

**INSPECTION PERFORMA – DRUG DE-ADDICTION-CUM-REHABILITATION CENTRE
(15 BEDS/30 BEDS/45 BEDS)**

Name of Centre: _____

PHYSICAL STANDARDS

Requisite number of beds:		
I)	Adequate accommodation, proper spacing between the beds shall be provided: A minimum of 3 ft. distance between beds shall be maintained.	Yes/No
II)	Sufficient ventilation and be free from any pollution which may be detrimental to the health of admitted patients.	Yes/No
III)	The centre shall have potable/drinking water and running water for washing, bathing and cleaning purposes: At least 1 RO System.	Yes/No
IV)	The centre shall have proper sanitation facilities in terms of clean and adequate number of bathrooms, toilets and sink: (Minimum required).	
OPD Complex:		
a.	Wash basin : 1	Yes/No
b.	Toilet : 1	Yes/No
IPD		
a.	Washbasins : 2	Yes/No
b.	Urinals : 2	Yes/No
c.	Lavatory : 2	Yes/No
d.	Bathing room : 1	Yes/No
V)	The centre shall provide clean bed linen, utensils and articles for personal hygiene of the patients: (Each patient should be given individual bed. Bedsheet and other bedding items should have different colour for different day. In this regard, pattern of colour coding as followed by Health Department, Haryana should be followed.)	Yes/No
VI)	The centre shall provide fresh, nutritious and adequate meals to the admitted patients: (2 weeks diet chart compounding to a total of at least 2400 K/Cal per day displayed at notice board).	Yes/No
VII)	The Centre shall have adequate recreational facilities for the patients. (One each of Yoga-cum-meditation area, Board games (3 in number atleast), Entertainment-cum-Television area etc).	Yes/No
VIII)	The following additional facilities shall be available in every centre:	
a.	Reception enquiry/registration counter/waiting space with seating arrangements for a minimum of five persons : (Appropriate space for five persons to sit).	Yes/No
b.	Cubicle/room for providing individual counseling, group therapy and family counseling: (100 sq. ft.)	Yes/No
c.	Space to store records of patients to ensure confidentiality and a system of easy retrieval. (Since, substance dependence is seen as a chronic non-communicable disease, the patients who report to a centre like this usually expected to have a prolonged outpatient follow-up along with a few inpatient treatment episodes. The type of numbering system proposed is the unit numbering system, which covers all patient records in a single number and files records of subsequent visits to the hospital under the same number).	Yes/No
d.	Related educational material such as posters to be prominently displayed at strategic points in the centres:	Yes/No
e.	Pamphlets, handbills and other educational material in vernacular shall be made freely available for the public.	Yes/No

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MEDICAL STANDARDS

(I)	Each centre shall furnish and prominently display an undertaking/arrangement from the management in charge of a Government/Private Hospital for providing support and emergency services to in-patients. (Information to be displayed on a notice board).	Yes/No
(II)	Adequate transport/ambulance for patients shall be ensured by the centre. (Contact detail of Driver along with vehicle registration number. Information to be displayed on a notice board).	Yes/No
(III)	Round the clock medical nursing care to the addict shall be ensured by the centre. (To be displayed at a prominent location along with duty roster of the nursing staff).	Yes/No
(IV)	There shall be adequate and readily available stock of medicines required and related physical and psychiatric co-morbidities. (Prescription along with detailed case note by Psychiatrist. Availability of medical prescription of each indoor patient and the prescribed medicines).	Yes/No

STAFF REQUIREMENT

A)	For de-addiction Centre.	
(I)	One part-time (4 hours a day) doctor-MD Psychiatry (preferably), or a doctor with at least three months training in de-addiction treatment from a recognized institution: Name of the Psychiatrist: Registration No.	Yes/No
(II)	Two Social Workers/Counselors-M.Phil/M.A. in Psychology, Sociology or Social Worker (preferably with training in de-addiction treatment) from a recognized institution.	
	Upto 15 beds: two counselors	Yes/No
	From 16 to 30 beds: four counselors	Yes/No
	From 31 to 45 beds: six counselors	Yes/No
(III)	Four staff nurse for round the clock services. B.Sc. or Diploma in Nursing with training in drug treatment from a recognized institution.	
	Upto 15 beds: four nurses	Yes/No
	16 to 30 beds: six nurses	Yes/No
	From 31 to 45 beds: eight nurses	
(IV)	Three ward attendants having 10+2 education. (To be deployed in shifts)	Yes/No
(V)	Three security personnel. (To be deployed in shifts)	Yes/No
(VI)	Two Safai Karamcharis.	Yes/No
(VII)	One Cook-cum-Helper or regular arrangement for fresh nutritious food from outside.	Yes/No
(VIII)	Peer Educators (Optional).	Yes/No
B)	For Counseling Centre-cum-Rehabilitation Centre	
(I)	Project Director/Programme Officer. (1)	Yes/No
(II)	Three Social Workers/Counselors with Basic qualification of MA in Psychology, Sociology or Social work preferably with training in de-addiction treatment from a recognized institution.	
	Upto 15 beds: three counselors	Yes/No
	From 16 to 30 beds: six counselors	Yes/No
	From 31 to 45 beds: nine counselors	
(III)	Three ward Attendants-Basic qualification 10+2. (To be deployed in shifts)	Yes/No
(IV)	Two security guards/Chowkidars. (To be deployed in shifts)	Yes/No
(V)	Two Safai Karamcharis.	Yes/No
(VI)	Peer Educators (Optional).	
	Name of Peer Educator:	Yes/No
(VII)	One Cook-cum-Helper (Optional) or regular arrangements for fresh Nutritious food from outside.	Yes/No
(VIII)	Centre in-charge, for a Counseling-cum-Rehabilitation Centre shall be a Person with qualifications of MA Psychology/Social Work or any persons who is a Doctor(MBBS) ; license to be granted in the name of person in-charge along with the Institution:-	Yes/No

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SUPPORT SERVICES

Each centre shall provides the following support services		
(I)	Emergency medical care. Name of the Hospital:-	Yes/No
(II)	Recreational/rehabilitation facilities and outdoor activities.	
	Recreational Activity.	Yes/No
	Outdoor Activity.	Yes/No
(III)	Regular daily outpatient services For Drug De- addiction Centre only.	Yes/No
(IV)	Referral linkage for specialist medical services, laboratory services HIV/AIDS centres, RNTCP centres.	
	HIV/AIDS status of each patient.	Yes/No
	TB status of each patient.	Yes/No
	Any other communicable disease in patient.	Yes/No
(V)	Adequate transport facilities for patient for the purpose of linkage activities and emergency medical care.	Yes/No

RECORD MAINTENANCE AND DISSEMINATION

(I)	It shall be mandatory for all the Centres to maintain personal and treatment record of all the patients. (All patients details being maintained, IPD as well as OPD).	Yes/No
(II)	Records being kept confidentially and available only to the authorized persons on request with the discretion of Officer in charge of the centre.	Yes/No
(III)	All the data on activities of the centre being sent on Drug Abuse Monitoring System (DAMS) Performa developed by the Union Ministry of Health and Family Welfare, to the Director General Health and Family Welfare Government of India on the quarterly basis for the purpose of information and compilation of State and National data. (Email and hard copies).	Yes/No
(IV)	Admissions to the Centre being made only with informed consent of the patient, after discussing risks, benefits and alternatives to treatment to be recorded in writing. Copy of the consent form being provided to the patient. The patient is informed about his/her/its right to refuse and discontinue treatment at any time. (Consent by the patients only & not of the guardians).	Yes/No
(V)	Centre protecting the human rights of the admitted patients as per the Universal Human Rights and is not engaging in unlawful activities with the patients i.e. solitary confinement, forced labour, punishment, beating, psychological torture, chaining or lock in up. The patients liberty is being protected at all times. The centre allows private interaction with family and provide communication to the inmates under supervision of the authorized person of Centre. The centre ensures confidentiality of medical and counseling records of the Patient except to caregivers and in judicial proceedings.	Yes/No

It is certified that the above information is correct based on our visit to the centre on dated:-_____.

Recommended or Not Recommended	
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