

**GOVERNMENT OF NAGALAND  
HEALTH AND FAMILY WELFARE DEPARTMENT.**



**NOTIFICATION.**

Dated Kohima the 7<sup>th</sup>.August 2002.

NO. MED- 1/3/73(Pt II)2001. In exercise of the powers conferred by Section 24 of the Nagaland Health Establishment Act 1997 ( Act No.3 of 1997), the State Government of Nagaland hereby makes the following rules, namely:

**1. Short title and commencement:**

- (i). These Rules may be called the Nagaland Health care Establishment Rules 2002.
- (ii). They shall come into force on the date of their publication in the Official gazette.

**2. Definitions – In these rules unless the context otherwise requires, -**

- (a) Act means the Nagaland Health Care Establishment Act, 1997.
- (b) All other words and expressions used in these rules but not defined shall have meaning assigned to them in the Act.

**3. Application for registration of Health Care Establishments:**

Application for registration of any Health Care establishment shall be made in the form as in Schedule – I and the same shall be accompanied with the fees at the rate prescribed in Schedule- II or at such rate as may be further prescribed.

**4. Registration:**

The Authority, if satisfied that the applicant and the health care establishments have fulfilled the conditions specified under the Act and these rules, shall register the Health Care Establishment.

**5. Licence:**

The Authority shall grant a licence in the form in Schedule III to the Health Care Establishment registered under the above rule (4) for a period of 1 year and subject to the conditions prescribed under the Act and these rules.

**6. Renewal of Licence:**

A licence so granted under the above Rule (5) may be renewed for a further period of 1 year at a time on payment of the fees prescribed in Schedule – II and subject to the conditions prescribed under the Act and these Rules.

## 7. General condition of licence:

Subject to special dispensation by the Authority on consideration of specific local conditions but without compromising the basic health care standard, without prejudice to the specification of the Bureau of Indian Standard made in this regard, the following minimum health care standards shall form conditions of licence.

### (i) Availability of qualified Doctors /Nurses and Doctors on duty or call, all the 24 hrs. etc.

- (a) Every Nursing Home having 15 beds or below, at least one qualified doctor should be available on the premises.
- (b) For a Nursing Home having 15-25 beds, one resident doctor should always be available, all the 24 hrs in addition to one doctor for OPD (1+1).
- (c) For a Nursing Home 25 beds and above, one additional qualified doctor should be made available all the 24 hours, for handling regular wards casualty and emergency. (The specification of Bureau of Indian standard must be adopted)
- (d) A Specialist on the line must be available on call duty.
- (e) Nurses: (i). For every Nursing Home having 10 beds, at least one qualified Nurse General Nursing Midwifery (GNM) must be available for every 5 (five) beds round the clock.

(ii). Nurse for the special care area like Intensive Cardiac Care Unit (ICCU), etc. a qualified Nurse must be available for every 3 beds.

### (ii) Qualification of the personnel of Health Care Establishment.

- (a) **Doctor:** The qualification of the Doctor must be a recognized degree and registered with the Medical council of India.
- (b) **Laboratory Technicians :** A Nursing Home must obtain the services of duly qualified Laboratory Technicians approved by Technical Council of India
- (c) **Pharmacist :** A Pharmacist must be qualified Pharmacist trained for more than 3 years approved by the Pharmacy Council of India.
- (d) **Nurses :** The Nurse must have qualification recognized by Indian Nursing Council.

### (iii). Out patient Department and Emergency services:

An Out Patient Department (OPD) must be adequately equipped with necessary manpower, equipment and other facilities, which includes :

- (a) The room should be clean and hygienic. It should be properly ventilated and have adequate lighting.
- (b) Adequate attention should be paid to the toiletry requirement of the patients and their attendants.
- (c) Necessary diagnostic services should be available.
- (d) Clean drinking water should be available.



- (e). Stethoscopes.  
BP Apparatus  
Knee Hammer  
Measuring tape  
Torch light  
Weighing machine-adult and paediatric.  
I.V. Stands,  
Wheel Chair  
Medical Oxygen (at least two cylinders )with flow meter and mask or nasal prongs.  
Suction apparatus  
Resuscitation bag (ambu bag)  
Sterilizer  
Drums to carry sterile dressing and instruments  
Bed side screens  
Bed side toilet equipment (urinal, bed pans etc..)  
Thermometer  
Tongue depressors, etc.

- (f) Drugs:  
Following essential drugs should always be available in OPD  
Adrenaline  
Altopine  
Aminophylline  
Cholorphuinaramine  
Hydrocortisone  
Dexamethason  
Furessemide  
Soda bicarbonate  
Dopamine  
Mephentine  
Calcium gluconate  
I.V. Fluids-dextrose 5%,10%,25%  
Dextrose saline  
Normal saline  
Electrolyte solution (adult & paediatric)  
Hemaccel  
I.V. Sets  
I.V. Cannula-adult & paediatric  
Scalp Vein sets of different sizes  
Syringes disposable  
Mannitol  
Anti septic solutions  
Plaster and bandages etc..

(iv). **Operation Theatre /Anaesthesia /Resuscitation Equipment:**

A clean and spacious room minimum 200 sq ft., ideally air-conditioned.  
Adjustable theatre table  
Over head theatre light  
Anesthesia machine/Oxygen/Gas/Medicines  
Resuscitation equipment  
Un-interrupted power supply, besides other things required at an  
OPD should be available at the O.T  
Instrument +

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(v). **Maternity Home:**

In a maternity home following services and facilities must be available :

1. Labour theatre – space area minimum 150 sq.ft.
2. All precautions for asepsis
3. Adequate lighting
4. Suction apparatus, Stethoscope. B.P. Apparatus, Weighing machine.
5. All emergency drugs
6. Neonatal resuscitation kit
7. Oxygen cylinder
8. Foetal monitor
9. Foetal scope
10. Referral facility and transport
11. Identify of child and mother by finger prints/impressions/card
12. Preferably provision of an operation theatre or facilities for Referral.

Note : The nomenclature of a Maternity Home must be strictly in conformity with the services meant to be provided. A Maternity Home should not undertake any other kind of surgery.

(vi). **Medical Oxygen regular availability:**

Sufficient of Medical oxygen with other allied facilities should always be available.

(vii). **Food Service and Laundry:**

The provision of the services should be optional for a Nursing Home/ Maternity Home.

(viii). **Nursing Services:**

Duly qualified and trained Nursing personnel as recommended in the foregoing clause (s) should be provided.

(ix). **General safety:**

1. Due precaution should be taken to prevent and control the fire.
2. Due protection must be undertaken to prevent child lifting or changing of the child..
3. The Building structure should be strong and lasting.

(x). **Quality Assurance:**

The Nursing Home/ Maternity Home must ensure requisite maintenance and provision of the quality of the services and facilities provided by them.



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(xi). **Bed & Bedside facilities :**

An Nursing Home/ Maternity Home should preferably have minimum 5 beds and proper bedside facilities like facilities of lockers, sanitary pans etc, facilities of telephone will be preferable.

(xii). **Other facilities:**

- (a) Transportation arrangement – trolley, stretcher.
- (b) Potable water supply 24 hours.
- (c) Emergency electricity supply.
- (d) Fire extinguisher.
- (e) Lighting and ventilation.
- (f) Laboratory facilities.
- (g) X-ray facilities.
- (h) Blood transfusion arrangement.
- (i) Documentation
- (j) Clinical Records
- (k) Administration.

**a. Transportation arrangements-trolley and stretcher**

All nursing homes with more than 10 beds should necessarily have one Stretcher cum trolleys and every additional 10 beds. One stretcher cum-trolleys should additionally be provided. These stretcher cum trolleys should be exclusively used for the patient transport. For other purpose such as linen, diet medical gas cylinders etc. exclusive additional trolleys should be provided.

	Ambulance	No of Drivers
30-100 beds	1 Ambulance	2
101-200 beds	2 Ambulances	4
201-300 beds	4 ambulances	6
301-500 beds	6 Ambulances	8

Above 501 beds as per the requirement of the speciality concerned.

Ambulances should necessarily be equipped with stretcher cum trolley. All necessary para medical staffs and equipment should be provided for the safe transport of the patient, as may be required. All the ambulances should essentially be provided with facilities for Oxygen, Suction and Resuscitation equipment .

**b. Water supply:**

All Nursing Homes should preferably provide a minimum of 350 ltrs per bed per day and 450 ltrs per bed per day if the laundry washing is done in the same premises. The Nursing Home should have a minimum of 48 hrs storage capacity including the water collecting pumps and overhead tanks. The Nursing Home should ensure supply of safe potable water supply after due certification from the respective Public Health Laboratories or any other equivalent including National Water Resources Authority etc. The Nursing Home authorities must ensure regular testing of the potability of the Water and failure in this regards should be liable for penalty.

**c. Electricity supply :**

Every Nursing Home/ Maternity Home should ensure 24 hrs, regular availability of electricity. The electric supply authority/ties should preferably keep the Nursing Homes/ Maternity Homes in the load-shedding free zone. Each Nursing Home/ Maternity Home should be provided for 3 phased electric supply with proper back-up support system. In stand-by, necessary generator/inverter should be kept in readiness. A 30 bedded Nursing Home should have a 23 KV generator and for the super-Specialities/life saving areas an extra 250 KV transformer should be installed.

Every Nursing Home having 50 beds or more must ensure 24 hours availability of a qualified / trained electrician.

**d. Fire Extinguisher :**

Every Nursing Home/Maternity Home should maintain necessary fire safety system in conformity with the Fire Services Department Regulations applicable to the State/ UT and all equipment should always be kept in ready functional condition. All Nursing Home/ Maternity Home with more than 200 beds should have automatic fire extinguishing devices. All the staffs should be trained in handling of the system and annual fire safety drills should be conducted.

**e. Ventilation and lighting :**

The Nursing Home/Maternity Home should ensure adequate ventilation and lighting as per the CPWD Regulations and the minimum carpet area prescribed for the beds may be as under.

Single beds	Minimum 120 sft.
Double beds	140 to 160 sft.
Three beds	210 to 240 sft.
Four beds	240 to 280 sft.
Six beds	380 to 400 sft

**f. Laboratory facilities.**

Every Nursing Home having 30 or more beds should have laboratory facilities within the premises and a minimum of one qualified lab technician should be available. The Nursing Home should provide need based laboratory services including clinical Biochemistry, Pathology including Haematology, Microbiology. The number of technicians should be based on a maximum of 1000 tests per technician per month.

**g. X-ray :**

A 30 bedded should have 60 MA portable machine and others should be need-based. All the Nursing Homes should have Radio-diagnostic facilities including dark room and reporting with qualified personnel manning the same. Every Nursing Home/Maternity Home should ensure due safe guard against the radiations problems and adhere to prescribed regulations of Baba Atomic Research Centre (BARC)/ Department of Atomic Energy (DAE).



#### **h. Blood Transfusion :**

All Nursing Home with more than 300 beds should have blood banks as per the rules in force of the Drug Controller of India. The Nursing Home should have adequate transfusion equipment, supplies and suitably qualified/trained man-power. All Nursing Home should also ensure the necessary blood safety regulation including testing facilities of HIV Hepatitis, VDRL, Malaria etc, and also should have adequate temporary storage facilities.

#### **i. Documentation:**

Proper documentation must be maintained by every Nursing Home/Maternity Home.

#### **j. Clinical Records:**

All Nursing Home/Maternity Home must maintain Clinical Records.

#### **k. Administration:**

An Administrator must be specified to be ultimately responsible for the activities of Nursing Home/Maternity Home.

#### **(xiii). Miscellaneous:**

The following additional facilities should be provided by the Nursing Homes/ Maternity Homes.

(i). **Hospital Waste Management:** The Nursing Home/Maternity Home should ensure all necessary measures as per the Pollution Control Board Guidelines and Rules in regard to all hospital wastes including biomedical wastes.

(ii). **Linen supplies:** The Nursing Home/Maternity Home should ensure clean linen including once a day change of bed linen.

(iii). **Pharmacy:** The Nursing Home/Maternity Home with above 30 beds should have qualified Pharmacist and the larger capacity Nursing Home/Maternity Home should have adequate number of pharmacists for dispensing and storage.

(iv). **Sterile Supplies:** This should be ensured . All Nursing Homes having more than 50 beds should have central sterile supplies.

(v). **Medical Record:** Every Nursing Home/Maternity Home must maintain the patients record in proper systematic manner and also report the necessary data to all concerned authorities.

(vi). **Display of table of fees, costs and rates for various service:** Every Nursing Home/Maternity Home should arrange display of the fees, costs and rates of all kind services in order to maintain due transparency.

(vii). **Adequate provision of cooking gas (LPG gas/Electrical) may be made available.**

8.. **Provision for amendment:** The Government can make necessary amendments of these Minimum Standards from time to time whenever required.

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## SCHEDULE I

### APPLICATION FOR REGISTRATION OF HEALTH INSTITUTION UNDER ANY NAME AND STYLE. ( Section 7 (i) and Rule 3 ).

1. Name of the Institution:.....
2. Full address: .....
3. Name of the owner/firm/corporate body etc.....
4. Name of the Board of Director in case of  
Corporate Bodies:.....
5. Facilities:
  - a. Physical facilities including building:.....
  - b. Manpower both Technical and  
Non Technical:.....
  - c. Qualification, Experience and date of  
Appointment of all incumbents of the  
Institutions:.....
  - d. Date of issuing of first licence:.....  
( in case of renewal).
6. Whether clearance obtained from Municipality  
/Local bodies and Pollution Control Board  
( attested copies to be submitted)
7. Cross demand draft for Rs .....  
Bearing No.....dated.....  
Is attached ( in favour of Director Medical Services, Nagaland.)
8. Detail of arrangement of disposal of  
Hospital Waste including disposable syringes  
And needles.
9. All other relevant information.

Date:

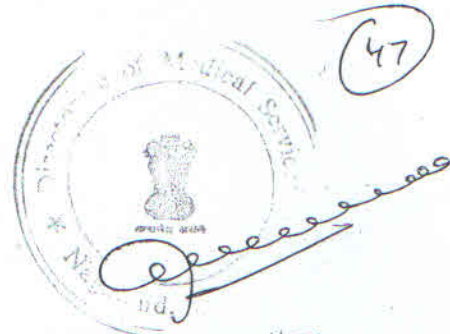
Signature of the applicant with  
Name and complete address.

## SCHEDULE II.

### APPLICATION FEE CHARGEABLE FOR GRANT OF LICENCE AND REGISTRATION WITH THE HEALTH AUTHORITY, SUBJECT TO REVISION FROM TIME TO TIME.

1.	Clinic	Rs. 500. 00
2.	Polyclinic :	Rs. 1500. 00
3.	Dispensing and Consulting:	Rs. 500. 00
4.	Day Care Center	Rs. 1000. 00
5.	Nursing Homes and Maternity Homes:	
a.	Up to 10 beds:	Rs. 1500. 00
b.	11 – 30 beds:	Rs. 2000. 00
c.	31 to 50 beds:	Rs. 3000. 00
d.	51 to 100 beds:	Rs. 5000. 00
e.	Above 100 beds:	Rs. 10000. 00
6.	Diagnostic units:	
a.	Laboratory with only clinical Biological/Microbiological/ Biochemical testing facilities:	Rs. 1000. 00
b.	Radiological facilities:	Rs. 1000. 00
c.	CT Scan, Ultrasound and other diagnostic facilities:	Rs. 2500. 00
7.	Physiotherapy clinic/center	Rs. 1000. 00



**SCHEDULE III.**

( Section 7 (ii) of Nagaland Health Care Establishment Act 1997 )

**LICENCE FORM**

1. Name of the Institution:
2. Full Address:
3. Name of the qualified person  
in-charge with designation,  
qualification and registered number:
4. Date of Issue
5. Valid upto:
6. Licence No:

Office Seal with date.

Signature of the  
Issuing Authority