

CLINICAL ESTABLISHMENT ACT 2018, KERALA

Government Dispensaries & Hospitals - ISM

(Ayurveda Dispensaries & Hospitals)

(Siddha Dispensaries & Hospitals)

(Naturopathy/Yoga Hospitals & Units)

(Unani Dispensaries)

Clinic (Private), Therapy Center (Private - OP Level),

**Poly Clinic - (Private) Speciality Clinic - (Private),
Hospital (Private)**

**Committee for Categorization and Classification of
Clinical Establishments and development of minimum standards for
Indian Systems of Medicine in accordance with KCEA, 2018**

2020

CASE OF GOVERNMENT INSTITUTIONS

Department of Indian systems of Medicine is catering to the health needs of the public through a network of institutions of different capacities ranging from Dispensaries to District Hospitals and Specialty care institutions, spread across the length and breadth of the state. Almost every panchayath is covered at least by one dispensary (either by DISM or by NHM & NAM).

The vision of Department of Indian Systems of Medicine is to ensure comprehensive and cost-effective health service delivery to the public. To meet this objective, the consultation process, medicines supplied from the Out Patient wing, pancha karma and related procedures (both OP and IP), the diet provided to patients admitted to ISM institutions are totally free of cost for 'priority List category' and highly subsidized and cost effective for others (Non Priority List – general category). Kashayams (Decoctions), specific diet etc. are prepared daily at each centres. ISM Dispensaries and Hospitals come under the transferred list of Government institutions (Transferred to Local self Government Institutions) as per De- Centralized Governance plan based on the 73rd and 74th amendment (Panchayath Raj Act and Nagarapalika Act 1995), which is in vogue in Kerala. The daily OP load of a Government run ISM institution ranges from 50-200 and average bed occupancy rate of an ISM hospital is 90% and plus. The existing staff pattern is decided by Government as per need for effective service delivery. The demand for more human resource is put forward by department considering the multitude of responsibilities in the ever changing health scenario of our state. Currently the shortage of HR is managed through postings from NAM , HMC and through various projects. Department is presently on the process of upgrading its institutions based on KASH AYUSH standards (which is a modified and customized form of IPHS, GOI). The number of institutions coming under Directorate of ISM is around 1000.

CASE OF PRIVATE INSTITUTIONS

The back ground on which private institutions function are totally different from that of Government institutions. There are around 17,000 (seventeen thousand) Ayurveda doctors registered with Travancore Cochin medical council till date and around 1000 (One Thousand) BAMS graduates are getting registered every year with state medical council. Apart from BAMS, BSMS, BNYS & BUMS doctors also gets registered with the council. As the chances for getting absorbed in Government Sector is very slim owing to the limited number of annual vacancies, majority of the fresh graduates starts their medical profession by starting a small clinic or therapy centre of their own, whereas most of fresh post graduates (clinical) end up starting a speciality clinic. Some others join small hospitals and nursing homes and some others join medium to big hospitals , spa centres and resorts. Though the Big Corporate Hospitals , Spa Centres and Resort Owners can very well adhere to the norms of standards put forth by the concerned authorities from time to time, it is not the case with the Doctors who are running their OP clinics/speciality clinics or small hospitals. Normally, the average number of patients visiting a private firm is very less compared to a Government ISM institution. Usual practice in the private sector is that they will increase their infrastructure and staff pattern according to the growth and needs. Very few institutions in private sector are having good financial back up and a large number are struggling to survive. Based on the above facts it is not practical to set same minimum standards for private and ISM Government Institutions.

Clinical Establishment Bill

Minimum Standards Government Institutions(ISM)

Government Ayurveda Dispensary		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments	KASH AYUSH standards
04	Furniture	KASH AYUSH standards
05	Registers	Annexure 3
06	Medicines	As per Essential Drug List
07	Others	Necessary signage's as per KASH AYUSH standards

Government Siddha Dispensary		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments	KASH AYUSH standards
04	Furniture	KASH AYUSH standards
05	Registers	Annexure 3
06	Medicines	As per Essential Drug List
07	Others	Necessary signage's as per KASH AYUSH standards

Government Unani Dispensary		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments	KASH AYUSH standards
04	Furniture	KASH AYUSH standards
05	Registers	Annexure 3
06	Medicines	As per Essential Drug List
07	Others	Necessary signage's as per KASH AYUSH standards

Government Naturopathy/Yoga Unit		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	See Annexure 1
02	Human resource	See Annexure 2
03	Equipments	KASH AYUSH standards
04	Furniture	KASH AYUSH standards
05	Registers	Annexure 3
06	Medicines	As per Essential Drug List
07	Others	Necessary signage's as per KASH AYUSH standards

Government Ayurveda Hospital (10 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Ayurveda Hospital (20 - 25 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	AYUSH Supportive Supervision Guidelines
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Ayurveda Hospital (30 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards

04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Ayurveda Hospital (50 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Ayurveda Hospital (100 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Nature Cure Hospital (50 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards

05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Organic Food/Vegetables/Fruits/Special items	As per Essential List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Siddha Hospital (20 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Medicines	As per Essential Drug List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

Government Nature Cure Unit attached with GAH (10 bedded)		
Sl No	Requirement	Specification
01	Physical infrastructure (Building)	Annexure 1
02	Human resource	Annexure 2
03	Equipments for OPD	KASH AYUSH standards
04	Equipments for IPD	KASH AYUSH standards
05	Furniture	KASH AYUSH standards
06	Registers	Annexure 3
07	Organic Food/Vegetables/Fruits/Special items	As per Essential List
08	Signage	KASH AYUSH standards
09	HMIS	E - AYUSH (Office + Hospital)

ANNEXURE 1 (BUILDING INFRASTRUCTURE)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY DISPENSARIES - BUILDING				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	MO/SMO Consultation Room	01	200 Sq.Feet	Bath Attached
02	Office room	01	150 Sq.Ft	
03	Minor Treatment/ Procedure room	01	300 Sq.Ft	
04	Pharmacy Store Room	01	300 Sq.Ft	

05	Medicine Dispensing Room	01	200 Sq.Ft	
06	Kitchen	01	150 sq.Ft	For preparing kashayam
07	Wash room for staff	01	75 Sq.Ft	
08	Common Toilet for patients	01	75 Sq.Ft	
09	Feeding Corner	01	50 Sq.Ft	Adequate privacy
10	Waiting Area for patients	01	100 Sq.ft	Comfortable sitting
11	Parking Area for staff			
12	Parking Area for public			
13	Min.Total area (building)		1500 Sq Ft	Excluding parking area

ANNEXURE 1 (BUILDING INFRASTRUCTURE)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY HOSPITAL - BUILDING (10 BED)				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Consultation Rooms	03	450 Sq.Ft	150 x 3 (Bath Attached)
	Office Room	01	200 Sq Ft	
02	Treatment/ Procedure room	02	300 Sq.Ft	M - 1 F - 1
03	Pharmacy Store Room	01	300 Sq.Ft	
04	Medicine Dispensing Room	01	200 Sq.Ft	
05	Kitchen	01	300 sq.Ft	For preparing kashayam
06	Duty room for staff (M-1,F-1)	02	300 Sq.Ft	Bath Attached
07	Ward	02	600 Sq.Ft	Male Ward Female Ward
08	Common Toilet for patients	04	200 Sq.Ft	2 for MW 2 for FW
09	Feeding Corner	01	50 Sq.Ft	Adequate privacy
10	Waiting Area for patients	01	100 Sq.ft	Comfortable sitting
11	Parking Area for staff			
12	Parking Area for public			

13	Laboratory	01	200 Sq.Ft	
13	Total Building Area		3400 Sq.Ft	Excluding parking area

ANNEXURE 1 (BUILDING INFRASTRUCTURE)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY HOSPITAL - BUILDING (20 -30 BED)				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Consultation Rooms	05	750 Sq.Ft	150 x 5 (Bath Attached)
	Office Room	01	200 Sq Ft	
02	Treatment/ Procedure room	02	300 Sq.Ft	M -1 F - 1
03	Pharmacy Store Room	01	350 Sq.Ft	
04	Medicine Dispensing Room	01	200 Sq.Ft	
05	Kitchen	01	300 sq.Ft	For preparing kashayam
06	Duty room for staff (M-1,F-1)	02	400 Sq.Ft	Bath Attached
07	Ward	02	2000 Sq.Ft	Male Ward Female Ward
08	Common Toilet for patients	10	500 Sq.Ft	5 for MW 5 for FW
09	Feeding Corner	01	50 Sq.Ft	Adequate privacy
10	Waiting Area for patients	01	250 Sq.ft	Comfortable sitting
11	Parking Area for staff			
12	Parking Area for public			
13	Laboratory	01	200 Sq.Ft	
13	Total Building Area		5500 Sq.Ft	Excluding parking area

ANNEXURE 1 (BUILDING INFRASTRUCTURE)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY HOSPITAL - BUILDING (50 -100 BED)				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS

01	Superintendent Room	01	300 Sq.Ft	Bath Attached
02	Consultation Rooms	10	1500 Sq.Ft	150 x 10 (Bath Attached)
03	Lay Secretary Room	01	200 Sq.Ft	Bath Attached
04	Office Room	01	200 Sq Ft	Bath Attached
05	Treatment/ Procedure room	06	900 Sq.Ft	M - 3 F - 3
	Casualty	01	400 Sq.Ft	
06	Pharmacy Store Room	02	500 Sq.Ft	
07	Medicine Dispensing Room	01	200 Sq.Ft	
08	Kitchen	02	600 sq.Ft	For preparing kashayam+Diet
09	Duty room for staff (M-2 ,F-2)	04	800 Sq.Ft	Bath Attached
10	Rest Room for Staff	02	400 Sq.Ft	1 for Males 1 for Females
11	Ward	05	6000 Sq.Ft	Male Ward-2 Female Ward-2 Pay ward - 1 Paying ward - 1
12	Entertainment Room for patients	02	300 Sq.Ft	1 for Males 1 for Females
13	Prayer Hall /Meditation Room/ Yoga room	01	400 Sq.Ft	Bath attached 1 for Males 1 for Females
14	Common Toilet for patients	20	1000 Sq.Ft	10 for MW 10 for FW
15	Feeding Corner	03	150 Sq.Ft	Adequate privacy
16	Waiting Area for patients	03	750 Sq.ft	Comfortable sitting
17	Parking Area for staff			
18	Parking Area for public			
19	Laboratory	01	200 Sq.Ft	
	Rest Room for Doctors	02	600 Sq.Ft	1 for Males 1 for Females
20	Total Building Area		15500 Sq.Ft	Excluding parking area

Note: Infrastructure standards may be made applicable for new constructions after the implementation of CEA (It is not practically possible to change majority of the existing structures, especially with restrictions of current building rules & laws)

ANNEXURE 2 (STAFF DETAILS)

Staff details at GAD/ GSD/GUD

Sl.No	Employee Category	Number	Remarks
01	SMO/MO	01	
02	Pharmacist	01	
03	Pharmacy Attender	01	
04	Part Time Sweeper	01	

Staff details at Hospitals

Empolyee Category		BASED ON BED STRENGTH				
		10 Bed	20 Bed	30 Bed	50 Bed	100 Bed
1.	Superintendent	--	--	-	-	1
2.	C M O	1	1	1	1	1
3.	SMO / MO		2	2	2	2
4.	MO (Marma)	--	--		1	1
5.	MO (Panchakarma)	--	--		1	1
6.	MO (Nethra)	--	--	1	1	
7.	MO (Visha)	--	--	1	1	
8.	Store Keeper Pharmacist	--	--	--	--	1
9.	Nursing Superintendent	--	--	--	--	1
10.	Lay Secretary/SS	--	--	--	--	1
11.	Clerk			1	1	2
12.	Pharmacist	1	1	2	2	2
13.	Nurse	2	3	5	8	10
14.	Therapist				2	3
15.	Pharmacy Attender	1	1	2	2	2
16.	OP Attender				3	2
17.	Nursing Assistant	1	3	5	4	3
18.	Lab Technician				1	1
19.	Sanitation worker	1	1	2	2	2
20.	Full time sweeper					1
21.	Cook	1	1	1	1	2
22.	Part time sweeper		-		-	-
23.	Gardener		-			
24.	Night watchman					
25.	Driver		-	-	-	

Note : The staff pattern approved by govt from time to time will be followed Here the existing staff pattern in general is described . For some centres minor changes will be there, as govt has sanctioned additional posts as per requirement . (Since The functions and responsibilities of ISM had increased manifold, this staff pattern is inadequate to meet the Department Objective (s) and to deliver quality public service. So almost equal quantum of staff is posted & working through NAM , Various projects & HMC)

Equipments – OP Level

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY DISPENSARIES -EQUIPMENTS				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Sphygmomanometer	02	1 Mercury Type 1 Digital Type	
02	Stethoscope	01		
03	Clinical Thermometer	02	1 Mercury Type 1 Digital Type	
04	X Ray Cabinet/Viewer	01		
05	Mortar & Pestle	03	1 Big 1 Medium 1 Small	
06	Weighing Machine	01	Digital	
07	Height Measuring Scale	01		
08	Knee Hammer	01		
09	Measuring Tape	01		
10	I R Lamp	01		
11	Scissors	05	1 Big 3 Medium 1 Small	
12	Forceps	03	1 Big 1 Medium 1 Small	For holding and cleaning of wounds,ulcers,etc.
13	Bandage , Gauze, Cotton , Korathuni	Q.S		For Cleaning and Bandaging purpose
14	E N T Set	01		If Salakya OP is functioning
15	Ophthalmoscope and related equipments/charts	01		If Nethra OP is functioning
16	Bamboo Split/Cheelu/POP	Q.S		If Salya OP is functioning
17	Torch Light	01		
18	Magnifying Lens	01		
19	Tongue Depressor	01		
20	Finger Tip Pulse Oxymeter	01		
21	Hand Sanitizers	Q.S		
22	Disposable gloves	Q.S	Sterile (Surgical) Utility Gloves	
23	Basins	03		

24	Computer +peripherals	01	Desk Top/Laptop,Printer, Xerox, Scanner,UPS	Internet facility
25	Telephone	01		BSNL
26	IEC Materials	Q.S		Department Schemes/Projects

Equipments - IP Level

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY HOSPITALS -EQUIPMENTS				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Sphygmomanometer	02	1 Mercury Type	
02	Stethoscope	02		
03	Clinical Thermometer	02	1 Digital Type	
04	Small Almirah	02		1 Male PK room 1 Female PK Room
05	Mortar & Pestle	04		
06	Small pillows covered with Rexine	06		
07	Disposable Vasti Yantras Apron,Gloves, Mask, cotton, tissues, towels sanitiser	QS		
08	Functional Autoclave	01		
09	Foot Steps, Stool, Armed Chair	06 (3+3)		
10	I R Lamp	01		
11	Knives , Scissors , surgical blades, needles, trays	QS		
12	Forceps	03	1 Big 1 Medium 1 Small	For holding and cleaning of wounds,ulcers,etc.
13	Refrigerator	02	200 Lit capacity , 2 door	1 male ward 1 female ward
14	Mixie	02		1 male ward 1 female ward
15	Pressure Cooker	02	5 litre capacity 1 10 litre capacity 1	
16	Droni with Hydraulic stand	02	8 Ft x 3 Ft	1 Male PK room 1 Female PK Room
17	Massage table	02	7Ft x 2.5 Ft	1 Male PK room 1 Female PK Room
18	Shiro Dhara stand with pot	02		1 Male PK room 1 Female PK Room
19	Steam Chamber	02	Sitting Type	1 Male PK room 1 Female PK Room
20	Avagaha Tub	02		1 Male PK room 1 Female PK Room
21	Hot water bath	02		1 Male PK room

				1 Female PK Room
22	Heating facilities/Gas Stove	02		1 Male PK room 1 Female PK Room
23	Gokarnas	02		1 Male PK room 1 Female PK Room
24	Amed Chair,& Stool	02		1 Male PK room 1 Female PK Room

IP should have 24 x 7 water supply (including Hot water), Generator Back up & Power Laundry

Furniture OP Level (Dispensary)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY DISPENSARIES -FURNITURE				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Executive Table	01		
02	Normal table	03		
03	Executive Chair (Revolving)	01		
04	Armed Chair (Cushioned)	06		
05	Chair (without arm)	03		
06	Stool	04		Wooden/Steel
07	Examination Cot/table	01		
08	Dispensing Table	01		
09	Almirah (Big)	05		Steel/Wooden
10	Medicine Rack	05		Steel/Wooden
11	Reclining Bench	03		For patients in waiting Area
12	Wash basin (With stand)	03		1 should be with elbow tap in consulting room
13	Chairs	10		For public

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY DISPENSARIES - UTENSILS				
Sl.No	ITEM	NUMBER	SPECIFICATION	REMARKS
01	Chembu Kalam	3	15 litre capacity	
02	Chembu Kalam	3	07 litre capacity	
03	Steel Drum	3	07 litre capacity	with lid & tap
04	Steel Drum	3	05 litre capacity	with lid & tap

05	Steel Mug	3	250ml capacity	
06	Steel Mug	3	500ml capacity	
07	Steel Spoon	6	2 Big 2 Medium 2 Small	
08	Steel Jug	3	1.5 litre capacity	
09	Steel Glass/tumbler	10	200ml capacity	
10	Ounce Glass	2	50 ml capacity	
11	Ounce Glass	2	25 ml capacity	
12	Steel Bucket	2	10 litre capacity	
13	Steel Bucket	2	05 litre capacity	
14	Dispensing Butter Cover	Q.S		
15	Dispensing Paper Cover	Q.S		
16	Funnel	03	1 Big 1 Medium 1 Small	
17	Steel Thavi	05	Different Sizes	
18	Gas Burner (LPG)	03	Canteen Type	
19	LPG Cylinder	04		
20	Measuring vessels	Q.S		
21	Weights & Measures	Q.S		Periodically Calibrated
22	Balances	Q.S		Periodically Calibrated
23	Sundry Articles	Q.S		

Furniture IP Level (Hospital)

GOVERNMENT AYURVEDA/SIDDHA/UNANI/NATUROPATHY DISPENSARIES -FURNITURE				
Sl.No	iTEM	NUMBER	SPECIFICATION	REMARKS
01	Table	02		
02	Wooden Cot/Steel Cot with bed + pillows covered in rexine	QS	As per Bed strength	
03	Bed Side Locker)	QS	Acc to Bed strength	
04	Armed Chair (Cushioned)	06		For Duty Staff
05	Chair (without arm)	QS	Acc to Bed	

			strength	
06	Stool	04		Wooden/Steel
07	Examination Cot/table	02		
08	Dispensing Table	01		
09	Almirah (Big)	02		Steel/Wooden
10	Medicine Rack	02		Steel/Wooden
11	Reclining Bench	02		For patients in waiting Area
12	Wash basin (With stand)	03		1 should be with elbow tap in consulting room
13	Chairs	10		For public

ANNEXURE 3 (REGISTERS)

Minimum Registers to be kept in all ISM institutions

1. Attendance Register
2. Cash Book
3. TR-5 Receipt Register
4. Establishment Pay Bill Register
5. Contingent Bill Register
6. Valuable Register
7. Bill Register
8. Dispatch cum Stamp Register
9. Prepared Med Main Stock Register (Department+LSGD)
10. Kashaya. Choornam Main Stock (Department + LSGD)
11. Prepared Medicine Sub Stock (O.P)
12. Kashaya Choornam .Sub Stock (O.P)
13. Daily Prep Kashayam Register
14. Indent Book
15. Fuel Main Stock
16. Fuel (Sub Stock)
17. Audit Objection Register
18. Sundry Article Register
19. Admission Register/Nominal Register
20. Register of Registers
21. Stationery Register
22. Kitchen Utensils Register
23. Furniture Register
24. Library Register
25. Uniform Register

26. Office Equipment Register
27. Hospital Equipment Register
28. Register for Weights and Measures
29. Property Register
30. Daily prepared Kashayam Register
31. Casual Leave Register
32. Personal Register
33. Bill Book
34. Local Delivery Book
35. Office Order Book
36. Visitors Diary
37. Register of Incumbents
38. Movement Register
39. Government Servants Treated Register
40. Personal Advance Register
41. GPF Register
42. Sweeping Area Register
43. Printed Forms Register
44. HMC Minutes Book
45. OP ticket
46. Allotment register

Registers (in addition to above list) to be kept in IP institutions of ISM

01. Case Sheet
02. IP Admission Register
03. IP Indent Register
04. Panchakarma Procedure Register
05. Hospital Levy register
06. Prepared Medicine (sub stock (IP)
07. Fuel (Sub Stock IP)
08. Daily issued Kashaya Register
09. KC Substock Register (IP)
10. Duty Register
11. Dietary Article stock register
12. Bedding & Clothing Register
13. Dhobi Register
14. Daily dietary article expenditure register
15. Daily Diet Sheet
16. Hospital Equipment Register
17. Temperature Chart
18. Patient Referral Register

19. Discharge Summary

Definitions**Clinic (Private)**

A clinic may be defined as a clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by a single / general practitioner/ specialist doctor.

Dispensing of medicines shall be done by qualified Doctor to out patients.

Therapy Centre (Private) (OP Level)

Therapy centre may be defined as a clinical establishment where ayurveda treatment procedures along with consultation and dispensing of medicines is provided by a registered medical practitioner/general practitioner/specialist doctor.

Poly Clinic (Private)

A Poly Clinic may be defined as a clinical establishment providing examination, consultation, prescription to outpatients including dispensing of medicines by more than one doctor/ general practitioner/ specialist doctor.

Procedures according to concerned speciality may be provided in the clinic.

Speciality Clinic (Private)

A Speciality Clinic may be defined as a clinical establishment providing treatment (OP/IP or Both) for one or more particular diseases or any one or more components of Ashtangas of Ayurveda by a Single Doctor of a particular speciality or more than one doctors of different specialities.

Hospital (Private)

A Hospital may be defined as a clinical establishment where patients will be consulted/admitted and provided with general and speciality treatments along with specified diet, supportive services by more than one doctor/general practitioner/specialist doctor.

***Wherever ISM is mentioned ,
Please read as ISM Government Insitutions***

Hospital (Ayurveda, Siddha, Naturopathy & Yoga) – ISM Government

A Hospital may be defined as a clinical establishment under a concerned local self government institution (government sector) where patients will be consulted/admitted and provided with general and speciality treatments along with specified diet, round the clock, by more than one doctor/general practitioner/specialist doctor in a highly cost effective manner (government sector)

Dispensary (Ayurveda, Siddha, Unani) + Naturopathy/Yoga unit

A Dispensary may be defined as a clinical establishment functioning under a concerned local self government institution functioning with specific geographical jurisdiction where patients will be offered free consultation, free medicines and certain Ayurveda procedures in a highly cost effective manner.

Functions of Government Dispensaries and Hospitals (I S M)

Classified into 4 Major Heads

Professional
Developmental
Financial

Administrative

Basic Infrastructure

Should be Female, Child, Aged friendly and oriented towards Physically Challenged.

Location

It should be at a place sufficient for infrastructure facilities that is easily accessible by road.

Building

There shall be a uniform lay out/design for all future ISM institutions.

The hospital shall have 24hr provision of potable water(including hot water)

It shall also have 24 X 7 supply of electricity, either through direct supply or from other sources.

The number of toilets should be as per the hospital infrastructure norms/guidelines.

There should be minimum male and female toilets for staff and that should be *“disabled friendly”*

Furniture and fixtures shall be available in accordance with the activities and workload of the hospital. They shall be functional and properly maintained.

Reception & Waiting Area

The space requirement for the reception and waiting area depends upon the hospital size. There should be proper sitting arrangement for 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, with good visibility and enabling easy communication. There must be a guide map for various OPD units along with the service unit display.

Waiting Area.

Shall be situated at main entrance of reception.

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

Waiting area should have tiled floor with comfortable benches and chairs.

Waiting area can be used for health education/IEC Activities.

Adequate toilet facilities as patient load. One urinal per 50 persons.

Public telephone facility

Provisions for wheel chairs and trolleys.

It must have good drinking water facility and must be well illuminated.

Registration Counter & Record Room

For clinic it can be small but for the large hospital it may have following requirements

It should be located at one end of waiting area

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

The medical records room requires minimum 100 sq.ft space.

For hospitals with more than 50 beds, medical records of both OPD & IPD can be maintained.

Consultation & Examination Rooms

Doctor chamber should have at least 10x8 sq.ft (10x 15 sq.ft for Govt. Sector) chamber size with one chair, table for the doctor along with two chairs for the attendant of the patient and one stool for the patient. There should be an examination table.

The teaching hospital can develop the consultation rooms in three small block one for the P.G scholar, one examination block and one consultation chamber.

Dressing Room

A minimum of 80 sq ft space is required for dressings in the hospital having more than 50 beds, however it is optional for the hospitals below 50 beds and clinic.

Procedure Room

This is required in hospitals having more than 100 bed strength (30 Bed for Govt Hospitals) where agnikarma, kshara karma, jaluka, siravedha, bandhana like procedures can be performed for the OPD patients.

However, this requirement is applicable for those hospitals that entertain such OPD patients in good numbers. The area depends upon the number of procedures.

Minor OT.

A minor OT is needed for the speciality clinic providing certain selected surgical and para surgical treatments. Hospitals with more than 50 beds and 400-500 out patients 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.

Others.

The hospitals having more than 10 beds and having more than 100 OP daily can also develop speciality clinics such as Diabetic Clinic, Women Clinic, Allergy Clinic, Geriatric Clinic, Joint Disorder Clinic, Infertility Clinic, Life Style Clinics etc. along with special therapy rooms.

Proper signage

The Hospital shall display appropriate signage which shall be in Malayalam and English (conforming to KASH – AYUSH Guidelines)
There must be proper signage in OPD which provides the following information to the visitors :

OPD timings.

Various OPD clinics with the room numbers and services provided.

Direction to various OPD units.

Ward Details

Complaints & Grievances.

Fee.

Toilet.

Cafeteria.

Facilities provided by hospital/citizen starter.

Fire Escape Route & How to use Fire Extinguisher

No smoking zone.

Legal/Statutory Requirements

Registration of Medical Doctor	-	Central/State Medical Council
Registration of Institution	-	Concerned LSG body

Registration

Every patient visiting the clinic shall be registered and details to be documented.

Treatment Records and Registers

Every Clinical Establishment shall maintain medical records of patients treated by it.

Assessment

Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with diagnosis, legibly in the OP Ticket (Prescription Form) /Case Sheet/ Discharge Summary with the signature of the General Practitioner/Consultant/ Specialist / with date and time.

The Medicine shall be dispensed by a qualified doctor or by a specially trained person.

No medicines shall be dispensed from pharmacy store without a written prescription order of doctor.

Medication dispensing shall be done with care to prevent any medication error.

Safety Considerations

Fire Safety Measures

Effort shall be made to take care of patient safety aspects like patient fall, etc.

Provisions for mosquito and other pest control will be adopted.

Registration Standards for Laboratories

Name of the Lab Technician with qualification will be displayed

Display of services & charges

Equipments and instruments as per the work load and scope of services.

Other Requirements

The hospital shall be developed and maintained to provide safe, clean and hygienic environment for patients, their attendants, staff and visitors.

Clinical Establishment Bill Minimum Standards Private Institutions (Ayurveda)

CLINIC (PRIVATE)

(Exempted from Licensing as per Kerala Clinical Establishment Act Chapter 1, ii. (e))

Sl.No	Requirement	
1	Physical infrastructure	Space-80 Sq.ft (Minimum)
2	Human resource	One <i>Registered Medical Practitioner</i> should only be consulting and prescribing medicine for patients.
3	Equipment	Stethoscope-1
		B.P. apparatus-1
		Torch-1
		Thermometer-1
		Tongue depressor-1
		Weighing machine-1
		X-Ray view box-1
		Knee Hammer-1
	Others as required	
4	Furniture requirement	Doctor's table-1
		Doctor's chair-1
		Chairs for attendants-2
		Examination table-1
		Patient's stool-1
		Foot step -1
5	Others	Display the name of doctor with the degree
		Registration number of the doctor
		Fee
		Timing of the clinic

THERAPY CENTER (PRIVATE) (OP LEVEL)

Sl.No	Requirement	
1	Physical infrastructure	Space-150 Sq.ft (Minimum) Therapy Room
2	Human resource	One <i>Registered Medical Practitioner</i> (Minimum) One Multi Purpose Worker (Minimum)
3	Equipment	Stethoscope-1 B.P. apparatus-1 Torch-1 Thermometer-1 Tongue depressor-1 Weighing machine-1 X-Ray view box-1 Knee Hammer-1 Mortar & Pestel-1 Others as required
4	Furniture requirement	Medicine Shelf/Almirah Doctor's table-1 Doctor's chair-1 Chairs for attendants-2 Examination table-1 Patient's stool-1 Foot step -1 Panchakarma droni/ Massage table as per requirement
5	Others	Display the name of doctor with the degree Registration number of the doctor Fee Timing of the clinic Display of the therapy performed in the center Fee structure for various procedures

POLY CLINIC (PRIVATE) (OP LEVEL)

Sl.No	Requirement	
1	Physical infrastructure	Space-150 Sq.ft (Minimum) Therapy Room
2	Human resource	Two <i>Registered Medical Practitioners</i> (Minimum) Two Multi Purpose Worker (Minimum)
3	Equipment	Stethoscope-1 B.P. apparatus-1 Torch-1 Thermometer-1 Tongue depressor-1 Weighing machine-1 X-Ray view box-1 Knee Hammer-1 Mortar & Pestel-1 Others as required
4	Furniture requirement	Medicine Shelf/Almirah Doctor's table-1 Doctor's chair-1 Chairs for attendants-2 Examination table-1 Patient's stool-1 Foot step -1 Panchakarma droni/ Massage table as per requirement
5	Others	Display the name of doctor with the degree Registration number of the doctor Fee Timing of the clinic Display of the therapy performed in the center Fee structure for various procedures

SPECIALITY CLINIC (PRIVATE) (OP LEVEL)

Sl.No	Requirement	
1	Physical infrastructure	Space-150 Sq.ft (Minimum) Therapy Room
2	Minor OT/Procedure Room	As per Requirement
3	Human Resource	One <i>Registered Medical Practitioner</i> (Minimum) One Multi Purpose Worker (Minimum)
4	Equipment	Stethoscope-1 B.P. apparatus-1 Torch-1 Thermometer-1 Tongue depressor-1 Weighing machine-1 X-Ray view box-1 Knee Hammer-1 Mortar & Pestel-1 Panchakarma droni/ Massage table / other equipments as per speciality Others as required
5	Furniture requirement	Medicine Shelf/Almirah Doctor's table-1 Doctor's chair-1 Chairs for attendants-2 Examination table-1 Patient's stool-1 Foot step -1 As per specialty requirement
6	Others	Display the name of doctor with the degree Registration number of the doctor Fee Timing of the clinic Display of the therapy performed in the center Fee structure for various procedures

HOSPITAL WITH UPTO 10 BEDS (PRIVATE)

Sl.No	Requirement	
1	Physical infrastructure	Space- OPD : 100 Sq.ft IPD : 500 Sq.ft
2	Human resource	One Registered Medical Practitioner Trained Multi Purpose Worker - 2
3	Equipment for OPD:	Stethoscope-1 O.P Register B.P. apparatus-1 Torch-1 Thermometer-1 Tongue depressor-1 Weighing machine-1 X-Ray view box-1 Hammer-1 Others as required
	Equipment for IPD:	Stethoscope-1 I.P Register B.P. apparatus-1 Torch-1 Thermometer-1 Tongue depressor-1 Weighing machine-1 Enema pot-1 Tray - 1 Droni/Table Others as required
4	Furniture requirement	Iron/Wooden Cots up to 10 Mattress - up to 10 Bedside locker/cupboard Foot step -1 Droni/table as per requirement
5	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
		Facilities provided
		Signage in IPD
		Separate toilets & bathrooms for Male & Females

HOSPITAL WITH 11-25 BEDS (PRIVATE)

Sl.No	Requirement	
1	Physical infrastructure	Space- OPD : 150 Sq.ft IPD : 1250 Sq.ft (including therapy rooms)
2	Human resource	Registered Medical Practitioner - 2
		Nursing staff/Therapist/Medicine Dispenser - 5
		Attendant - 1
		Multi Purpose Worker - 1
3	Equipment for OPD:	Stethoscope-2
		O.P Register
		B.P. apparatus-2
		Torch-2
		Thermometer-4
		Tongue depressor-5
		Weighing machine-2
	Equipment for IPD:	Stethoscope-3
		I.P Register
		B.P. apparatus-3
		Torch-5
		Thermometer-8
		Tongue depressor-4
		Weighing machine-1
		Enema pot-4
		Tray - 2
		Panchakarma droni - 2
		Medicine Shelf-1
		Others as required
4	Furniture requirement	Iron/Wooden Cots - 11-25

		Mattress - 11-25
		Bedside lockers/cupboards - as per number of beds
		Wheel chair - 1
		Droni/table as per requirement
5	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
		Facilities provided
		Signage in IPD
		Separate toilets & bathrooms for males & females

HOSPITAL WITH 26-50 BEDS (PRIVATE)

Sl.No	Requirement	
1	Physical infrastructure	Space- OPD : 500 Sq.ft IPD : 2500 Sq.ft
2	Human resource	Registered Medical Practitioner - 5 Nursing staff/Therapist/Medicine Dispenser - 10 Multi purpose worker - 2
3	Equipment for OPD:	Stethoscope-1 per OPD O.P Register B.P. apparatus- 1 per OPD Torch-1 per OPD Thermometer-1 per OPD Tongue depressor-1 per OPD Weighing machine-1 per OPD
	Equipment for IPD:	Stethoscope-3 I.P Register B.P. apparatus-3 Torch-5 Thermometer-8 Tongue depressor-4 Weighing machine-1

		Enema pot-4
		Tray -2
		Droni/Table /Equipments as per speciality
		Equipments used for the Panchakarma Therapy (as per requirement)
4	Furniture requirement	Iron/Wooden Cots
		Mattresses - as per requirement
		Bedside lockers/cupboards - as per number of beds
		Wheel chair - 1, Stretcher - 1
5	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
		Facilities provided
		Signage in IPD
		Separate toilets & bathrooms for male & females

HOSPITAL WITH 51-100 BEDS

Sl.No	Requirement	
1	Physical infrastructure	Space- OPD : 1000 Sq.ft IPD : 5000 Sq.ft
	Human resource	Registered Medical Practitioner - 8
		Pharmacist - 2
		Panchakarma Therapist - 10 (5 male, 5 female)
		Nurses - 5
		Multi purpose worker - 2
		Technical staff-optional (as per need of the hospital)
3	Equipment for OPD:	Stethoscope-1 per OPD
		O.P Register
		B.P. apparatus- 1 per OPD
		Torch-1 per OPD
		Thermometer-1 per OPD
		Tongue depressor-1 per OPD
		Weighing machine-1 per OPD
	Equipment for IPD:	Stethoscope-3
		I.P Register
		B.P. apparatus-3

		Torch-5
		Thermometer-8
		Tongue depressor-4
		Weighing machine-1
		Enema pot-4
		Equipments used for the Panchakarma Therapy (as per requirement based on the requirements of 100 bedded hospitals) - optional
4	Furniture requirement	Iron/Wooden Cots
		Mattresses - as per number of beds
		Bedside lockers - as per number of beds
		Wheel chair - 2, Stretcher - 1
		Furniture for Panchakarma - as per need (based on the requirement of 100 bedded hospitals)
5	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
		Facilities provided
		Signage in IPD
		Separate toilets & bathrooms for male & females

HOSPITALS HAVING MORE THAN 100 BEDS

Sl.No	Requirement	
1	Physical infrastructure	Space- OPD : 2500 Sq.ft (including 6 therapy rooms) IPD : 7500 Sq.ft HMIS (Hospital Management and Information System)
	Human resource	Registered Medical Practitioner - 10
		Pharmacist - 3
		Panchakarma technician - as per requirement
		Nurses - 10
		Attendant - 10
		Multi purpose worker - 10
		Medical records librarian, PRO, Front Office
3	Equipment for OPD:	Stethoscope-1 per OPD
		O.P Register
		B.P. apparatus- 1 per OPD
		Torch-1 per OPD

		Thermometer-1 per OPD
		Tongue depressor-1 per OPD
		Weighing machine-1 per OPD
	Equipment for IPD:	Stethoscope-3
		I.P Register
		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)
4	Furniture requirement	Iron/Wooden Cots
		Iron beds - as per number of beds
		Bedside lockers - as per number of beds
		Wheel chair - 10, Stretcher - 1
		Others (list attached in annexure)
5	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
		Facilities provided
		Signage in IPD
		Separate toilets & bathrooms for male & females

TEACHING HOSPITALS (Government , Aided and Private sectors)

All the teaching hospitals must fulfill all the minimum standards as per the gazette notification of Central Council of Indian Medicine (CCIM) Regd. No. D.L.33004/99 No. 115 dated 22.04.2013, New Delhi.

