



# **Kerala Clinical Establishments Act 2018**

## **Minimum Standard Requirement**

**For**

## **Homoeopathy Dispensary**

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**Introduction:**

Homoeopathy has a history of only 125 years in Kerala. It was recognized first in the State in 1928. It took its place in the Travancore Medical Practitioners Act 1943 and subsequently in the T.C.M.C Act 1953 with a provision for separate council for Homoeopathy. This was extended to the Malabar area through Kerala Adaptation Laws Order 1956. The Homoeopathy Central Council Act 1973 was enforced in the State w.e.f. 1st August 1974. It was in 1957 that Homoeopathy was included in the public sector of the health care service. The Govt., as a matter of policy, declared in the year 1967 the setting up of one dispensary each in Allopathy, Ayurveda and Homoeopathy in every Grama Panchayat. A separate department of Homoeopathy was formed in 1973.

In Kerala state, comprehensive Homoeopathic health care services are delivered through 34 Homoeopathic Hospitals (14 District Govt. Hospitals, 20 Govt. Hospitals), 669 Homoeopathic Dispensaries, 409 AYUSH-NHM Primary health centers (Homoeopathy). There are 13496 registered medical practitioners as per register of Travancore – Cochin medical council, as on 29.01.2020, engaged in private sector health care.

A large part of population in Kerala uses Homoeopathy treatment since it has no side effects, and the remedies are being more natural. It is accepted by all population irrespective of age or gender and has effective remedies for almost all types of acute and chronic health problems. In this context there shall be proper standardisation in all clinical establishments. Public healthcare especially in the state of Kerala needs a joint endeavour among the various therapeutic systems for a cost effective standardised and fruitful application in target groups.

Comprehensive health care is the prime motto of a Homoeopathy institution. In Homoeopathy, treatment is patient oriented and is fundamentally based on the cardinal principles of Homoeopathy formulated by the founder Dr. Christian Frederick Samuel Hahnemann. In general OPDs it is difficult to give proper attention to chronic cases like Asthma, Diabetes Mellitus, and infertility etc. where detailed case taking is necessary for individualization and treatment. In this scenario, Department of Homoeopathy started specialty clinics for these kind of disease conditions.

Homoeopathy dispensaries are categorized into three types based on the infrastructure, staff strength and the facilities provided.

**HOMOEOPATHY DISPENSARY CATEGORY TYPE 1**

DRAFT

## 1. Definition

1.1.A clinic may be defined as a Clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by Homoeopathy Physician (s) or \*specialist Homoeopathy Physician(s).

1.2.A few minor procedures like dressing of wound, suturing, Incision & Drainage, foreign body extraction, first aid etc. using modern diagnostic procedures and administering the medicines which not requiring any inpatient care.

## 2. Scope

2.1 These set of common minimum standards framed are applicable to a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physician(s) who are themselves providing patient care services like consultation, dispensing of medicines and further procedures.

2.2 To provide examination, consultation, prescription to outpatients by a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physicians who are themselves providing patient care services like dispensing of medicines and dressing.

2.3 Advice for health education health promotion, and disease prevention

2.4 Any or more than one of the following are included:

1. General outpatient treatment
2. Asthma and allergy
3. Dermatology (skin)
4. Child and adolescent care
5. Cancer care
6. Endocrinology
7. NCDs
8. Mental Health care
9. Renal disorders
10. Infertility and child care
11. Geriatric and Rheumatic

## 12. De-addiction etc.

Govt. approved health care modalities like Yoga, Physiotherapy and counselling can be practiced under guidance of qualified personnel

NOTE: (\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning)

### 3. Infrastructure

3.1 The infra-structure facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.

3.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.

3.3 The clinic facility shall be well illuminated, ventilated and clean with adequate water supply.

3.4 The clinic shall have a prominent board or signage displaying the name of the clinic / dispensary and name of place in local language at the gate or on the building of the clinic.

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

- i. Name of the doctor(s) with registration number.
- ii. Timings of the clinics.
- iii. Contact number.

### 4. Furniture & Fixtures

4.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Homoeopathy Dispensary.

4.2 The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2**

## 5. Human Resource

5.1 The Homoeopathy Physician(s), of the Homoeopathy Dispensary shall be registered with State Medical Council.

5.2 In homoeopathy dispensary of public sector, minimum one support staff must be available to meet the care treatment and services needs of the patient. **However for public sector it could be as per approved manpower for the institution as approved by the Government.**

**5.3 Human Resource in case of private sector institutions is listed in Appendix 3 . However number may depend upon the workload and scope of the service being provided by the clinical establishment.**

## 6. Equipment or instruments or drugs

6.1 The Homoeopathy Dispensary shall have essential equipment as per **Appendix 4**

6.2 Other equipments as per the scope of service being practiced shall be available.

6.3 Adequate space for storage of equipment and medicines shall be provided and medicines if available shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.

6.4. All equipments shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipments shall be done.

6.5. The Homoeopathy clinic/dispensary (where medicine dispensing is done) shall have basic minimal drugs for the treatment of Acute and chronic diseases. (**Appendix 5.**) However other drugs as per the scope of service being practiced may also be available.

## 7. Support Service



7.1. Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws.

## 8. Legal or Statutory Requirements:

SI no	Name of the act and license	Licensing body
1	Registration of Physician with Medical council	State medical council
2	Bio-medical management rule 2016	State pollution control board
3	Registration of Dispensary	State council - CEA

## 9. Record Maintenance and reporting

9.1. All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or in respect of state and national programmes or as required from time to time by state and National Council, Clinical Establishments Act 2010. **Appendix 6**

## 10. Process

### 10.1. Registration:

- a) Every patient requiring service shall be registered.
- b) Patient shall be guided and informed regarding Patients' Rights and responsibilities. **Appendix 7**

### 10.2. Infection Control:

- 10.2.1. The clinic shall take all precautions to control infections like practicing hand hygiene etc.

10.2.2. Availability of clean water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.2.3. Sanitation and hygiene of the toilets if available shall be maintained.

10.2.4. Mopping of all patient care areas with disinfectant shall be done at least once a day.

10.3. Safety Considerations:

10.3.1. The clinic shall ensure to take care of patient safety aspects.

10.3.2. The clinic shall be kept pest and termite free.

10.4. Biomedical waste Management:

10.4.1. Biomedical waste shall be managed in accordance with the Bio Medical Waste management Rules, 2016.

10.4.2. Clinic waste generated shall be segregated at source.

10.4.3. Needles and sharp waste shall be stored in tamper proof, leak proof and puncture proof container.

10.5. First aid

10.5.1. Provision shall be made for providing First Aid.

10.5.2. Contact details of ambulance, hospital etc. shall be available in case of emergency.

**APPENDIX 1****Infrastructure Requirement (Desirable)**

Sl no	Location	Area required	Remarks
1	Common area (Reception and waiting)	30 sq. ft. carpet area	Ensure adequate light and ventilation
2	Consultation room (ancillary area)	70 sq. ft. including dispensing and storage	Ensure adequate light, ventilation and privacy.

**Note:** 1.Reception, waiting, consultation room, storage etc. shall be adequate as per the requirement and workload of the clinic.

2. The dispensing area should be separated from consulting area and waiting area with firm partition.

**APPENDIX 2****Furniture or fixtures**

Sl no.	Articles
1	Table for consultation
2	Chair for Physician
3	Chairs for patients in waiting area
4	Chairs for patient / attendants
5	Adequate furnishing for medicine storage
6	Adequate furnishing for medicine dispensing
7	Provision for BMW
8	Signage for specialty services if any

**APPENDIX 3****Human Resources for Private Sector**

SI no	Name of the post	Minimum Requirement
1	Medical officer	1
2	Helper	1

**APPENDIX 4****Equipment or Instruments**

SI no	Name of the Equipment	Minimum Specification	No of Equipment
1	Stethoscope		1
2	Thermometer		1
3	Torch (flash light)		1
4	Sphygmomanometer		1

**APPENDIX 5****Essential Medicines**

SL. NO.	MEDICINE AND SUNDRIES
1	Aconite nap
2	Aloe soc
3	Antimonium tart
4	Apismel

5	Arnica montana
6	Arsenicum album
7	Belladonna
8	Bryonia alba
9	Calcarea carb
10	Carbo veg
11	Chamomilla
12	Cina
13	Cuprum met
14	Eupatorium perfoliatum
15	Gelsemiumsemp
16	Heparsulphuris
17	Kali arsenicum
18	Ipecacuanha
19	Lycopodium
20	Mercurius sol.
21	Natrummur
22	Nux vomica
23	Phosphorus
24	Pulsatillanig
25	Rhustox
26	Sepia
27	Silicea
28	Sulphur
29	Sacharrumlactis
30	Globule

## APPENDIX6

### Registers

<b>1</b>	<b>OP Register</b>	
2	Provisional diagnose Register	1
3	Medicine register	1
4	Equipmentsregister	1

## **APPENDIX 7**

### **Patients' Rights and Responsibilities**

#### **Patients' Rights**

A patient and his or her representative has the following rights with respect to the clinical establishment-

1. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
2. To confidentiality, human dignity and privacy during treatment.
3. To have ensured presence of a female person, during physical examination of a female patient by a male physician.
4. To non-discrimination about treatment and behavior on the basis of HIV like status.
5. Whenever a reference is required to a higher center , the same should be done along with a proper reference letter

#### **Patients' Responsibilities**

1. Provide all health related information.
2. Co-operate with Physician during examination and treatment.
3. Follow all instructions.
4. Pay hospitals agreed fees on time.
5. Respect dignity of Physician and other hospital staff
6. Never resort to quarrel or violence.
7. Any misbehavior or misconduct from patient or accompanier shall be charged with IPC 504, 506, 332, 333, 427, 141, 143

**HOMOEOPATHY DISPENSARY CATEGORY TYPE 2**

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## **Homoeopathy Dispensary - category Type 2**

### **1. Definition**

1.1. A clinic may be defined as a Clinical establishment providing examination, consultation, prescription to outpatients by a single Homoeopathy Physician(s) or \*specialist Homoeopathy Physician(s).

1.2. A few minor procedures like dressing of wound, suturing, I & D, foreign body extraction, first aid etc. , using modern diagnostic procedures and administering the medicines which not requiring any inpatient care.

### **2. Scope**

2.1. These set of common minimum standards framed are applicable to a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physicians who are providing patient care services like consultation, prescription of medicines and dressing.

2.2. Advice for health education, health promotion and disease prevention

2.3. Any or more than one of the following are included.

1. General outpatient treatment
2. Asthma and allergy
3. Dermatology (skin)
4. Child and adolescent care
5. Cancer care
6. Endocrinology
7. NCDs
8. Mental Health care
9. Renal disorders
10. Infertility and child care
11. Geriatric and Rheumatic
12. De-addiction etc.



Govt. approved health care modalities like Yoga, Physiotherapy and counselling can be practiced under guidance of qualified personnel.

NOTE: (\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning)

### **3. Infrastructure**

3.1. The infra-structure facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.

3.2. The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.

3.3. The clinic facility shall be well illuminated, ventilated and clean with adequate water supply.

3.4. The clinic shall have a prominent board or signage displaying the name of the clinic/dispensary and name of place in local language at the gate or on the building of the clinic.

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

- i. Name of the doctor(s) with registration number.
- ii. Timings of the clinics.
- iii. Contact number.

### **4. Furniture & Fixtures**

4.1. Furniture and fixtures shall be available in accordance with the activities and workload of the Homoeopathy Dispensary.

4.2. The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2**.

### **5. Human Resource**

5.1. The Homoeopathy Physician(s), Specialist Homoeopathy Physician(s) of the Homoeopathy Dispensary shall be registered with State Council

5.2. In Homoeopathy Dispensary of public sector, minimum three support staff must be available to meet the care, treatment and service needs of the patient. (1.pharmacist, 2.attender/dispenser, 3.sweeper cum peon/office attendant/sweeper cum watcher/multipurpose worker/part time sweeper/casual sweeper) **However for public sector it could be as per approved manpower for the institution as approved by the Government.**

**5.3 Human Resource in case of private sector institutions is listed in Appendix 3. However number may depend upon the workload and scope of the service being provided by the clinical establishment**

## **6. Equipment or instruments or drugs**

6.1. The Homoeopathy Dispensary shall have essential equipment as per **Appendix 4** and emergency equipment as per **Appendix 5**.

6.2. Other equipment as per the scope of service being practiced shall be available.

6.3. Adequate space for storage of equipment and medicines shall be provided and medicines if available medicines shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.

6.4. All equipments shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipments shall be done.

6.5. The Homoeopathy Dispensary shall have basic minimal essential drugs as per **Appendix 6**. However other drugs as per the scope of service being practiced may also be available.

## **7. Support Service**

7.1. Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws.

## **8. Legal or Statutory Requirements**

SI no	Name of the act and license	Licensing body
1	Registration of Physician with Medical council	State medical council
2	Bio medical management rule 2016	State pollution control board
3	Registration of Dispensary	State council - CEA

## 9. Record Maintenance and reporting

9.1. All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or in respect of state and national programmes or as required from time to time by state and National Council, Clinical Establishments Act 2010.**Appendix-7**

## 10. Process

### 10.1. Registration.

10.1.1. Every patient requiring service shall be registered.

10.1.2. Patient shall be guided and informed regarding Patients' Rights and responsibilities.**(Appendix 8)**

### 10.2. Infection Control

10.2.1. The clinic shall take all precautions to control infections like practicing hand hygiene etc.

10.2.2. Availability of clean water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.2.3. Sanitation and hygiene of the toilets if available shall be maintained.

10.2.4. Mopping of all patient care areas with disinfectant shall be done at least once a day.

### 10.3. Safety Considerations

10.3.1. The clinic shall ensure to take care of patient safety aspects.

10.3.2. The clinic shall be kept pest and termite free.

### 10.4. Biomedical waste Management:

10.4.1. Biomedical waste shall be managed in accordance with the Bio Medical Waste management Rules, 2016.

10.4.2. Clinic waste generated shall be segregated at source.

10.4.3. Needles and sharp waste shall be stored in tamper proof, leak proof and puncture proof container.

### 10.5. First aid

10.5.1. Provision shall be made for providing First Aid.

10.5.2. Contact details of ambulance, hospital etc. shall be available in case of emergency.

## APPENDIX 1

### Infrastructure Requirement (Desirable)

Sl no	Location	Area required	Remarks
1	Common area (Reception and waiting)	150 sq. ft.	Ensure adequate light and ventilation
2	consultation room (ancillary area)	100 sq. ft.	Ensure adequate light, ventilation and privacy.
3	Pharmacy and Storage	150 sq. ft.	Ensure adequate light and ventilation.
4.	Toilet		Ensure adequate light and ventilation.

			Maintain hygiene
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**Note:** Reception, waiting, consultation room, storage etc. shall be adequate as per the requirement and workload of the clinic.

## APPENDIX 2

### Furniture or fixtures

Sl no.	articles
1	Table for consultation
2	Chair for Physician
3	Chairs for patients, attendants in waiting area and consultation room
4	Firm partition for waiting area, consultation room, Pharmacy and storage
5	Examination table
6	Adequate furnishing for medicine dispensing and storage
7	Provision for BMW
8	Signage for specialty services if any

## APPENDIX 3

### Human Resources for Private Sector

Sl no	Name of the post	Minimum Requirements
1	Medical officer	1
2	Pharmacist	1
3	Attender/Nursing assistant	1
4	Full/Part time sweeper or Cleaner	1

**APPENDIX 4****Equipments and Instruments**

SI no	Name of the equipment	Minimum Specification	No of Equipment
1	Stethoscope		1
2	Thermometer		1
3	Torch (flash light)		1
4	Sphygmomanometer		1
6	weighing machine		1
7	X-ray viewer		1

**APPENDIX 5****Emergency Equipments**

SI no	Name of the equipment	Minimum Specification	No of equipment
1	Fire Extinguisher		1

**APPENDIX 6****Essential Medicines**

SL. NO.	MEDICINE AND SUNDRIES
1	Aconite nap
2	Aloe soc
3	Antimonium tart
4	Apismel
5	Arnica montana
6	Arsenicum album

7	Belladonna
8	Bryonia alba
9	Calcarea carb
10	Carbo veg
11	Chamomilla
12	Cina
13	Cuprum met
14	Eupatorium perfoliatum
15	Gelsemiumsemp
16	Heparsulphuris
17	Kali arsenicum
18	Ipecacuanha
19	Lycopodium
20	Mercurius sol.
21	Natrummur
22	Nux vomica
23	Phosphorus
24	Pulsatillanig
25	Rhustox
26	Sepia
27	Silicea
28	Sulphur
29	Sacharrumlactis
30	Globules

## APPENDIX 7

### Registers

SI No	Name of the Register	Quantity
1	OP Register	1
2	Provisional diagnose register	1
3	Medicine register	1
4	furniture register	1
5	Equipment register	1

**APPENDIX-8****Patients' Rights and Responsibilities****Patients' Rights**

A patient and his or her representative has the following rights with respect to the clinical establishment-

1. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
2. To confidentiality, human dignity and privacy during treatment.
3. To have ensured presence of a female person, during physical examination of a female patient by a male physician.
4. To non-discrimination about treatment and behavior on the basis of HIV like status.
5. Whenever a reference is required to a higher center , the same should be done along with a proper reference letter

**Patients' Responsibilities**

1. Provide all health related information.
2. Co-operate with Physician during examination and treatment.
3. Follow all instructions.
4. Pay hospitals agreed fees on time.
5. Respect dignity of Physician and other hospital staff if any.
6. Never resort to quarrel or violence.
7. Any misbehavior or misconduct from patient or accompanier shall be charged with IPC 504, 506, 332, 333, 427, 141, 143



**HOMOEOPATHY DISPENSARY CATEGORY TYPE- 3**

DRAFT

## **Homoeopathy Dispensary - category Type 3**

### **1. Definition**

1.1. A clinic may be defined as a Clinical establishment providing examination, consultation, prescription to outpatients by Homoeopathy Physician(s) or a specialist\* Homoeopathy Physician(s).

1.2. A few minor procedures like dressing of wound, suturing, I & D, foreign body extraction, first aid and using modern diagnostic procedures and administering the medicines which not requiring any inpatient care.

### **2. Scope**

2.1. These set of common minimum standards framed are applicable to a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physicians who are providing patient care services like consultation, prescription of medicines and dressing.

2.2. Advice for health education, health promotion and disease prevention

2.4. Any or more than one of the following are included:

1. General outpatient treatment
2. Asthma and allergy
3. Dermatology (skin)
4. Child and adolescent care
5. Cancer
6. Endocrinology
7. NCDs
8. Psychiatry/ counselling
9. Hemorrhoids
10. Renal calculi
11. Infertility and child care

12. Geriatric and Rheumatic
13. De-addiction etc.

Govt. approved health care modalities like Yoga, Physiotherapy and counseling can be practiced under guidance of qualified personnel.

**NOTE:** (*\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning*)

### **3. Infrastructure**

3.1. The infra-structure facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.

3.2. The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.

3.3. The clinic facility shall be well illuminated, ventilated and clean with adequate water supply.

3.4. The clinic shall have a prominent board or signage displaying the name of the clinic/dispensary and name of place in local language at the gate or on the building of the clinic.

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

- i. Name of the doctor(s) with registration number.
- ii. Timings of the clinics.
- iii. Contact number.

3.6. Homoeopathic dispensary in public sector shall be equipped with medical library consisting of essential homoeopathic and medical reference books.

### **4. Furniture & Fixtures**

4.1. Furniture and fixtures shall be available in accordance with the activities and workload of the Homoeopathy Dispensary.

4.2. The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2**.

## **5. Human Resource**

5.1. The Homoeopathy Physician(s), Specialist Homoeopathy Physician(s) of the Homoeopathy Dispensary shall be registered with State Council.

5.2. In Homoeopathy Dispensary of public sector, minimum three support staff must be available to meet the care treatment and service needs of the patient. (1.pharmacist, 2.attender, 3. multipurpose worker/part time sweeper/casual sweeper) **However for public sector it could be as per approved manpower for the institution as approved by the Government.**

**5.3. Human Resource in case of private sector institutions is listed in Appendix 3 . However number may depend upon the workload and scope of the service being provided by the clinical establishment**

## **6. Equipment or instruments or drugs**

6.1. The Homoeopathy Dispensary shall have essential equipment as per **Appendix 4** and emergency equipment as per **Appendix 5**.

6.2. Other equipment as per the scope of service being practiced shall be available.

6.3. Adequate space for storage of equipment and medicines shall be provided and medicines if available, shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.

6.4. All equipments shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipments shall be done.

6.5. The Homoeopathy Dispensary sector shall have basic minimal essential drugs as per **Appendix 6**. However other drugs as per the scope of service being practiced may also be available.

## **7. Support Service**

7.1. Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws.

## 8. Legal or Statutory Requirements

Sl no	Name of the act and license	Licensing body
1	Registration of Physician with Medical council	State / central medical council
2	Bio medical management rule 2016	State pollution control board
3	Registration of Dispensary	State council - CEA

## 9. Record Maintenance and reporting

9.1. All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or in respect of state and national programmes or as required from time to time by state and National Council, Clinical Establishments Act 2010. **(Appendix-7)**

## 10. Process

### 10.1. Registration.

10.1.1. Every patient requiring service shall be registered.

10.1.2. Patient shall be guided and informed regarding Patients' Rights and responsibilities. **(Appendix – 8)**

### 10.2. Infection Control

10.2.1. The clinic shall take all precautions to control infections like practicing hand hygiene etc.

10.2.2. Availability of clean water for hand washing or liberal use of sanitizer shall be maintained throughout the working hours of the clinic.

10.2.3. Sanitation and hygiene of the toilets if available shall be maintained.

10.2.4. Mopping of all patient care areas with disinfectant shall be done at least once a day.

### 10.3. Safety Considerations

10.3.1. The clinic shall ensure to take care of patient safety aspects.

10.3.2. The clinic shall be kept pest and termite free.

### 10.4. Biomedical waste Management:

10.4.1. Biomedical waste shall be managed in accordance with the Bio Medical Waste management Rules, 2016.

10.4.2. Clinic waste generated shall be segregated at source.

10.4.3. Needles and sharp waste shall be stored in tamper proof, leak proof and puncture proof container.

### 10.5. First aid

10.5.1. Provision shall be made for providing First Aid.

10.5.2. Contact details of ambulance, hospital etc. shall be available in case of emergency.

## APPENDIX 1

### Infrastructure Requirement (Desirable)

SI no	Location	Minimum Area	Remarks
1	Common area (Reception and waiting)	200 sq. ft.	Ensure adequate light and ventilation
2	Consultation room (ancillary area)	100 sq. ft.	Ensure adequate light, ventilation and privacy.
3	Pharmacy and Storage	200 sq. ft.	Ensure adequate light and ventilation.
4	Feeding room	1 No.	Ensure adequate light and ventilation.

5	Store room, Staff room, Office room, Medical record room, Treatment/Observation room, Toilets for staff and patients (One must be disabled friendly)		Ensure adequate light and ventilation. Maintain hygiene.
---	------------------------------------------------------------------------------------------------------------------------------------------------------	--	----------------------------------------------------------

**Note:** Reception, waiting, consultation room, storage etc. shall be adequate as per the requirement and workload of the clinic. Minimum total sweeping area of the Dispensary must be 100 sq. meter.

## APPENDIX 2

### Furniture or fixtures

Sl no.	Articles
1	Table for consultation
2	Chair for Physician
3	Chairs for patients, attendants in waiting area and consultation room
4	Firm partition for waiting area, consultation room, Pharmacy and storage
5	Examination table
6	Adequate furnishing for medicine dispensing and storage
7	Provision for BMW
8	Signage for specialty services if any

## APPENDIX 3

### Human Resources for Private Sector

Sl no	Name of the post	Minimum Requirement
1	Medical officer	1
2	Pharmacist	1
3	Attender	1
4	Multi Purpose worker	1
5	Full/Part time sweeper/Cleaner	1

## APPENDIX 4

### Equipments or Instruments

Sl no	Name of the equipment	Minimum specification	No of equipment
1	Stethoscope		1
2	Thermometer		1
3	Torch (flash light)		1
4	Sphygmomanometer		1
5	Stadiometer		1
6	Weighing machine Adult and Paediatric		1 each
7	X-ray viewer		1
8	Token system		1
9	Water purifier		1

## APPENDIX 5

### Emergency Equipment

SI no	Name of the Equipment	Minimum Specification	No of equipment
1	Fire Extinguisher		1

## APPENDIX 6

### Essential Medicines

SL. NO.	MEDICINE AND SUNDRIES
1	Aconite nap
2	Aloe soc
3	Antimonium tart



4	Apismel
5	Arnica montana
6	Arsenicum album
7	Belladonna
8	Bryonia alba
9	Calcarea carb
10	Carbo veg
11	Chamomilla
12	Cina
13	Cuprum met
14	Eupatorium perfoliatum
15	Gelsemiumsemp
16	Heparsulphuris
17	Kali arsenicum
18	Ipecacuanha
19	Lycopodium
20	Mercurius sol.
21	Natrummur
22	Nux vomica
23	Phosphorus
24	Pulsatillanig
25	Rhustox
26	Sepia
27	Silicea
28	Sulphur
29	Sacharrumlactis
30	Globules

## APPENDIX 7

### Registers

Sl no	Name of the register	Quantity
1	OP Register	1
2	Provisional diagnose Register	1
3	Medicine register	1

4	Furniture register	1
5	Equipment register	1

## **APPENDIX -8**

### **Patients' Rights and Responsibilities**

#### **Patients' Rights**

A patient and his or her representative has the following rights with respect to the clinical establishment-

1. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
2. To confidentiality, human dignity and privacy during treatment.
3. To have ensured presence of a female person, during physical examination of a female patient by a male physician.
4. To non-discrimination about treatment and behavior on the basis of HIV like status.
5. Whenever a reference is required to a higher center , the same should be done along with a proper reference letter

#### **Patients' Responsibilities**

1. Provide all health related information.
2. Co-operate with Physician during examination and treatment.
3. Follow all instructions.
4. Pay hospitals agreed fees on time.
5. Respect dignity of Physician and other hospital staff if any.
6. Never resort to quarrel or violence.
7. Any misbehavior or misconduct from patient or accompanier shall be charged with IPC 504, 506, 332, 333, 427, 141, 143

The requirements under KASH which can be considered and incorporated with clinical establishment minimum standards in respect to Infection Control are enlisted below.

Sl. No	Standards	Disp. Type 1	Disp Type 2	Disp. Type 3
<b>PAA 1.1</b>	<b>Basic facilities for OP and casualty</b>			
1.1.1	Safe Drinking water is available	✓	✓	✓
1.1.2	Toilets and toilets for physically challenged are available			✓
1.1.3	Waste disposal are as per the laid down laws	✓	✓	✓
<b>LSA 2.1</b>	<b>Collection of the sample</b>			
2.1.1	Color coded bins are available in the blood collection area as per the Biomedical Waste management rules *		✓	✓
<b>LSA 2.2</b>	<b>Laboratory safety</b>			
2.2.1	Personal protective equipment are being used			✓
2.2.2	Protocol for blood spill management is available			✓
2.2.3	Protocol for mercury spill management is available			✓
2.2.4	Protocol for hazardous material spillage are available			✓
2.2.5	Protocol for biomedical waste management are			✓
<b>PCA 3.1</b>	<b>Emergency services</b>			
3.1.1	Hand washing facility with running water is available	✓	✓	✓
<b>AMA4.1</b>	<b>Storage of Medication</b>			
4.1.1	Medicines are stored in clean, well lit and ventilated environment as specified by the manufacture in both ward and Pharmacy	✓	✓	✓
<b>ICA 5.1</b>	<b>Role of Hospital in Prevention of Hospital Acquired Infection</b>			

Sl. No	Standards	Disp. Type 1	Disp Type 2	Disp. Type 3
5.1.1	The Hospital have an infection control committee to minimize the risk of Hospital Acquired Infections and to monitor the surveillance program *			✓
5.1.2	Gloves, masks, soaps and disinfectants are available and used correctly	✓	✓	✓
5.1.3	Hand washing facilities with Elbow tap are available in all patient care areas		✓	✓
5.1.4	The hospital will inform to the higher authorities if any notifiable disease or outbreak	✓	✓	✓
<b>ICA 6.1</b>	<b>Biomedical Waste Management</b>			
6.1.1	Biomedical waste segregation through Color coded bags and containers as per the Biomedical waste management and handling rules 1998 *	✓	✓	✓
6.1.2	Personal protective measures like Rubber gloves, gum boots, Plastic Apron, Masks etc are used by the staff handling Biomedical waste *	✓	✓	✓
6.1.3	Bio hazard symbol are displayed where applicable	✓	✓	✓
<b>ICA 6.2</b>	<b>Sterilization</b>			
6.2.1	All reusable medical instruments are disinfected or sterilized after use		✓	✓
<b>ICA 6.3</b>	<b>Manuals</b>			
6.3.1	The Institutions have an Infection control manual which are updated at least once in a year			✓
6.3.2	The manuals contains; Infection Control Committee, Surveillance, Staff Health Program, Isolation, Care of Systems & Indwelling Devices, Disinfection, Waste Management, House Keeping, Food Handling & Handlers, Laundry, Investigation of			✓

Sl. No	Standards	Disp. Type 1	Disp Type 2	Disp. Type 3
	Outbreak, Special care Units and Visitors Policy			
<b>ICA 6.4</b>	<b>Training for In-service and New staff</b>			
6.4.1	Hand washing	✓	✓	✓
6.4.2	Bio medical waste management and segregation	✓	✓	✓
6.4.3	Blood and Mercury spill management		✓	✓
6.5.4	Safe injection and infusion practices		✓	✓
6.6.5	Housekeeping and Linen management		✓	✓
<b>ICA 6.5</b>	<b>Registers</b>			
6.5.1	Housekeeping Register			✓
6.5.2	Equipment Sterilization Register			✓
6.5.3	Needle Prick injury Register			✓
6.6.4	Post Exposure Prophylaxis Register			✓
6.7.5	Training Register			✓
<b>RAA 7.1</b>	<b>Training</b>			
7..1	Training when there is job change/ new equipment installed and documented	✓	✓	✓
7.1.2	Prepare Training schedule in areas of safety, infection control, risk management and as per the need of the Hosp.	✓	✓	✓
<b>IRA 8.1</b>	<b>Minimum Requirements for Areas or departments</b>			
8.1.1	Autoclave			✓



**Kerala Clinical Establishments Act 2018**  
**Minimum Standard Requirements**  
**For**  
**HOMOEOPATHY HOSPITAL**

DRAFT

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## 1. Introduction:

Homoeopathy has a history of only 125 years in Kerala. It was recognized first in the State in 1928. It took its place in the Travancore Medical Practitioners Act 1943 and subsequently in the T.C.M.C Act 1953 with a provision for separate council for Homoeopathy. This was extended to the Malabar area through Kerala Adaptation Laws Order 1956. The Homoeopathy Central Council Act 1973 was enforced in the State w.e.f. 1st August 1974. It was in 1957 that Homoeopathy was included in the public sector of the health care service. The Govt., as a matter of policy, declared in the year 1967 the setting up of one dispensary each in Allopathy, Ayurveda and Homoeopathy in every Grama Panchayat. A separate department of Homoeopathy was formed in 1973.

In Kerala state, comprehensive Homoeopathic health care services are delivered through 34 Homoeopathic Hospitals (14 district Govt. Hospitals and 20 Govt. Hospitals), 669 Homoeopathic Dispensaries, 409 AYUSH-NHM Primary health centers (Homoeopathy). There are 13496 registered medical practitioners as per register of Travancore – Cochin medical council, as on 29.1.2020, engaged in private sector health care.

A large part of population in Kerala uses Homoeopathy treatment since it has no side effects, and the remedies are being more natural. It is accepted by all population irrespective of age or gender and have effective remedies for almost all types of acute and chronic health problems. In this context there shall be proper standardisation in all clinical establishments. Public healthcare especially in the state of Kerala needs a joint endeavour among the various therapeutic systems for a cost effective standardised and fruitful application in target groups.

Comprehensive health care is the prime motto of a Homoeopathy institution. In Homoeopathy, treatment is patient oriented and is fundamentally based on the cardinal principles of Homoeopathy formulated by the founder Dr. Christian Frederick Samuel Hahnemann. In general OPDs it is difficult to give proper attention to chronic cases like Asthma, Diabetes Mellitus, and infertility etc. where detailed case taking is necessary for individualization and treatment. In this scenario, Department of Homoeopathy started specialty clinics for these kinds of disease conditions. Specialist / Specialty denote not the specialist



educational qualification of the Homoeopathy physician but the disease condition for which the specialty clinic is functioning.

Medical College Homoeopathy Hospitals are attached with Homoeopathy teaching institutions in our state. These Homoeopathy teaching institutions along with the attached hospital are guided by the Central Council of Homoeopathy Minimum Standards Requirement Act 2013. The number of Homeopathy hospitals in private sector is very less.

## **2. Definition:**

A Homoeopathy Hospital is a clinical establishment providing outpatient and inpatient treatment with or without specialty care, with the assistance of qualified staff, through Homoeopathy medicines and supplements; the patients are admitted and stay overnight or more, are referred as inpatients.

## **3. Categorization of Hospitals**

The minimum standards for Homoeopathic hospitals under Clinical Establishments Act, 2018 are developed on the basis of grade of care provided, as defined below

### **Hospital Category type 1 - below 25 bedded hospital**

#### ***1. Hospital Type 1 (A)-Below 10 bedded hospital***

General Homoeopathy Medical services with facility providing examination, consultation, prescription and dispensing of medicines to outpatients and in-patients by one or more than one Homoeopathy Physician or *\*specialist* Homoeopathy Physician(s).

#### ***Hospital Type 1 (B)- 10 and below 25 bedded hospital***

General Homoeopathy Medical services with facility providing examination, consultation, prescription and dispensing of medicines to outpatients and in-patients by Two or more than Two Homoeopathy Physician or *\*specialist* Homoeopathy Physician(s).

Type 1(A) and Type 1(B) Hospitals shall also include Specialty services like Infertility, Women care, Adolescent health care, NCDs, Thyroid diseases, Rheumatic diseases, Skin diseases, Allergy diseases, Autism like development disorders, Psychiatry, De-addiction, etc

Govt. approved health care modalities like Yoga, Physiotherapy and counselling can be practiced under guidance of qualified personnel.

Type 1(A) and Type 1(B) Hospitals shall also include support systems required for the respective services and bed strength of the hospital etc.

**NOTE:** (*\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning*)

## **II. Hospital Category type 2– 25 bedded to below 100 bedded.**

General Homoeopathy Medical services with facility providing examination, consultation, prescription, dispensing of medicines including **laboratory service** to outpatients and in-patients by three or more than three Homoeopathy Physicians or three or more than three specialist Homoeopathy Physicians.

Specialty services may be Infertility, Women care, Adolescent health care, NCDs, Thyroid diseases, Rheumatic diseases, Skin diseases, Allergy diseases, Autism like development disorders, Psychiatry, De-addiction, etc

Govt. approved health care modalities like Yoga, Physiotherapy and counselling can be practiced under guidance of qualified personnel.

**NOTE:** (*\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning*)

## **III. Hospital Category type 3 - 100 bedded and above**

General Homoeopathy Medical services providing examination, consultation, prescription, dispensing of medicines including **laboratory service, imaging facility, minor OT facility**, Ambulance service, with one or more specialty service to outpatients and in-patients by more than 9 Homoeopathy Physicians and more than three specialist Homoeopathy Physicians.

Specialty services may be Infertility, Women care, Adolescent health care, NCDs, Thyroid diseases, Rheumatic diseases, Skin diseases, Allergy diseases, Autism like development disorders, Psychiatry, De-addiction, etc

Govt. approved health care modalities like Yoga, Physiotherapy and counselling can be practiced under guidance of qualified personnel.

**NOTE:** (\*Specialist/Specialty denotes not the educational qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning)

#### **4. Scope**

4.1. These set of common minimum standards framed are applicable to a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physicians providing outpatient care and inpatient care.

4.2. To provide examination, consultation, prescription to outpatients and inpatients by a single or more than one Homoeopathy Physician, or specialist Homoeopathy Physicians with the assistance of qualified staff, through Homoeopathy medicines and supplements.

4.3. Advice for health education, health promotion and disease prevention

4.4. Any or more than one of the following are included:

1. General outpatient treatment
2. Inpatient treatment
3. Asthma and allergy
4. Dermatology
5. Child and adolescent care
6. Cancer
7. Endocrine disorders
8. NCDs
9. Psychiatry / counseling
10. Hemorrhoids
11. Renal calculi
12. Infertility and child care
13. Geriatric and Rheumatic
14. De-addiction etc.

4.5 Govt. approved health care modalities like Yoga, Physiotherapy under guidance of qualified personals.

**NOTE:**\*Specialist/Specialty denotes not the specialist qualification of the Homoeopathic physician but the disease condition for which the specialty clinic is functioning

## 5. Infrastructure

5.1. The infra-structure facility shall be developed and maintained to provide safe and secure environment for outpatients and inpatients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any, from time to time.

5.2. The minimum space requirement for carrying out the basic functions of the facility shall be as per **Appendix 1**.

5.3. The hospital shall be well illuminated, ventilated and clean with uninterrupted electricity and adequate water supply facility.

5.4. The hospital shall have a prominent board or signage displaying the name of the hospital and name of place in local language at the gate or on the building of the hospital.

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

- iv. Name of the doctor(s) with registration number.
- v. Fee structure of investigation facility if any.
- vi. Timings of the treatment services and investigation services.
- vii. Contact number of institution.
- viii. CEA registration number of institution.

## 6. Furniture and Fixtures

a. Furniture and fixtures shall be available in accordance with the bed strength, activities and workload of the Homoeopathy Hospital.

b. The furniture and fixtures shall be functional all the time. For indicative list of items refer **Appendix 2**.

## 7. Equipment and Instrument

- a. The Homoeopathy Hospital shall have essential Non-medical and medical equipments as per **Appendix 3** and emergency equipments as per **Appendix 4**.
- b. Other equipments as per the scope of service being practiced shall be available.
- c. Adequate space for storage of equipments and medicines shall be provided and medicines if available shall be stored as per manufacturer's guidelines. The equipments shall be of adequate capacity to meet work load requirement.
- d. All equipment shall be in good working condition at all times. Periodic inspection, calibration, cleaning, maintenance of equipment shall be done.

#### **8. Drug**

- a. The Homoeopathy Hospital in public sector shall have basic minimal essential medicines and consumables as per **Appendix 5**. However other medicines as per the scope of service being practiced may also be available.
- b. Emergency medicines and consumables shall be available at all times.
- c. Drug storage shall be in a clean, well lit, and safe environment and shall be in consonance with applicable laws and regulations.

#### **9. Human Resource**

- a. The Homoeopathy Physician(s), Specialist Homoeopathy Physician(s) of the Homoeopathy Hospital shall be registered with State Medical Council.
- b. The hospital shall have qualified and trained paramedical / nursing / other staff as per the scope of service provided.
- c. For details refer **Appendix 6**

#### **10.Support Services**

- a. The Hospital shall have a Registration / Help-desk / Billing counter.
- b. Segregation, collection, transportation, storage and disposal of general waste shall be done as per applicable local laws.

- c. Segregation, collection, transportation, storage and disposal of biomedical waste shall be done as per Bio medical waste handling rules.
- d. Ambulance, Laboratory, Physiotherapy, laundry either permanent or on call facility.

### 11. Legal or Statutory Requirements

Sl no	Name of the act and license	Licensing body
1	Registration of Physician(s) with Medical council	State medical council
2	General / Bio medical management rule 2016	State pollution control board
3	Registration of Hospital	State council - CEA

Other requirements are listed under **Appendix 7**

### 12. Record Maintenance and Reporting

- a. Necessary administrative and medical records to be maintained by the hospital administration.
- b. All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or in respect of state and national programmes or as required from time to time by state and National Council, Clinical Establishments Act 2010.
- c. Medical Records shall be maintained in physical or digital format.
- d. The hospital shall ensure confidentiality, security and integrity of records.
- e. The medical records of IPD patients shall be maintained in consonance with National or local law and court orders.
- f. For details **Appendix 8**

### 13 Basic Processes

- g. The hospital shall register all patients who visit the hospital except if the required service is not available in the facility, in which case the patient is guided to the appropriate nearest facility.
- h. Patient shall be guided and informed regarding Patients' rights & responsibilities, cost estimates, third party services (e.g. Insurance) etc. **(Appendix 9)**.
- i. Every patient shall undergo assessment, during the course of assessment, the patient findings, medications, and investigations should be documented with working diagnosis, legibly in the assessment with the signature of physician.
- j. In case of non-availability of beds or in clinical emergency, the patient shall be referred to another facility along with the required clinical information / notes / Discharge summary / referral letter

### APPENDIX -1

#### Minimum space requirement in a Homoeopathy Hospital

Sl no		Area	Details
1	Ward	Ward bed and surrounding space 5 sq.m. / bed	80 cm distance in each bed In addition circulation space of 30% as indicated in total area shall be provided for Nursing station, Ward store, Sanitary and Procedure room.
2	Procedure room		10.5 sq. m. (113 sqft)
3	Other areas	Nursing station, Doctors duty room, Store, clean and dirty utility, Circulating area, Toilet, washroom / Restroom Consulting room	10.5 sq.m. (113 sqft) 7.5 sq.m. (80.72 sqft) 3.5 sq.m. (37 sqft) 8.08 sq.m.(87 sqft)
4	Bio medical waste management	Bio medical waste	5 sq. m. (53.8 sqft)
5	Other areas	Laboratory Reception / Front office Waiting area Administrative area	24 sq. m. (258.3 sqft) 10.5 sq. m. (113. sqft) 10.5 sq. m. (113. sqft) 10.5 sq. m. (113. sqft)

Other requirements in ward

1. The ward shall also have designated areas for nursing station, doctors' duty room, store, store for clean and dirty utility, 24 hour power and water supply facility and toilets.
2. Distance between beds shall be 1 Meter.
3. Patient waiting area, no of toilets, treatment room etc required depending on the bed strength and scope of the Hospital.

## **APPENDIX -2**

### **FURNITURE AND FIXTURES**

<b>Sl no</b>	<b>Particulars<sup>1</sup></b>
1	Examination Table
2	Bed side writing tables
3	Chairs
4	Almirah
5	Waiting Benches / Chairs
6	Medical or Surgical Beds
7	Wheel Chair or Stretcher
8	Medicine Trolley, Instrument Trolley
9	Foldable Screens or curtains
10	Bed Side Table
11	Medicine Chest
12	Examination Lamp
13	X ray View box
14	Tube Light or lighting fixtures
15	IV Stand
16	Colour coded bins for BMW

\*This is an indicative list and the items and number of items shall be provided as per the size of the hospital and scope of service.

## **APPENDIX – 3**



Department	Equipment	Type 1	Type 2	Type 3
Administration	Office equipment	Yes	Yes	Yes
	Office Furniture	Yes	Yes	Yes
Electricity Water supply	Uninterrupted power supply	Yes	Yes	Yes
	Hand-washing sinks or taps or bowls on -	Yes	Yes	Yes
	Stands in all areas	Yes	Yes	Yes
	Storage tank	Yes	Yes	Yes
	Water purifier	Yes	Yes	Yes
	Uninterrupted water supply	Yes	Yes	Yes
Waste Disposal	Buckets for contaminated waste in all treatment Areas	Yes	Yes	Yes
	Drainage system	Yes	Yes	Yes
	Rubbish bins in all rooms	Yes	Yes	Yes
	Sanitation facilities for patients	Yes	Yes	Yes
	Separate Bio-medical waste disposal	Yes	Yes	Yes
Safety				
	Sharps containers in all treatment areas	Yes	Yes	Yes
	Fire extinguisher	Yes	Yes	Yes
Vehicle(Own or Out sourced)	Vehicle 4 wheeler Desirable	desirable	desirable	yes
	Ambulance	desirable	desirable	yes
Storage	Medical Stores	Yes	Yes	Yes
	Lockable storage	Yes	Yes	Yes
	Refrigeration	Yes	Yes	Yes
Kitchen (Own or Out sourced)	Cooking pots and utensils	desirable	Yes	Yes
	Cooking stove	desirable	Yes	Yes
	Food refrigeration	Yes	Yes	Yes
	Storage	desirable	Yes	Yes
Cleaning	Washing and drying area facilities	desirable	Yes	Yes
	Washing and rinsing equipment or bowls	desirable	Yes	Yes
	Housekeeping Brooms, brushes and mops	Yes	Yes	Yes
House keeping (out sourced)		desirable	Yes	Yes
	<b>MEDICAL Equipment</b>			
Outpatient	Blood Pressure Apparatus and	Yes	Yes	Yes

Room	Stethoscope			
Health examination Room	Container for sharps disposal	Yes	Yes	Yes
	Examination gloves	Yes	Yes	Yes
	Examination table	Yes	Yes	Yes
	Hand washing facilities	Yes	Yes	Yes
	Ophthalmoscope	desirable	desirable	desirable
	Otoscope	desirable	desirable	desirable
	Patellar hammer	Yes	Yes	Yes
	Receptacle for soiled pads, dressings, etc.	Yes	Yes	Yes
	Separate biohazard disposal	Yes	Yes	Yes
	Sterile equipment storage	Yes	Yes	Yes
	Thermometer	Yes	Yes	Yes
	Weighing scale	Yes	Yes	Yes
	Blood Pressure Apparatus and Stethoscope	Yes	Yes	Yes
	Birth register	NO	Yes	Yes
Inpatient wards	Examination table	Yes	Yes	Yes
	Fetal stethoscope	No	yes	Yes
	Pregnant woman Register	NO	Yes	Yes
	Syringes and needles	NO	Yes	Yes
	Basic examination equipment (stethoscope, BP apparatus)	Yes	Yes	Yes
	Dressing sets	Yes	Yes	Yes
	Dressing trolley or Medicine trolley	Yes	Yes	Yes
	IV stands	yes	Yes	Yes
	Medicine storage cabinet	desirable	desirable	Yes
	Oxygen cylinder	yes	Yes	Yes
	Patient trolley on wheels	Yes	Yes	Yes
	PPE kits	Yes	Yes	Yes
	Suction machine	No	desirable	Yes
Urinals and bedpans	Yes	Yes	Yes	

**NON MEDICAL AND MEDICAL EQUIPMENT**

**APPENDIX 4**

**EMERGENCY EQUIPMENT**

<b>Sl no</b>	<b>Particulars</b>
1	Oxygen cylinders with flow meter or tubing or catheter or face mask or nasal prongs
2	Suction Apparatus
3	Equipment for dressing or bandaging
4	Basic diagnostic equipment- Blood Pressure Apparatus
5	Stethoscope
6	Weighing machine
7	Thermometer
8	ECG Machine (Desirable)
9	Pulse Oximeter (Desirable)
10	Nebulizer with accessories

Note: Other equipment and consumables, which shall also be available in good working condition as per the scope of services and bed strength. (Some of the emergency equipment is already mentioned above)

**APPENDIX- 5****EMERGENCY CARE MEDICINES**

<b>SL.no</b>	<b>EMERGENCY CARE REMEDIES</b>
1	Amyl Nitrosum
2	Aralia Racemosa
3	Adrenalin
4	Blattaorientalis
5	Berberis vulgaris
6	Cactus
7	Cratageus
8	Digitalis purpurea
9	Latrodectusmactans
10	JusticiaAdathoda

**ESSENTIAL MEDICINES**

<b>SI.No</b>	<b>ESSENTIAL DRUG LIST</b>
1	Aconitum napellus

2	Actearacemosa
3	Allium cepa
4	Aloes socotrina
5	Alumina
6	AntimoniumTartaricum
7	Apismellifica
8	Arnica montana
9	Arsenicum album
10	Arsenicumiodatum
11	Aurum met
12	Baptisiatinctoria
13	Baryta carbonica
14	Belladonna
15	Berberis vulgaris
16	Blattaorientalis
17	Bryonia alba
18	Calcarea carb
19	Calendula officinalis
20	Carbo vegetabilis
21	Causticum
22	Chamomilla
23	China officinalis
24	Cinamaritima
25	Collinsonia Canadensis
26	Colocynth
27	Conium maculatum
28	Cuprum met
29	Drosera
30	Digitalis purpurea
31	Dulcamara
32	Eupatorium Perfoliatum
33	Ferrum Met
34	Gelsemium sempervirens
35	Glonoinum
36	Hamalilles
37	Graphites

38	Heparsulphuriscalcare
39	Hyoscyamusniger
40	Hypericumperfoliatum
41	Iodium
42	Ipecacuanha
43	Kali bich
44	Kali carb
45	Lachesis
46	Ledum pal
47	Lycopodiumclav
48	Mag phos
49	Magnesium Carb
50	Malandrinum
51	Medorrhinum
52	Merc sol
53	Natrum carb
54	Natrummur
55	Natrumsulph
56	Nux Vomica
57	Opium
58	Petroleum
59	Phosphorus
60	Plumbummetallicum
61	Psorinum
62	Pulsatillanigricans
63	Pyrogen
64	Rawalfia
65	Rhustox
66	Rutagraveolens
67	Sambucusniger
68	Secalecor
69	Sepia
70	Silicea
71	Spigelia
72	Spongiatosta
73	Staphysagria

74	Stramonium
75	Sulphur
76	Syphilinum
77	TarentulaHisp
78	Thujaoccidentalis
79	Tuberculinum
80	Variolinum
81	Veratrumalb

**FIRST AID MEDICINES**

	<b>FIRST AID REMEDIES</b>
1	Arnica montana
2	Belladonna
3	Calendulofficinalis
4	Cantharis
5	Echinacea
6	Hypericumperfoliatum
7	Ledum pal
8	Hamamilles
9	Plantago
10	Symphytum

**SUNDRIES**

<b>Sl.no</b>	<b>Sundries</b>
1	Sugar of milk
2	Globule no
3	Blank tablet
4	Vaseline

**APPENDIX- 6**

## HUMAN RESOURCE

The Human Resource requirement for any hospital depends on the scope of services provided by the hospitals, bed strength and workload of the hospital. **However for public sector it could be as per approved manpower for the institution as approved by the Government.**

Sl no	Particulars
1	Homoeopathy Physician - Qualified physician registered in State medical council shall be available round the clock on site. (Qualified Physician is one who qualifies as per State Govt. rules & regulations as applicable from time to time).
2	Nurses - Qualified nurses per unit, per shift, shall be available as per requirement laid down by The Indian Nursing Council 1985, occupancy, rate and distribution of bed.
3	Pharmacist (NCP/CCP) 1 in a hospital in public sector
4	Lab Technician (if in house laboratory service available) 1 in a hospital (minimum DMLT) BSc, MSc ,MLT(Desirable)
5	Other staffs as per specified conditions and qualifications

Number of staff (physician, Nurse ,Pharmacist, Nursing Assistant, Cleaner, Cook, Clerical staff , Watcher ,Multipurpose worker etc. ) will depend on the scope of the Hospital and number bed strength. **However on the basis of the category type the minimum staff requirements for Hospitals of private sector is listed below.**

### **HR for Hospital: Hospital Category type 1**

Sl no	Name of post	Minimum Requirement
1	Chief medical officer/Medical Officer	1
2	Rmo	1
4	Pharmacist	1
5	Nurse	1
6	Nursing assistant	1
8	Cleaner	1

### HR for Hospital: Hospital Category type 2

Sl no	Name of post	Existing post
1	Chief Medical officer	1
2	Medical officer	2
3	RMO	1
4	Staff nurse	3
5	Nursing assistant	3
6	Pharmacist	2
7	clerk	1
8	Office attendant	1
9	Cleaner	1
10	PTS	1
11	Lab tech	1
12	Lab attender	1



### HR for Hospital: Hospital Category type 3

Sl no	Name of post	Existing post
1	Hospital superintendent	1
2	Chief Medical officer	1
3	Medical officer	2
4	RMO	1
5	Head nurse	1
6	Staff nurse	3
7	Nursing assistant	4
8	Pharmacist	2
9	Clerk	1
10	Office attendant	1
11	Cleaner/Sanitary Worker	2
12	PTS	1
13	Lab tech	2
14	Lab attender	2
15	Watcher	2
16	Specialty Doctors	On each for the available specialty wings
17	Specialty Technicians	As per the requirement of Specialty units
18	Specialty Asst.	

**APPENDIX -7****LIST OF LEGAL REQUIREMENT**

This includes the minimum statutory compliance applicable as per the Central or State Government along with licensing body.

<b>Sr. no.</b>	<b>Name of the Act</b>	<b>Department/Area</b>	<b>Licensing body</b>
1.	Registration under Clinical Establishment Act	Organization	CEA - Department
2.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
3.	Building Permit (From the LSG)	To be obtained from	Jurisdictional Revenue Authorities like Panchayath / Municipality / Corporation
4.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
5.	Registration of Employees	To be obtained from	Labor department
6.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	MVD
7.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

**APPENDIX- 8****RECORD MAINTENANCE**

Medical record shall contain, at the least, the following information

Sl no	Content
1	Name & Registration number of treating doctor
2	Name, demographic details & contact number of patient
3	Relevant Clinical history, Assessment and re-assessment findings, nursing notes and Diagnosis
4	Investigation reports
5	Details of medical treatment, invasive procedures, surgery and other care provided
6	Applicable consents
7	Discharge summary
8	Cause-of-death certificate & Death Summary (where applicable)

### APPENDIX - 9

#### Patients' Rights

A patient and his or her representative has the following rights with respect to the clinical establishment-

6. To adequate relevant information about the nature, cause of illness, proposed investigations and care, expected results of treatment, possible complications and expected costs;
7. To confidentiality, human dignity and privacy during treatment.
8. To have ensured presence of a female person, during physical examination of a female patient by a male physician.
9. To non-discrimination about treatment and behavior on the basis of HIV like status.
10. Whenever a reference is required to a higher center , the same should be done along with a proper reference letter

#### Patients' Responsibilities

8. Provide all health related information.
9. Co-operate with Physician during examination and treatment.
10. Follow all instructions.
11. Pay hospitals agreed fees on time.
12. Respect dignity of Physician and other hospital staff if any.
13. Never resort to quarrel or violence.
14. Any misbehavior or misconduct from patient or accompanier shall be charged with IPC 504, 506, 332, 333, 427, 141, 143

**The requirements under KASH which can be considered and incorporated with clinical establishment minimum standards in respect to Infection Control are enlisted below.**

Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
<b>PAA 1.1</b>	<b>Basic facilities for OP and casualty</b>			
1.1.1	Safe Drinking water is available	✓	✓	✓
1.1.2	Waste disposal are as per the laid down laws	✓	✓	✓
<b>LSA 2.1</b>	<b>Collection of the sample</b>			
2.1.1	Color coded bins are available in the blood collection area as per the Biomedical Waste management rules *	✓	✓	✓
<b>LSA 2.2</b>	<b>Laboratory safety</b>			
2.2.1	Personal protective equipment are being used	✓	✓	✓
2.2.2	Protocol for blood spill management is available		✓	✓
2.2.3	Protocol for mercury spill management is available		✓	✓
2.2.4	Protocol for hazardous material spillage are available		✓	✓
2.2.5	Protocol for biomedical waste management are		✓	✓
<b>PCA 3.1</b>	<b>Emergency services</b>			
3.1.1	Hand washing facility with running water is available	✓	✓	✓
<b>PCA 3.2</b>	<b>Nutritional Service</b>			
3.2.1	Food is prepared, handled, stored and distributed in a safe manner		✓	✓
<b>AMA 4.1</b>	<b>Storage of Medication</b>			
4.1.1	Medicines are stored in clean, well lit and	✓	✓	✓

Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
	ventilated environment as specified by the manufacture in both ward and Pharmacy			
<b>PRA 5.1</b>	<b>Patient Education</b>			
5.1.1	It includes safe and effective use of medication and potential side effects, diet and nutrition, immunizations, disease process, complications and prevention strategies and preventing infections		✓	✓
<b>ICA 6.1</b>	<b>Role of Hospital in Prevention of Hospital Acquired Infection</b>			
6.1.1	The Hospital have an infection control committee to minimize the risk of Hospital Acquired Infections and to monitor the surveillance program *		✓	✓
6.1.2	Gloves, masks, soaps and disinfectants are available and used correctly	✓	✓	✓
6.1.3	Swabs for bacterial cultures are routinely collected from the designated site identified by the Hospital such as Operation Theatres, high dependence unit, CSSD/Autoclave room, Transfusion services unit, Food handling areas, Drinking water etc		✓	✓
6.1.4	Hospital have a designated infection control nurse for monitoring Hospital Acquired Infection		✓	✓
6.1.5	Post exposure prophylaxis are available for the staff in the institution or name and address of the nearest hospital is available	✓	✓	✓
6.1.6	Hand washing facilities with Elbow tap are available in all patient care areas	✓	✓	✓
6.1.7	The hospital will inform to the higher authorities if any notifiable disease or outbreak	✓	✓	✓
6.1.8	Health Care Institution has a policy for	✓	✓	✓

Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
	restricting visitors in the hospital			
<b>ICA 6.2</b>	<b>Role of Hospital Infection control Committee</b>			
6.2.1	Continued surveillance of hospital acquired infections is being done	✓	✓	✓
6.2.2	Development and formulation of preventive and corrective programs in view of infectious hazards	✓	✓	✓
6.2.3	Develop a system of identifying, reporting, investigating and controlling the hospital acquired infection	✓	✓	✓
6.2.4	Periodically educate the healthcare workers of the institution on infection control policies and protocol	✓	✓	✓
6.2.5	Conduct meetings for review of Hospital Acquired Infection	✓	✓	✓
6.2.6	Monitor the methods of sterilization and disinfection	✓	✓	✓
<b>ICA 6.3</b>	<b>House Keeping and Linen Management</b>			
6.3.1	Hospital have a linen change policy consonance with the best practices	✓	✓	✓
6.3.2	Cleaning of the AC duct, replacement of filters, replacement or repair of plumbing, sewer line are done periodically	✓	✓	✓
6.3.3	Periodical cleaning of the water storage area and alternate source are done and documented	✓	✓	✓
6.3.4	Develop, implementation and monitoring of Checklist for house keeping		✓	✓
<b>ICA 6.4</b>	<b>Biomedical Waste Management</b>			
6.4.1	Biomedical waste segregation through Color coded bags and containers as per the	✓	✓	✓

Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
	Biomedical waste management and handling rules 1998 *			
6.4.2	There are designated covered Biomedical waste storage area under the lock and key which is away from the patient traffic area		✓	✓
6.4.3	Personal protective measures like Rubber gloves, gum boots, Plastic Apron, Masks etc are used by the staff handling Biomedical waste *	✓	✓	✓
6.4.4	Bio hazard symbol are displayed where applicable	✓	✓	✓
<b>ICA 6.5</b>	<b>Surveillance indices are available</b>			
6.5.1	Daily recording of the Invasive procedure		✓	✓
6.5.2	Monitoring of Urinary Tract Infection		✓	✓
6.5.3	Respiratory Tract Infection		✓	✓
6.5.4	Checklist for House keeping for cleaning		✓	✓
6.5.5	Hand washing Surveillance		✓	✓
6.5.6	Biomedical Waste Management		✓	✓
6.5.7	Needle Prick injuries are monitored		✓	✓
<b>ICA 6.6</b>	<b>Sterilization</b>			
6.6.1	Central Sterile Supply Department (CSSD) or Autoclave room is in the suitable location with proper layout (unidirectional flow, zoning) and separation of clean and dirty areas *		✓	✓
6.6.2	All reusable medical instruments are disinfected or sterilized after use	✓	✓	✓
6.6.3	Bowie Dick tape test is carried out in autoclave everyday		✓	✓
<b>ICA 6.7</b>	<b>Operation Theatre</b>			

Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
6.7.1	Operation theatre have zoning			✓
6.7.2	Infection control practices, Clinical Indicators of Operation theatre are monitored and followed			✓
6.7.3	Operation theatre is air conditioned.			✓
<b>ICA 6.8</b>	<b>Manuals</b>			
6.8.1	The Institutions have an Infection control manual which are updated at least once in a year		✓	✓
6.8.2	The manuals contains; Infection Control Committee, Surveillance, Staff Health Program, Isolation, Care of Systems & Indwelling Devices, Disinfection, Waste Management, House Keeping, Food Handling & Handlers, Laundry, Investigation of Outbreak, Special care Units and Visitors Policy		✓	✓
<b>ICA 6.9</b>	<b>Training for In-service and New staff</b>			
6.9.1	Hand washing	✓	✓	✓
6.9.2	Bio medical waste management and segregation	✓	✓	✓
6.9.3	Blood and Mercury spill management	✓	✓	✓
6.9.4	Safe injection and infusion practices	✓	✓	✓
6.9.5	Housekeeping and Linen management	✓	✓	✓
<b>ICA 6.10</b>	<b>Registers</b>			
6.10.1	Housekeeping Register		✓	✓
6.10.2	Equipment Sterilization Register		✓	✓
6.10.3	Needle Prick injury Register		✓	✓
6.10.4	Post Exposure Prophylaxis Register		✓	✓
6.10.5	Training Register		✓	✓



Sl. No	Standards	Hospital Type 1	Hospital Type 2	Hospital Type 3
<b>QIA 7.1</b>	<b>Managerial Indicators</b>			
7.1.1	No. of bed sores per thousand (Calculated for month)		✓	✓
<b>MRA 8.1</b>	<b>Medical Record Department</b>			
8.1.1	Periodic Pest control is practiced	✓	✓	✓
<b>IRA 9.1</b>	<b>Minimum Requirements for Areas or departments</b>			
9.1.1	Autoclave		✓	✓
<b>IRA 10.1</b>	<b>Other Departments or services</b>			
10.1.1	Waste Disposal System		✓	✓