

**DRAFT**

**MINIMUM STANDARDS FOR  
SIDDHA CLINICAL ESTABLISHMENTS**

**Clinics, Dispensaries, Therapy Centres,  
Hospitals & Teaching Hospitals**

# **MINIMUM STANDARDS FOR SIDDHA CLINICAL ESTABLISHMENTS**

## **Categories of Clinical Establishments**

### **I. Clinic**

### **II. Dispensary**

### **III. Therapy Centre**

### **IV. Hospital**

#### **i. Minimum 10 Beds**

#### **ii. 11 to 25 Beds**

#### **iii. 26 to 50 Beds**

#### **iv. 51 to 100 Beds**

#### **v. More than 100 Beds**

### **V. Teaching Hospital**

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## **Minimum Standards of Siddha Clinical Establishments**

### **A. Introduction**

#### **A.1. General**

In pursuance of notification of Clinical Establishments (Registration and Regulation) Act, 2010 on 28<sup>th</sup> February 2012, National Council for Clinical Establishments has been constituted and notified on 20<sup>th</sup> March 2012. One of the mandate for the council is to develop minimum standards of clinical establishments for achieving the objectives of the act.

Defining minimum standards for different types of clinical establishments would facilitate implementation of Clinical Establishment, Act 2010. The registration and regulation of clinical establishments will ensure the delivery of assured quality in health services. The enforcement of regulation measure for clinical establishments raises the level of confidence and faith in Siddha Medicine. There has been misleading advertisements by fake establishments which needs to be curbed by introducing the transparent system of control over them. It would also help other related service agencies like health Insurance and CGHS for empanelment and enlisting their service through them.

The standards thus framed will provide clear, unambiguous minimum requirement for different category of clinical establishments. There are no exclusions. They are dependent on the basic functions of the clinic/hospital/provider. All sections mentioned are Yes and include both structure and basic processes.

##### **A.1.1. Aim**

To develop minimum standards for clinical establishments of Siddha Medicine for Clinics, Dispensaries, Therapy Centres, Hospitals and Teaching Hospitals

##### **A.1.2. Methodology**

Department of AYUSH letter vide F.No.Z.25023/12/2013-DCC (AYUSH) dated 10-10-13 has directed to develop a draft standard for each category of AYUSH establishments. Accordingly, a meeting was convened with participation of all faculty members to appraise the background and need for preparing minimum standards.

Director has apprised about the notification issued for registration of clinical establishments and need for development of minimum standards of clinical establishments of various categories. Then, the survey report of Indian Medical Association has been examined through LCD projector to understand the prevailing standards of clinical establishments. The draft minimum standard of clinical establishments sent by Department of AYUSH was also examined to learn about the template and structure of the guidelines. The faculty members were sensitized regarding the process of clinical establishments of Siddha Medicines.

##### **A.1.3. Formation of Core Committee**

1. A core committee comprising 3 to 4 members for various sections of the report were formed. The identified sections were Introduction, Functions, Physical facilities, Equipments, Manpower, Drugs, Consumables, Licences, Basic Process and Bibliography. A member was given the responsibility of co-ordinating with all committee members

2. All the committee were given the copy of draft minimum standards prepared for Ayurveda and IMA report and directed to study the report for understanding the template and contents of report
3. After 2 days, the committee for “Introduction” section presented their views on different categories of Clinical establishments. After the deliberation and decided to list – Clinic, Minimum 10 Beds, 11-25, 26-50, 51-100, 101-200 > 200 and above considering the NABH.
4. The committee meant for “Functions” was asked to prepare the section B-Function within a week time and present in the next meeting considering the different categories of clinical establishments
5. The committee meant for “Functions” presented their report on B.1. Core functions (Clinical services) for OPD and IPD followed by Auxiliary functions
6. All the faculty members deliberated in detail about the identified speciality areas under ‘B.1.Core Functions’ referring speciality education (Doctor of Medicine / Post Graduate Diploma) courses offered under CCIM regulations
7. With inputs from faculty members, the core functions were modified and a copy of draft was given to all members. All the committee members were directed to refer the functions and prepare the standards for each sections assigned to them for submission after a week time.
8. Then, a meeting held to deliberate on the draft report prepared by the respective committee. Each committee has presented their sections and discussed

#### **A.1.4. Meeting in Department of AYUSH**

1. Finally the draft report has been compiled and presented at the meeting convened by Dr.D.C.Katoch, Convenor on 13-11-2013 in Department of AYUSH
2. The outcome of the meeting was, categorisation of clinical establishments
  - 1) Unambiguous understanding and intent for development of standards
  - 2) Categorisation of Hospitals
  - 3) Conceptualisation of different sections of minimum standards
3. In the light of outcome of the meeting in Department of AYUSH, a draft standard prepared
4. Review comments obtained from selected private Siddha practitioners

A letter vide No.K.25023/12/2013-DCC (AYUSH) dated 7-2-2014 from Department of AYUSH conveyed the classification of AYUSH Clinical Establishments with approval of Secretary (AYUSH) and directed to revise the standards of AYUSH clinical establishments. Then a meeting of selected faculty members under the Chairmanship of Director conducted on 13-2-2014 for preparing the documents.

#### **A.2 Scope**

This includes the services being provided by the facility to which the standards will be applicable (For example common minimum standards framed for a Dispensary are applicable to a Dispensary only and not to a single speciality hospital).

## **B. Chapter-I**

# **CLINICS DISPENSARIES THERAPY CENTRES**



**B.1. Definition:****Clinic**

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with or without a day care facility. No overnight stay or care is provided here. Care is provided by Siddha Medical Practitioner or a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

**Dispensary**

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with or without a day care facility along with dispensing unit. No overnight stay or care is provided here. Care is provided by Siddha Medical Practitioner or a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

**Therapy Centre**

Outdoor care facility managed by a single Siddha medical practitioner or a group of Siddha practitioners with or without a day care facility providing at least any one of the 32 external therapies or special therapies like *Varmam, Yogam, Purgation, Therapeutic Emesis* etc. Care is provided by Siddha Medical Practitioner or a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

**B.2. Functions**

Clinical Services	Clinic	Dispensary	Therapy Centre
General Siddha Care	Yes	Yes	Yes
32 External therapies <sup>@</sup> / Special Therapies \$	Optional	Optional	Yes (At least any one of the procedure/therapy)
Dispensing medicines	Optional	Yes	Optional

<sup>@</sup> 32 External Therapies

Sl. No	Name of the external therapy Procedure (Pura Marunthukal)	Description
1.	Dressing and Bandaging (Kattu)	The application of medicine made of botanicals, inorganic substances etc. to the affected area and bandaging it.

2.	Poultice (Patru)	Is a soft moist mass, usually made of herbals, which is applied in skin disease as emollient, anti-microbial and anti-allergic.
3	Fomentation (Õtradam)	Application of hot or cold packs topically.
4.	Painting (Poochu)	Application of liquid formulation locally.
5	Steam inhalation (Vethu)	1. A steam inhalation and steam application to either localized regions or the whole body. 2. Vapour inhalation. – Vapour bath / Steam bath.
6.	Medicated pouches (Pottanam)	Induction of perspiration by applying heat using heated packs of herbal powder.
7	Massage Manipulation therapy (Thokkanam)	Special therapy consisting of 9 types of manipulation techniques such as pressing, pulling, moving, griping, and striking with fist with or without applying oil in the treatment especially of vatha diseases.
8	Fumigation (Pukai)	Artificial impregnation of the atmosphere, with the fumes or the smoke of any vegetable or aromatic substance, which is also used in inhalation therapy.
9	Ophthalmic applications (Mai)	A method of applying drugs onto the mucous membrane of one or both eyes. The medication may be in the form of drops directly instilled in the eye or paste form applied in the inner margin of the lower eyelid.
10	Powder smearing (Podi thimiral)	Rubbing of the whole body with some medicinal substances.
11	Eye salve (Kalikkam)	Applying eye drops obtained by dissolving medicated pills in honey, breast milk, plant juice etc.
12	Nasal instillation (Nacyyam)	A process by which the drug is administered through the nostrils.
13	Blowing (Oothal)	The physician chewing the medicated substance and blowing the aroma into the ears or nose of the patient.
14	Medicated snuff (Akkiranam)	Inhaling medicated substances in powder form.
15	Ointment (Kalimbu)	A viscous semisolid preparation used topically.

16	Medicated gauze/Plaster (Seelai)	i) Is a adjunct used for application to a wound in order to promote healing. ii) A external covering used in the preparation of medicine.
17.	Medicated water for wash (Neer)	Raw drugs are soaked in water or made into decoction to concentrate or powerfully potent substances are greatly diluted and used to wash wounds, usually used as anti-septics.
18.	Medicated Wick (Vartthi)	Prepared by soaking the ribbon gauze in herbal juices/ decoctions/ substances that are ground well with herbals juices/decoctions.
19.	Cauterization (Suttigai)	Burning of the tissues to remove or close a part of it. Usually used to stop heavy bleeding.
20	Probe (Salagai)	The instrument used for probing. The probe has three faces and made of copper. It should be of 10 cms in length and 60 grams in weight.
21	Ointment/Cream (Pacai)	A semi-solid lipid or resin/gum based applications.
22	Poultice (Kali)	Medicinal materials are mixed with rice flour or flour of any cereals or pulses and cooked.
23	Dusting powder (Podi)	Dry fine powder of herbs or inorganic substances used externally.
24.	Therapeutic fracture (Manipulation) (Murichal)	Physical manipulation by which dislocated joints and malunited fractured bones are brought to their normal position by means of either simple reduction or breaking of malunited fractured bones, as it may require.
25.	Incision (Keeral)	A surgical procedure to remove accumulated pus, blood etc.
26	Caustic ablation (Karam)	Application of caustic substance over the chronic ulcers, wherein unwanted growth, slough and debris are removed.
27	Leech application (Attai Vidal)	A procedure used to remove toxin from blood using leeches.
28.	Surgical procedures (Aruvai Chikichai )	A set of procedures includes incision, excision, scrapping, puncturing, probing, extraction, letting out of fluid etc.
29	Bone setting with bamboo splints (Kombu)	A procedure for immobilising the fractured bone using splints and bandages.

	Kattal)	
30.	Suction/ Aspiration (Urinjal)	Oral Suction of the accumulated fluids/pus/blood from abscess/ulcers by using instruments.
31	Blood letting (Kuruthi Vankal)	A procedure used to remove toxins from blood by blood letting.
32	Enema (Peechu)	Enema using medicated water or medicated oil to evacuate the bowels.

### \$ Special Treatment

1. *Muthiyor maruthuvam* (Geriatric Care)
2. *Kuzhanthai Maruthuvam* (Paediatric Care)
3. *Moola Noigal* (Ano-rectal disease)
4. *Thotra Noigal* (NCD Care)
5. *Mano Noi* (Psychiatric disease)
6. *Narambu Noigal* (Neurological disorders)
7. *Enbu & Poruthu Noigal* (Rheumatology & Orthopaedics)
8. *Thol Noigal* (Dermatology)
9. *Kan Noigal* (Ophthalmology)
10. *Aruvai Maruthuvam* (Surgery)
11. *Sool Matrum Mahalir Maruthuvam* (O & G)
12. *Putru Noi* (Cancer therapy)
13. *Ootachathu Noigal* (Nutritional disorders)
14. *Kalladaipu* (Urolithiasis)
15. *Karuvaakam* (Fertility Clinic)

### B.3. Physical Facilities

<b>B.3.1. Space Requirement</b>	<b>Clinic</b>	<b>Dispensary</b>	<b>Therapy Centre</b>
Area	80 sq ft	100 sq ft.	200 sq ft.
Rest room	Optional	Yes	Yes
<b>B.3.2. Furniture</b>			
Consultation Table	Yes	Yes	Yes
Consultation Chair	Yes	Yes	Yes
Stools / Chairs	Yes	Yes	Yes

Examination Table / Bed (6 x 2.5 ft)	Yes	Yes	Yes
Privacy Screen Around Examination Area	Yes	Yes	Yes
<b>B.3.3. Equipments / Instruments</b>			
BP Apparatus	Yes	Yes	Yes
Stethoscope	Yes	Yes	Yes
Knee Hammer	Yes	Yes	Yes
Tongue Depressor	Yes	Yes	Yes
Torch light	Yes	Yes	Yes
Clinical Thermometer	Yes	Yes	Yes
Wash Bason with Stand	Yes	Yes	Yes
Measuring tape	Yes	Yes	Yes
Surgical Cotton & Gauze	Yes	Yes	Yes
Neikkuri apparatus	Yes	Yes	Yes
Weighing machine	Yes	Yes	Yes
Name Display Board (Doctor Name, Qualification and Centre Name)	Yes	Yes	Yes
<b>B.3.4. Engineering Services (Electrical &amp; Plumbing)</b>			
Electrical – light facility	2	4	4
Electrical – points for use	1	3	3
Wash Basin	Optional	1	2
Fire & Safety measures	Optional	Optional	Yes
Potable drinking water	Yes	Yes	Yes

**B.4.Manpower**

<b>Manpower</b>	<b>Clinic</b>	<b>Dispensary</b>	<b>Therapy Centre</b>
Institutionally Qualified Siddha Physician	Yes	Yes	Yes
Pharmacist	Optional	Yes*	Optional
AYUSH trained Multi Purpose Health Worker (MPHW)	Optional	Optional	Yes*
Others (House keeping & Security)	Optional	Optional	Optional

**\* At least one per 100 out patients.**

**B.5. Essential Documents / Records :**

<b>Records</b>	<b>Clinic</b>	<b>Dispensary</b>	<b>Therapy Centre</b>
OPD Nominal Register	Yes	Yes	Yes
OPD Card / Book / Prescription Slip	Yes	Yes	Yes
Inventory Register (Furniture & Instruments)	Yes	Yes	Yes
Stock Register (Main and / or Substore medicines)	Optional	Yes	Optional
Pharmaco-vigilance Record	Optional	Optional	Optional
Notifiable disease Register	Yes	Yes	Yes
Medical Certificate File / Forms	Yes	Yes	Yes
Display of Medical Registration Certificate	Yes	Yes	Yes
Display of Clinical Establishment Registration	Yes	Yes	Yes

**B.6. Drugs**

	<b>Clinic</b>	<b>Dispensary</b>	<b>Therapy Centre</b>
<b>Essential Drugs ++</b>	Optional	Yes	Optional

**++ As per Department of AYUSH notification – Essential Drug list, March 2013**

**B.7. Miscellaneous**

Display of Board about the establishment at the entrance	Yes	Yes	Yes
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## **C.Chapter – II**

### **HOSPITAL (Stand Alone set-up)**



**C.1. Scope :**

<b>Bed Strength</b>	<b>Scope of Services</b>
<b>Minimum 10 beds</b>	Health Care facility with minimum 10 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by Siddha Medical Practitioner or a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications
<b>11 to 25 Beds</b>	Health Care facility with 11 to 25 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications
<b>26 to 50 Beds</b>	Health Care facility with 26 to 50 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications
<b>51 to 100 Beds</b>	Health Care facility with 51 to 100 beds for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications
<b>More than 100 Beds</b>	Health Care facility with 101 beds and above for indoor care and ability to monitor and treat patients requiring an overnight stay. Care is provided by a group of Siddha Medical Practitioners qualified in the concerned system of medicine having graduate or postgraduate qualifications

**C.2. FUNCTIONS****C.2.1. Core functions (Hospital)**

This section includes the basic services provided by Hospital. It is subdivided into two parts

**1. Out-patients facilities – OPD with attached hospitals****2. In-patients facilities – IPD**

**(A UG / PG (any specialty) Siddha Doctor is enough to provide the clinical service)**

**1. Out-patient facilities – OPD with attached hospitals**

( Out-patient facilities of health care organizations with Minimum 10 beds, 11 to 25, 26 to 50, 51 to 100, more than 100 bed strengths categories of clinical establishments).

S. No .	Services	Minimum 10 beds	In 11 to 25 beds	26 to 50 beds	51 to 100 beds	More than 100 beds
1.	General Siddha Medical Care	Yes	Yes	Yes	Yes	Yes
2.	Aruvai Maruthuvam	Optional	Optional	Optional	Optional	Optional
3.	Kann Maruthuvam	Optional	Optional	Optional	Optional	Optional
4.	Karuvaaka Maruthuvam	Optional	Optional	Optional	Yes	Yes
5.	Kathu Mookku Thondai Maruthuvam	Optional	Optional	Optional	Optional	Optional
6.	Kayakarpam and Yogam	Optional	Optional	Optional	Yes	Yes
7.	Kuzhanthai Maruthuvam	Optional	Optional	Optional	Optional	Optional
8.	Mana Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
9.	Muthiyor Maruthuvam	Optional	Optional	Optional	Yes	Yes
10.	Nanju Maruthuvam	Optional	Optional	Optional	Optional	Optional
11	Neerizhivu Maruthuvam	Optional	Optional	Optional	Yes	Yes
12	Putru Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
13	Sool Matrum Magalir Maruthuvam (Only antenatal care and Magalir Maruthuvam)	Optional	Optional	Optional	Optional	Yes
14	Thol Maruthuvam	Optional	Optional	Optional	Yes	Yes
15	Vatha Noi	Optional	Optional	Yes	Yes	Yes

.	Maruthuvam					
16	Moola Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
17	Thotra Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
18	Narambu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
19	Enbu Poruthu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
20	Ootchathu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes

**Pura Maruthuva Sigichai (Udal Suththi) – External Therapy**

S. No.	Services	Minimum 10 beds	In 11 to 25	26 to 50 beds	51 to 100 beds	More than 100 beds
1.	Aga Pura thilam/nei payanbadu (External Internal application of oil / ghee)	Optional	Optional	Optional	Yes	Yes
2	Attai vidal	Optional	Optional	Optional	Optional	Optional
3	Enbu Murivu Sigichai	Optional	Optional	Optional	Optional	Optional
4	Karanool sikichai	Optional	Optional	Optional	Optional	Optional
5	Kazhiththal	Optional	Optional	Optional	Yes	Yes
6	Kuruthi vellipaduthal	Optional	Optional	Optional	Optional	Optional
7	Nasiyam	Optional	Optional	Optional	Optional	Optional
8	Peechu	Optional	Optional	Optional	Yes	Yes
9	Suttigai	Optional	Optional	Optional	Optional	Optional
10	Thalaikku ennai varppu	Optional	Optional	Optional	Yes	Yes
11	Vanthi	Optional	Optional	Optional	Yes	Yes
12	Vethu	Optional	Optional	Optiona	Yes	Yes
13	Thokkanam	Optional	Optional	Optional	Yes	Yes
14	Varmam	Optional	Optional	Optional	Yes	Yes

**2. In-patient facilities - IPD**

The inpatient department of the hospital shall have separate male and female wards and distribution of beds at the rate of 65 sq.ft. area per bed

The specialty services may be provided on call duty basis or full time basis

**a) Clinical Services in IPD**

S. No	Services	Minimum 10 beds	In 11 to 25 beds	26 to 50 beds	51 to 100 beds	More than 100 beds
1.	General Siddha Medical Care	Yes	Yes	Yes	Yes	Yes
2.	Aruvai Maruthuvam	Optional	Optional	Optional	Optional	Optional
3.	Kann Maruthuvam	Optional	Optional	Optional	Optional	Optional
4.	Karuvaaka Maruthuvam	Optional	Optional	Optional	Yes	Yes
5.	Kathu Mookku Thondai Maruthuvam	Optional	Optional	Optional	Optional	Optional
6.	Kayakarpam and Yogam	Optional	Optional	Yes	Yes	Yes
7.	Kuzhanthai Maruthuvam	Optional	Optional	Optional	Optional	Optional
8.	Mana Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
9.	Muthiyor Maruthuvam	Optional	Optional	Optional	Yes	Yes
10.	Nanju Maruthuvam	Optional	Optional	Optional	Optional	Optional
11.	Thol Maruthuvam	Optional	Optional	Optional	Yes	Yes
12.	Vatha Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
13.	Neerizhivu Maruthuvam	Optional	Optional	Optional	Yes	Yes
14.	Putru Noi Maruthuvam	Optional	Optional	Optional	Optional	Optional
15.	Sool Kaala Paramarippu Matrum Magalir Maruthuvam (Only antenatal care)	Optional	Optional	Optional	Optional	Yes

	and Magalir Maruthuvam)					
16	Moola Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
17	Thotra Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
18	Narambu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
19	Enbu Poruthu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
20	Ootchathu Noi Maruthuvam	Optional	Optional	Yes	Yes	Yes
21	Attai vidal	Optional	Optional	Optional	Optional	Optional
22	Enbu Murivou	Optional	Optional	Optional	Optional	Optional
23	Karanool sikichai	Optional	Optional	Optional	Optional	Optional
24	Kazhiththal	Optional	Optional	Yes	Yes	Yes
25	Kuruthi vellipaduthal	Optional	Optional	Optional	Optional	Optional
26	Nasiyam	Optional	Optional	Optional	Optional	Optional
27	Peechu	Optional	Optional	Peechu	Peechu	Peechu
28	Suttigai	Optional	Optional	Optional	Optional	Optional
29	Thalaikku ennai varppu	Optional	Optional	Optional	Yes	Yes
30	Vanthi	Optional	Optional	Optional	Yes	Yes
31	Vethu	Optional	Optional	Optional	Yes	Yes
32	Thokkanam	Yes	Yes	Yes	Yes	Yes
33	Varma Maruthuvam	Optional	Optional	Optional	Yes	Yes

**b) Puramaruthuva Maruthuva Sigichai (External Therapeutic techniques)**

Appropriate procedures may be applied on need based

**C.2.2 Auxiliary Functions (support services for ex – diagnostic)**

(Central Laboratory for clinical diagnosis and investigations)- upto 50 bed IPD Hospital, this services may be outsourced or tie up with other Institutions / Laboratories

1. There shall be a central laboratory in the hospital complex with proper infrastructure and manpower for carrying out routine, pathological,

biochemical and hematological investigations on the patients referred from outdoor and indoor departments of the hospital.

2. There shall be a central Imaging- X-Ray unit in the hospital complex with proper infrastructure and manpower for carrying out routine, imaging investigations on the patients referred from outdoor and indoor departments of the hospital.

### Support Services:

1. Accounting,
2. Ambulance services
3. Billing
4. Dietary services/ Canteen
5. Essential commodities like water supply, electric supply etc.
6. Finance
7. Financial accounting and auditing
8. Housekeeping and Sanitation
9. Inventory Management
10. Laundry services
11. Medical records
12. Medico legal
13. Office Management (Provision should be made for computerized medical records with anti-virus facilities whereas alternate records should also be maintained)
14. Personnel Department
15. Pharmacy/ dispensary
16. Purchase
17. Reception,
18. Security services
19. Stores
20. Bio Medical Waste Management Housekeeping/ sanitation,

### C.3. Physical Facilities

#### C.3.1.Space requirement

This entails the minimum space required for carrying out the basic functions of the facility which includes:

##### C.3.1.1. Minimum area required for establishing the facility,

Bed strength	Requirements
<b>Minimum 10 beds</b>	<p>If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc.</p> <p>If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.</p>

<b>11 to 25</b>	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
<b>25 to 50</b>	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
<b>51 to 100</b>	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.
<b>More than 100 beds</b>	If hospital exists as a stand-alone building, the structure will follow Development control rules, Floor Space Index, Local regulations, etc. If it is a part of another building, local regulations related to building structures, occupancy, etc. will be followed.

### C.3.1.2 Functional space planning of the facility like reception area, waiting area etc.

#### 1. Consultation & examination room

- a. Minimum 10ft. x 8 ft.
- b. Consultation room should be adequate to accommodate:
  - i. Doctors table, Consultation chair, Two stools/ chairs,
  - ii. Examination bed of the size 6 ft X 2.5 ft.,
  - iii. Privacy screen around examination area while having free mobility

#### 2. Treatment rooms:

- a. Maximum 30 Treatments/Day/Treatment Room.
- b. Number of treatments will depend on type & nature of treatments.
- c. May include Puramaruthuvam treatment (External Therapy procedures) alao.

#### 3. Yoga Demonstration and practice rooms:

- a. Mandatory for hospitals of size over 50 beds and above.
- b. Room should be spacious enough for practicing Yoga with minimum area of 600 sq.ft, Meditation etc.,

#### 4. Dispensary specs:

- a. The Dispensary should be located in an area conveniently accessible
- b. Temperature & humidity to be maintained as per the requirement of the stored medicines
- c. The size should be adequate to contain 5 percent of the total clinical visits to the OPD in one session for hospitals more than 50 beds.

- d. Dispensary should have adequate medicine storage, compounding and dispensing facility for inpatient and outpatients.
- 5. Entrance hall with reception area, enquiry counter, cash counter and record area**
  - a. Preferably 100 sq. ft per 25 beds
- 6. Waiting area in entire organization**
  - a. Preferably 100 sq. ft per 25 beds i.e. 10% seats of average number of patients visiting daily to hospital
- 7. Kitchen area:** Applicable only if food is cooked in the hospital. Providing food is mandatory for hospitals of size over 100 beds.
  - a. Kitchen area should be minimum of 200 sq.ft size to prepare food for inpatients as per diet advised by the physician
  - b. Kitchen layout and functioning should follow the flow of materials as: Entry-> washing->cutting-> cooking->loading → To Serve
  - c. Utensil washing area is separate from the cooking area.
- 8. Drug Stores specs:**
  - a. The drug store may be part of dispensary or separate and secured.
  - b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.
- 9. RMO Room :**
  - a. Minimum 1 room with attached bathroom & WC with ceiling fan, drinking water facility, intercom, mattress, pillows, blankets, bed sheets, Cupboards/ wardrobes, Pedal operated trash bins and cooking table and chair
- 10. Nursing station/ duty room (Nurses):**
  - a. One nursing station/room per minimum 25 beds.
  - b. Nursing stations should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- 11. Clinical laboratory specifications:**
  - a. Laboratory services can be outsourced or can be in house for hospitals up to 50 beds.
  - b. Laboratory services are mandatory for hospitals above 50 beds for quick diagnosis of blood, urine, etc., a small sample collection room facility shall be provided. The required area for collection and examination be atleast 150 sq.ft
- 12. Radiology section:**
  - a. Role of imaging department should be radio-diagnosis and ultrasound along with hire facilities depending on the bed strength.



- b. The department should be located at a place which is accessible to both OPD and wards and also to operation theatre department.
- c. The size of the room should depend on the type of instrument installed.
- d. It should conform to AERB requirements.
- e. The room should have a sub-waiting area with toilet facility and a change room facility, if required.
- f. Film developing and processing (dark room) shall be provided in the department for loading, unloading, developing and processing of X-ray films.

### **13. Laundry (optional)**

- a. Laundry services can be outsourced or can be in house.
- b. If it is provided in house, it should have necessary facilities for drying, pressing and storage of soiled and cleaned linens.
- c. If outsourced, disinfection of linen is carried out by the hospital before handing over the linen to the out-sourced organization.

### **14. Emergency Room specifications (Management of Medical Emergency for IPD patients):**

- a. Emergency room should be spacious enough to accommodate a table, requisite chairs, working platform, medicine racks, a work counter, sinks, dress table, screen, pedal operated trash bins.
- b. Station should accommodate nurses & doctors on duty at any time.
- c. Room should allow free movement of wheel chair or trolley.
- d. Emergency Room should preferably have different entry than the hospital entry.
- e. Access to Emergency Room should have a ramp for wheel chairs and stretchers.

### **15. House-Keeping:**

- a. Housekeeping services should be made available for effective cleanliness.
- b. Housekeeping services can be outsourced.
- e. Designated areas within functional areas for housekeeping materials has to be in hospital

### **16. Security Services:**

- a. There is a designated location for each security staff on duty.

### **17. Medical record-room:**

- a. Medical record-room should be of adequate size as per the load of the documents of the hospital.
- b. Tamperproof material and locking facility Cabinets/ cupboards/ Boxes will be used.

- c. Fire extinguishers of required type should be made available nearby all locations.

**18. Store rooms:**

- a. Store room should be lockable & of adequate size with exhaust fan.
- b. Area should be clean, well ventilated, well lit, without any dampness or fungal growth on walls.

**19. Wards:**

- a. Treatment areas for male and female patients shall be segregated if managed as wards and there should be privacy for individual patients. Alternatively individual or sharing rooms can be used to segregate patients of different gender.
- b. The ward planning will address minimization of the work for the nursing staff and shall provide basic amenities to the patients located within an area or unit.
- c. Ward unit will include nursing station, preferably a treatment/procedure room, nursing store and toilets as per the norms.
- d. At the minimum one nursing station per ward of up to 25 beds will be provided.
- e. There should be minimum 70 sq.ft. area per bed with 7 ft. distance between the mid-points of adjoining beds and at least 3 feet distance between the beds and 8 inch distance between the bed and the wall.
- f. Width of the door to be at least 4 feet.
- g. Ward store area with lockable wall or steel cupboard(s).

**20. Duty rooms for Doctors**

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

**21. Duty rooms for Nurses:**

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

**22. Duty rooms for Technicians:**

- a. To accommodate 1 bed of 6 feet X 3 feet and a side table.
- b. Separate beds if sharing for same gender.
- c. Separate rooms for separate genders will be provided.

**23. Dirty utility room:**

- a. Separate area of minimum 15 sq feet.

**24. Pura Maruthuvam(External) Therapy Unit or treatment room:**

- a. The department is more frequently visited by out-patients and IPD patients but should be located at a place which may be at convenient access to both out-patients and in-patients with privacy.

**C.3.1.3. Dimensions of the sub areas** of the facility, including the flow of the processes which in turn will give a layout of the department /unit.

**C.3.1.3.1. Specifications of the Pura Maruthuvam(External)Therapy Unit:**

1. Mandatory if procedures are done.
2. Room Size: Minimum 10 ft. X 10 ft. (As size of massage table/ Droni is 7ft X 3 ft. the size of room should be 10ft X 10 ft.)
3. Separate Unit is proposed for male & female with attached toilet and bathroom
4. Optional and depending on work load. If more than 30 procedures are carried out per day, separate rooms should be provided.

**C.3.1.3.2 Specifications of the Minor OT for Kaara Nool Chikitsai:**

1. Minor OT is Mandatory if surgical procedures are provided in any hospital.
2. Minor OT room should have sterile zone of at least 10 ft X 10 ft; Size is exclusive of clean zone, independent enclosure to accommodate Kaara Nool Chikitsai equipment & maintaining adequate privacy.
3. Sterilization room: adequate to accommodate sterilization equipment & sterilized material.
4. Separate disposal zone for storage of waste as per bio-medical waste management rules.

**C.3.1.4 Basic signage**

1. Directional signage at main entrance towards OPD & IPD
2. Directional signage for patients for utilities and conveniences like toilets, drinking water, telephone booths, shops
3. Directional signage within the hospital building for all departments within the building
4. Display of department / area name on the entrance of each area / room / counter
5. Display of hospital layout at various entrances in the hospital
6. Display of hospital's scope of services at OPD, IPD and at Campus entrance
7. Floor Plan With Location Of Departments
8. All signage meant for patients and visitors shall be bilingual – Local language and Hindi / English.

**C.3.1.4.1. Name of the care provider with registration number,**

1. Name of organization.
2. Display of Registration under clinical establishment act
3. Name of Doctor, Qualification, Registration Number

**C.3.1.4.2 Fee structure,**

1. Display of tariff list at OPD & IPD.
2. Display of citizen charter in OPD and IPD

**C.3.1.4.3 Timings of the facility**

1. Display of OPD timings with names and respective specializations of consultants in OPD & IPD Duty Doctor, Nurse, Attendant details – wardwise

### C.3.1.5 Others

1. Display of all radiation hazard signage in radiation areas (if applicable).
2. Display of Biomedical waste segregation at all location where BMW bins are kept
3. Display of danger signage at all electric panels and other dangerous areas
4. Display of General instructions like ‘No Smoking’, ‘Keep Silence’, ‘Use dustbin’, etc. at various patient and visitor areas in the hospital
5. Display of hand--washing techniques compliant with WHO guidelines at all hand wash basins
6. Display of how to use fire extinguisher at all point where fire extinguisher is installed
7. Display of important phone contact numbers of hospital authorities
8. Displays required by regulations like PNDT, Lifts, Fire, etc.
9. Display of Material Safety Data Sheet at all locations where Hazardous Materials are stored
10. Display of patient rights and responsibilities in OPD, IPD and emergency
11. Display of safety instructions in areas where any kind of safety hazard may be expected. This includes areas like transformers, Cylinder storage, LPG storage etc.
12. Emergency exit signage (preferably in auto illumination material, like radium)
13. Fire Protection
14. Hazards- electrical, fall, pipe locations, prohibited areas
15. Notice board for general information to staff
16. Notice board in front of all OPD and IP Wards.
17. Notice board in Minor Operation theatre
18. Routes for all areas
19. Signage for parking. (Signage for ambulance parking shall be separately mentioned)
20. Safety signage will be displayed as per the requirements of respective Indian Standards: Ex. Fire Protection Safety Signs IS 12349:1988

### C.3.2 Furniture & Fixtures:

This will entail the details about the furniture and sundry items commensurate to the service delivery requirements.

#### C.3.2.1. Furniture/Fixture Requirements:

##### 1: Furniture / Fixture Requirements for Outpatient Department (OPD)

Sl. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds

		(Per Consulting Room)	(Per Consulting Room)	(Per Consulting Room)	(Per Consulting Room)	(Per Consulting Room)
1.	Room with well-lighted and ventilated and equipped with a chair and a table for doctor	1	1	1	1	1
2.	X-ray viewer	1	1	1	1	1
3.	Two chairs for patients & attendants	1	1	1	1	1
4.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1	1	1	1	1
5.	Blood pressure apparatus,	1	1	1	1	1
6.	Stethoscope	1	1	1	1	1
7.	Torch,	1	1	1	1	1
8.	Thermometer	1	1	1	1	1
9.	Weighing machine.	1	1	1	1	1
10.	Essential diagnostic tools required for examination of patients as per the scope of services offered by the hospital.	As required	As required	As required	As required	As required
11	Refrigerator if temperature sensitive medication are stored (if	1	1	1	1	1
13.	Telephone Equipment – (Intercom)	As required	As required	As required	As required	As required
	Air conditioning	As required	As required	As required	As required	As required
	Adequate lockable storage space	As required	As required	As required	As required	As required
	Foot stools	1	1	1	1	1

*1 Per-CR means 1 per Consultation Room*

## **2. Furniture / Fixture Requirements for In-Patient Department (IPD) – Male and Female ward separately:**

<b>Sr. No.</b>	<b>Name of the Equipment</b>	<b>Minimum 10 beds</b>	<b>11-25 beds</b>	<b>26-50 beds</b>	<b>51-100 beds</b>	<b>More than 100 beds</b>
1.	Adequate wall or steel Cupboards	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
2.	Arm Board Adult	1	3	6	12	24
3.	Back rest	1	1	2	4	8
4.	Bain marie trolley stainless steel 1 per floor	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
5.	Bed side cabinets	1 per 5 patients	1 per 5 patients	1 per 5 patients	1 per 5 patients	1 per 5 patients
6.	Bed side Screen	1 per ward	1 per ward or	1 per ward	1 per ward	1 per ward
7.	Bucket Plastic	As required	As required	As required	As required	As required
8.	Ceiling Fans	As required	As required	As required	As required	As required
9.	Clock 1per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
10.	Containers for kitchen	As required	As required	As required	As required	As required
11.	Doctor's chair for OP & ward,	As required	As required	As required	As required	As required
12.	Doctor's or Office table	1 per ward	1 per ward or	1 per ward	1 per ward	1 per ward
13.	Dressing trolley-1 per floor/ ward depending on layout	As required	As required	As required	As required	As required
14.	Dust bins in each ward & consultation room	As required	As required	As required	As required	As required
15.	Duty table for nurses	1	2	4	8	20
16.	Emergency resuscitation kit	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
17.	Enema Set	1	2	2	4	4
18.	Fire extinguisher	ABC 1 per ward/ floor	ABC 1 per ward/	ABC 1 per ward/ floor	ABC 1 per ward/	ABC 1 per ward/ floor

		based on layout	floor based on layout	based on layout	floor based on layout	based on layout
19.	Foot stools	2	4	8	16	25
20.	Heavy duty Torch light	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
21.	Hospital Cots	10	As per beds	As per beds	As per beds	As per beds
22.	Hospital Cots Pediatric	As required	As required	As required	As required	As required
23.	Hot Water bags 2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
24.	Hot Water geyser	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
25.	Infra-Red lamp	As required	As required	As required	As required	As required
26.	Intercom System	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
27.	Kidney Trays 1 per 5 beds	2	5	10	20	50
28.	Kitchen utensils,	As required	As required	As required	As required	As required
29.	Massage table of 7ft. x 2.5 ft (wood or fiber)	One per procedure room	One per procedure room	One per procedure room	One per procedure room	One per procedure room
30.	Medicine trolley	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
31.	Office chairs	As required	As required	As required	As required	As required
32.	Office Table	As required	As required	As required	As required	As required
33.	Patient Beds with side rails	20% of total beds	20% of total beds	20% of total beds	20% of total beds	20% of total beds
34.	Patients examination table– (1 per ward/ floor as per the profile of patients & layout of facility)	– 1 per ward/ floor a per the profile of patients & layout of	– 1 per ward/ floor a per the profile of patients	– 1 per ward/ floor a per the profile of patients & layout of	– 1 per ward/ floor a per the profile of patients & layout	– 1 per ward/ floor a per the profile of patients & layout of

		facility	& layout of facility	facility	of facility	facility
35.	Pediatric cots with railings as per scope of services	as per scope of services	as per scope of services	as per scope of services	as per scope of services	as per scope of services
36.	Stretcher/ Patient trolley – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
37.	Urinal Male and Female (For every 10 bed)	2 (1-M,1-F)	4 (2-M 2-F)	As required	As required	As required
38.	Waiting chairs / benches for patients relatives	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths	50% of the bed strengths
39.	Weighing Machine	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
40.	Wheel chair	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
41.	X-ray viewer	one per ward	one per ward	one per ward	one per ward	one per ward

**SR – Service Room****3. Furniture / Fixture Requirements for Pura Maruthuvam Therapy Room**

(The equipment corresponding to the therapy shall be maintained as mentioned above)

Sr. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
		Per Service Room	Per Service Room	Per Service Room	Per Service Room	Per Service Room
1.	Appropriate stand to fix droni : 2.5ft. height	1	1	1	1	1
2.	Arm chair	1	1	1	1	1
3.	Droni: Minimum 7ft. x 2.5ft (wood or fiber)	1	1	1	1	1
4.	Footstool	1	1	1	1	1
5.	Gas/Stove	1	1	1	1	1



## MSR FOR SIDDHA CLINICAL ESTABLISHMENTS

6.	hamox stretchers / Stretchers with wheels	1	1	1	1	1
7.	Hot water bath	1	1	1	1	1
8.	Massage table of 7ft. x 2.5 ft (wood or fiber)	1	1	1	1	1
9.	Mixture/Grinder/Churner	1	1	1	1	1
10.	Plastic aprons, gloves and mask	As per required	As per required	As per required	As per required	As per required
11.	Pressure cooker (5 liters) meant for Vedhu	1	1	1	1	1
12.	Thalaikku Ennai Varppu stand and table	1	1	1	1	1
13.	Stool	1	1	1	1	1
14.	Viyarvai chamber	1	1	1	1	1
15.	Vanthi set	1	1	1	1	1
16.	Vanthipeedam (Adjustable chair)	1	1	1	1	1
17.	Wheel chairs	1	1	1	1	1
<b>For Peechu</b>						
21.	OT Table having bars for giving lithotomy position	1	1	1	1	1
22.	Revolving stools	1	1	1	1	1
23.	Focus lamp	1	1	1	1	1
24.	Torch	1	1	1	1	1
<b>Karanool sikichai cabinet</b>						
26.	OT table / Lithotomy Table with Side Railings	1	1	1	1	1
27.	OT light	1	1	1	1	1
<b>Attai Vidal (Leech Therapy)</b>						
28.	Storage Aquarium for fresh leeches: 20-25 liters capacity (may be with partitions)	As required	As required	As required	As required	As required
29.	Glass containers (1 liter capacity) for storing used leeches:	As required	As required	As required	As required	As required
30.	Examination table	1	1	1	1	1

31.	Surgical Trolley	1	1	1	1	1
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**C.3.2.2 Sundry Articles Requirement****Furniture / Fixture Requirements – Hospital Fittings & Necessities**

Sr. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Air conditioners for OT	Optional	Optional	Optional	Minimum 1	Minimum 1
2.	Ambulance	Optional	Optional	Optional	Minimum 1	Minimum 1
3.	Ceiling / wall Fans	As required	As required	As required	As required	As required
4.	Clock	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
5.	Coolers	As required	As required	As required	As required	As required
6.	Drinking Water purifier	1	2	4	6	10
7.	Emergency lamp	2 Per Area/ Ward	2 Per Area/ Ward	2 Per Area/ Ward	2 Per Area/ Ward	2 Per Area/ Ward
8.	Emergency trauma set	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
9.	Exhaust Fan	As required	As required	As required	As required	As required
10.	Fire extinguishers	As required	As required	As required	As required	As required
11.	Geyser	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
12.	Refrigerator	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
13.	Storage Geyser	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
14.	Tables & Chairs	As required	As required	As required	As required	As required
15.	Telephone/ cell phone	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
16.	Tube lights	As required	As required	As required	As required	As required
17.	Vacuum cleaner	As	As required	As	As	As

		required		required	required	required
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### C.3.2.3 Others

Sr. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Computer with Modem with UPS, Printer with Internet Connection	Minimum 1	Minimum 2	Minimum 2	Minimum 3	Minimum 4
2.	Xerox Machine	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
3.	Intercom (10 lines)	As needed	As needed	As needed	As needed	As needed
4.	Fax Machine	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
5.	Telephone	One per organization	One per organization	One per organization	One per organization	One per organization
6.	Public Address System	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas	Covering Indoor and OPD Areas

### C.3.3. Engineering Services Requirements

This will include the detail information about the basic requirements including

#### C.3.3.1. Electrical Requirements

1. At least 3 hours backup or generator for critical areas
2. Primary electrical Supply is available as provided by the local utility provider. Lighting back up for at least 1 hour covering all functional areas must be available during the functioning time.
3. Primary electrical Supply as supplied by utility provider. Emergency backup for at least 3 hours backup for electricity & for lighting and critical equipment must be available during the functioning time. Take over time must be less than 30 seconds. Electric supply to lighting will be backed up with UPS/ Inverter/ Battery.
4. The illumination in the hospital is provided as per the prescribed standards.
5. Shadow less lights should be provided in operation theatres and delivery rooms.
6. Emergency portable light units should be provided in the wards and departments.

**C.3.3.2 Plumbing Requirements - For in-patient department**

- a. No. of Wash basins
  - i. 1 for every 10 beds or part thereof
  - ii. Doctor, staff, patients and visitors have an access to wash basin(s);
  - iii. Procedure hand wash basins are separate and located close to procedure area. 1 for every 10 beds or part thereof
- b. No. of Water closets
  - i. 1 for every 6 beds or part thereof
  - ii. Separate water closets are available for use for outpatient and in-patient areas.
  - iii. For in-patient areas the water closets are provided in the ratio of 1 per 6 beds and are located close to patient care areas.
- c. No. of bathrooms
  - i. Minimum 1 bathroom per 6 beds/ one for each ward rooms
  - ii. Minimum 1 bathroom per 6 beds/ one for each therapy rooms

**C.3.3.3 Civil Requirements**

1. Space between 2 rows of beds in a ward should be minimum 5 ft.
2. Distance between 2 beds should be minimum 3.5 ft. if more than one bed is present
3. If clinic has beds then: measured between the facing borders of adjoining beds there shall be at least 3 feet of distance if the beds are mobile and provided with functional wheels and at least 4 feet if beds do not have functional wheels.
4. If there are no beds then this requirement is not applicable.
5. Size of hospital bed should be minimum 6' x 3'
6. Area per bed should be Minimum 50 sq. ft. / bed

**C.3.3.4. HVAC / AC / Ventilation / Cross Ventilation Requirements**

1. Air-conditioning and Room Heating in operation theatre and neo-natal units should be provided.
2. The ventilation in the hospital may be achieved by either natural supply or by mechanical exhaust of air.
3. Cross ventilation/ Mechanical ventilation by fans and or exhausts to achieve comfortable environment without noxious odours.

**C.3.3.5 Others**

1. Air coolers or hot air convectors may be provided for the comfort of patients and staff depending on the local needs.

**C.3.4 Public Utilities****C.3.4.1. Potable drinking water**

1. Round the clock availability of safe drinking water for patients, staff and visitors.
2. Hospital should be provided with water coolers and refrigerator in wards and departments depending upon the local needs.

**C.3.4.2. Sanitary Requirements**

1. Arrangement should be made for round the clock piped water supply along with an overhead water storage tank with pumping and boosting arrangements.
2. Approximately 10000 liters of potable water per day is required for a 100 bedded hospital.
3. Separate provision for fire fighting should be available.
4. Water softening plant should be considered where hardness of water is a major problem.
5. Construction and maintenance of drainage and sanitation system for waste water, surface water, sub-soil water and sewerage shall be in accordance with the prescribed standards. Prescribed standards and local guidelines shall be followed.

#### **C.3.4.3. Waste Disposal System:**

National guidelines on Bio-Medical Waste Management and a Notification of Environment and Forests are at Annexure - I.

#### **C.4. Equipments /Instruments**

This includes the type, number, minimum specification & functionality of equipments required in the facility under the following headings.

##### **C.4.1. Therapeutic equipments**

##### **1. Equipments / Instruments Requirements for Outpatient Department**

Sl. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	A chair and a table for Doctor	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
2.	X-ray viewer	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
3.	An examination table of 6 ft. X 2.5 ft. With privacy screen	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
4.	Blood pressure apparatus	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
5.	Stethoscope	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
6.	Torch	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
7.	Thermometer	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
8.	Weighing machine.	1 per CR	1 per CR	1 per CR	1 per CR	1 per CR
9.	Light source which gives light colour and temperature similar to solar light, Light intensity of at least 500 lux at the point of examination.	Minimum 1	As required	As required	As required	As required

10.	Knee Hammer	Minimum 1	Minimum 1	Minimum 1	Minimum 1	Minimum 1
11.	Otoscope	As required	As required	As required	As required	As required
12.	Tuning Fork	Minimum 1	Minimum 1	Minimum 2	Minimum 3	Minimum 3
13.	Measuring Tape	Minimum 1	Minimum 2	Minimum 2	Minimum 3	Minimum 3
14.	Tongue Depressor	Minimum 2	Minimum 3	Minimum 3	Minimum 4	Minimum 5
15.	Glucometer	As required	As required	As required	As required	As required

**1 per CR means – One per Consultation Room**

**2: In-Patient department (IPD)**

<b>2. Equipments / Instruments for in-patient department (IPD)</b>						
<b>Sr. No.</b>	<b>Name of the Equipment</b>	<b>Minimum 10 beds</b>	<b>11-25 beds</b>	<b>26-50 beds</b>	<b>51-100 beds</b>	<b>More than 100 beds</b>
1.	Ambu bags	1	1	1	1	1
2.	Arm Board Adult	1/ward	1/ward	1/ward	1/ward	1/ward
3.	Autoclave Drums	2	6	9	12	12
4.	Back rest	2	4	8	20	20
5.	Bain marie trolley stainless steel 1 per floor	--	1	2	4	4
6.	Bed pans, 1 per 5 patients	2	12	12	25	
7.	Biomedical waste colour coded bins	Each per floor	Each per floor	Each per floor	Each per floor	Each per floor
8.	Cheatle forceps assorted	5	8	10	10	
9.	Clock per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
10.	Containers for kitchen	As required	As required	As required	As required	As required
11.	Dressing trolley-1 per floor/ ward depending on layout	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward

12.	Dust bins in each ward & consultation room	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
13.	Emergency resuscitation kit	1 per floor	1 per floor	1 per floor	1 per floor	1 per floor
14.	Enema Set	As required	As required	As required	As required	As required
15.	Refrigerator	As required	As required	As required	As required	As required
16.	Heavy duty Torch light – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
17.	Hot Water Bags 2 per ward	2 per ward	2 per ward	2 per ward	2 per ward	2 per ward
18.	Infra-Red lamp	3	3	5	10	15
19.	Instrument tray – minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward
20.	Intercom System	As required	As required	As required	As required	As required
21.	Kidney Trays	1 per 5 beds	1 per 5 beds	1 per 5 beds	1 per 5 beds	1 per 5 beds
22.	Massage table of 7ft. x 2.5ft (wood or fiber)/ Wooden massage bed	1 per treatment room	1 per treatment room	1 per treatment room	1 per treatment room	1 per treatment room
23.	Medicine trolley	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward	minimum 1 per ward
24.	Needle cutter	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
25.	Non mercury Thermometer clinical – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
26.	O2 cylinder with spanner – 1 per ward	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
27.	Patients examination table– 1 per ward/ floor a per the profile of patients & layout of facility	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
28.	Sphygmomanometers-	1 per ward	1 per	1 per	1 per	1 per

	Stand Type 1& Portable (aneroid or Digital) Type X 1		ward	ward	ward	ward
29.	Stretcher/ Patient trolley	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
30.	Weighing Machine	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward
31.	X-ray viewer	1 per ward	1 per ward	1 per ward	1 per ward	1 per ward

### 3. Equipments / Instruments Karanool / Leech therapy Room

#### I Karanool

Sr. No.	Name of the Equipment
1.	Karanool cabinet
2.	OT table / Lithotomy Table with Side Railings
3.	OT light
4.	Autoclave
5.	Autoclave Drum/ tray(s)
6.	Consumables
7.	Crash cart
8.	Sterile apron
9.	OT instruments
10.	OT light
11.	Surgical trolley
12.	Torch (Medium Size)
13.	Karanool Probes
14.	Steriliser
15.	Pedestal Shadowless lamp
16.	Surgical Instruments

#### II Attai Vidal (Leech Therapy):

Sr. No.	Name of the Equipment
1.	Storage Aquarium for fresh leeches: 20-25 liters



	capacity (may be with partitions)
2.	Glass containers (1 liter capacity) for storing used leeches:5-10 (for each patient requires separate container and the number may vary according to the number of patients)
3.	Examination table
4.	Surgical trolley
5.	Leeches :As per the requirement, usually 3-5 leeches per patient/ treatment period)
6.	Surgical tray
7.	Instruments : Different types of Forceps, Scissors, Needles, Suturing material etc. (as per requirement)
8.	Dressing tray with gloves, bandage cloth, bandages etc.

#### C.4.2. Surgical equipments

##### 1. Equipment Requirement for Minor Operation Theatre (MOT)

Sl. No.	Name of the Equipment
1.	Anterior vaginal wall retractor
2.	Artery forceps
3.	Auto Clave HP Vertical (2 bin)
4.	Autoclave equipment for sterilization/Sterilizer
5.	Bladder sound (Urethral dilators) of different sizes
6.	Crash Cart with lifesaving drugs and Resuscitation Kit
7.	Cusco's Speculum
8.	Diathermy Machine (Electric Cautery)
9.	Disposable syringes (5-10 cc)
10.	Enema Pot
11.	Focus lamp Ordinary
12.	Foley's Catheter

13.	Formaline dispenser
14.	General Surgical Instrument Set Piles, Fistula, Fissure
15.	Instrument Trays of various Sizes
16.	Instrument Trolley
17.	IV stands
18.	Kidney tray
19.	Knife and scissor 1 each
20.	L. P. Tray
21.	Magill's forceps (two sizes)
22.	Metallic or disposable insemination cannula
23.	Operation table Hydraulic Minor with stand
24.	OT Spot light (Shadowless ceiling fitted/ stand mounted)
25.	Oxygen Cylinder
26.	Shadowless lamp ceiling type major / minor
27.	Shadowless Lamp stand model
28.	Sims speculum in small, medium & large size
29.	Sphygmomanometer
30.	Steriliser Small (Instruments)
31.	Sterilizer big (Instrument)
32.	Sterilizer Medium (Instrument)
33.	Stethoscope
34.	Suction Apparatus - Electrical
35.	Suturing Set
36.	Swab holders
37.	Thermometer
38.	Tongue depressors
39.	Toothed forceps
40.	two long (8 inch) & two short (6 inch) Artery forceps
41.	two Uterine sound

42.	Urethral Dilator Set
43.	Vaginal Examination set
44.	Vulsellum

**C.4.3. Diagnostic equipments****1: Imaging Equipment**

Sr. No.	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	300 M.A. X-ray machine	Optional	Optional	Optional	Min1	Min1
2.	ECG	Optional	Min 1	Min 1	Min 1	Min 1
3.	Echocardiogram	Optional	Optional	Optional	Optional	Optional

**2: Laboratory Equipments**

Sl. No	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Alarm clock	Min 1	Min 1	Min 1	Min 1	Min 1
2.	Automatic cell counter	Optional	Optional	Optional	Min 1	Min 1
3.	Auto analyzer/ Semi auto analyzer	Optional	Optional	Optional	Min 1	Min 1
4.	Binocular Microscope	Min 1	Min 1	Min 1	Min 1	Min 3
5.	Chemical Balances	Min 1	Min 1	Min 1	Min 1	Min 1
6.	Counting chamber	Min 1	Min 1	Min 1	Min 1	Min 1
7.	Electric Colorimeter	Min 1	Min 1	Min 1	Min 1	Min 1
8.	Electric-centrifuge, table top	Min 1	Min 1	Min 1	Min 1	Min 1
9.	ESR stand with tubes	Min 1	Min 1	Min 1	Min 1	Min 1
10.	Photo colorimeter	Min 1	Min 1	Min 1	Min 1	Min 1
11.	Glucometer	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward	1 Per Area/ Ward

<b>Sl. No</b>	<b>Name of the Equipment</b>	<b>Minimum 10 beds</b>	<b>11-25 beds</b>	<b>26-50 beds</b>	<b>51-100 beds</b>	<b>More than 100 beds</b>
12.	Hemoglobinometer	Min 1	Min 1	Min 1	Min 1	Min 1
13.	Hot air oven	As required	As required	As required	As required	As required
14.	Hot plates	As required	As required	As required	As required	As required
15.	Lab Incubator	As required	As required	As required	As required	As required
16.	Laboratory Auto Claves	As required	As required	As required	As required	As required
17.	Micro pipette of different volumes	As required	As required	As required	As required	As required
18.	PH meter	As required	As required	As required	As required	As required
19.	Refrigerator	Min 1	Min 1	Min 1	Min 1	Min 1
20.	Rotor / Shaker	Min 1	Min 1	Min 1	Min 1	Min 1
21.	Simple balances	Min 1	Min 1	Min 1	Min 1	Min 1
22.	Spirit lamp	Min 1	Min 1	Min 1	Min 1	Min 1
23.	TCDC count apparatus	Min 1	Min 1	Min 1	Min 1	Min 1
24.	Test tube holders	As required	As required	As required	As required	As required
25.	Test tube rack	As required	As required	As required	As required	As required
26.	Test tube stands	As required	As required	As required	As required	As required
27.	Timer stop watch	As required	As required	As required	As required	As required
28.	Water bath	As required	As required	As required	As required	As required
29.	ELISA reader & washer	Optional	Optional	Optional	Optional	Min 1
30.	Fully automated analyser	Optional	Optional	Optional	Optional	Min 1
31.	Laminar air flow chamber	Optional	Optional	Optional	Optional	Min 1

Sl. No	Name of the Equipment	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
32.	Cold centrifuge	Optional	Optional	Optional	Optional	Min 1
33.	Incubator	Optional	Optional	Optional	Optional	Min 1
34.	Sample Shaker	Optional	Optional	Optional	Optional	Min 1

### C.5. Manpower

This includes the Designation, minimum qualification & number of people required in the facility.

#### C.5.1 Medical practitioners

1. **Category:** Doctors
2. **Minimum Qualifications:** Degree/ Post Graduate Degree or Post Graduate Diploma from recognized university by Central Government or State government of Indian Medicine.
3. **Registration:** (if applicable): with state or central council of Indian Medicine
4. **Trained / skilled:** Trained

	Doctors BSMS/ MD	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Hospital Superintendent	-	1	1	1	1
2.	BSMS – General Siddha Medical Care	1	2	4	6	8
3.	Spl – Pothu Maruthuvam	Speciality Service of Sl.No 3-13 may be provided by engaging MD / PG Diploma qualified Doctor on hire or contract basis or full time basis as per the requirement				
4.	Spl- Kathu Mooku Thondai Maruthuvam					
5.	Spl- Sool Magalir Maruthuvam					
6.	Spl- Kuzhanthai Maruthuvam					
7.	Spl- Varma Maruthuvam					
8.	Spl – Putru Noi Maruthuvam					

9.	Spl- Vatha Noi Maruthuvam					
10.	Spl – Thol Maruthuvam					
11.	Spl – Neerizhivu Maruthuvam					
12.	Spl – Muthiyor Maruthuvam					
13.	Spl – Kayakarpam and Yogam					
14.	Kalladiappu (Urolithiasis)					
15.	Karuvaakam (Fertility)					
16.	Thottra Noigal (NCD)					
17.	Anaesthetist	Optional	Optional	Optional	Optional	Optional
18.	Radiologist DMRE/ MD in concerned subject	Optional	Optional	Optional	Optional	Optional
19.	Pathologist (visiting/part time/full time)	Optional	Optional	Optional	1	1
20.	Casualty Doctor / General Duty Doctor	1	1	1	1	2

### C.5.2 Therapists:

1. **Category:** Masseur Technicians
2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
  - a. Masseur Technicians should have at least done certified course in Masseur of at least 6 months - 1 year duration as recognized by state of central council for Indian Medicine .
  - b. Masseur Assistant should have at least done certified course in Masseur of at least 6 months duration as recognized by state of central council for Indian Medicine .
3. **Registration:** (if applicable): State or Central council of Indian Medicine
4. **Trained / skilled:** Trained

(As per Minimum standard requirement of Hospital attached with colleges)

**Strength:** Minimum 1 per treatment room; male and female separate; i.e. minimum 1 Male Technician or 1 Female Technician for a treatment room.

Sl. no	Therapists - Technicians	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Varmam,Puramaruthuvam (Masseur) Technicians-Female	1	1	2	3	4
2.	Varmam,Puramaruthuvam (Masseur) Technicians-Male	1	1	2	3	4
3.	Varmam,Puramaruthuvam (Masseur) Assistant – Female	1	1	2	3	4
4.	Varmam,Puramaruthuvam (Masseur) Assistant Male	1	1	2	3	4

### C.5.3. Paramedics

1. **Category:** Paramedics
2. **Minimum Qualifications:** (diploma/degree from recognized university by Central Government or State government of Indian Medicine.)
3. **Registration with the concerned council**(if applicable): state or central council
4. **Trained / skilled:** Trained

S. No.	Paramedics	Minimum qualification	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	ECG Technician (if ECG services are provided in-house)	1 year experience of taking ECG	1	1	1	2	2
2.	Hospital worker (OP/OT)	Eight standard completed	2	2	4	6	8

3.	Laboratory Attendant	VIII standard	2	2	3	4	4
4.	Laboratory Technician (if Lab is in-house)	Qualified Laboratory Technician	1	2	2	4	4
5.	Medical Records Officer / Technician	Minimum qualification- Degree in concerned subject	1	1	1	2	2
6.	OT Assistant (if surgical services are provided)	12 <sup>th</sup> Standard & OT training	1	1	1	2	2
7.	Radiographer (if Imaging is in-house)	Qualified Radiographer	1	1	1	1	1
8.	Therapy Assistant	12 <sup>th</sup> standard & Therapy training	As required	As required	As required	As required	As required
9.	Ward boy or Ayah	Eight standard completed	1	2	2	4	6

#### C.5.4. Nurses:

1. **Category:** Nursing (As per Minimum standard of Hospital attached with colleges)
2. **Minimum Qualifications:** GNM or BSc or MSc Nursing
3. **Registration:** State Nursing Council of where hospital is located
4. **Trained / skilled:** Trained  
(As per Minimum standard requirement of Hospital attached with colleges)

**Nurses to Beds Ratio: 1 per 10 beds**

Sr. No	Nursing Staff	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
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1.	Staff Nurse	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.	1 for every 10 beds in IPD and 2 for OPD attendance up to 150 patients and 1 extra each for additional 100 patients.
2.	Matron	-	-	-	1	1

**C.5.5. Administrative staff: The number would vary as per requirement and may be outsourced.**

**Administrative staff**

Sl. No	Administrative staff	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Office Superintendent/ Hospital Administrator	-	-	1	1	1
2.	Accountant	1	1	2	2	4
3.	Computer Operator	1	1	2	2	4
4.	Security Staff	As required	As required	As required	As required	As required

**C.5.6. Miscellaneous staff**

Sl. no	Administrative staff	Qualifications	Minimum 10 beds	11-25 beds	26-50 beds	51-100 beds	More than 100 beds
1.	Clerk for Billing	Minimum qualification-12th Standard passed.	1	1	2	2	3
2.	Cook (if food is cooked in-house)	Experience of working in mass kitchen for at least 1 year at	Optional	Optional	Optional	4	6

		senior cook or at in charge level.					
3.	Driver (Only in case hospital has its own vehicle for patient or ambulance services)	Driver's License for the category of vehicle With State Road Transport Office. If driving an ambulance, specific training is required.	Optional	Optional	Optional	1	1
4.	Electrician	If exists, Diploma in Electrical Engineering.	Optional	1	1	1	1
5.	Housekeeping Staff	Ability to read national or local language	As required	As required	As required	As required	As required
6.	Kitchen Servant (if food is cooked in-house)	-	As required	As required	As required	As required	As required
7.	Maintenance person	If exists, Diploma in Electrical Engineering.	1	1	1	2	2
8.	Peon	Eight standard completed	1	1	1	2	2
9.	Plumber	-	1	1	1	1	2
10.	Sanitary Worker	-	1	2	4	4	6
11.	Store keeper/ Manager	Minimum qualification- 12 <sup>th</sup> Standard passed.	-	1	1	1	1

### C.6. Drugs

This segment includes the minimum essential drug which needs to be maintained in the facility.

As per the publication “Essential Drug List – Siddha Medicine” by Department of AYUSH, March 2013, as and where applicable the list of drugs for treatment conditions to be maintained in all IPD.

### C.7. Consumables

This includes the minimum quantity of the commonly used consumables in the facility which should be made available.

#### C.7.1. Surgical Materials

S.No	Surgical Consumables
1.	Absorbent cotton
2.	Adhesive plaster
3.	Bandage Roll
4.	Biomedical waste colour coded covers
5.	Caps & mask
6.	Catguts of different sizes
7.	Developer
8.	Disp-Gown, Cap, Mask, Big Sheet, Draw Sheet & Gloves(for communicable diseases)
9.	ECG Paper Roll , ECG Jelly, Tissue Paper
10.	Enema Can
11.	Ether Anesthetic 500ml
12.	Fixer
13.	Gamjee Pad and Rolls
14.	Gauze Roll
15.	Hypodermic Needle (Pkt. of 10 needle) No.19, 20, 21, 22, 23, 24, 25, 26
16.	Indicator tape for sterilization by pressure autoclave
17.	Isopropyl Alcohol swab
18.	IV Cannula (different sizes)
19.	Leg drape
20.	Non Sterile Surgical rubber gloves
21.	Scalp vein sets ( <b>Different Sizes</b> )
22.	Shaving blade –packet of 5
23.	Sterile & non sterile Gloves of different sizes

24.	Sterile cotton, gamjee pads, gauze pieces
25.	Sterile disposable syringes
26.	Sterile Infusion sets(Plastic)
27.	Sterile Surgical rubber gloves
28.	Ultra Sound Jelly
29.	Ultrasound scan film
30.	Vicryl No.1
31.	X-Ray film , TLD card
32.	Xylocaine Jelly

### C.7.2 Dressing Materials

S.No	Dressing Materials
1.	Absorbent cotton
2.	Adhesive plaster
3.	Bandage Roll
4.	Dressing Thylam ( <b>Eg. Mathan Thylam</b> )
5.	Gamjee Pad and Rolls
6.	Gauze Roll
7.	Ghada Cloth
8.	Siddha Antiseptic cream ( <b>eg. V.Vennai</b> )
9.	Siddha Antiseptic solution ( <b>eg. Padikaraneer, Thiripala Kudineer, Neem, Turmeric</b> ).
10.	Sterile & non sterile Gloves of different sizes
11.	Sterile cotton, gamjee pads, gauze pieces
12.	Suture material ( <b>Eg. Black silk, Catguts</b> )
13.	Wooden Splint

### C.7.3 Disinfectants: As applicable in adequate quantity

S.No	Disinfectants
1.	Formaldehyde solutions (1%–2%)
2.	Glutaraldehyde
3.	Hydrogen peroxide

4.	Hypochlorite 4%-6%
5.	Neem Solution
6.	Phenolic germicides
7.	Quaternary ammonium compounds
8.	Turmeric Solution

#### C.7.4 Tubing

S.No	Items
1.	Connecting tubing's for oxygen delivery
2.	Foleys catheters
3.	Nebulization Mask ( <b>Adult &amp; Paed.</b> )
4.	Oxygen catheters
5.	Oxygen masks ( <b>Adult &amp; Paed.</b> )
6.	Suction catheters
7.	Uro Bag

**C.7.5 Linen**

<b>S. No</b>	<b>LINEN</b>	<b>Minimum 10 beds</b>	<b>11-25 beds</b>	<b>26-50 beds</b>	<b>51-100 beds</b>	<b>More than 100 beds</b>
1	Abdominal Sheets for OT	As required	As required	As required	As required	As required
2	Apron for Cook	As required	As required	As required	As required	As required
3	Bed sheets (1:3)	30	75	150	300	600
4	Bedspreads (1:4)	40	80	150	200	300
5	Blankets	As required	As required	As required	As required	As required
6	Central Hole Sheet	As required	As required	As required	As required	As required
7	Curtain Clothes for Windows & Doors	As required	As required	As required	As required	As required
8	Doctors Overcoat	1 per Doctor	1 per Doctor	1 per Doctor	1 per Doctor	1 per Doctor
9	Draw Sheet	20	50	100	200	300
10	Green sheet (Big)	As required	As required	As required	As required	As required
11	Hospital Worker OT Coat	One Per Worker	One Per Worker	One Per Worker	One Per Worker	One Per Worker
12	Leggings	As required	As required	As required	As required	As required
13	Mackintosh	1 per Bed	1 per Bed	1 per Bed	1 per Bed	1 per Bed
14	Mats (Nylon)	As per requirement	As per requirement	As per requirement	As per requirement	As per requirement
15	Mattress(Foam) (Adult)	1 per Bed	1 per Bed	1 per Bed	1 per Bed	1 per Bed
16	Mattress(Foam) (Paediatric)	1 per Bed	1 per Bed	1 per Bed	1 per Bed	1 per Bed
17	Patient Gown (OT/Labour Ward)	As required	As required	As required	As required	As required

18	Perineal Sheets	As required	As required	As required	As required	As required
19	Pillow	10+5	25+10	50+20	100+30	200+50
20	Pillow Covers (1:3)	30	75	150	300	600
21	Table Cloth	As required	As required	As required	As required	As required
22	Towels	As required	As required	As required	As required	As required
23	Uniform / Apron	As required	As required	As required	As required	As required

### C.7.6. Stationery for Hospitals

S.No	Items
1.	Consents Forms
2.	Continuation Sheets for IPD
3.	Death Certificate Books
4.	Diet Cards
5.	Diet Sheets
6.	Discharge cards
7.	Gynecological and Obst. Case sheets
8.	Indoor Admission Form & Case Sheets
9.	Intake Output Charts
10.	Investigation Requisition and Report Forms
11.	Nurses Report Register
12.	Nursing Monitoring Forms
13.	Pharmaco Vigilance Form
14.	Prognosis and Treatment Charts
15.	Referral Forms
16.	Registers – IPD Nominal
17.	Registers – Medicine Indent Register
18.	Sentinel Event Form
19.	Surgical Case Sheets
20.	Temperature Charts

**C.7.7. Consumables for Karanool**

<b>S.No</b>	<b>Items</b>
1.	Achyranthes Powder (Nayuruvi Uppu)
2.	Alternatively Karanool may be procured from reputed agencies
3.	Barbour Thread No.20
4.	Guggulu
5.	Surgical Spirit
6.	Turmeric Powder

**C.7.8 Laboratory**

<b>S.No</b>	<b>Items</b>
1.	Benedicts reagent
2.	Bilirubin reagent
3.	Blood Sugar Kits for Semi-Auto Analyser
4.	Cap & Mask
5.	Disposable Syringes
6.	Drabkins reagent
7.	EDTA Vacutainers
8.	ESR Disposable tubes
9.	Gingely Oil
10.	Gloves
11.	Haematocrite Tubes
12.	Haematology counter reagent
13.	HbsAg Kits
14.	HIV Kits
15.	Hypo Solution
16.	Lancet
17.	Leishmen stain
18.	Lipid Profile Kits



19.	Malaria Kits
20.	Microscope cover slips
21.	Seedar wood Oil
22.	Sodium Citrate Vacutainers
23.	Surgical Spirit
24.	Test Tubes
25.	Tourniquet
26.	Urea, Creatinine Kits
27.	Xylene reagent Grade Water
28.	Ziehl Neelson stain
29.	Zinc Sulphate

### C.7.9 Leech Therapy

	ITEMS
1.	Bandage Roll
2.	Gauze Roll
3.	Gloves
4.	Turmeric
5.	Tuber of Lotus
6.	Tuber of Kotti
7.	Leech
8.	Storage Containers for leech

### C.7.10 Suttigai

S.NO	ITEMS
1.	Mud Pot
2.	Tuber of Turmeric

**C.8. Licenses**

This includes the minimum statutory compliance applicable as per the central or state government along with licensing body.

<b>Sl. No.</b>	<b>Name of the Act</b>	<b>Department/ Area</b>	<b>Licensing body</b>
1.	Registration under Shops and Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
2.	Registration under Clinical Establishment Act	Organization	Jurisdictional Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
3.	AERB clearances for CT/ MRI/ X ray & Radiation	Imaging	Atomic Energy Regulatory Board
4.	Agreement for Common Biomedical Waste Collection, Transportation, Treatment, Storage and Disposal Facility	Organization	Local Pollution Control Board
5.	Registration under Air (prevention and control of pollution) Act, 1981.	Organization	Local Pollution Control Board
6.	Approval of Radiation Safety Officer	Imaging	Atomic Energy Regulatory Board
7.	Boiler license under Indian Boiler Act, 1923	Boiler	Concerned regulatory Body
8.	Building Permit (From the Municipality).	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
9.	Certificate for Narcotics & Psychotropic Substances	Pharmacy and / Hospital	Drug Controller
10.	Certificate of Registration under society act 1860	Organization	Registrar of societies/ Charity Commissioners office
11.	Certificate u/s 80-G of IT Act	Organization	If applicable.

12.	Class clearance certificate issued to manufacturer/ importer of mobile X ray equipment	Imaging	AERB Class Clearance issued to Manufacturer/ dealer of imaging equipment
13.	Commissioning approval	Radiation	AERB
14.	ESIS registration in case of >20 employees	Organization	Employee State Insurance Company
15.	Excise permit to store Spirit.	Organization	Excise department
16.	Generator Exhaust air Quality Report	Generator	Authorized Air Testing Laboratory
17.	License to sale or distribute drugs Form 20, 21, 21C	Pharmacy	FDA
18.	License for lift	Lift	Mobile Electric Vehicles Department
19.	License to play music for public use	Organization	Indian
20.	No objection certificate from the Chief Fire Officer.	Organization	Fire Department
21.	Obtaining clearances for weighing equipments in all the hospital units under The Standards of Weights and Measures Act, 1976.	Weights and measures	Department of Weights and Measures
22.	Occupation Certificate	To be obtained from	Jurisdictional Revenue Authorities like Panchayat/ Nagarpalika/ Mahanagarpalika/ Municipality/ Municipal Corporation
23.	PNDT Act, 1996.	Sonography	Health Department of Regulatory Body assigned with the responsibility
24.	Registration of births and deaths Act, 1969.	Organization	Health Department of Regulatory Body assigned with the responsibility
25.	SMPV License for Storage of Liquid Oxygen, Form III (License to compressed gas in pressure vessel or vessels)	Medical Gases in Pressurized Vessels	Licensing Authority
26.	TAN Number	Organization	Income Tax Department

27.	PAN Number	Organization	Income Tax Department
28.	Vehicle Registration certificates for Ambulance	Ambulance and Vehicles owned by the organization	Road Traffic Authority
29.	Water Prevention and control of pollution Act	Organization	Pollution Control Board

## C.9. Basic Processes

### C.9.1. Clinical Records – Patients Record

**C.9.1.1.** Registration (This will help in developing a database at State / Central level).

1. Name,
2. Unique Identification Number (If Adhaar available or Id assigned in the Hospital)
3. Age,
4. Gender ,
5. Address with PIN code, / District / State
6. Marital Status,
7. Contact Number,
8. Type of Diet (Veg, Non-veg),
9. OP/ IP Number,
10. Date & Time of visit for OP/ admission for IP,
11. Name of Treating Doctor

### C.9.1.2 Assessment

1. Primary Complaint of the guest:
2. History of Primary Complaint:
3. History of Medication:
4. History of Implants/ Pacemaker/ Surgery:
5. Past History
6. History of allergies
7. Diet and Lifestyle History
8. Family History
9. Personal History
10. General Examination
11. Systemic Examination
12. Physical Examination
13. Envagai Thervu, Neerkuri, Neikuri, Thegam, Elu Udalkattugal, Uyir Thathukkal (Vatham, Pitham, Kabam)
14. Pain Scoring
15. Nutritional Assessment
16. Diagnosis Provisional / Final
17. Preventive Aspects
18. Plan of Care

## 19. Treatment

**C.9.2. Hospital Records**

<b>Sr. No</b>	<b>Records</b>
1.	OPD/ IPD Records
2.	Treatment Records
3.	Medication Records
4.	Procedure Records
5.	Nursing Monitoring Records
6.	Nursing Treatment Records
7.	Reports of investigations
8.	Consents: General Consent at admission, Procedure consents
9.	Death Certificate Records
10.	Discharge summary *

\*Discharge Summary should have following details:

- a. Primary data of Name, UID, Gender, Age, Address with PIN code, Marital Status, Contact Number, Type of Diet (Veg, Non-veg), OP/ IP Number, Date of visit for OP/ admission for IP, Treating Doctor, Discharge date & Reason
- b. Primary Complaint of the guest
- c. History of Primary Complaint:
- d. History of allergies
- e. Salient Examination Findings
- f. Pain Relief Advice
- g. Nutritional Advice
- h. Diagnosis – Final
- i. Preventive Aspects
- j. Treatment Given
- k. Details of procedures performed
- l. Treatment advised
- m. Contact number in case of emergency

**Note:** As per the Recommendations on Electronic Medical Records Standards in India by Ministry of Health and Family Welfare, April 2013, computerization of patient records shall be carried out.

**C.9.3. Safety considerations**

**(Surgical safety, infection control, biomedical waste, first aid & basic life support, disaster preparedness)**

**C.9.3.1. Physical safety aspects**

1. AERB safety rules shall be followed in Radiology and other radiation areas.
2. All areas where a physical hazards may occur, like near DG set, transformer, Cylinder storage, electric panels, steep slope etc. shall be provided with safety signage and safety instructions
3. All balconies and opening on higher floors shall have grills
4. All bottles containing acids or alkalis shall be stored on cupboards at height below the shoulder level to prevent them from falling while taking out. It shall never be stored on height above the head level
5. All electric panels shall be enclosed in insulated and nonflammable box and shall be kept locked
6. All entry doors, windows and furniture shall be maintained in good maintained condition
7. All equipments, furniture awaiting condemnation shall be stored in separate condemnation area
8. All stretchers and wheelchairs shall have safety belts for fastening the patient
9. Anti-skid mats shall be placed on entrance of bathrooms
10. Boundary wall of the hospital's campus shall be of sufficient height with metal fencing on top. Entire boundary wall shall be kept in intact condition
11. Corridors and passages shall not be blocked by chairs, tables or equipments
12. Displays of 'floor is wet' or 'under repair' or similar precautions in required areas and time shall be available with the hospital
13. Doors height shall be at least of 8 feet
14. Electric rooms shall not be used as store room or for any other purpose
15. Emergency exit routes shall be kept clear all the times
16. Hospitals ground shall be properly maintained. There shall be no openings, or pits in the ground. The surfaces shall be kept even
17. Lab shall be provided with safety equipments like eye wash cups
18. Material safety data sheet shall be available for all hazardous materials
19. No door shall open towards public areas like crowded lobby etc. (the door shall preferably open towards the inside of room)
20. No inflammable materials like, diesel, LPG, acids etc. shall be stored near electrical panel
21. Personal protective gears shall be available everywhere and in adequate quantity. These include gears like, gloves, masks, gowns, boots, caps, goggles etc. Earplugs shall be provided to staff in areas where there is continuous noise, like AC plant.
22. Protection from stray dogs and other animals shall be ensured in the hospital campus
23. Rubber matting shall be placed on the floors below electric panels
24. Seepage shall not be allowed in areas where electric panels or wires are present
25. Terrace should have side walls of at least 4 feet height
26. The beds shall have provision for providing side guardrails.
27. There should be no losing of electrical wiring. All electrical wiring shall be concealed and kept intact

### **C.9.3.2. Surgical safety**

1. There are two independent identifiers for each patient. Name of patient with some other independent identifier.
2. Identification bands for patients should be considered in cases where patient cannot be relied upon to give correct information on his own identity. E.g. pediatric, disoriented, altered consciousness, etc.
3. Use of surgical safety check list based on WHO Criteria is used consistently for each procedure and surgical intervention. The Checklist should divide the operation into three phases, each corresponding to a specific time period in the normal flow of a procedure
  - a. the period before induction of anesthesia,
  - b. the period after induction and before surgical incision
  - c. the period during or immediately after wound closure but before removing the patient from the operating room.
4. In each phase the checklist task must be completed before proceeding forward.

#### **C.9.3.3. Infection control:**

1. Cleaning: to be done with defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
2. Disinfectants: Defined solution with dilution as advised by the manufacturer. Defined schedule with full cleaning at least once a day.
3. Advisable to have designated Infection Control Officer for hospital more than 50 beds.
4. Advisable to have designated Infection Control Committee for hospital more than 50 beds.
5. Infection control activities should be monitoring by define method & schedule.
6. Biological safety assessment is done for all areas of patient care and risks defined for the same.
  - a. Needle Stick Injury and related Transmissions
  - b. Patient to staff, patient to patient and staff to patient risk of transmission of diseases is addressed and preventive measures are instituted.
  - c. Procedure site and surgical site infections are monitored.
7. Preventive measures and remedies for correction are kept available wherever such risk exists.
8. Hand washing practices as per WHO recommended criteria are followed and monitored regularly.
9. Facility and consumables for hand washing are available at convenient locations in the healthcare facility.
10. Adequate equipment and disposables related to personal safety for infection transmission are available to staff and patients in the organization. E.g. equipment like fogging machine, UV sterilizers, Insect Killer Machines and consumables such as Gloves, hand washing materials/ hand gels, surgical Masks, N95 Masks, industrial gloves, etc.

**C.9.3.4. Biomedical waste:**

1. Biomedical waste is collected, segregated, packed, transported and disposed according to the regulatory guidelines.
2. Biological Waste Management is monitored on regular basis.
3. Biomedical waste disposal is a part of infection control activities.

**C.9.3.5. First aid & basic life support**

1. At all times there is a staff member who is adequately qualified and is trained in giving at least Basic Life Support System.
2. Adequate qualifications will include qualified nurse or doctor from any specialization who has undergone training on Basic Life Support.
3. There will be a full resuscitation set maintained for use exclusively during such events, irrespective of existence of similar equipment anywhere else in the hospital.

**C.9.3.6. Disaster preparedness:** Yes for all hospitals of all sizes.

1. Healthcare organization must identify various possible disasters and prepare for the same by stocking necessary consumables, training adequate staff and conducting drills regularly.
2. Keeping equipment in a state of readiness for use during such events.
3. Separate stock is maintained as per the risk perceived for the anticipated disorder(s).
4. Keeping a back-up of consumables at all times in usable condition for use during disaster.
5. Personnel are trained for disaster management
6. Disaster drills are carried out at least once in six months for various disaster anticipated.
7. Anticipated list of disasters can include and is not restricted to any of:
  - a. Fire
  - b. Terrorist attack
  - c. Invasion of swarms of insects and pests.
  - d. Earthquake.
  - e. Civil disorders effecting the Organization.
  - f. Sudden failure of supply of electricity. (Disaster)

**C.9.3.7. Fire – Safety Measures**

As for safety against fire accidents, fire extinguishers of various powder gas & water type have to be installed & maintained periodically. Fire alarm system equipments have to be fixed in inpatient department, OP Department Lab block & Pharmacy and kept in good condition so as to effectively use them in case of fire accident. All staff members should be given one day training on operation of Fire extinguisher annually.



## **D. Chapter-III**

### **Teaching Hospitals**

All teaching hospitals should be in compliance with the notification of Central Council of Indian Medicine Notification, New Delhi Notification 13-2-2013 – Indian Medicine Central Council (Minimum standard Requirements of Siddha Colleges and attached hospitals) Regulations, 2013

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### F. Abbreviations

1. ATM- Aruvai &Thol Maruthuvam
2. B.S.M.S. - Bachelor of Siddha Medicine and Surgery
3. CR – Consultation Room
4. DS - Deputy Superintendent
5. FNA -Female Nursing Assistant
6. FSK -Furniture stock keeping
7. HS- Hospital Superintendent
8. IPD- In Patient Department
9. M.D(S)- Doctor of Medicine(Siddha)
10. MNA - Male Nursing Assistant
11. MSK - Medical stock keeping
12. Minor OT – Minor Operation Theatre.
13. MOT –Minor Operation Theatre
14. Min – Minimum
15. OPD- Out Patient Department
16. SPM- Sirappu Maruthuvam
17. SMM-Sool Magalir Maruthuvam
18. SR – Service Room
19. RMO-Residential Medical Officer