced services

Template for Minimum standards for Dental Clinics

Definition	Each Category of Dental clinic will be defined on the basis of services provided and basic facilities available.
Scope of Services	Examination, diagnosis and treatment of all the diseases of teeth and oral cavity
Physical Infrastructure	Name of the dental surgeon incharge with qualification and registration number
	Timings of the Dental clinic
	Consultaion/Fee structure: To be displayed separately
	Safety signages Nothing particular excepty fire safety and Biomedical Waste
	Space requirement for waiting room, consulting room and treatment room, safe drinking water
	Furniture & Fixtures
	Communication system - Landline and mobile number for appointment with internet access
	Electrical facilities
	Qualification of Incharge dental surgeon
Human Resource (Full time/Part time/Visiting)	Trained Chairside assistant, Dental Technician
	Minimum Dental Equipments with accesaries
	Payment/Roaster of salary of staff
	Periodic health check up and vaccination of staff
Equipment/instruments/drugs	Dental X-Ray
	Sterilization equipments
	List of Drugs required
	List of dental devices required
	List of Consumables and disposables required
	Annual Maintenance protocol for equipment and its record maintenance
	Receptionist who will be optional
Support Service	Registration with State pollution control board for BMW 1998
Legal/Statutory Requirements	Out patient records with names, addresses, Diagnosis and treatments given Site, Space, Location and environmental requirements to take into account local bye laws
Record Maintenance and reporting	Confidentialty of Medical records
	Medicolegal records, as applicable
	Record keeping of personnel working in dental clinic indicating their details including qualification and training
	Duration of record maintenance: As per the Acts and Rules in force
Standards on basic processes	Infection Control practices
	Safety considerations-
	Patient Information and Education

Templates for Minimum standards for Laboratories	
Definition	Pathology Laboratory
Scope of Services	Lab medicine or Clinical Pathology
	Biochemistry
	Hematology
	Histopathology
	Molecular Genetics
	Cytopathology
Infrastructure	1. Location
	2. Signage
	Basic signage- A signage within or outside the facility should be made available containing the following information.
	a) Name of the Pathologist incharge with qualification and registration number,
	b) Broad Services provided i.e.Hematology,Biochemistry, Clinical Pathology , Histology, Cytology Molecular Genetics- Whichever is applicable
	c) Timings of the different consultants
	d) Internet facility, Telephone and mobile number for appointment
	Fee structure: To be displayed separately including type of investigation and charges i.e. Special and routine tests.
	Safety signage's (wherever applicable)
	Safety Hazard and Caution signs - Biomedical waste segreted in colored bins and bags as per Biomedical waste Management and Handling Rules 1998 including Radioactive materials, tox chemicals, Microbial agents, Infected biological material.
	Appropriate Fire exit signage's - Minimum one fire extinguisher
	3. Space requirement-
	A. Registration and waiting room, Public Utilities, Safe drinking water etc.
	B. Sample collection area
	C. Laboratory with adequate diffuse and spot lighting
	D. Toilet
	E. Reporting and billing area
	F. Staff room and doctor's duty room - Male and female different where 24 hours services are there
	G. Washing room
	H. Preservation of the specimens and slides
I. Electrical facilities	
J. Temperature control for specilizedequipments like flow cytometry and chemiluminescenceequipments etc.	
K. Counselling room for HIV	

	L. FNAC room for females for sample collection
	M. Dark room for Immunofluorescence
	N. Frozen Section facilities
	5. Furniture & Fixtures
	6. Communication system - Telephone and mobile number for appointment
	7. Water - Basins
Human resource	Designation, minimum qualification of Pathologist. MD Pathology can also look after clinical biochemistry and Clinical microbiology along with all aspects of pathology mentioned above.
	Number of laboratory technicians with DMLT / MLT qualification
	Support staff such as servant
	Roaster of salary of staff
	Periodic health check up and vaccination of staff
Equipment/instruments /drugs	List of minimum Pathology Equipments with quantity
	List of minimum Pathology Instruments with quantity
	Sterilization such Hot air oven or Autoclave
	List of reagents and Consumables required
	List of Disposables
	Annual Maintenance and records for equipment
Support Service	Number of laboratory technicians with DMLT qualification with support staff such as servant
Legal/Statutory Requirements	Legal/statutory requirements such as registration with state pollution control board with registration number and date of expiry Site, Space, Location and environmental requirements to be as per local bye laws
Record Maintenance and reporting	Reports of all patients datewise and specialty wise for ex Histopathology, Cytology, Hematology and Laboratory Medicine.
	Medicolegal records if applicable
	Record keeping of technicians working in laboratory indicating their details of qualification training and others
	Availability of reference library including books/periodicals/e-journals/CDs
	Duration of preservation of record
Standards on basic processes	Infection Control practices - As per BMW Rules 1998
	Safety considerations- Fire safety, use of disposable needles etc
	Patient Information and Education
	Process of calibration of equipments and reagents
	Booklet of SOPs of all procedures available
	Grievance Registration and Disposal mechanism

Templates for Minimum standards for Microbiology and serology Laboratory	
Definition	Microbiology and serology Laboratory
Scope of Services	Serology
	Culture and nonculture, Serological diagnosis of clinical syndrome
Physical Infrastructure	1 Basic signage- A signage within or outside the facility should be made available containing the following information.
	a) Name of the Microbiologist incharge with qualification and registration number,
	b) Broad Services provided i.e.Bacteriology, Immunology, Virology, Parasitology, Mycology, STD,Serology - Whichever is applicable
	c) Timings of the facility
	d) Telephone and mobile number for appointment
	e) Consultaion/Fee structure: To be displayed separately including type of investigation and charges
	f) Rooms for specific laboratories as in "b".
	g) Billing
	Safety signage's (wherever applicable)
	Bio Hazard, Chemical, Radiation and Caution signs Wherever applicable- Biomedical waste segregated in colored bins and bags as per Biomedical waste Management and Handling Rules 1998
	Appropriate Fire exit signage's - Minimum one fire extinguisher
	Space requirement-
	Registration and waiting room, Reception and billing area, Public Utilities, Safe drinking water etc.
	Sample collection area,Phlebotomy room
	Central report dispatch / Collection area
	Reporting and billing area
	Washing room with dry area
	Autoclave room with pouring room
	Electrical facilities
	Store for consumables
Hot room and cold room	
Room for technical, administrative and doctors.	
Furniture & Fixtures	
Communication system - Telephone and mobile number for appointment	
Water - Basins	

Human resource (Full time/Parttime/Visiting)	Designation, minimum qualification MD Microbiology
	Number of laboratory technicians with DMLT qualification
	Support staff such as servant
	Roaster of salary of staff
	Periodic health check up and vaccination of staff
Equipment/instruments/drugs	List of minimum Microbiology Equipments with quantity
	List of minimum Microbiology Instruments with quantity
	Sterilization such Hot air oven or Autoclave
	Annual Maintenance protocol for equipment and its record maintenance
	Reagents, Disposables and Consumables as per requirement
Support Service	Number of Microbiology technicians and laboratory attendents with DMLT qualification with support staff such as General duty attendant.
Legal/Statutory Requirements	Legal/statutory requirements such as registration with state pollution control board with registration number and date of expiry
Record Maintenance and reporting	Content of reports of all patients datewise
	Medico legal records if applicable
	Record keeping of technicians working in laboratory indicating their details of qualification training and others
	Availability of reference library including books/periodicals/e-journals/CDs
	Duration of preservation of record
Standards on basic processes	Infection Control practices - As per BMW Rules 1998 - All staff should be immunized with three doses of Hepatitis B vaccine with facility of biosafety cabinet.
	Safety considerations- Fire safety, use of disposable needles etc
	Patient Information and Education
	Process of calibration of equipment and reagents
	Grievance Registration and Disposal mechanism

Template for Minimum standards for Imaging Centers - X-Ray Clinic / Cathlab / DSA / OPG and Dental / DEXA Scan	
Definition	Definition of X-Ray Clinic
Scope of Services	Enlist the investigations which can be carried out by X-Ray machine
Physical Infrastructure	Informative signages
	Name of the Radiologist with qualification and AERB certification of safety and installation with registration number
	Display of model of equipment
	Broad Services provided
	Timings of the facility
	Fee structure of different investigations : To be displayed
	Safety signage's (wherever applicable)
	Safety Hazard and Caution signs
	Appropriate Fire exit signages
	Measures / Devices for radiation protection and monitoring of staff
	Space requirement
	Reception and waiting area
	Space for keeping machine
	Reporting room
	Toilet
	Patient preparation area
	Electrical facilities
	Space for keeping patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine for specialized procedures
	Furniture & Fixtures
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company
	Water and Electricity
	Toilet (male and female wherever applicable)
Human Resource (Full time/Parttime/Visiting)	Number of Qualified and registered Radiologists Full time/Parttime/Visiting
	Number of qualified and registered Nurses Full time/Parttime/Visiting
	Number of Radiography technicians with training status and support staff Full time/Part-time/Vsiting
	Number of scavenging and support staff
	Policy for engagement, posting and rotation of staff
	Roster of payment and salary of staff

	Periodic health check-up and vaccination of staff
Equipment/instruments/drugs	List of equipments required and tools for radiation safety
	List of small instruments required
	List of consumables and disposables
	Annual Maintenance protocol for equipment and its record maintenance
	List of Drugs and resuscitation equipments
Support Service	If applicable
Legal/Statutory Requirements	Status of registration under Atomic Energy Act
Record Maintenance and reporting	Proforma of list of names of patients along with diagnosis and name of referral hospital and date wise record of reports
	Availability of reference library including books/periodicals/e-journals/CDs
	Medicolegal records
	Record keeping of technicians and support staff working in X-Ray clinic indicating their details including qualification, registration and training
	Duration of record maintenance: As per the Acts and Rules in force
	Record of payment of wages and perks
Standards on basic processes	Infection Control and waste management practices
	Safety considerations - (i) Fire safety (ii) Patient safety
	Patient Information and Education
	Schedule of preparation and dispatch of reports
	Trolleys for patient transport
	Calibration of Equipment
	Grievance Registration and Disposal mechanism
	Air-conditioning System

Template for Minimum standards for Imaging Centers - Sonography (Color Doppler) Clinic	
Definition	Definition of Sonography (Color Doppler) Clinic
Scope of Services	Enlist the investigations which can be carried out by Sonography (Color Doppler) machine
Physical Infrastructure	Informative signages
	Name of the Radiologist with qualification and PCPNDT certification and with registration number
	Display of model of equipment
	Broad Services provided
	Timings of the facility
	Fee structure of different investigations : To be displayed
	Safety signage's (wherever applicable)
	Safety Hazard and Caution signs
	Appropriate Fire exit signages
	Space requirement
	Reception and waiting area
	Space for keeping machine
	Reporting room
	Toilet
	Patient preparation area
	Electrical facilities
	Space for keeping patient monitoring apparatus, Recovery area, Resuscitatory appliances for specialized procedures
	Furniture & Fixtures
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company
	Water and Electricity
Toilet (male and female wherever applicable)	
Human Resource (Full time/Part time/Visiting)	Number of Qualified and registered Radiologists
	Number of qualified and registered Nurses
	Number of scavenging and support staff
	Policy for engagement, posting and rotation of staff
	Roster of payment and salary of staff
	Periodic health check-up and vaccination of staff
Equipment/instruments/drugs	List of equipments required
	List of small instruments required
	Annual Maintenance protocol for equipment and its record maintenance
	List of consumables, disposables
	List of Drugs and resuscitation equipments

Support Service	If applicable
Legal/Statutory Requirements	To be registered under Atomic Energy Act
Record Maintenance and reporting	Proforma of list of names of patients along with diagnosis and name referral hospital
	Availability of reference books
	Medicolegal records, as applicable
	Record keeping of technicians and support staff working in Sonographycenter indicating their details including qualification, registration and training
	Duration of record maintenance: As per the Acts and Rules in force
	Statistics to be collected - If felt necessary
Standards on basic processes	Infection Control and waste management practices
	Safety considerations - Fire safety act
	Patient Information and Education
	Timely preparation and dispatch of reports
	Trolleys for patient transport
	Regular calibration of Equipment
	Grievance Registration and Disposal mechanism
	Appropriate Air-conditioning

Template for Minimum standards for Imaging Centers - CT Scan center / PET CT Scan	
Definition	Definition of CT center
Scope of Services	Enlist the investigations to be carried out by CT Scanner
Physical Infrastructure	Informative signages
	Name of the Radiologist with qualification and AERB certification of safety and installation with registration number
	Display of model of equipment
	Broad Services provided
	Timings of the facility
	Fee structure of different investigations : To be displayed
	Safety signage's (wherever applicable)
	Safety Hazard and Caution signs
	Appropriate Fire exit signages
	Measures / Devices for radiation protection and monitoring of staff
	Space requirement
	Reception and waiting area
	Space for keeping machine
	Reporting room
	Toilet
	Patient preparation area
	Electrical facilities
	Space for keeping patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine
	Furniture & Fixtures
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company
	Water and Electricity
Toilet (male and female wherever applicable)	
Human Resource (Full time/Parttime/Visiting)	Number of Qualified and registered Radiologists
	Number of qualified and registered Nurses
	Number of CT technicians with training status and support staff
	Number of scavenging and support staff
	Roster of payment and salary of staff
	Periodic health check up and vaccination of staff
Equipment/instruments/drugs	List of equipments required
	List of small instruments required
	List of consumables
	Annual Maintenance protocol for equipment and its record maintenance

	List of Drugs and resuscitation equipments
Support Service	If applicable
Legal/Statutory Requirements	To be registered under Atomic Energy Act
Record Maintenance and reporting	Proforma of list of names of patients along with diagnosis and name referral hospital
	Availability of reference books
	Medicolegal records, as applicable
	Record keeping of technicians and support staff working in CT Center indicating their details including qualification, registration and training
	Duration of record maintenance: As per the Acts and Rules in force
	Statistics to be collected - If felt necessary
Standards on basic processes	Infection Control and waste management practices
	Safety considerations - Fire safety act
	Patient Information and Education
	Timely preparation and dispatch of reports
	Trolleys for patient transport
	Regular calibration of Equipment
	Appropriate Air-conditioning

Template for Minimum standards for Imaging Centers - MRI	
Definition	Definition of MRI center
Scope of Services	Enlist the investigations to be carried out by MRI
Physical Infrastructure	Informative signages
	Name of the Radiologist with qualification and registration number,
	Display of model of equipment
	Broad Services provided
	Timings of the facility
	Fee structure of different investigations : To be displayed
	Safety signage's (wherever applicable)
	Safety Hazard and Caution signs
	Appropriate Fire exit signages
	Metal detector available
	Space requirement
	Reception and waiting area
	Space for keeping machine
	Reporting room
	Toilet
	Patient preparation area
	Electrical facilities
	Space for keeping MRI compatible patient monitoring apparatus, Resuscitatory appliances and Anesthesia machine
	Furniture & Fixtures
	Communication system - Telephone, Fax, internet facility and mobile number for appointment and emergency helpline number of manufacturing company
Water and Electricity	
Toilet (male and female wherever applicable)	
Human Resource (Full time/Parttime/Visiting)	Number of Qualified and registered Radiologists
	Number of qualified and registered Nurses
	Number of MRI technicians with training status and support staff
	Number of scavenging and support staff
	Roster of payment and salary of staff
	Periodic health check up and vaccination of staff
Equipment/instruments/drugs	List of equipments required
	List of small instruments required
	List of consumables
	List of Drugs and resuscitation equipments
	Sterilization equipments

	Annual Maintenance protocol for equipment and its record maintenance
Support Service	If applicable
Legal/Statutory Requirements	To be registered under PCPNDT Act
Record Maintenance and reporting	Proforma of list of names of patients along with diagnosis and name referral hospital
	Availability of reference books
	Medicolegal records, as applicable
	Record keeping of technicians and support staff working in MRI Center indicating their details including qualification, registration and training
	Duration of record maintenance: As per the Acts and Rules in force
	Statistics to be collected - If felt necessary
Standards on basic processes	Infection Control and waste management practices
	Safety considerations - Fire safety act and preventing access of steel near the machine.
	Patient Information and Education
	Timely preparation and dispatch of reports
	Trolleys for patient transport
	Regular calibration of Equipment
	Appropriate Air-conditioning