

TNCERA Checklist - Hospital

S.No	Requirement	Norms	Remarks
1	Consulting Room	>=100 Sqft per Consultant with good lighting and ventilation + Separate cubicle for each specialty if they attend simultaneously + Sufficient space with two cots should be available for patient observation in case of emergency like anaphylaxis	
2	Patient Waiting Space	Should be adequate for the number of out patients visiting + provision for Safe drinking water + names of all doctors should be clearly exhibited.	
3	Staff	One doctor for every 30 beds. One doctor on call duty upto 30 beds during night. If beds number is more than 30 one duty doctor should be available round the clock. One duty doctor should be available for 24 hrs if the hospital has ICU, even if the number of beds is less than 30. One qualified registered Nurse and two trained nursing assistants for upto 30 beds. for each additional 30 beds another one additional qualified registered nurse should be available. Apart from this adequate male/female nursing assistants should be available.	
4	Records	Register A (Lab), B (Imaging), C (IP), D (OP), E (OT) as applicable. All Case records should be maintained for a period of not less than 10 years. (See list of registers to be maintained)	
5	Equipment	Examination couch, BP apparatus, Stethoscope, Torch, Tongue depressor, Thermometer, Weighing machine (Adult / Pediatrics), Knee hammer, Measuring tape, Screen for privacy during patient examination. Special examination equipment as applicable - Proctoscope, P.V tray, etc., + Sterilizer or autoclave, Sterile/disposable syringes, sterile gloves, Cheetles forceps, Surgical scissors, Adhesive plaster, Suturing tray, Kidney trays, Surgical equipment for I&D.,	
6	Prescription Slip	Should be signed with date and seal showing TNMC regn Number	
7	Waste Disposal	Waste should be managed as per GoI & GoTN pollution Control Board Norms. Agreement with Common Treatment Facility operator for Bio Medical Waste disposal	
8	Dispensation of Medicine	By registered qualified Pharmacist	

9	Laboratory	If available, other than urine albumin, sugar and Blood Hemoglobin all other test should be done by a qualified Lab technician. Refer norms for clinical labs.	
10	Xray	Xrays shall be taken by a qualified radiographer who holds minimum a Certificate in Radiographer Assistant recognized by Govt. AERB certification for CT, Xray	
11	Minor Surgeries	If minor surgical procedures are carried out, a clean room for the purpose with facilities prescribed for Minor O.T should be available.	
12	Wards or In-patient rooms	Adequate ventilation and lighting. Usually > 8 beds. Electric fan in every room and atleast 1 fan for every 2 beds.	
13	Toilet	Should be available in adequate numbers	
14	Duty room for Staff	One duty room for every twenty rooms	
15	Mortuary room	Should be available in hospitals with more than 100 beds.	
16	Fire fighting	Adequate ISI marked fire fighting equipments should be available.	
17	Scan(Optional)	PCPNDT Registration	
18	Blood Bank (Optional)	License	
19	Ambulance	Either own or through tie up should be available in hospitals with more than 100 beds.	
20	Communication	Public telephone for patients use	
21	Water supply	Potable water and Hot water supply should be available	
22	Quality	Facilities available should be exhibited in the hospital. Should maintain quality in all services.	
23	Security	Measures for ensuring safety of patients, their properties and to prevent child lifting etc should be available. TN Medicare Service Persons & Institutions protection Act, 2008 - relevant provisions should be exhibited prominently.	
24	Clothing and Linen	Shall be clean and changed daily	
25	Catering and Canteen	If available, Kitchen and Canteen shall be clean and the Cooks shall be periodically medically examined.	
26	Generator	Shall be provided for power back up to essential services	
27	Labour Room	If the establishment is providing maternity services then refer norms for Labour room	