

**DEVELOPMENT OF MINIMUM STANDARDS OF  
CLINICAL ESTABLISHMENTS  
AYURVEDA**

## **Introduction**

From its gradual evolution through the 18<sup>th</sup> & 19<sup>th</sup> centuries the hospital has come of age only recently during the past 50 years or so, the concept of today's hospital contrasting fundamentally from the old idea of a hospital as no more than a place for the treatment of the sick. With the wide coverage of every aspect of human welfare as part of health care- like physical, mental and social wellbeing, a reach out to the community, training of health workers, biosocial researches, etc- the health care services have undergone a steady metamorphosis.

A hospital is an integral part of a social and medical organization, the function of which to provide for the complete health care, both curative and preventive and whose outpatient services reach out to the family and its home environment; the hospital is also a center for training of health workers and biosocial research.

The social's health is influenced by the accessibility, affordability, quality, availability and utilization of health services.

### **Personal health services –**

Personal health services are the services provided by the hospitals, health centers, clinics. The care provided has been traditionally classified into –

1. Promotion of health
2. Prevention of disease
3. Early diagnosis & treatment
4. Rehabilitation

The ayurvedic system is the very ancient life science which deals with the prevention and cure of the disease with the pronature approach. Today is the era of life style disorders and Ayurveda have a unique approach towards these ailments. So the scope of the ayurvedic hospital in today's scenario is crucial.

The methodology adopted for this draft is based on the CCIM norms, IPHS guidelines and MSR for Ayurvedic hospitals in Gujrat.

## CLINIC

### **Physical infrastructure –**

Space requirement – Minimum 100 sq. ft.

### **Human resource –**

Minimum one doctor and a multipurpose worker

### **Equipments requirement –**

Stethoscope – 1

B.P. apparatus – 1

Torch – 1

Thermometer – 1

Tongue depressor – 1

Weighing machine – 1

X – Ray view box – 1

Hammer – 1

Others as required

### **Furniture requirement –**

Doctor's table – 1

Doctor's chair – 1

Chairs for attendants – 2

Examination table – 1

Patient's stool – 1

Foot step - 1

### **Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee

Timing of the clinic

Experience of the doctor

## **DISPENSARIES**

### **Physical infrastructure –**

Space requirement – Minimum 100 sq. ft.

Dispensing counter – as per requirement.

### **Human resource –**

Minimum one doctor, one pharmacist and a multipurpose worker

### **Equipments requirement –**

Stethoscope – 1

B.P. apparatus – 1

Torch – 1

Thermometer – 1

Tongue depressor – 1

Weighing machine – 1

X – Ray view box – 1

Hammer – 1

Kharala - 1

Others as required

### **Furniture requirement –**

Doctor's table – 1

Doctor's chair – 1

Chairs for attendants – 2

Examination table – 1

Patient's stool – 1

Foot step - 1

### **Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee

Timing of the clinic

Experience of the doctor

Dispensing counter with signage

Name of the pharmacist with degree and experience

## **THERAPY CENTER**

### **Physical infrastructure –**

Space requirement – Minimum 150 sq. ft.

Therapy room

### **Human resource –**

Minimum one doctor, one pharmacist cum panchakarma therapists and a multipurpose worker

### **Equipments requirement –**

Stethoscope – 1

B.P. apparatus – 1

Torch – 1

Thermometer – 1

Tongue depressor – 1

Weighing machine – 1

X – Ray view box – 1

Hammer – 1

Kharala – 1

Panchakarma equipments – as per requirement

Others as required

### **Furniture requirement –**

Doctor's table – 1

Doctor's chair – 1

Chairs for attendants – 2

Examination table – 1

Patient's stool – 1

Foot step – 1

Panchakarma droni & others as per requirement

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee

Timing of the clinic

Experience of the doctor

Display of the therapy performed in the center

Fee structure for various procedures on daily as well as package system.

## **HOSPITAL WITH MINIMUM OF 10 BEDS**

### **Physical infrastructure –**

Space requirement –

OPD – 100 Sq. ft

IPD – 500 Sq. ft

### **Human resource –**

Doctor – 1

Pharmacist/nurse - 1

Attendant – 1

Multipurpose worker – 1

### **Equipments required –**

#### **OPD –**

Stethoscope – 1

B.P. apparatus – 1

Torch – 1

Thermometer – 1

Tongue depressor – 1

Weighing machine – 1

X – Ray view box – 1

Hammer – 1

#### **IPD –**

Stethoscope – 1

B.P. apparatus – 1

Torch – 1

Thermometer – 4

Tongue depressor – 2

Weighing machine – 1

Enema pot – 1

Tray – 1

Others as required

**Furniture requirement-**

Iron beds – 10

Beside lockers – 10

Stretcher – 1

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee (both OPD & IPD – daily IPD charges)

Timing of the clinic

Experience of the doctor

Facilities provided

Signage in IPD

Separate toilets & bathroom for male & females.



## **HOSPITAL UPTO 11 - 25 BEDS**

### **Physical infrastructure –**

Space requirement –

OPD – 250 Sq. ft

IPD – 1250 Sq. ft

### **Human resource –**

Doctor – 2

Pharmacist – 1

Nurses - 2

Attendant – 1

Multipurpose worker – 1

### **Equipments required –**

#### **OPD –**

Stethoscope – 2

B.P. apparatus – 2

Torch – 2

Thermometer – 4

Tongue depressor – 5

Weighing machine – 2

#### **IPD –**

Stethoscope – 3

B.P. apparatus – 3

Torch – 5

Thermometer – 8

Tongue depressor – 4

Weighing machine – 1

Enema pot – 4

Tray – 2

Other equipments as required

**Furniture requirement-**

Iron beds – as per number of beds

Beside lockers – as per number of beds

Stretcher – 1

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee (both OPD & IPD – daily IPD charges)

Timing of the clinic

Experience of the doctor

Facilities provided

Signage in IPD

Separate toilets & bathroom for male & females both in OPD & IPD sections.

## **26 – 50 BEDDED HOSPITAL**

### **Physical infrastructure –**

Space requirement –

OPD – 500 Sq. ft

IPD – 2500 Sq. ft

### **Human resource –**

Doctor – 3- 4

Pharmacist – 1-2

Nurses – 3

Attendant – 2-3

Multipurpose worker – 2

### **Equipments required –**

#### **OPD –**

Stethoscope – One per OPD

B.P. apparatus – One per OPD

Torch – One per OPD

Thermometer – One per OPD

Tongue depressor – One per OPD

Weighing machine – One per OPD

#### **IPD –**

Stethoscope – 3

B.P. apparatus – 3

Torch – 5

Thermometer – 8

Tongue depressor – 4

Weighing machine – 1

Enema pot – 4

Tray - 2

Equipments used for the panchakarma therapy (as per requirement based on the requirements of 100 bedded hospitals) – optional

**Furniture requirement-**

Iron beds – as per number of beds

Beside lockers – as per number of beds

Stretcher – 1

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee (both OPD & IPD – daily IPD charges)

Timing of the clinic

Experience of the doctor

Facilities provided

Signage in IPD

Separate toilets & bathroom for male & females both in OPD & IPD section

## **51 – 100 BEDDED HOSPITAL**

### **Physical infrastructure –**

Space requirement –

OPD – 1000 Sq. ft

IPD – 5000 Sq. ft

### **Human resource –**

Doctor – 4 - 5

Pharmacist – 4

Nurses - 5

Attendant – 5

Multipurpose worker – 3

Technical staff – optional (as per need of the hospital)

### **Equipments required –**

#### **OPD –**

Stethoscope – One per OPD

B.P. apparatus – One per OPD

Torch – One per OPD

Thermometer – One per OPD

Tongue depressor – One per OPD

Weighing machine – One per OPD

#### **IPD –**

Stethoscope – 3

B.P. apparatus – 3

Torch – 5

Thermometer – 8

Tongue depressor – 4

Weighing machine – 1

Enema pot – 4

Tray – 2

Equipments used for the panchakarma therapy (as per requirement based on the requirements of 100 bedded hospitals)

**Furniture requirement-**

Iron beds – as per number of beds

Beside lockers – as per number of beds

Stretcher – 1

Furniture for panchkarma – as per need (based on the requirement of 100 bedded hospitals)

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee (both OPD & IPD – daily IPD charges)

Timing of the clinic

Experience of the doctor

Facilities provided

Signage in IPD

Separate toilets & bathroom for male & females both in OPD & IPD sections.

## **HOSPITALS HAVING MORE THAN 100 BEDS**

### **Physical infrastructure –**

Space requirement –

OPD – 2500 Sq. ft

IPD – 7500 Sq. ft

### **Human resource –**

Doctor – 5 - 10

Pharmacist – 5

Nurses - 5

Attendant – 5

Panchkarma technician – as per requirement

Multipurpose worker – 4

### **Equipments required –**

#### **OPD –**

Stethoscope – One per OPD

B.P. apparatus – One per OPD

Torch – One per OPD

Thermometer – One per OPD

Tongue depressor – One per OPD

Weighing machine – One per OPD

#### **IPD –**

Stethoscope – 3

B.P. apparatus – 3

Torch – 5

Thermometer – 8

Tongue depressor – 4

Weighing machine – 1

Enema pot – 4

Tray – 2

Other equipments (List attached in annexure)

**Furniture requirement-**

Iron beds – as per number of beds

Beside lockers – as per number of beds

Stretcher – 1

Others – list attached in annexure

**Others –**

Display the name of doctor with the degree.

Registration number of the doctor

Fee (both OPD & IPD – daily IPD charges)

Timing of the clinic

Experience of the doctor

Facilities provided

Signage in IPD

Separate toilets & bathroom for male & females both in OPD & IPD sections.



## **TEACHING HOSPITALS**

All the teaching Hospitals must fulfill all the minimum standards as per the gazette notification of CCIM regd. no. D.L. 33004/99 no. 115 dated 22.04.2013 New Delhi.

## **General specifications for OPD –**

The basic infrastructure for an outpatient department for an Ayurvedic Hospital must have following sections –

1. Reception & waiting hall
2. Registration counter
3. OPD medical record room
4. Clinics / consultation room
5. Dressing room (mandatory for hospitals more than 50 beds)
6. Procedure room (mandatory for hospitals more than 50 beds)
7. Minor OT (optional but mandatory for hospitals more than 100 beds)
8. Dispensary (mandatory for hospitals more than 50 beds)

Other facilities which are required in the OPD are listed below –

1. Proper provision for drinking water and electricity
2. Toilet facilities for patients
3. OPD cafeteria (Optional)

### **1. Reception & waiting area –**

The space requirement for the reception & waiting area depends upon the hospital size. It is small for clinic with proper sitting arrangement of patients and attendants. It must be 50 Sq. ft. for every 10 beds.

For hospitals having more than 50 beds it must be situated at prominent place of entrance, good communicable. There must be a guide map for various OPD units along with the service unit display.

#### **Waiting area-**

Situated at main entrance at reception.

Subsidiary waiting area for the patients at each clinic, diagnostic & therapy rooms for hospitals having more than 5 OPDs.

Waiting area should be tiled floor with comfortable benches & chairs.

Waiting area can be used for health education.

Adequate toilet facilities as per the load of the patients. One urinal per 50 persons.

Public telephone

Provision for wheelchairs & trolley.

It must have good drinking water facility & well illuminated.

### **2, 3.Registration counter & record room –**

For clinic it must be a small but for the large hospital it may have following requirement –

It is situated at one end of waiting area.

There must be clear distinction between registration counter & medical record room.

The medical record room requires minimum 100 sq. ft. space for medical records for the OPD for hospitals more than 50 beds where records of both OPD & IPD can be maintained.

### **4. Consultation & Examination rooms –**

Doctor chamber should have at least 10x10 sq ft chamber size with one chair, table for the doctor along with two chairs for the attendant of the patient, one stool for the patient. A examination table of 6x 3 ft. dimension. The teaching hospital can develop the consultation rooms in three small block. One for the PG scholar, one examination block and one consultation chamber.

**5.Dressing room** – A minimum of 100 sq. ft. space is required for the dressing in the hospital having more than 50 beds, however it is optional for the hospitals below 50 beds and clinic.

**6.Procedure Room** - This is required in the hospitals having more than 100 bed strength where agnikarma, kshara karma like procedures can be performed for the OPD patients. However this requirement is applicable for those hospitals who entertains such OPD patients in good numbers. The area depends upon the numbers of procedures.

**7. Minor OT** – A minor OT is needed for the hospitals more than 50 beds and 400 – 500 outpatient where many minor OPD surgical procedures as well as Kshara sutra application can be performed. The minimum area required for the minor OT is 100 sq.ft.

**8. Others** – The hospitals having more than 100 beds and having the outpatient number more than 500 can also develop specialty clinics such as Diabetic clinic, Skin clinic, Rasayana & Vajikarana clinic along with special therapy rooms for raktamokshana as per the space availability in the OPD blocks.

**9. Proper signage** – there must be proper signage in OPD which provides information of following to the visitors -

- OPD timings
- Various OPD clinic with the room number and services provided

- Directions of various OPD units
- Complaints & grievances
- Fee
- Toilets
- Cafeteria
- Facilities provided by hospital
- No smoking zone

### **General specifications for IPD –**

#### **Classification of ward accommodation –**

##### Primary –

- Bed accommodation
- Nursing station
- Treatment room

##### Secondary –

- Doctor's room
- Nurses' room
- Clean utility

##### Sanitary –

- Toilet block
- Dirty utility
- House keeper

##### Ancillary –

- Kitchen (required for hospitals having more than 50 beds)
- Day room
- Stretcher trolley

Area per bed must be 50 sq. ft. per bed with the minimum distance between two beds is 3.5 ft. and the minimum distance between two rows of bed must be 5 ft. one nursing station in between two wards with minimum of 100 sq. ft dimensions with one nurse for every 10 beds.

As a general guideline, in the case of Ayurveda specialty hospitals the facilities available should be commensurate and appropriate with the nature of services provided.

The services provided at the hospital shall be consistent with the principles of classical Ayurveda. In particular, diet lifestyle and basic treatment of diseases. Options offered to the patients shall be consistent with that expected from an Ayurvedic medical care facility.

Circulation area at least 200 sq. ft. per 25 beds. The doctors' duty room must have minimum of 100 sq. ft dimension.

**Operation theatre** – mandatory for the hospitals having more than 100 beds however it is optional for the hospitals below 100 beds.

Area – 2700 sq. ft.

Functional distribution –

1. Major OT with attach toilet & bathroom
2. Minor OT
3. Scrub room
4. Sterilization store
5. Equipment store
6. Recovery room

**Labour room** – 300 sq. ft for 100 bedded hospital with duty room. It is optional hospitals below 100 bed strength.

**Neonatal care room** – 150 sq. ft for 100 bedded hospital (Optional).

**Panchakarma unit -**

**Area** – 2000 sq. ft for hospitals having 100 beds & more. However the hospitals having 51 – 100 beds the space requirement is appx. 1000 Sq. ft. and hospitals having less than 50 beds space requirement is appx. 500 Sq. ft. The hospitals having 25 beds or 10 beds can have the space as per the requirement however it is optional for hospitals up to 25 beds.

Specifications is listed below (Hospitals more than 100 beds) –

1. Snehana room male
2. Snehana room female
3. Swedana room male
4. Swedana room female
5. Shirodhara room male
6. Shirodhara room female
7. Vamana room male
8. Vamana room female
9. Virechana room male
10. Virechana room female
11. Basti room male
12. Basti room female
13. Panchakarma therapist room
14. Store room

### **Auxiliary Functions –**

#### **Central laboratory –**

Central lab must be located at where easily accessible for all and ideally in between OPD & IPD.

It may have the facility of clinical pathology, microbiology, biochemistry and histopathology.

There must be separate sections for collection, media preparations, sterilization & storage.

There must be provision of waiting area, toilet facilities and result distribution counter.

The area required for the central lab must be 1200 sq. ft. for the hospitals having more than 100 beds while for the hospitals having more than 50 beds the minimum area is 150 sq.ft. the hospitals below 50 beds it is optional. They can tie up with labs.

#### **Radiology –**

The minimum area required for the X-ray unit is 150 sq.mt. for hospitals having more than 100 beds. It is optional for the hospitals below 100 beds.

The space can be functionally divided into radiographer room, X-ray room, dark room, drying room, waiting area and report distribution area. An X-ray record room is required in the teaching & training hospitals.

## **Support services & supply**

The hospitals having good outdoor and indoor setup for the management of various ailments of the society cannot perform to the expectation of the society if its supportive services & supply are not up to the mark. So it is necessity for a good hospital or the small clinic setup that they must have excellent support services. The support services comprises following details –

- Dietary services
- Water supply
- Electricity
- Toilet facilities
- Laundry service
- Housekeeping & sanitation
- Medicine preparation area
- Ambulance services
- Circulation
- Medical records
- Waste management

### **Dietary services or kitchen –**

Kitchen is necessary for the hospitals having more than 50 beds as it is mandatory to provide food the patients admitted in the hospital. Ideally kitchen should be situated at the ground floor but if it is situated in the first floor than the ground floor beneath should be used as kitchen.

The area of the kitchen should be 250 sq. ft. for 50 bedded hospitals and 500 sq. ft for the hospitals having 100 or more than 100 beds.

### **Water supply –**

Water supply is essential component of the any hospital. Water closet in IPD is minimum one per 12 beds.

### **Electricity –**

Electricity should be at least 3 hours backup or generator for critical areas. Hospitals having more than 100 beds must have their power substation. The minimum area for power substation is 80 sq. mt.

**Toilet facilities** – Separate toilets and bathrooms for both male & female patients as per the bed strength of the hospital.

**Laundry services** - The term linen and laundry services includes the laundering of linen, storage of clean

linen and repair and replacement of all linen. The service therefore, has two components –

1. The laundry component responsible for efficient laundry operations.
2. The linen management component comprising procurement, classification, holding, distribution, repair and replacement of linen.

The linen used in the hospital can be classified into general purpose linen, patient body linen, bed linen and OT, labour and procedure room linen.

Linen requirement bed sheet 3 per bed, pillow cover 3 per bed, blanket 1 per bed with 20% extra.

**Housekeeping & sanitation** – maintenance of wards, cleaning of ward area are functions of housekeeping staff of hospital. In places where sewage disposal system is available the hospital sewage is directly disposed of into such as central system.

**Medicine preparation area** - A room that is minimum 100 sq. ft is required (optional for the hospitals below 50 beds & necessary for the hospitals more than 50 beds).

**Ambulance service** – The hospital more than 100 beds must have one ambulance.

**Circulation route** –

The circulation route is of two type internal & external circulation. The internal circulation comprises stairs, ramps, steps and corridors. Corridors must be more than 8 ft. in any hospital with IPD.

**Parking** -

One parking per 5 beds desirable for the hospital. The area of the parking depends upon the load of the outpatient & inpatient number. There must be separate parking area for the employees and staff.

**Security** –

Security of the hospital premises is essential part, for the security concerns there must be security personals deputed in the hospital. The hospital can hire a security service agency which is responsible for the security of the hospital infrastructure as well as the patient's assets. The monitoring of the visiting hours of the hospital and the public influx is also the responsibility of the security agency. The total number of security deployed in the hospital is depends upon the size of the hospital.

**Waste management** –

Incidences of inappropriate hospital waste disposal and the fear of HIV & other infections have drawn medical attention to hospital waste management practices. Any good waste disposal system should be planned for –

1. Good appearance
2. Safety
3. Pest control
4. Odour control
5. Public health safety

In general classifications of the waste from the final disposal point of view are –



- Type 0 waste (Trash) – such as paper, cardboard cartons, wooden boxes etc.
- Type 1 waste (Rubbish) – such as wood scrap, paper and floor sweeping.
- Type 3 waste (Refuse )
- Type 4 waste (garbage)
- Type 5 waste (pathological)

### **Biomedical waste –**

Category no. 1 – human anatomical waste such as human tissue, organs, body parts.

Category 2 – animal waste

Category 3 – microbiology & biotechnology waste such as waste from lab cultures, stocks or specimens

Category no. 4 – waste sharps such as needles, syringe, blades, glass etc.

Category no. 5 – discarded medicines

Category no. 6 – items contaminated with blood and body fluids including cotton, dressing, beddings

Biomedical waste must be segregated, disposed and transported through colour coded plastic containers and send to the near biomedical disposal unit.

### **Legal & statutory requirements –**

#### **List of statutory compliance –**

- Authorization under biomedical waste rule 1998 for management and handling of biomedical waste.
- No objection certificate from competent fire authority.
- Vehicle registration certificate for ambulance.
- Right to information act.
- Consumer protection act
- Clinical establishment act 2010.

#### **Legal aspects –**

- Societies registration act 1860
- Consumer protection act
- Drug & cosmetic act
- Patients' bill of right
- Medical negligence
- Drug handling
- Hospital infection
- Anesthesia – given with proper & valid consent.
- Invasion of privacy
- Handling of medical records

## **Records maintenance & reporting -**

### **Medical records –**

The medical record of the hospital has following documents –

1. A clinical document
2. A scientific document
3. A administrative document
4. A legal document

The characteristics of good medical must be complete, adequate and accurate. Medical record must be properly organized & all the documents are placed safely. Each record should be identified by indexing the record as alphabetical, numerical, serial unit and terminal digit. The record must be placed in the file which is placed in a cabinet. There must be segregation of the cabinet for the medico legal record, admission record, birth & death records etc.

Retention of records is necessary for the need of the patient is up to 7 years, for medico legal record up to 7 years.

Computerization of the medical record – very useful for the followings

- a. Location monitoring
- b. Automatic assignment
- c. Improved procedures for generating the admission, discharge, birth, death and other records.

### **Reports – (mandatory for the hospitals having more than 100 beds & teaching hospitals)**

- Average daily census ward wise, specialty wise
- Average length of stay
- Bed occupancy rate
- Bed turnover rate
- Outpatient clinics – number of new cases, number of repeat cases, specialty wise break up, Unit wise break up of cases
- Left against medical advice (LAMA) rate
- Number of X-Ray done – OPD, IPD
- Number of laboratory investigations
- Number of surgical operations
- Number of panchakarma done – break up of various procedures for OPD & IPD
- Number of delivery done along with other gynecological procedures.
- Numbers of para surgical procedure done in the breakup of agnikarma, jalaukavcharana etc.

### **Hospital Infection control measures –**

1. Aseptic techniques
2. Segregation of contaminated instruments
3. Disinfection practices
4. Sterilization practices
5. Isolation facilities
6. Precautions for staff
7. Hygienic dietary practices
8. Aseptic & standard panchakarma procedures.
9. Aseptic leech therapy

### **Material management –**

Operative goals of material management are –

1. Optimum material acquisition
2. Optimum inventory turnover
3. Good vendor relationship
4. Material cost control
5. Effective issue & distribution
6. Elimination of losses & pilferage.

The material management functions caters to planning for material, its demand, estimation, procurement, stocking and issue to ensure the availability of right material, right quantity, at right time, at right price, from right source and in least cost.

The purchasing procedure involves value analysis, rate contracts. Purchase order with supplier's name, quotation, description of material, price with total value. The store must ensure the received item verified as per order with the proper receipts. The central store of the hospital should have good atmospheric condition & good lighting. It must be well organized making effective use of the space with adjustable, fixed location racking system. There must be allocation of space of various varieties of items stored.

Store record should be maintained in the stock register with issue register and disposal register.

### **Engineering services – Area of the engineering services are -**

- Electricity supply to the hospital.
- Water supply
- Repair
- Maintenance

- Expansion

**Others -**

Ayurvedic specialty hospital, hospital attached with medical education or apex hospitals of Ayurveda can extend their services to the population by developing specialty clinics like Diabetic, cardiovascular, dermatology, respiratory, geriatric, neuromuscular etc. They can also develop separate panchakarma unit for balroga. In indoor they can develop deluxe and private ward as per the influx of patients.

## HUMAN RESOURCE

### Essential OPD Staff for 100 bedded hospital -

1. Physicians All teachers of clinical and other subjects.
2. Causality Medical Officer 3 (where Atyayik department exists)
3. Vaidyas (OPD) In charge 2
4. Kalpak/Pharmacist 4 (upto 100 patients daily) one for every additional 50 patients.
5. Nurse 2
6. Dresser 2
7. OPD Attendant 3 in addition to Departmental attendants
8. Clerk (Registration & Record) 2
9. Sweeper 2 or on contract basis

### IPD staff for 100 bedded hospitals –

The minimum staff required in a 100-bed non-teaching hospital, liable to be increased proportionately in accordance with bed strength, shall be as given below.

1. Medical Superintendent
2. Dy. Medical Superintendent
3. Consultant Physicians- depending on scope of services offered by the hospital
4. Resident Medical Officer
5. Nursing staff, Panchakarma technicians as per General Structural standards
6. Consultant Dietician (Ayurvedic )
7. Canteen staff- Cook and minimum 1 helper for every 50 patients & bystanders served
8. All other staff- commensurate in number and availability, for scope of services offered by hospital, and to fulfill the quality of service standards stated in the quality management system of the hospital.

Details specifications of staff for 100 bedded hospital is as given below -

Sl. No.	Post	Requirement (3)
1.	Medical Superintendent	Principal or Dean as ex-officio.
2.	Deputy Medical Superintendent	Full time regular incumbent with postgraduate qualification in a clinical specialty.
3.	Consultants	Teachers of clinical departments including Swasthavritta and Yoga Department.

4.	Casualty Medical Officers	4 (2 Ayurveda and 2 Allopathic on contract)
5.	House Officers or Clinical Registrars/Senior Residents (Ayurveda)	2 for Kayachikitsa department and 1 each for all other clinical departments.
6.	Resident Medical Officers/Surgical Officers (RMO/RSO)	1 RMO and 1 RSO for 100-bedded hospital and both 1 extra each for every 50 additional beds.
7.	Matron/Nursing Superintendent	1
8.	Assistant Matron	1 for 100 beds and 1 extra each for every 50 additional beds.
9.	Staff Nurses for IPD	1 for every 10 beds.
10.	Nurses for OPD	2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.
11.	Mid Wife/Ward Boy/Ayah	1 for every 10 beds - (10).
12.	Pharmacists	4 (2 for OPD and 2 for IPD of 100 beds) and 6 above 100 beds (for OPD and IPD both).
13.	Dresser	2
14.	OPD attendants	3 plus teaching departmental attendants will also work in the hospital.
15.	Store Keeper	1
16.	Office Staff ( for registration, record maintenance, data entry etc.)	3
17.	Dark-Room Attendant	1
18.	Operation Theater Attendant	2
19.	Labour Room Attendant	2
20.	Telephone Operator cum Receptionist	4 (8 hrs. duty)
<b>Modern Medical Staff (on contract)</b>		
	Medical Specialist	1
	Surgical Specialist	1
	Obstetrician & Gynecologist	1
	Dentist	1
	Refractionist	1
	Audiometrist	1
	Radiologist	1 (Postgraduate in Allopathic Radiology or Vikiran Vigyan of Ayurveda discipline) from teaching department of Shalya.
	X-Ray Technician/Radiographer	1

30.	Panchakarma Specialists	Teachers of Panchakarma teaching department.
31.	House Officer or Clinical Registrar/Senior Resident (Ayurveda)	1
33.	Panchakarma Technician	4 (2 Male + 2 Female)
34.	Panchakarma Assistant	2 male and 2 female
36.	Yoga teacher/expert	1 (from Swasthavritta & Yoga Department)
37.	Sweepers	2
<b>Staff of Operation Theatre and Ksharsutra Therapy Section</b>		
38.	Shalya and Ksharsutra Therapy Specialists	Teachers of Shalya department
39.	House Officer or Clinical Registrar/Senior Resident (Ayurveda)	1
40.	Operation Theatre Attendant	2
41.	Dresser	1
42.	Nurses	2; these will be in addition to the nurses indicated at sl.no. 9.
43.	Sweeper	1
<b>Labour Room</b>		
44.	Prasooti evum Stri Roga Specialists	Teachers of Prasooti evum Stri roga department
45.	Lady House Officer or Clinical Registrar/Senior Resident (Ayurveda)	1
46.	Nurses	2 ; these will be in addition to the nurses indicated at sl.no. 9.
47.	Midwife	2
48.	Attendant	1
49.	Sweeper	1
<b>Clinical Laboratory</b>		
50.	Pathologist/Microbiologist for Hospital & College	1
51.	Bio-chemist for Hospital & teaching work	1
52.	Laboratory Technicians	2
53.	Laboratory Assistants	2
54.	Clerk/Typist/Computer Data Entry Operator	1
55.	Peon/Attendant	1
56.	Sweeper	1
59.	Peon/Attendant	1
60.	Machine Man	1
61.	Workers	2
62.	Analytical Chemist	1 (For teaching as well as Q.C.)
63.	Pharmacognosist	1 (For teaching as well as Q.C.)

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## ANNEXURE I

### Instruments for the IPD of 100 bedded hospital

<b>S.No.</b>	<b>Name of Article</b>	<b>No.</b>
1.	Iron beds simple	64
2	Iron beds(Surgical)	20
3	Iron beds(children) with sides closed	6
4	Iron bed with cradle	10
5	Fowler's bed	10
6	Bedside lockers	100
7	Bed head tickets holders	100
8	Temperature chart holders	100
9	Spittoon with stands	50
10	Office table	6
11	Office chair	20
12	Racks	8
13	Linen Box	As per requirement
14	Dirty linen boxes	As per requirement
15	Stretcher	6
16	Trolley	6
17	IV stands	10
18	Screens(folded)	10
19	IV Sets with boxes	As per requirement
20	Blood Transfusion sets	As per requirement
21	Rectangular Trays with cover lid	10
22	Enamel Bowels	10
23	BP Instrument	10
24	Bed Pan EI	20
25	Urine Pots, Male & Female	40(20+20)
26	Ice Bags	5
27	Hot Water Bags	10
28	Air Cushion	5
29	Ryles Tube	10
30	Stomach Tube	5
31	Bucket EI	20

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32	Tongue Depressor	10
33	Suction Machine	6
34	Suction tube	10
35	Artery Forceps, Small and Big	20
36	Back rest	10
37	Oxygen Cylinder with stand	10
38	Thermometers	10
39	Syringes (2cc 4cc)	10
40	Dressing Drums (Big)	10
41	Stools, either wooden or steel	100
42	Tracheotomy Set	5
43	Enema Pot with Nozzle and Tube	20
44	Auto Scope	4
45	Fundo Scope	2
46	Retino Scope	2
47	Laryngo Scope	2
48	Endotrachial Tubes different sizes	6
49	Feeding cup	10
50	Enema Syringes	20
51	Infra-red lamp	2
52	Torches	10
53	Scissors	10
54	Sputum Mugs	10
55	Measuring Glasses	10
56	Steel Almirah	6
57	Chair Trolley with Wheels	2
58	Refrigerator	1
59	Trolley different sizes	10
60	Wastage Trolley	3
61	Thermos Type of Ketley for Tea/Milk (50 Cup size)	02
62	Thermos Type of Ketley for Kwath (different sizes)	02
63	Examination table	8
64	ECG Machine	3
65	Nebulizer	3
66	Wheel Chair	4
67	Hot plate	2
68	Glucometer	4
69	Weighing machine	4

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## ANNEXURE II

### PATHOLOGY LABORATORY CENTRAL

<b>S.No.</b>	<b>Name</b>	<b>No.</b>
1.	Beakers Different sizes	10
2.	Micro Pipettes Different sizes	10
3.	Spirit Lamps	4
4.	Capillary Tubes	1 Box
5.	Test Tubes(Medium)	100
6.	Test Tube (small)	150
7.	Blood Grouping Tiles	2
8.	Centrifuge Machine	1
9.	Incubator	1
10.	Ovan	1
11.	Microscope (Binocular)	2
12.	Refrigerator	1
13.	F.S.R.Westergren's Racks	2
14.	F.S.R.Wintrobe's Racks	4
15.	Metal Racks (small tube)	4
16.	Small Tube Racks Plastic	4
17.	Hemoglobin Meter	4
18.	Neubar's Chamber	4
19.	Micro tone No.1	1
20.	Micro tone o.4	1
21.	Stop Watch	2
22.	Touniquet Belts	6
23.	Centrifuge Tubes(Plastic)	24
24.	Water Bath	1
25.	Auto Analyzer	1
26.	Rotary Machine Timer Remi Equipments	1
27.	Computer	1
28.	ELIZATest Machine	1
29.	F.S.R.Machine (auto) Micro Sed	1
30.	Fridge	1

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### ANNEXURE III

#### X RAY DEPARTMENT

1.X-Ray 300 Ma	1
2.Cassettes	6
3.X-Ray films (Different Sizes)	As Per Requirements
4.Film Dryer	1
5.View Box	2
6.Hanger	18
7.Dark Room	
8.Fixures/ Developer Etc.	
9.Lead Apron	2
10.Cylindride Core	2

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## ANNEXURE IV

### PANCHKARMA

#### Poorva Karma

##### I. Snehana Karma

###### Essential Items

1. Separate Unit is proposed for male & female
2. Complete bedding/cot one for male, one for female Rooms (One)

#### Equipments/Instruments

1. Measuring glasses
  - i) 200ml. 2
  - ii) 100 ml. 2
  - iii) 50 ml. 2
2. Simple steel glasses 6
3. Gas/Stove/heater with fittings 1
4. Lighter/Matchbox 1
5. Abhyanga (Massage) Table/Droni 2
6. Steel bowls
  - i) 50 ml. 6
  - ii) 100 ml. 6
7. Towels, Dusters 12
8. Plastic aprons 4
9. For Shirodhara
  - (i) Shirodharayantra 2
  - (ii) Stand 2
  - (iii) Dharapatra 2
10. For Shirobasti
  - i) Plastic Caps/Leather caps
  - ii) Large 2
  - ii) Medium 2
  - iv) Small 2
11. Holder (Chimata/Pakkad) 2
12. Big spoons, Tea spoons 4
13. Steel Pots (Patila)
  - i) 2 litre 2
  - ii) 1 litre 2

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## Materials

1. Til Oil
2. Dashmoola Oil
3. Different Medicated Oils
4. Masjapishta (Blackgram Flour)
5. Bandage
6. Cotton
7. Gauge Piece

## Pradhana Karma

### I. VAMANA KARMA

#### Essential Items

1. Rooms/Chamber(2) Preferably with attached toilets
2. Instruments/Equipments
  1. Measuring glasses
    - i) 1 litre 2
    - ii) 200 ml. 2
    - iii) 100 ml. 2
    - iv) 50 ml. 2
  2. Buckets/Plastic tubs/Basin(with provision of measuring scale) 2
  3. Towels/Napkins 6
  4. Plastic Aprons 6
  5. Kharala/Mostar 2
  6. Gas/Stove 1
  7. Big steel patela 5 litre 2
  8. Steel jug/Plastic jug 2
  9. Steel glasses 4
  10. Bowls-100 ml. 4
  11. Table spoons 4
  12. Vamanpeetha (Adjustable chair) 2
  13. Cots with complete beddings 2
  14. Dhumapana Yantra 2
  15. Spittees 2
  16. Rubber Catheters 4

---

## Materials

- i) Vamaka dravya
- ii) Vamanapaga dravya
- iii) Emergency drugs

## VIRECHANA KARMA

### BASTI

#### Essential items

- 1 Rooms (2) fitted with toilet and bathroom (common)
2. Equipments/Instruments
  - i) Basti Yantra (4) Enemapot
  - ii) Niruhabasti Yantra (4)
  - iii) Anuvasanabasti Yantra 4
  - iv) Uttarabasti Yantras (Douche cane fitted with rubber tube and nozzle of various sizes)
  - v) Urinary catheters (Rubber and metallic) Different Nos.

#### For Females

- i) Sim's speculum 2
- ii) Cusco's Speculum 2
- iii) Anterior Vaginal wall retractor 2
- iv) Velleslum 2
3. Uterine sound 4
4. Bladder sound (Urethral dilators) of different sizes 4
5. Kharal 2
6. Basti Netra (Metalic) 4
7. Bowls 4
8. Rubber Sheets 6
9. Focus lamp/Torch 2
10. Gynae Table with attachment for Lithotomic position 2
11. Easy chairs 2
12. Cotton
13. Gauzepieces
14. Sponge holding Forceps 2
15. Cots with complete beddings 2 (Common)
16. Revolving stools 2
17. Bedpans 4
18. Towels/Napkins-one towel/bed for female & central hole
19. Measuring glass 1 litre 4
20. Teaspoon, Tablespoon 6

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21. Plastic aprons	6
22. Buckets	2
23. Glycerine Syringe	4
24. Glass/Plastic syringes	
i) 100 ml.	4
ii) 50 ml.	4
iii) 20 ml.	4

### **Material**

- i) Bastidravya for various types of basti, Gudavarti
- ii) Medicines for management of Vyapada

### **NASYA**

#### **Essential Items**

- |          |               |
|----------|---------------|
| 1. Rooms | 2<br>(Common) |
|----------|---------------|

#### **2. Equipments/Instruments**

- |                              |    |
|------------------------------|----|
| i. Nasyapeetha (Chairs)      | 3  |
| ii. Adjustable Tables        | 2  |
| iii. Dropper/Dropper bottles | 12 |
| iv. Cotton                   |    |
| v. Gauze                     |    |
| vi. Pradhamana Nasya Yantra  | 2  |
| vii. Dhuma Yantra            | 2  |
| viii. Kharal                 | 2  |
| ix. Steel glasses            | 4  |
| x. Bowls                     |    |
| 100 ml.                      | 4  |
| 50 ml.                       | 4  |
| xi. Steamer (Facial Steam)   |    |

#### **3. Material**

- i. Different types of Nasyadravya, Medicines for complications, Gandusha Dravyas and Dhumpana dravyas



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## ANNEXURE V

### RECORDS TO BE MAINTAINED BY CLINICAL ESTABLISHMENTS

The various medical records to be maintained by clinical establishment

Outpatient Register

- Inpatient Register
- Operation Theater register
- Labor room register
- MTP registers (if registered under the MTP Act)
- Case sheets
- Medico legal register
- Laboratory Register
- Radiology and imaging register
- Discharge summary
- Medical certificate in duplicate
- Complaint register
- Birth register (Notified to such medical officer as authorized)
- Death register by Government in such format as prescribed by Government/ State level authority)
- Information in terms of government programmes / areas of work (eg maternal health, child health, immunization, family planning, Vector borne disease, NLEP, RNTCP, IDSP. NRHM initiatives-ASHA, JSY)
- Number of beds system-wise and specialty-wise in Clinical Establishments providing in patient care  
(e.g General Med/Surg. Beds; Special Care Beds)
- Total Discharges:

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## ANNEXURE VI

### Signage

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

**ANNEXURE VII**

<b>Furniture/Fixture Requirements for In-Patient department (IPD)</b>							
<b>Sr. No</b>	<b>Name of the Equipment</b>	<b>Min. 10 bedded Hospital</b>	<b>Up to 25 bedded Hospital</b>	<b>26 – 50 bedded hospital</b>	<b>51 – 100 bedded hospitall</b>	<b>&gt;100 bedded hospital</b>	<b>Teaching hospitals</b>
	Adequate wall or steel Cupboards	Optional	1	2	4	8	15
2.	Arm Board Adult	Optional	Optional	6	12	24	24
3.	Back rest			2	4	8	20
4.	Bain marie trolley stainless steel 1 per floor	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
5.	Bed side cabinets	1 per 5 patients	1 per 5 patients	1 per 5 patients	1 per 5 patients	1 per 5 patients	1 per 5 patients
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	1 per ward or full length curtains between the beds
7.	Bucket Plastic	2	3	6	12	24	24
8.	Ceiling Fans	As per requirement	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	1 per ward
10.	Containers for kitchen	As needed	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		
12.	Doctor's or Office table	1	2	3	3	10	20
13.	Dressing	1	1	2	4	8	10

	trolley-1 per floor/ ward depending on layout						
14.	Dust bins in each ward & consultation room	1	2	3	6	12	15
15.	Duty table for nurses	1	2	4	8	20	30
16.	Emergency resuscitation kit	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
17.	Enema Set	1	2	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	ABC 1 per ward/ floor based on layout
19.	Foot stools	2	4	8	16	25	25
20.	Fridge	1 Per Area/ Ward	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	1 per ward
22.	Hospital Cots	10	As per beds	As per beds	As per beds	As per beds	As per beds
23.	Hospital Cots Pediatric	Optional	Optional	Optional	5	10	20
24.	Hot Water Bags 2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
25.	Hot Water geyser	1	2	2 per ward	2 per ward	2 per ward	2 per ward
26.	I V Stands - 2 per 10 beds	5	10	25	50	100	100
27.	Infra-Red lamp	Optional	Optional	Optional	3	5	5
28.	Intercom System	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
29.	Kidney Trays 1 per	2	4	10	25	25	25

	5 beds						
30.	Kitchen utensils,	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate
31.	Massage table of 7ft. x 2.5ft (wood or fibre)	Optional	One per procedure room	One per procedure room	One per procedure room	One per procedure room	One per procedure room
32.	Medicine trolley	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
33.	Office chairs	1	2	4	8	20	20
34.	Office Table	1	2	3	6	10	10
35.	patient Beds with side rails			20% of total beds	20% of total beds	20% of total beds	20% of total beds
36.	Patient call Bell System	Optional	Optional	1 per bed	1 per bed	1 per bed	1 per bed
37.	Patient locker	Optional	Optional	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	– 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	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	as per scope of services
41.	Steel or Wooden cup board	2	4	8	16	20	25
42.	Steel rack	1	2	5	10	20	40
43.	Stool 1Per Bed	2	4	8	8	15	25
44.	Stools revolving –	1	1 per ward	1 per ward	2 per ward	2 per ward	2 per ward

