

TNCERA Checklist - Polyclinic

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	Adequate space should be available + provision for Safe drinking water+ names of all doctors should be clearly exhibited.	
3	Staff	Minimum RMP-1, Paramedical-1 + according to speciality	
4	Records	Register A (Lab), B (Imaging), C (IP), D (OP), E (OT) as applicable	
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	If done, should be by a 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 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. At least 1 electric fan for every 2 beds.	
13	Toilet	Should be available	
14	Fire fighting	Adequate ISI marked fire fighting equipments should be available.	
15	Labour Room	If the establishment is providing maternity services then refer norms for Labour room	