DEVELOPMENT OF MINIMUM STANDARDS OF CLINICAL ESTABLISHMENTS

AYURVEDA
**Introduction**

From its gradual evolution through the 18th & 19th 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 socials’ 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 therapsit 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 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

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 -

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Medical Superintendent</td>
<td>Principal or Dean as ex-officio.</td>
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<tr>
<td>2.</td>
<td>Deputy Medical Superintendent</td>
<td>Full time regular incumbent with postgraduate qualification in a clinical specialty.</td>
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<tr>
<td>3.</td>
<td>Consultants</td>
<td>Teachers of clinical departments including Swasthayvritta and Yoga Department.</td>
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<tr>
<td>No.</td>
<td>Position</td>
<td>Staff</td>
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<tr>
<td>4.</td>
<td>Casualty Medical Officers</td>
<td>4 (2 Ayurveda and 2 Allopathic on contract)</td>
</tr>
<tr>
<td>5.</td>
<td>House Officers or Clinical Registrars/Senior Residents (Ayurveda)</td>
<td>2 for Kayachikitsa department and 1 each for all other clinical departments.</td>
</tr>
<tr>
<td>6.</td>
<td>Resident Medical Officers/Surgical Officers (RMO/RSO)</td>
<td>1 RMO and 1 RSO for 100-bedded hospital and both 1 extra each for every 50 additional beds.</td>
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<tr>
<td>7.</td>
<td>Matron/Nursing Superintendent</td>
<td>1</td>
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<tr>
<td>8.</td>
<td>Assistant Matron</td>
<td>1 for 100 beds and 1 extra each for every 50 additional beds.</td>
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<tr>
<td>9.</td>
<td>Staff Nurses for IPD</td>
<td>1 for every 10 beds.</td>
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<tr>
<td>10.</td>
<td>Nurses for OPD</td>
<td>2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.</td>
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<tr>
<td>11.</td>
<td>Mid Wife/Ward Boy/Ayah</td>
<td>1 for every 10 beds - (10).</td>
</tr>
<tr>
<td>12.</td>
<td>Pharmacists</td>
<td>4 (2 for OPD and 2 for IPD of 100 beds) and 6 above 100 beds (for OPD and IPD both).</td>
</tr>
<tr>
<td>13.</td>
<td>Dresser</td>
<td>2</td>
</tr>
<tr>
<td>14.</td>
<td>OPD attendants</td>
<td>3 plus teaching departmental attendants will also work in the hospital.</td>
</tr>
<tr>
<td>15.</td>
<td>Store Keeper</td>
<td>1</td>
</tr>
<tr>
<td>16.</td>
<td>Office Staff (for registration, record maintenance, data entry etc.)</td>
<td>3</td>
</tr>
<tr>
<td>17.</td>
<td>Dark-Room Attendant</td>
<td>1</td>
</tr>
<tr>
<td>18.</td>
<td>Operation Theater Attendant</td>
<td>2</td>
</tr>
<tr>
<td>19.</td>
<td>Labour Room Attendant</td>
<td>2</td>
</tr>
<tr>
<td>20.</td>
<td>Telephone Operator cum Receptionist</td>
<td>4 (8 hrs. duty)</td>
</tr>
</tbody>
</table>

**Modern Medical Staff (on contract)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Surgical Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Obstetrician &amp; Gynecologist</td>
<td>1</td>
</tr>
<tr>
<td>Dentist</td>
<td>1</td>
</tr>
<tr>
<td>Refractionionist</td>
<td>1</td>
</tr>
<tr>
<td>Audiometrist</td>
<td>1</td>
</tr>
<tr>
<td>Radiologist</td>
<td>1 (Postgraduate in Allopathic Radiology or Vikiran Vigyan of Ayurveda discipline) from teaching department of Shalya.</td>
</tr>
<tr>
<td>X-Ray Technician/Radiographer</td>
<td>1</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>30.</td>
<td>Panchakarma Specialists</td>
</tr>
<tr>
<td>31.</td>
<td>House Officer or Clinical Registrar/Senior Resident (Ayurveda)</td>
</tr>
<tr>
<td>33.</td>
<td>Panchakarma Technician</td>
</tr>
<tr>
<td>34.</td>
<td>Panchakarma Assistant</td>
</tr>
<tr>
<td>36.</td>
<td>Yoga teacher/expert</td>
</tr>
<tr>
<td>37.</td>
<td>Sweepers</td>
</tr>
</tbody>
</table>

**Staff of Operation Theatre and Ksharsutra Therapy Section**

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Shalya and Ksharsutra Therapy Specialists</td>
<td>Teachers of Shalya department</td>
</tr>
<tr>
<td>39.</td>
<td>House Officer or Clinical Registrar/Senior Resident (Ayurveda)</td>
<td>1</td>
</tr>
<tr>
<td>40.</td>
<td>Operation Theatre Attendant</td>
<td>2</td>
</tr>
<tr>
<td>41.</td>
<td>Dresser</td>
<td>1</td>
</tr>
<tr>
<td>42.</td>
<td>Nurses</td>
<td>2; these will be in addition to the nurses indicated at sl.no. 9.</td>
</tr>
<tr>
<td>43.</td>
<td>Sweeper</td>
<td>1</td>
</tr>
</tbody>
</table>

**Labour Room**

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.</td>
<td>Prasooit evum stri roga specialists</td>
<td>Teachers of Prasooit evum stri roga department</td>
</tr>
<tr>
<td>45.</td>
<td>Lady House Officer or Clinical Registrar/Senior Resident (Ayurveda)</td>
<td>1</td>
</tr>
<tr>
<td>46.</td>
<td>Nurses</td>
<td>2; these will be in addition to the nurses indicated at sl.no. 9.</td>
</tr>
<tr>
<td>47.</td>
<td>Midwife</td>
<td>2</td>
</tr>
<tr>
<td>48.</td>
<td>Attendant</td>
<td>1</td>
</tr>
<tr>
<td>49.</td>
<td>Sweeper</td>
<td>1</td>
</tr>
</tbody>
</table>

**Clinical Laboratory**

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>Pathologist/Microbiologist for Hospital &amp; College</td>
<td>1</td>
</tr>
<tr>
<td>51.</td>
<td>Bio-chemist for Hospital &amp; teaching work</td>
<td>1</td>
</tr>
<tr>
<td>52.</td>
<td>Laboratory Technicians</td>
<td>2</td>
</tr>
<tr>
<td>53.</td>
<td>Laboratory Assistants</td>
<td>2</td>
</tr>
<tr>
<td>54.</td>
<td>Clerk/Typist/Computer Data Entry Operator</td>
<td>1</td>
</tr>
<tr>
<td>55.</td>
<td>Peon/Attendant</td>
<td>1</td>
</tr>
<tr>
<td>56.</td>
<td>Sweeper</td>
<td>1</td>
</tr>
<tr>
<td>59.</td>
<td>Peon/Attendant</td>
<td>1</td>
</tr>
<tr>
<td>60.</td>
<td>Machine Man</td>
<td>1</td>
</tr>
<tr>
<td>61.</td>
<td>Workers</td>
<td>2</td>
</tr>
<tr>
<td>62.</td>
<td>Analytical Chemist</td>
<td>1 (For teaching as well as Q.C.)</td>
</tr>
<tr>
<td>63.</td>
<td>Pharmacognosist</td>
<td>1 (For teaching as well as Q.C.)</td>
</tr>
</tbody>
</table>
Bibliography

3. Gill R – Hospital and law, Hospital administration 21 (1 and 2). 1984
7. www.ayurvedauniversity.edu.in
8. www.ccimindia.org
9. www.clinicalestablishments.nic.in
10. www.gujrathealth.gov.in
11. www.indianmedicine.nic.in
## ANNEXURE I

**Instruments for the IPD of 100 bedded hospital**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Article</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Iron beds simple</td>
<td>64</td>
</tr>
<tr>
<td>2.</td>
<td>Iron beds(Surgical)</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Iron beds(children) with sides closed</td>
<td>6</td>
</tr>
<tr>
<td>4.</td>
<td>Iron bed with cradle</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>Fowler’s bed</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Bedside lockers</td>
<td>100</td>
</tr>
<tr>
<td>7.</td>
<td>Bed head tickets holders</td>
<td>100</td>
</tr>
<tr>
<td>8.</td>
<td>Temperature chart holders</td>
<td>100</td>
</tr>
<tr>
<td>9.</td>
<td>Spittoon with stands</td>
<td>50</td>
</tr>
<tr>
<td>10.</td>
<td>Office table</td>
<td>6</td>
</tr>
<tr>
<td>11.</td>
<td>Office chair</td>
<td>20</td>
</tr>
<tr>
<td>12.</td>
<td>Racks</td>
<td>8</td>
</tr>
<tr>
<td>13.</td>
<td>Linen Box</td>
<td>As per requirement</td>
</tr>
<tr>
<td>14.</td>
<td>Dirty linen boxes</td>
<td>As per requirement</td>
</tr>
<tr>
<td>15.</td>
<td>Stretcher</td>
<td>6</td>
</tr>
<tr>
<td>16.</td>
<td>Trolley</td>
<td>6</td>
</tr>
<tr>
<td>17.</td>
<td>IV stands</td>
<td>10</td>
</tr>
<tr>
<td>18.</td>
<td>Screens(folded)</td>
<td>10</td>
</tr>
<tr>
<td>19.</td>
<td>IV Sets with boxes</td>
<td>As per requirement</td>
</tr>
<tr>
<td>20.</td>
<td>Blood Transfusion sets</td>
<td>As per requirement</td>
</tr>
<tr>
<td>21.</td>
<td>Rectangular Trays with cover lid</td>
<td>10</td>
</tr>
<tr>
<td>22.</td>
<td>Enamel Bowels</td>
<td>10</td>
</tr>
<tr>
<td>23.</td>
<td>BP Instrument</td>
<td>10</td>
</tr>
<tr>
<td>24.</td>
<td>Bed Pan E1</td>
<td>20</td>
</tr>
<tr>
<td>25.</td>
<td>Urine Pots, Male &amp; Female</td>
<td>40(20+20)</td>
</tr>
<tr>
<td>26.</td>
<td>Ice Bags</td>
<td>5</td>
</tr>
<tr>
<td>27.</td>
<td>Hot Water Bags</td>
<td>10</td>
</tr>
<tr>
<td>28.</td>
<td>Air Cushion</td>
<td>5</td>
</tr>
<tr>
<td>29.</td>
<td>Ryles Tube</td>
<td>10</td>
</tr>
<tr>
<td>30.</td>
<td>Stomach Tube</td>
<td>5</td>
</tr>
<tr>
<td>31.</td>
<td>Bucket E1</td>
<td>20</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>32</td>
<td>Tongue Depressor</td>
<td>10</td>
</tr>
<tr>
<td>33</td>
<td>Suction Machine</td>
<td>6</td>
</tr>
<tr>
<td>34</td>
<td>Suction tube</td>
<td>10</td>
</tr>
<tr>
<td>35</td>
<td>Artery Forceps, Small and Big</td>
<td>20</td>
</tr>
<tr>
<td>36</td>
<td>Back rest</td>
<td>10</td>
</tr>
<tr>
<td>37</td>
<td>Oxygen Cylinder with stand</td>
<td>10</td>
</tr>
<tr>
<td>38</td>
<td>Thermometers</td>
<td>10</td>
</tr>
<tr>
<td>39</td>
<td>Syringes (2cc 4cc)</td>
<td>10</td>
</tr>
<tr>
<td>40</td>
<td>Dressing Drums (Big)</td>
<td>10</td>
</tr>
<tr>
<td>41</td>
<td>Stools, either wooden or steel</td>
<td>100</td>
</tr>
<tr>
<td>42</td>
<td>Tracheotomy Set</td>
<td>5</td>
</tr>
<tr>
<td>43</td>
<td>Enema Pot with Nozzle and Tube</td>
<td>20</td>
</tr>
<tr>
<td>44</td>
<td>Auto Scope</td>
<td>4</td>
</tr>
<tr>
<td>45</td>
<td>Fundo Scope</td>
<td>2</td>
</tr>
<tr>
<td>46</td>
<td>Retino Scope</td>
<td>2</td>
</tr>
<tr>
<td>47</td>
<td>Laryngoscope</td>
<td>2</td>
</tr>
<tr>
<td>48</td>
<td>Endotrachial Tubes different sizes</td>
<td>6</td>
</tr>
<tr>
<td>49</td>
<td>Feeding cup</td>
<td>10</td>
</tr>
<tr>
<td>50</td>
<td>Enema Syringes</td>
<td>20</td>
</tr>
<tr>
<td>51</td>
<td>Infra-red lamp</td>
<td>2</td>
</tr>
<tr>
<td>52</td>
<td>Torches</td>
<td>10</td>
</tr>
<tr>
<td>53</td>
<td>Scissors</td>
<td>10</td>
</tr>
<tr>
<td>54</td>
<td>Sputum Mugs</td>
<td>10</td>
</tr>
<tr>
<td>55</td>
<td>Measuring Glasses</td>
<td>10</td>
</tr>
<tr>
<td>56</td>
<td>Steel Almirah</td>
<td>6</td>
</tr>
<tr>
<td>57</td>
<td>Chair Trolley with Wheels</td>
<td>2</td>
</tr>
<tr>
<td>58</td>
<td>Refrigerator</td>
<td>1</td>
</tr>
<tr>
<td>59</td>
<td>Trolley different sizes</td>
<td>10</td>
</tr>
<tr>
<td>60</td>
<td>Wastage Trolley</td>
<td>3</td>
</tr>
<tr>
<td>61</td>
<td>Thermos Type of Kettle for Tea/Milk (50 Cup size)</td>
<td>02</td>
</tr>
<tr>
<td>62</td>
<td>Thermos Type of Kettle for Kwath (different sizes)</td>
<td>02</td>
</tr>
<tr>
<td>63</td>
<td>Examination table</td>
<td>8</td>
</tr>
<tr>
<td>64</td>
<td>ECG Machine</td>
<td>3</td>
</tr>
<tr>
<td>65</td>
<td>Nebulizer</td>
<td>3</td>
</tr>
<tr>
<td>66</td>
<td>Wheel Chair</td>
<td>4</td>
</tr>
<tr>
<td>67</td>
<td>Hot plate</td>
<td>2</td>
</tr>
<tr>
<td>68</td>
<td>Glucometer</td>
<td>4</td>
</tr>
<tr>
<td>69</td>
<td>Weighing machine</td>
<td>4</td>
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## ANNEXURE II
### PATHOLOGY LABORATORY CENTRAL

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

### X RAY DEPARTMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. X-Ray 300 Ma</td>
<td>1</td>
</tr>
<tr>
<td>2. Cassettes</td>
<td>6</td>
</tr>
<tr>
<td>3. X-Ray films (Different Sizes)</td>
<td>As Per Requirements</td>
</tr>
<tr>
<td>4. Film Dryer</td>
<td>1</td>
</tr>
<tr>
<td>5. View Box</td>
<td>2</td>
</tr>
<tr>
<td>6. Hanger</td>
<td>18</td>
</tr>
<tr>
<td>7. Dark Room</td>
<td></td>
</tr>
<tr>
<td>9. Lead Apron</td>
<td>2</td>
</tr>
<tr>
<td>10. Cylindride Core</td>
<td>2</td>
</tr>
</tbody>
</table>
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)

Equipment/Instruments
1. Measuring glasses
   i) 200 ml. 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) Shirodharyantra 2
   (ii) Stand 2
   (iii) Dharapatra 2
10. For Shirobasti
    i) Plastic Caps/Leather caps
    ii) Large 2
    iii) 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
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. Spitteens 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. Easty 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
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 (Common)

2. Equipments/Instruments
i. Nasyapeetha (Chairs) 3
ii. Adjustable Tables 2
iii. Droper/Droper 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
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 (e.g 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:
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

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Equipment</th>
<th>Min. 10 bedded Hospital</th>
<th>Up to 25 bedded Hospital</th>
<th>26 – 50 bedded hospital</th>
<th>51 – 100 bedded hospital</th>
<th>&gt;100 bedded hospital</th>
<th>Teaching hospitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adequate wall or steel Cupboards</td>
<td>Optional</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Arm Board Adult</td>
<td>Optional</td>
<td>Optional</td>
<td>6</td>
<td>12</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>3.</td>
<td>Back rest</td>
<td>Optional</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Bain marie trolley stainless steel 1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Bed side cabinets</td>
<td>1 per 5 patients</td>
<td>1 per 5 patients</td>
<td>1 per 5 patients</td>
<td>1 per 5 patients</td>
<td>1 per 5 patients</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Bed side Screen</td>
<td>1 per ward or full length curtains between the beds</td>
<td>1 per ward or full length curtains between the beds</td>
<td>1 per ward or full length curtains between the beds</td>
<td>1 per ward or full length curtains between the beds</td>
<td>1 per ward or full length curtains between the beds</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Bucket Plastic</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>12</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>8.</td>
<td>Ceiling Fans</td>
<td>As per requirement</td>
<td>As per requirement</td>
<td>As per requirement</td>
<td>As per requirement</td>
<td>As per requirement</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Clock 1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Containers for kitchen</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Doctor’s chair for OP &amp; ward</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Doctor’s or Office table</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>13.</td>
<td>Dressing</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>10</td>
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</tr>
<tr>
<td>14. Dust bins in each ward &amp; consultation room</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>12</td>
<td>15</td>
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<tr>
<td>15. Duty table for nurses</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>20</td>
<td>30</td>
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<tr>
<td>16. Emergency resuscitation kit</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
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<tr>
<td>17. Enema Set</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>8</td>
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<tr>
<td>18. Fire extinguisher – ABC</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td>1 per floor</td>
<td></td>
</tr>
<tr>
<td>19. Foot stools</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>16</td>
<td>25</td>
<td>25</td>
<td></td>
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<tr>
<td>20. Fridge</td>
<td>1 Per Area/Ward</td>
<td>1 Per Area/Ward</td>
<td>1 Per Area/Ward</td>
<td>1 Per Area/Ward</td>
<td>1 Per Area/Ward</td>
<td>1 Per Area/Ward</td>
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<tr>
<td>21. Heavy duty Torch light</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
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<tr>
<td>22. Hospital Cots</td>
<td>10</td>
<td>As per beds</td>
<td>As per beds</td>
<td>As per beds</td>
<td>As per beds</td>
<td>As per beds</td>
<td></td>
</tr>
<tr>
<td>23. Hospital Cots Pediatric</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>5</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>24. Hot Water Bags 2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
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<tr>
<td>25. Hot Water geyser</td>
<td>1</td>
<td>2</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
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<tr>
<td>26. I V Stands - 2 per 10 beds</td>
<td>5</td>
<td>10</td>
<td>25</td>
<td>50</td>
<td>100</td>
<td>100</td>
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<tr>
<td>27. Infra-Red lamp</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>3</td>
<td>5</td>
<td>5</td>
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<tr>
<td>28. Intercom System</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td></td>
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<tr>
<td>29. Kidney Trays</td>
<td>1 per</td>
<td>2</td>
<td>4</td>
<td>10</td>
<td>25</td>
<td>25</td>
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</tr>
<tr>
<td></td>
<td>Kitchen utensils,</td>
<td>Adequate</td>
<td>Adequate</td>
<td>Adequate</td>
<td>Adequate</td>
<td>Adequate</td>
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<tr>
<td>30.</td>
<td>Massage table of 7ft. x 2.5ft (wood or fibre)</td>
<td>Optional</td>
<td>One per procedure room</td>
<td>One per procedure room</td>
<td>One per procedure room</td>
<td>One per procedure room</td>
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<tr>
<td>31.</td>
<td>Medicine trolley</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
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<tr>
<td>32.</td>
<td>Office chairs</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>20</td>
<td>20</td>
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<tr>
<td>33.</td>
<td>Office Table</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>34.</td>
<td>Beds with side rails</td>
<td>20% of total beds</td>
<td>20% of total beds</td>
<td>20% of total beds</td>
<td>20% of total beds</td>
<td></td>
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<tr>
<td>35.</td>
<td>Patient call Bell System</td>
<td>Optional</td>
<td>Optional</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
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<tr>
<td>36.</td>
<td>Patient locker</td>
<td>Optional</td>
<td>Optional</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
</tr>
<tr>
<td>37.</td>
<td>Patients examination table– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td>– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td>– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td>– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td>– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td>– 1 per ward/ floor a per the profile of patients &amp; layout of facility</td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td>Patients side table</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td>1 per bed</td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td>Pediatric cots with railings as per scope of services</td>
<td>as per scope of services</td>
<td>as per scope of services</td>
<td>as per scope of services</td>
<td>as per scope of services</td>
<td>as per scope of services</td>
<td></td>
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<tr>
<td>40.</td>
<td>Steel or Wooden cup board</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>16</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>41.</td>
<td>Steel rack</td>
<td>1</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>42.</td>
<td>Stool 1 Per Bed</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>43.</td>
<td>Stools revolving –</td>
<td>1</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
<td>2 per ward</td>
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</tr>
<tr>
<td>45.</td>
<td>Stretcher/Patient trolley – 1 per ward</td>
<td>1</td>
<td>1</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
</tr>
<tr>
<td>46.</td>
<td>Urinal Male and Female</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>20</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>47.</td>
<td>waiting chairs / benches for patients relatives</td>
<td>50% of the bed strengths</td>
<td>50% of the bed strengths</td>
<td>50% of the bed strengths</td>
<td>50% of the bed strengths</td>
<td>50% of the bed strengths</td>
<td>50% of the bed strengths</td>
</tr>
<tr>
<td>48.</td>
<td>Weighing Machine</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
<td>1 per ward</td>
</tr>
<tr>
<td>49.</td>
<td>Wheel chair</td>
<td>1</td>
<td>1</td>
<td>2 per 50 beds</td>
<td>2 per 50 beds</td>
<td>2 per 50 beds</td>
<td>2 per 50 beds</td>
</tr>
<tr>
<td>50.</td>
<td>Wooden massage bed</td>
<td>One per service room</td>
<td>One per service room</td>
<td>One per service room</td>
<td>One per service room</td>
<td>One per service room</td>
<td></td>
</tr>
<tr>
<td>51.</td>
<td>X-ray viewer</td>
<td>one per ward</td>
<td>one per ward</td>
<td>one per ward</td>
<td>one per ward</td>
<td>one per ward</td>
<td>one per ward</td>
</tr>
</tbody>
</table>