

**-ACT-**

**THE UTTARAKHAND HEALTH CARE ESTABLISHMENT ACT, 2018**

**Date.....**

An Act to provide for the registration and inspection of Health Care Establishment in the state of Uttarakhand and to enable the Government to prepare a record of Clinical Establishments.

1. Be it enacted as follows:-

- a) Short title, extent and commencement (1) This Act may be called the Uttarakhand Health Care Establishment Act, 2018.
- b) It extends to the whole of the state of Uttarakhand.
- c) It shall come into force on such date as the Governor of Uttarakhand may by notification in the official Gazette appoint.
- d) It shall be enforced on Government and Non Government Clinical Establishments with exemption to Clinical Establishments of Armed forces.

2. Definitions : In this act, unless the context otherwise requires.

- (i) 'Governor of Uttarakhand' means the Governor of the state of Uttarakhand.
- (ii) 'Local Authority' means a municipal committee, district board or other authority legally entitled to or entrusted by the Government with the control of management of a municipal or local fund;
- (iii) 'Maternity Home ' means any premises used or intended to be used for the care of patients including obstetric services to pregnant women during and after child birth. This shall cater to the speciality of Gynaecology and Obstetrics.
- (iv) 'Nursing Home/Hospital' means any premises used or intended to be used for the care of persons suffering from any sickness injury or infirmity and providing of treatment and nursing for the same with facilities of overnight stay which may depend on patient to patient considering the diagnosis made. Hospice/ Palliative Centres which deal with terminally ill patients where their practical emotional and medical needs are dealt with. Dental Hospitals/ Ayush Hospitals shall also come in this category of service.
- (v) 'Day Care Centre' means any premises used or intended to be used for the care of persons suffering from any sickness injury or infirmity and the providing of treatment without night stay.
- (vi) 'Clinics' means any premises used or intended to be used for the consultation/ dispensing of drugs to/of persons suffering from any sickness injury or infirmity and the single or more than one doctor give(s) only consultation, minor dressing, immunization, nebulization, ECG, EMG, EEG and other day to day based activities which do not need admissions. Such clinics shall also cater to different systems of medicine.
- (vii) 'Diagnostic Centre' means a Pathological and Radiological clinic where all types of blood / urine/ stool/ other body fluids and specimens (histopathology, invasive procedures, FNAC in case of pathological clinics) are tested and invasive and non invasive radiological methods of investigations are done like X- Rays, ultrasounds, CT Scan and MRI (in case of radiological clinics) and any other radiological equipment which comes into application henceforth.
- (viii) 'IVF Centre' means any premises which deals with artificial procedures of fertility in childless couples. It will also be considered as day care centre.
- (ix) "Prescribed" means prescribed by rules made under this act.
- (x) 'Qualified Medical Practitioner' means a medical practitioner registered in Uttarakhand Medical Council / Ayush/ Dental Councils under a law for the registration of medical practitioners
- (xi) 'Qualified Nurse' means a nurse registered in Uttarakhand Nursing Council under a law for the registration of nurses;
- (xii) 'Trained Nurse' for a hospital/clinic means a person for a particular hospital/clinic who has attained at least six months of training under the doctor of that hospital/clinic. The nurse will automatically be called trained nurse inspite of change of doctor in that hospital/ clinic.

- (xiii) 'Register' means to register under section 5 of this Act and the expression 'registered' and registration ' shall be construed accordingly;
- (xiv) 'Rules' means rules made under this Act;
- (xv) 'District Registering Authority' means the person or authority appointed by the Governor, by notification in the Official Gazette for the purpose of registration of various Clinical Establishments and shall be constituted individually for all Districts of Uttarakhand.
- (xvi) 'State Authority' means a congregation of persons appointed by the Governor through official Gazette for the purpose of appeals against grievances caused by District Registering Authorities.
- (xvii) 'Establishments' means all Clinical Establishments included in categories from (iii) to (vii)
- (xviii) 'Corpus' means a fund created through fees deposited by the Clinical Establishments with the Government.
- (xix) 'Key Person' means the person who shall be responsible and liable for management of Clinical Establishments following all Ethical measures laid down by the State & Central Medical/ Dental/ Ayush Councils. He shall have to stay in Clinical Establishment for minimum four hours and a single person can represent not more than three Clinical Establishments.
- (xx) 'Specialization of Services' means the specialty under which the Clinical Establishment opts to register. It may be single or multiple.

3. Prohibition to carry on Clinical Establishments without registration - No person shall carry on a Clinical Establishment unless he has been duly registered in respect of such Clinical Establishment and the registration in respect has not been cancelled under section 7. Provided that nothing in this section shall apply in the case of a Clinical Establishment which is in existence at the date of the commencement of this Act, for a period of three months from such date or if an application for registration is made within that period in accordance with the provisions of section 4 until such application is finally disposed of.

#### 4. Application for registration –

- (a) Every person intending to carry on clinics, day care centres, IVF Centre, diagnostic centres, nursing homes and hospitals shall apply for registration with renewal through an official format to the District Registration Authority. Provided, that in the case of a Clinical Establishment which is in existence at the date of the commencement of this Act an application for registration shall be made within three months from such date. The procedure of registration shall also involve clear entitlement of Specialization of services.
- (b) Every application for registration or the renewal of registration shall be made on such date and in such form and shall be accompanied by such fee, as may be prescribed.
- (c) Every application for registration shall be accompanied with a duly notarized affidavit of the key person regarding his /her qualifications, registration number of Uttarakhand Medical/Dental/Ayush Councils.

#### 5. Registration

(1) Subject to the provisions of this Act and the rules, the District Registration Authority shall on the receipt of an application for registration, register the applicant in respect of the establishment named in the application and issue to him a certificate of registration in the prescribed format. Provided that the District Registration authority may refuse to register the applicant if it is not satisfied:-

That the key person of the Clinical Establishment, is not a qualified/ fit person to carry in or to be employed at a Clinical Establishment of such a description as the Clinical Establishment named in the application; or

- (a) That the Clinical Establishment is under the supervision of a person who is a not qualified medical practitioner duly registered with Uttarakhand Medical/ Dental/ Ayush Councils; or
- (b) That for reasons connected with the violations of any rules and regulations of this Act.
- (c) That the District Registration Authority finds the documents submitted for registration as incomplete.

- (2) A certificate of registration issued under the section shall, subject to the provisions of section 7, be in force and shall be valid for life time from the date of registration of the respective Clinical Establishment.
- (3) The certificate of registration issued in respect of "Clinical Establishments" shall be kept affixed in a conspicuous place in the Clinical Establishment.
6. Publication: Annual publication of Form 'A' depicting the registered Clinical Establishments shall be published by District Registration Authority on 31st March every year.
- 7. Penalty for non-registration - whoever contravenes the provisions of section 3 shall, on conviction, be punished with fine which may extend to rupees five thousand, or in case of, a second same fault or subsequent same offence with fine which may extend to rupees ten thousand.**
8. Cancellation of registration-- Subject to the Provision of this Act, the District Registration Authority may at any time give a show cause notice to any Clinical Establishment of three months to justify cancellation of his/ her Establishment's registration on the following grounds:
- If the key person of the Clinical Establishment is debarred from practice by Uttarakhand Medical/Dental/ Ayush Councils.
  - If the rules and regulations of this Act are not followed by the Clinical Establishments.
  - The reason for cancellation will have to be detailed in written to the health establishment concerned.**
9. Notice of refusal or of cancellation of registration:
- Before making an order refusing an application for registration or an order cancelling any registration, the District Registration authority shall give to the applicant or to the person registered, as the case may be, not less than one" calendar months notice of its intention to make such an order; and every such notice shall state the grounds on which the District Registration authority intends to make the order and shall contain an intimation that if within a calendar month after the receipt of the notice the applicant or person registered informs the authority in writing that he desires so to do, the District Registration authority shall, before making the order give him (in person or by a representative) an opportunity of showing cause why the order, should not be made.
  - If the District Registration authority after giving the applicant or the person registered an opportunity of showing cause as aforesaid, decides to refuse the application for registration or to cancel the registration, as the case may be, it shall make an order to that effect and shall send a copy of the order by registered post to the applicant or the person registered.
  - Any person aggrieved by an order refusing an application for registration or cancelling any registration may, within a calendar month after the date on which the copy of the order was received by him appeal to the Chief Medical Officer against such order of refusal. The decision of the Chief Medical Officer on any such appeal shall be final. The aggrieved party henceforth can appeal against the same in the state council and the time within which the appeal has to be made shall be one month.
  - No such order shall come into force until after the expiration of a calendar month from the date on which it was made or, where notice of appeal is given against it, until the appeal has been decided or withdrawn.
  - In case the key person of the health establishment is registered in MCI & is staying in the same city till a final decision of refusal/cancellation is made the health establishment should be allowed to operate.**
10. Inspection of Clinical Establishments –
- The District Registration authority, subject to such general or special orders as may be made by the Chief Medical Officer, shall inform the key person of the Clinical Establishment one week prior to inspection of the premises which is under question. Inspection can be made for any facilities/

records required to be kept in accordance with the provisions of this Act. No sudden inspections can be conducted by District Registration Authority whatever the case may be.

- (b) The Chief Medical Officer shall have powers to reconstitute the District Registration Authority not by deletion but by addition of a Medical member who has qualification equivalent to or higher than the qualification of the facility to be inspected. The District Registration Authority shall however have Chief Medical Officer as Chairperson, who shall also head the inspection committee formed under the District Registration Authority and apart from him two members nominated from Indian Medical Association of that District / sub division and two members shall be nominated from the NGOs operating in medical field i.e. National Medicos Organization. Another member shall be appointed by District Registration Authority to represent the Clinical Establishment which is to be inspected by recommendation from the owner of Clinical Establishment. Hence, the total number of members shall not be more than six. The decision of the inspection committee shall be final and binding on the Clinical Establishment under inspection till the concerned Clinical Establishment decides to appeal as per section 14 of this Act. The term of District Registration Authority shall be for five years. Such District Registration Authority shall be formed for different system of medicine viz Allopathy, Dental, Ayurveda, Homeopathy and so on separately. This District Registration Authority shall be constituted as per rule 4 of this Act.

**(c) Method of Inspection should be well defined & inspection should be done by Procedure defined in the Rules.**

11. Credit of fee and fines- Any fees received or fines paid under this Act shall be credited to the Corpus Fund of the state controlled by Director General of Health Services.

12. Expenses of District Registration authority -- All expenses incurred by the District Registration authority under and for the purpose of this act and the rules made there under may be paid out of the Corpus Fund of the State.

13. Penalty for offences under the Act - Whoever contravenes any of the provisions of this Act or of any rules shall, if no other penalty, is elsewhere provided in this act or the rules for such contravention, on conviction, be punished with fine which may extend to rupees five thousand and in the case of continuing offence to a further fine of rupees one hundred in respect of each day on which the offence continues after such conviction.

14. Offences by Corporations - If the person contravening any of the provisions of this Act is a company, every person who at the time the offence was committed was in charge of, and was responsible to, the company for the conduct of the business of the Company, as well as the company shall, be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly. Provided that nothing contained in this section shall render any such person liable to any punishment provided, in this Act, if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

15. Appellate Body:

- (a) The state authority shall be the appellate body and shall be constituted under the chairmanship of Director General of Health Services and having six members (including DGHS) and Two members shall be representatives of Indian Medical Association and one member from Uttarakhand Medical Council and two members shall be nominated from the NGO operating in medical field in Uttarakhand viz. National Medicos Organization. Same sort of appellate bodies shall be formed by Director General of Health services for Ayush/ Dental councils. Term of such State Authority formed shall be for five years. The State Authority shall be constituted as per rule no. 5 of this Act.

- (b) If any person is not satisfied with the decision of the Inspection authority headed by the Chief Medical Officer then within one month of the decision he can appeal against the decision in the district registration authority and hence forth.

- (c) If any person is not satisfied with the decision of the District Registration authority headed by the Chief Medical Officer than within one month of the decision he can appeal against the decision in the State appellate authority.
- (d) In case the owner/Key person of Clinical Establishment feels that justice has not been done at the level of State Authority then, within one month of the decision of State Authority he can appeal to the Health Secretary of state of Uttarakhand.

16. Court competent to try offences under this Act - No court inferior to that of a Magistrate of the first class shall try any offence punishable under the Act.

17. Protection of action taken in good faith - No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Act or of any rules made there under.

18. Power to make rules

- (a) The Governor of Uttarakhand may, by notification in the official Gazette, make rules to carry out all or any of the purposes of this Act, after consultation with state IMA
- (b) Without prejudice to the generality of the forgoing power, such rules may provide for all or any of the following matters namely:-
  - (i) The form of the application to be made under section 4, the date on which such application is to be made and the fees to be paid for such registration or renewal of registration;
  - (ii) the form of the certificate of registration to be issued under section 5;
  - (iii) the records to be kept of the patients received into all Clinical Establishments other than Clinics, which shall include inpatient record, birth and death information, information regarding National Programs and Death & Birth registers information for at least five years. The Medico Legal records shall be maintained till the cases are finalized in respective courts. These records shall be maintained in Form 'D'.
  - (iv) The power to make rules under this section shall be subject to the condition of previous publication in the official gazette.

19. Corpus Fund: This fund shall be created under control of Director General of Health Services of Uttarakhand and all accruals received from registration fees, fine, and renewals by District Registration Authorities. This corpus fund shall be utilized for day to day activities of the office controlling the process of registration and inspection and regular inspections.

20. Amendments: Time to time sections of this Act & its Rules can be amended for betterment of Specialization of services in various system of medicines. If done so the State associations of the concerned system of medicine should be taken into confidence, say a section in the interest of Allopathy is being amended then the State Indian Medical Association should be taken into confidence before doing so.

**21. Minutes of Meetings of state health authority & district health authority should be posted on the official site on internet respective.**

## UTTARAKHAND HEALTHCARE ESTABLISHMENT RULES- 2018

### I. GENERAL

1. Short title :- These Rules may be called the Uttarakhand Health Care Establishment Rules, 2018.
2. Definitions :- In these Rules, unless there is anything repugnant in the subject or context.
  - (a) Act means the Uttarakhand Health Care Establishment Act, 2018.
  - (b) Form means a form appended to these rules.
  - (c) Infectious Diseases means a disease, which a registered medical practitioner is required to notify to the medical officer of health of his area under the law for the time being in force.
  - (d) Key person of Clinical Establishment means a person who has been duly registered by the District Registration authority in respect of a Clinical Establishment under Section 5 of the Act and whose registration has not been cancelled under section 7 of the Act.
  - (e) 'Section' means a section of the Act.
3. Register:- The District Registration authority shall maintain a register in form 'A' showing the name or persons registered under section 5 of the Act.
4. Constitution, procedure, quorum, minutes and duties of District Registration Authority: The District Registration Authority shall be constituted by the Chief Medical Officer in consultation with the Chief Medical Officer, President of District IMA and two members shall be nominated from the NGOs operating in medical field i.e. National Medicos Organization. This body shall have six (four shall be regular members plus one member of the speciality to be inspected plus one member from the Clinical Establishment to be inspected) members. The inspection committee however shall be headed by the Chief Medical Officer of the District and shall comprise of six members including the Chief Medical Officer.
  - (A) Every notice calling the meeting of the District Registration Authority shall :
    - (a) Specify the place, date and hour of the meeting
    - (b) Be served upon every member of the District Registration Authority not less than seven clear days before the day appointed for the meeting.
  - (B) The Chairperson shall prepare and circulate to the members along with the notice of the meeting, and agenda for such meeting showing the business to be transacted.
  - (C) The quorum of the meeting shall be not less than four members.
  - (D) Such meetings shall be held quarterly throughout the year.
  - (E) In addition to duties and responsibilities specified in the Act the District Registration Authority shall perform the following duties.
    - i. Scrutinize applications received by it.
    - ii. Inspect Clinical Establishment under the direction of Chairperson.
    - iii. Examine complaints against any Clinical Establishment which must be in writing with definite I.D. proof and mobile number of the person (complainant).
    - iv. Any other duties as directed by the State Authority from time to time.
  - (F) The minutes of the meeting shall be communicated to the Government within one week of concluding the meeting.
5. Constitution and Powers of the State Authority: The State Authority shall be constituted under the Chairpersonship of Director General of Health Services of Uttarakhand and shall have six members including DGHS. Two members shall be nominated by IMA UA State and one member shall be nominated by Uttarakhand Medical Council and two members shall be nominated from the NGOs operating in medical field i.e. National Medicos Organization. All the respective District Registration Authorities shall be answerable to the State Authority. Clinical Establishments aggrieved with decisions of their respective District Registration Authorities shall appeal in the State Authority. Hence, it shall be referred to as an Appellate Body also.

6. Application for registration:- Any person intending to carry on a Clinical Establishment shall make an application to the Chairperson of District Registration authority who shall be Chief Medical Officer of the District in Form 'B' at least three months before the date on which he intends to carry on such Clinical Establishment. Such applications shall be accompanied by a fees prescribed under sub rule (1) of rule 7.

7. Grant of certificate of registration: - The District Registration authority shall, if satisfied that there is no objection to registration, register the applicant and issue to him, a certificate of registration in form 'C' within fifteen days from the date of receiving the application. If not done so the Clinical Establishment shall be deemed to be registered.

8. (1) Fees for registration:- The fees to be paid for registration shall be charged as under:

(a) Clinics – Rs. 2500/-

(b) Day Care Centres- Rs. 5000/-

(c) Diagnostic Centres- Rs. 5000/-

(d) IVF Centres – Rs. 25000/-

(e) Nursing Homes/ Hospitals less than 50 beds minimum fees Rs. 5000/- and otherwise if more than 10 beds Rs. 500/- per bed.

(f) Nursing Homes/ Hospitals from 1 to 10 beds fee will be minimum Rs. 5000/- then onwards Rs. 500/- per bed.

(2) This fee has to be deposited at the time of depositing Form 'B' as required under rule 6 of Uttarakhand Nursing Homes / Clinics Rule, 2018.

9. Transfer of ownership etc. of Clinical Establishments : - Immediately after the transfer of the ownership, proprietorship or rearrangement of a Clinical Establishment, the transfer and transferee shall jointly communicate the transfer affected to the District Registration Authority and the transferee shall make the application for registration in accordance with the previous Rule.

10. Change of address:- A key person of the Clinical Establishment, shall communicate to the District Registration authority and change in his /her address or in the situation of the Clinical Establishment in respect of which he/she is registered not later than seven days after such change.

11. Loss of Certificate : In the event of the certificate of registration being lost or destroyed, the holder may apply to the District Registration authority for a fresh certificate and the District Registration authority, if it thinks fit, issue such certificate upon payment of a fee of Rs.500/-. A certificate issued under this rule shall be marked duplicate.

12. Record of patients admitted or child born, in the Clinical Establishments -(I) The key person of a Clinical Establishment shall keep as mentioned in Section 16 (2) (c) of the Act which mentions the record keeping in Form 'D'.

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Form – A

This is official register in office of the Chief Medical Officer of the respective District who shall keep this record as Nodal Officer under provisions of Uttarakhand Health Care Establishment Act, 2018  
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FORM – B  
APPLICATION FORM FOR REGISTRATION OF CLINICAL ESTABLISHMENT

1. Name of the Establishment \_\_\_\_\_

2. Address \_\_\_\_\_

Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_ Pin code \_\_\_\_\_

Tel. No. (With STD code) \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email ID \_\_\_\_\_ Website (if any): \_\_\_\_\_

3. Year of starting \_\_\_\_\_

4. Location:                      Rural                      Urban                      Metropolitan

5. Ownership:

Public sector

Central Government      State Government      Local Government      Public Sector Undertaking  
RailwaysEmployee      State Insurance Corporation (ESIC)      Autonomous organization

Any other (Please specify) \_\_\_\_\_

Private Sector

Individual Proprietorship      Registered Partnership      Registered Company  
Co-operative Society Trust/Charitable registered under a Central, provincial or State Act

(Please specify) \_\_\_\_\_

Any other (Please specify) \_\_\_\_\_

6. Name of the Key person: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_ State Council No. \_\_\_\_\_

Address: \_\_\_\_\_



Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ District: \_\_\_\_\_

State \_\_\_\_\_ Pin code \_\_\_\_\_ Tel. No. (With STD code) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email ID \_\_\_\_\_

Website (if any): \_\_\_\_\_

Details of attached affidavit (notarized): \_\_\_\_\_

7. Name of the owner of the Clinical Establishment: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Address: \_\_\_\_\_

Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ District: \_\_\_\_\_

State \_\_\_\_\_ Pin code \_\_\_\_\_ Tel. No. (With STD code) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email ID \_\_\_\_\_

Website (if any): \_\_\_\_\_

8. System of medicine offered: (please tick whichever is applicable)

Allopathy      Dental      Ayurveda      Unani      Siddha      Homeopathy      Physiotherapy

Yoga & Naturopathy

9. Type of Establishment: (please tick whichever is applicable)

A) Providing Out Patient Care:

Single practitioner      Polyclinic      Sub-Centre      Physiotherapy Clinic      Dispensary

Occupational Therapy      Infertility Clinic      Dental Clinic      Wellness/Fitness Centre

Integrated Counseling and Testing Centre (ICTC)

Any other (Please specify): \_\_\_\_\_

B) Providing In Patient Care:

Hospital / Nursing Home      Maternity Home      Primary Health Centre

Community Health Center      De addiction Centre

Any other (Please specify): \_\_\_\_\_

C) Providing Diagnostic Services:

a) Laboratory

Pathology Hematology      Biochemistry      Microbiology      Genetics      Collection Centre

Any other (Please specify) \_\_\_\_\_

b) Diagnostic and Imaging Centre

X-Ray Centre    Mammography    Bone Densitometry    Sonography    Color Doppler    CT Scan  
Magnetic Resonance Imaging (MRI)    Electro Myo Graphy (EMG)    Dexa scan EEG

Any other (Please specify) \_\_\_\_\_

D) Day Care Centre:

- a) Kidney Unit
- b) Endoscopy
- c) Eye Care Centre
- d) Blood Banks
- e) Dental
- f) Physiotherapy

E) IVF Centers

10. Specialization of Service: (Please tick whichever is applicable)

For all Systems of Medicine

- a) General
- b) Single Specialty (please specify) \_\_\_\_\_
- c) Multi Specialty (please specify) \_\_\_\_\_
- d) Super Specialty (please specify) \_\_\_\_\_

e) Mobile Health Care

a) Allopathy

Clinics: Single / Poly Clinic

Maternity homes/ Nursing Homes/ Hospitals :

- a) Bed Strength \_\_\_\_\_
- b) HDU/ ICU/ ICCU : Yes/ No
- c) Casualty : Yes/ No
- d) Neonatal Unit : Yes/ No
- e) Any other Specialization of Service being provided (Please mention) \_\_\_\_\_

\_\_\_\_\_

Day Care Centre : Type of service (please specify) \_\_\_\_\_

Diagnostic Centres : Laboratory/ Radiology

f) Dental

g) Ayurveda

Ausadh Chikitsa      Shalya Chikitsa      Shodhan Chikitsa      Rasayana Pathya Vyasvastha

Any other (Please specify) \_\_\_\_\_

h) Unani

MatabJarahaTllaj-bit-tadbeerHifzan-e-sehat

Any other (Please specify) \_\_\_\_\_

i) Siddha

MaruthuvamSirappu MaruthuvamVaarman Thokknam & Yoga

Any other (Please specify) \_\_\_\_\_j)

Homoepathy

General Homoepathy

Any other (Please specify) \_\_\_\_\_

k) Naturopathy

External Therapies with natural modalitiesInternal Teeth Therapies

Any other (Please specify) \_\_\_\_\_

l) Yoga (Please specify) \_\_\_\_\_

Infrastructure Details

11. Out Patient Department:

a) - Total No. of OPD

Clinic \_\_\_\_\_

b)- Specialty wise distribution OPD Clinic

S. No.

Specialty

No. of Rooms

12. In Patient Department:

a) Total number of beds: \_\_\_\_\_

b) Specialty wise distribution of beds please specify

S. No.

Specialty

No. of beds

13. Whether Clinical Waste Disposal License obtained from Panchayat/ Municipality/ Municipal Corporation etc? Applicable/ Non Applicable.

Yes                      No                      Applied for

14. Whether clearance from Pollution Control Board/ Authority obtained?

Yes                      No                      Applied for

#### HUMAN RESOURCES

15. Total number of staff (as in date of application):

No. of permanent staff \_\_\_\_\_ No. of temporary staff \_\_\_\_\_

Please furnish the following details:

Category of staff

Name

Qualification

Registration No. (where applicable)

Nature of service

Temporary/ permanent

Doctors

Nursing Staff

Para-medical staff

Support staff

Others, please specify

Separate annexure may be attached

17. Payment options for Registration Fees:

Online payment / Demand Draft / Postal Order

Any other (Please specify): \_\_\_\_\_

Amount (in Rs.): \_\_\_\_\_

Details : \_\_\_\_\_

Receipt No. \_\_\_\_\_

I, \_\_\_\_\_ on behalf of myself and the company society/ association/ body hereby declare that the statements above are correct and true to the best of my knowledge and I shall abide by all the rules and declarations under the Uttarakhand Health Care Establishment Act, 2018.

I undertake that I shall intimate to the appropriate registering authority of any change in the particulars given above.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Enclosure: (1)Notarized affidavit of key person

(2) Self attested photograph of key person

Signature of the Authorized Signatory

Office Seal

Note: If the above information is found incorrect or the form filled is incomplete it shall not be considered for registration.

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Form – C

REGISTRATION OF CLINICAL ESTABLISHMENT  
(under Uttarakhand Health Care Establishment Act, 2018)



Registration no. : \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Valid from \_\_\_\_\_ to \_\_\_\_\_

1. Name of the Clinical Establishment : \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Owner of the Clinical Establishment: \_\_\_\_\_

4. Name of key person of Clinical Establishment: \_\_\_\_\_

5. System of Medicine: \_\_\_\_\_

6. Type of Establishment: \_\_\_\_\_

7. Specialization of services: \_\_\_\_\_

This authorization is subject to the conditions as specified in the Rules in force under Uttarakhand Health Care Establishment Act, 2018.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

District Registration Authority Chief Medical Officer and

District \_\_\_\_\_ Chairman, District Registration Authority

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FORM 'D'

Register of patients admitted to Clinical Establishments other than Clinics.

1. S.No. :
2. Reference no. of Patient :
3. Full Name & address of the patient :
4. Nature of disease at the time of admission :
5. If the patient suffer from an infectious disease during his stay in the home :
6. The nature of such disease and action taken :

Additional Particulars to be filled in respect of maternity cases:

7. Date & Hour of delivery, miscarriage or abortion as the case may be :
8. Sex of the child whether born, alive or dead :
9. The name and address of persons attending to delivery :
10. Method of feeding each child in the home & the period :
11. In case of death of patient or child the date and hour of death :
12. Date of discharge of the patient from home :
13. Remarks :

## MINIMUM STANDARDS

**Recommendation on structural changes shall not be considered in already existing hospitals.**

### II. STANDARD FOR A NURSING HOME/ MATERNITY HOME/ HOSPITAL

#### A. General

1. Hospital should have minimum infection control measures
2. Biomedical Waste Management should be proper with authorization certificate
3. Medical records maintained via hard or soft copy
4. Laboratory services either own or outsourced
5. Birth and Death registers to be maintained
6. Electricity backup
7. Fire Extinguishers
8. Laundry facility – in house or outsourced
9. Ambulance service – in house or outsourced
10. Display of Specialization of services and tariff (which shall be decided by key person of Clinical Establishment at his own will and wish)
11. Wheelchairs and stretchers except for Neonatal and Pediatric Hospitals
12. In- house Pharmacy/ Dispensary (not mandatory but desirable)

#### B. OPD:

1. Stethoscope
2. Torch
3. Thermometer
4. BP Apparatus
5. Hand Wash Facility
6. Examination Table/ Chair
7. Patient waiting area
8. Reception for registration of patients with mobile number as optional
9. Display of name of consultant with degree and State Medical Council Registration number

#### C. Casualty Services:

1. Emergency drugs as per Specialization of service
2. Easily visible signage depicting casualty services provided in Clinical Establishment other than Clinics so that the patients of that particular Specialization of service can be admitted through if Clinical Establishment caters to it.
3. In case of multi storyed, multi speciality and super specialty hospitals a ramp/lift for smooth transfer of patients. For Neonatal and Pediatric setups, this shall be condoned.

#### D. IPD:

1. Easily visible signage of different departments
2. Easily visible tariff list of important and common procedures
3. The trained/experienced nursing staff and technicians in Clinical Establishments shall continue to work and the Government however from time to time shall rehabilitate the trained nursing staff through National Skill Programs to ensure that such trained staff is also qualified.
4. Bed facility – the wards shall have beds having a distance of minimum two feet between them and proper lighting and fan facilities
5. Toilets may be common or separate as the case may be maintaining standards of antiseptic cleanliness and continuous water supply.
6. a system to call nurses in rooms via call bell / intercom/manual, hand wash facility, bed pan/ waste bins, attendants chair/ stools, and sputum bowls and IV stands
7. Staff: i) One qualified/ trained nurse every 15 beds

E. OT/ Labour Room:

8. Each OT/Labour Room should have plain tiles (except modular OT) till door height, OT Table, OT light, adjacent hand washing area, air conditioning (only for OT) and instrument trolleys.
9. The technicians who are trained under the surgeon for minimum six months shall be considered to assist in the OTs. Labour Room shall have labour table, overhead light, oxygen and vacuum facility, IV stand, stools and sputum bowls. Such facility shall also require registration / NOC for MTP from Chief Medical Officer of the respective District.
  - a) Equipments of OT: oxygen, suction, boyles apparatus, Cardiac monitor, pulse oxymeter, defibrillator (optional) and Autoclave. This is relaxable for hill areas.
4. Emergency drug tray matching the Specialization of service
5. Day Care OTs shall be equipped with OT table, OT light/ operating microSpecialization, instrument trolley, oxygen cylinder and vacuum/suction machine, pulse oxymeter and emergency medicine tray.
6. Records of all operations, deliveries, births and medical termination of pregnancies should be maintained depicting clearly the name, age, sex, ID and contact number of the patient.
7. Staff: One OT Technician/ Trained staff is necessary in the operation theatre.

F. High Dependency Unit (HDU/ ICU)

Essentials

1. Fowler Beds, Sputum bowls, IV Stand, Stools
2. Emergency Drugs
3. Cardiac Monitors
4. Defibrillator (optional for pediatric units)
5. Infusion pumps
6. Oxygen (cylinder/oxygenator/ central), vacuum (apparatus/central)
7. Nebulizer
8. Bed side glucometer

Optional (if HDU is to be elevated to standards of ICU):

1. Ventilators
2. Bipap/ Cpap

**G. NICU**

Essentials

1. Open Care Unit
2. Phototherapy Unit
3. Neonatal NIBP Monitor
4. Neonatal Emergency Kit with Drugs, LaryngoSpecialization, Airways and tubes
5. Infusion pump
6. Nebulizer
7. Oxygen (cylinder/oxygenator/ central), vacuum (suction apparatus/central)

**Optional:**

1. Bubble Cpap
2. Ventilator with neonatal and pediatric mode
3. Central Oxygen, Air & Vacuum



#### H. Kidney Unit

1. Dialysis Unit (s)
2. Bed / sputum bowls/ stools/IV stand
3. Cardiac Monitor
4. Nebulizer
5. Infusion pump
6. Glucometer
7. Water TDS meter
8. Oxygen (cylinder/oxygenator/ central), vacuum (apparatus/central)

#### I. Endoscopy Lab

##### Essentials

1. Endo Specializations
2. Cardiac Monitor
3. Oxygen (cylinder/oxygenator/ central), vacuum (apparatus/central)

#### J. Blood Bank

1. As per guidelines of Drug and Cosmetic Act, 1940

#### K. Organ & Tissue Bank

1. As per guidelines of Transplantation of Human Organs Act, 1994

#### L. De Addiction Centres

1. Training of NGOs running such centres under Narcotic Drugs and Psychotropic Substances Act, 1985

### III. CLINICS:

##### Essentials:

1. Name of the physician with qualification and State Medical Council Registration number in the Clinic
2. Chairs/ stool/couch/bed and table for examination torch, stethoscope, B.P. apparatus and thermometer (because of more reliability and economically, mercurial B.P. apparatus and mercurial thermometer will be continued and those non mercurial, less reliable, sophisticated and costly B.P. and thermometer instruments will be replaced in due course of time)
3. Hand washing facility and waiting area for patients
4. Display of Specialization of service and tariff
5. Emergency medicine tray as per specialty of service
6. In case of skin clinics if laser is installed then the standard protection provision should be present
7. Qualified doctor registered with Uttarakhand Medical Council shall be present during working hours and to assist him an assistant trained under him for not less than one year is required.

##### Optional:

1. Glucometer
2. Vaccination Service
3. Minor dressing service
4. X- Ray and the minor pathology will be continued by trained person and will be replaced in due course of time depending upon the availability etc. As far as reporting/signing of any investigation like routine/minor/kit base/auto analyzer base etc, investigation like pathology and X-ray etc, any registered qualified doctor even M.B.B.S. is competent to sign and report at clinic/hospital/nursing home/ etc as part of better management of a patients.
5. ECG Machine
6. Nebulizer

7. Fire Extinguisher
8. Electricity backup
9. Dispensing of medicines

#### IV. LABORATORIES:

1. Name of the consultant with qualification and registration number. The consultant shall sign all reports in person with eligible signatures and shall write his name in capital letters under the signature in his own handwriting just at the end of report. No digital signatures or illegible mark as a signature shall be considered. This is relaxable for hill areas to promote tele pathology.
2. Display of services and charges
3. Fire Extinguisher
4. Electricity backup
5. Waiting area, chair/stool for phlebotomy, drinking water/hand washing facility, toilet facility
6. Lab facility- neuberg chamber, microscope, centrifuge machine, auto analyzer, BP instrument and stethoscope
7. Autoclave and incubator
8. Emergency tray and blood collection couch
9. Records: all records of the reports dispatched by the laboratories shall have to be kept in soft/ hard copies for a minimum period of two years.
10. Staff: the pathologist shall have to employ one lab technician who shall be DMLT/ BScMLT in case if the average sample collected by the lab is greater than 50 per day.

Note: Collection centres of central laboratories can be opened but with individual registrations in their name. They cannot be clubbed with the main central lab. The fees of registration of such centres shall be at par with that of clinics.

#### V. RADIOLOGY

##### A. X- Ray/ CT/ MRI

1. Name of the consultant/ Radiologist/ concerned specialist with qualification and registration number. The consultant shall sign all reports in person with eligible signatures. No digital signatures or illegible mark as a signature shall be considered. This is relaxable for hill areas to promote tele radiology.
2. Display of services and charges
3. Fire Extinguisher
4. Display of radiation protection message, services, charges
5. Electricity backup
6. Waiting area, chair/stool, drinking water/hand washing facility, toilet facility
7. Lead apron
8. One qualified Radiographer/ trained radiographer shall be required in each section of the Radiology facility i.e. for X- Ray one Radiology technician, if CT Scan is added one more Radiology technician is needed and so on. Mobile X- Ray Units shall not be considered for this.
9. Optional TLD badges for X- Rays and mandatory for CT & MRI
10. Emergency tray and couch
11. Records: all records of the reports dispatched by the laboratories shall have to be kept in soft/ hard copies for a minimum period of two years.

##### B. Ultrasound

1. Registration under PNDT Act
2. Name of the consultant with qualification and registration number
3. Display of services and charges

4. Fire Extinguisher
5. Display of radiation protection message, services, charges
6. Electricity backup
7. Waiting area, chair/stool, drinking water/hand washing facility, toilet facility
8. Record maintenance

C. Physiotherapy:

Essentials:

1. Name of Consultant (s)
2. Fire Extinguisher
3. Display of service provided & charges
4. Drinking water facility
5. Registration of the patients
6. Waiting area
7. Electricity backup
8. Hand wash facility
9. Examination/ Treatment tables for patient
10. Torch
11. Bio Medical Waste
12. Thermometer
13. Weighing machine
14. BP Apparatus
15. Electrotherapy Equipments/ Modalities
  - a) Short Wave Diathermy
  - b) Ultrasonic Therapy
  - c) Interferential Therapy
  - d) Hot Packs
  - e) Wax Bath
  - f) TENS
  - g) Traction Unit (Cervical/ Lumbar)
  - h) Muscle Stimulator
16. Exercise therapy Equipments/ Modalities
  - a) Cold Packs
  - b) Shoulder Wheel
  - c) Over Head Pulley
  - d) Wall ladder/ Abduction Ladder
  - e) Weight Cuffs/ Weights

Optional:

1. Electrotherapy Equipments/ Modalities
  - a) Micro Wave Diathermy
  - b) LASER Therapy
  - c) Muscle Stimulator Electra diagnostic
2. Exercise therapy equipments/ modalities
  - a) Cryo Cuff Unit
  - b) Continuous Passive Motion Exerciser
  - c) Supinator Pronator Exerciser
  - d) Heel/Ankle Exerciser
  - e) Tilt Board
  - f) Parallel Bar
  - g) Mat Exercise Facility
  - h) Suspension Therapy Unit

- i) Stationary Bicycle
- j) Treadmill
- k) Vibrator
- l) Swiss ball
- m) Rowing Frame Exerciser
- n) Gripper / Gel Balls
- o) Graded Elastic Exercise Bands
- p) Quadriceps Table
- q) Toilet

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- BY ORDER