

Standard No.CEA/Clinic- 008

Clinical Establishment Act Standard for Clinic / Polyclinic only Consultation

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Introduction

In 2010 Clinical Establishments (Registration and Regulation) Act, 2010 has been enacted by the Central Government to provide for registration and regulation of all clinical establishments in the country with a view to prescribe the minimum standards of facilities and services provided by them.

The Ministry has notified the "National Council for Clinical Establishments" and "The Clinical Establishments (Central Government) Rules, 2012" under this Act vide Gazette. *This Act is applicable to all kinds of clinical establishments from the public and private sectors, of all recognized systems of medicine including single doctor clinics. The only exception will be establishments run by the Armed forces.*

Table of Contents

| Sr. No. | Particulars | Page No. |
|---------|----------------------------------|----------|
| 1. | Definition | |
| 2. | Scope sub-centre (as applicable) | |
| 3. | Infrastructure | |
| 4. | Furniture & Fixture | |
| 5. | Human Resource | |
| 6. | Equipment/Instruments/Drugs | |
| 7. | Support Service | |
| 8. | Legal/Statutory Requirements | |
| 9. | Record Maintenance and Reporting | |
| 10. | Process | |
| 11. | Annexure -1 | |
| 12. | Annexure -2 | |
| 13. | Annexure -3 | |
| 14. | Annexure -4 | |
| 15. | Annexure -5 | |
| 16. | Glossary | |
| 17. | | |

Clinic/Polyclinic Only Consultation

1. Definition

- 1.1 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 /super-specialist doctor.
- 1.2 A polyclinic 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 /super-specialist doctor.
- 1.3 A few minor procedures like dressing and administering injections etc may be provided in the clinic/polyclinic however not requiring observation/short stay.

2. Scope (as applicable)

- 2.1 These set of common minimum standards framed are applicable to a single practitioner/more than one doctor clinic manned by a General physician/ specialist doctor/super specialist or a group of doctors who are themselves providing patient care services like dispensing of medicines, injection and dressing.
- 2.2 To provide examination, consultation, prescription to outpatients by a single doctor/ general physician / specialist doctors /super-specialist doctor or group of doctors who are themselves providing patient care services like dispensing of medicines, injection and dressing.
- 2.3 To deliver primary service in health education and health promotion;
- 2.4 To deliver health care services of rehabilitative nature.
- 2.5 Any or more than one of the following are included:
 - a) Gen Physician
 - b) Cardiology
 - c) Cardiothoracic surgery
 - d) Dermatology
 - e) ENT
 - f) Endocrinology
 - g) Gastroenterology
 - h) Internal Medicine

- i) Gen Surgery
- j) GI –Surgery
- k) Gynecology & Obstetrics
- l) Medical/Surgical Oncology
- m) Nephrology
- n) Neurosurgery
- o) Neurology
- p) Ophthalmology
- q) Orthopedics
- r) Pediatrics/pediatric surgery
- s) Psychiatry
- t) Rheumatology
- u) Thoracic surgery
- v) Tuberculosis and Respiratory Disease
- w) Urology

3. Infrastructure

- 3.1 The physical facility shall be developed and maintained to provide safe and secure environment for patients, their families, staff and visitors. It shall be situated in a place having clean surroundings and shall comply with local byelaws in force, if any from time to time.
- 3.2 The minimum space requirement for carrying out the basic functions of the facility shall be as per Annexure 1.
- 3.3 The clinic facility shall be well illuminated, ventilated and clean with adequate water supply.
- 3.4 The clinic shall have a prominent board/signage displaying the name of the clinic in local language at the gate or on the building of the clinic.
- 3.5 The following other signage shall be well displayed in the language understood by the local public in the area:
 - a) Name of the doctors with registration number.
 - b) Fee structure of the various doctors/ specialist
 - c) Timings of the clinics (For ex – from 8am -2pm)
 - d) Services provided within the Facility

4. Furniture & Fixtures

- 4.1 Furniture and fixtures shall be available in accordance with the activities and workload of the Clinic/polyclinic.
- 4.2 The furniture and fixtures shall be functional all the time. For indicative list of items refer Annexure 2 (this list is indicative and not exhaustive).

5. Human Resource

- 5.1 The general practitioner/ specialist doctor /super-specialist doctors as per the scope of the clinic/polyclinic shall be registered with State/Central Medical Council of India
- 5.2 The services provided by the medical professionals shall be in consonance with their qualification, training, registration.
- 5.3 In a clinic/polyclinic minimum one support staff must be available to meet the care treatment and service needs of the patient. However number may depend upon the workload and scope of the service being provided by the clinical establishment.

6. Equipment/instruments/drugs

- 6.1 The clinic/polyclinic shall have essential equipments as per Annexure 3, and emergency equipment Annexure 4.
- 6.2 Other equipment as per the scope of service being practiced shall be available.
- 6.3 Adequate space for storage of equipment and medicines shall be provided and if available medicines shall be stored as per manufacturer's guidelines. The equipment shall be of adequate capacity to meet work load requirement.
- 6.4 All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done.
- 6.5 The clinic/polyclinic shall have basic minimal essential drugs as per Annexure 6, however other drugs as per the scope of service being practiced may also be available.

7. Support Service

- 7.1 In a clinic/polyclinic minimum one support staff must be available to meet the care treatment and service needs of the patient. However number may

depend upon the workload and scope of the service being provided by the clinical establishment.

8. Legal/Statutory Requirements

| S. No | Name of the Act/License | Licensing body |
|-------|---|---|
| 1 | Registration of medical doctor with Central/State Medical Council | MCI/State Medical Council as applicable |
| 2 | Biomedical Management & Handling Rules, 1998 | State pollution control Board |
| 3 | Provisional registration of the Clinic | State Council |

9. Record Maintenance and reporting

- 9.1 Every Clinical Establishment shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of quarterly reports.
- 9.2 Copies of all records and statistics shall be kept with the clinical establishment concerned for at least 3 or 5 years or in accordance with CEA act rules
- 9.3 All clinical establishments shall be responsible for submission of information and statistics in time of emergency or disaster or epidemic situation or as required from time to time by National Council CEA 2010.

10. Process

10.1 Registration

- 10.1.1 Every patient visiting the clinic shall be registered.

10.2 Assessment

- 10.2.1 Every patient shall undergo assessment, during the course of assessment, the patient findings, medications and investigations should be documented with working diagnosis, legibly in the assessment/OPD prescription with the signature of the consultant/ Specialist / super Specialist with date and time.

10.3 Infection Control

- 10.3.1 The clinic shall take all precautions to control infections like practicing hand hygiene etc.
- 10.3.2 Availability of clean water for hand washing /liberal use of sanitizer shall be maintained throughout the working hours of the clinic.
- 10.3.3 Sanitation and hygiene of the toilets if available shall be maintained.
- 10.3.4 Mopping of all patient care areas with disinfectant shall be done at least once a day

10.4 Safety Considerations

- 10.4.1 The clinic shall ensure to take care of patient safety aspects like patient fall, etc.
- 10.4.2 The clinic shall be kept pest and termite free.

10.5 Biomedical waste Management

- 10.5.1 Biomedical waste shall be managed in accordance with the BMW management and handling Rules, 1998.
- 10.5.2 Clinic waste generated shall be segregated at source.
- 10.5.3 Needles and sharp waste shall be stored in puncture proof container

10.6 First aid

- 10.6.1 Provision shall be made for providing First Aid.
- 10.6.2 Contact details of ambulance hospital etc shall be available in cae of emergency.

Annexure 1

Infrastructure Requirement

Minimum area required for clinic shall be as follows:

| clinic | COMMON AREA (approx) | | Operatory (approx) | Remarks |
|--------|----------------------|---------|---|--|
| | Reception | Waiting | consultation room Ancillary area/space | |
| | 35sqft carpet area | | 70 sq ft carpet area including storage | Area specified under consultation room is only for single clinic and shall be multiplied accordingly by the number of consultation chambers. |

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

Ancillary area/space: Storage of records, reagents, consumables, stationary etc and eating area for staff.

Annexure 2

Furniture/fixtures

| S.N. | Articles |
|------|----------------------------------|
| 1. | Table |
| 2. | Chairs |
| 3. | Examination Table/couch |
| 4. | Screens |
| 5. | Foot Step |
| 6. | Stools |
| 7. | Storage Cabinet for records etc. |
| 8. | BMW storage area |

Annexure 3

Equipment/Instrument

I. Essential Equipment

| S. No. | Name of the equipment | Minimum Specifications | No. of equipment |
|--------|----------------------------------|------------------------|------------------|
| 1 | Stethoscope | | 1 |
| 2 | Thermometer | Digital | 1 |
| 3 | Torch (flash lights) | | 1 |
| 4 | Sphygmomanometer(B.P. Apparatus) | Digital | 1 |
| 5 | Weighing machine(Optional) | Adult | 1 |

Annexure 4

I. Emergency Equipment

| S. No. | Name of the equipment | Minimum Specifications | No. of equipment |
|--------|---|------------------------|------------------|
| 1 | Resuscitation Equipment | - Adult | 1 |
| | Ambu Bag/Air Way | - Pediatric | 1 |
| 2 | Oxygen Concentrator/ Cylinder (Portable) | | 1 |
| 3 | Fire Extinguisher | - | 1 |

Annexure 5

I. Emergency Drugs

| S. No. | Name of the Drug | Minimum Quantity |
|--------|--------------------------------|------------------|
| 1 | Inj Adrenaline | 2 A |
| 2 | Inj Hydrocortisone | 1 vial |
| 3 | Inj Atropine | 1 Ampoule |
| 5 | InjAvil | 1 Ampoule |
| 6 | InjPhenargan | 1 Ampoule |
| 7 | Inj. Deryphyline | 1 Ampoule |
| 8 | Inj. Frusemide | 1 Ampoule |
| 9 | Inj. Metoclopramide | 1 Ampoule |
| 10 | Inj. Dexamethasone | 1 Ampoule |
| 11 | Inj. Diazepam | 1 Ampoule |
| 12 | Inj. Dicyclomine Hydrochloride | 1 Ampoule |
| 13 | Inj. 5% dextrose infusion | 1 Vac |
| 14 | Inj. Normal saline | 1 Vac |

Glossary

1. **General Physician:**M.B.B.S doctor who attend to the medical needs of individuals within a community.
2. **Ancillary area/Ancillary space:** The nonpublic areas or spaces of the stations usually used to house or contain operating, maintenance, or support equipment and functions
3. **Support Staff:** The staff, who support the patient care services provided in a clinical establishment.
4. **First Aid:**First aid is a provision of initial care given to a victim of an injury or sudden illness.