Indian Public Health Standards (IPHS) Guidelines for Primary Health Centres

Revised 2012

Directorate General of Health Services
Ministry of Health & Family Welfare
Government of India
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National Rural Health Mission (NRHM) was launched to strengthen the Rural Public Health System and has since met many hopes and expectations. The Mission seeks to provide effective health care to the rural populace throughout the country with special focus on the States and Union Territories (UTs), which have weak public health indicators and/or weak infrastructure.

Towards this end, the Indian Public Health Standards (IPHS) for Sub-Centres, Primary Health Centres (PHCs), Community Health Centres (CHCs), Sub-District and District Hospitals were published in January/February, 2007 and have been used as the reference point for public health care infrastructure planning and up-gradation in the States and UTs. IPHS are a set of uniform standards envisaged to improve the quality of health care delivery in the country.

The IPHS documents have been revised keeping in view the changing protocols of the existing programmes and introduction of new programmes especially for Non-Communicable Diseases. Flexibility is allowed to suit the diverse needs of the states and regions.

Our country has a large number of public health institutions in rural areas from sub-centres at the most peripheral level to the district hospitals at the district level. It is highly desirable that they should be fully functional and deliver quality care. I strongly believe that these IPHS guidelines will act as the main driver for continuous improvement in quality and serve as the bench mark for assessing the functional status of health facilities.

I call upon all States and UTs to adopt these IPHS guidelines for strengthening the Public Health Care Institutions and put in their best efforts to achieve high quality of health care for our people across the country.

New Delhi
23.11.2011

(Ghulam Nabi Azad)
As envisaged under National Rural Health Mission (NRHM), the public health institutions in rural areas are to be upgraded from its present level to a level of a set of standards called “Indian Public Health Standards (IPHS)”. The Indian Public Health Standards are the benchmarks for quality expected from various components of Public health care organizations and may be used for assessing performance of health care delivery system.

As early as 1951, the Primary Health Centres (PHCs) were established as an integral part of community development programme. Since then lot of changes have taken place. Currently the PHC covers a population of 20,000-30,000 (depending upon the geographical location) and is occupying a place between a Sub-Centre at the most peripheral level and Community Health Centre at block level.

As setting standards is a dynamic process, need was felt to update the IPHS keeping in view the changing protocols of existing National Health Programmes, introduction of new programmes especially for Non-Communicable Diseases and prevailing epidemiological situation in the country. The IPHS for PHC has been revised by a task force comprising of various stakeholders under the Chairmanship of Director General of Health Services. Subject experts, NGOs, State representatives and health workers working in the health facilities have also been consulted at different stages of revision.

The newly revised IPHS for PHC has considered the services, infrastructure, manpower, equipment and drugs into two categories of Essential (minimum assured services) and Desirable (the ideal level services which the states and Union Territories (UTs) shall try to achieve). PHCs have been categorized into two categories depending upon the case load of deliveries. This has been done to ensure optimal utilization of resources. States/UTs are expected to categorize the PHCs and provide infrastructure according to the laid down guidelines in this document.

I am sure this document will help the States Governments and Panchayati Raj Institutions to monitor effectively as to how many of the PHCs are conforming to IPHS and take measures to upgrade the remaining to desired level.

I would like to acknowledge the efforts put by the Directorate General of Health Services in preparing the guidelines. Comments and suggestions for further improvement are most welcome.

(P.K. Pradhan)
Standards are a means of describing a level of quality that the health care organizations are expected to meet or aspire to achieve. For the first time under National Rural Health Mission (NRHM), an effort had been made to develop Indian Public Health Standards (IPHS) for a vast network of peripheral public health institutions in the country and the first set of standards was released in early 2007.

A Primary Health Centre (PHC) serves as a first port of call to a qualified doctor in the public health sector in rural areas providing a range of curative, promotive and preventive health care. A PHC providing 24-hour services and with appropriate linkages, plays an important role in increasing institutional deliveries thereby helping to reduce maternal mortality and infant mortality.

The IPHS for Primary Health Centres has been revised keeping in view the resources available with respect to functional requirements of Primary Health Centre with minimum standards for such as building, manpower, instruments and equipment, drugs and other facilities etc. The revised IPHS has also incorporated the changed protocols of the existing health programmes and new programmes and initiatives especially in respect of Non-Communicable Diseases. The task of revision was completed as a result of consultations held over many months with task force members, programme officers, Regional Directors of Health and Family Welfare, experts, health functionaries, representatives of Non-Government organizations, development partners and State/Union Territory Government representatives after reaching a consensus. The contribution of all of them is well appreciated. Several innovative approaches have been incorporated in the management process to ensure community and Panchayati Raj Institutions’ involvement and accountability.

From Service delivery angle, PHCs may be of two types depending upon the delivery case load – Type A and Type B. The PHCs with delivery case load of less than 20 deliveries in a month will be of Type A and those with delivery case load of 20 or more in a month will be of Type B. This has been done to ensure optimal utilization of manpower and resources.

Setting standards is a dynamic process and this document is not an end in itself. Further revision of the standards shall be undertaken as and when the Primary Health Centres will achieve a minimum functional grade. It is hoped that this document will be of immense help to the States/Union Territories and other stakeholders in bringing up Primary Health Centres to the level of Indian Public Health Standards.
ACKNOWLEDGEMENTS

The revision of the existing guidelines for Indian Public Health Standards (IPHS) for different levels of Health Facilities from Sub-Centre to District Hospitals was started with the formation of a Task Force under the Chairmanship of Director General of Health Services (DGHS). This revised document is a concerted effort made possible by the advice, assistance and cooperation of many individuals, Institutions, government and non-government organizations.

I gratefully acknowledge the valuable contribution of all the members of the Task Force constituted to revise Indian Public Health Standards (IPHS). The list of Task Force Members is given at the end of this document. I am thankful to them individually and collectively.

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(Dr. Anil Kumar)
Member Secretary-Task force
CMO (NFSG)
Directorate General of Health Services
Ministry of Health & Family Welfare
Government of India

June 2012
New Delhi
Primary Health Centre is the cornerstone of rural health services - a first port of call to a qualified doctor of the public sector in rural areas for the sick and those who directly report or referred from Sub-Centres for curative, preventive and promotive health care.

A typical Primary Health Centre covers a population of 20,000 in hilly, tribal, or difficult areas and 30,000 populations in plain areas with 6 indoor/observation beds. It acts as a referral unit for 6 Sub-Centres and refer out cases to CHC (30 bedded hospital) and higher order public hospitals located at sub-district and district level. However, as the population density in the country is not uniform, the number of PHCs would depend upon the case load. PHCs should become a 24 hour facility with nursing facilities. Select PHCs, especially in large blocks where the CHC/FRU is over one hour of journey time away, may be upgraded to provide 24 hour emergency hospital care for a number of conditions by increasing number of Medical Officers, preferably such PHCs should have the same IPHS norms as for a CHC.

Standards are the main driver for continuous improvements in quality. The performance of Primary Health Centres can be assessed against the set standards. Setting standards is a dynamic process. Currently the IPHS for Primary Health Centres has been revised keeping in view the resources available with respect to functional requirements of Primary Health Centre with minimum standards such as building, manpower, instruments and equipment, drugs and other facilities etc. The revised IPHS has incorporated the changed protocols of the existing health programmes and new programmes and initiatives especially in respect of Non-communicable diseases.

The overall objective of IPHS for PHC is to provide health care that is quality oriented and sensitive to the needs of the community. These standards would also help monitor and improve the functioning of the PHCs.

Service Delivery

♦ From Service delivery angle, PHCs may be of two types, depending upon the delivery case load – **Type A and Type B**.

**Type A PHC:** PHC with delivery load of less than 20 deliveries in a month,

**Type B PHC:** PHC with delivery load of 20 or more deliveries in a month

♦ All “Minimum Assured Services” or Essential Services as envisaged in the PHC should be available. The services which are indicated as Desirable are for the purpose that we should aspire to achieve for this level of facility.

♦ Appropriate guidelines for each National Programme for management of routine and emergency cases are being provided to the PHC.
Minimum Requirement for Delivery of the Above-mentioned Services

The following requirements are being projected based on case load of 40 patients per doctor per day, the expected number of beneficiaries for maternal and child health care and family planning and about 60% utilization of the available indoor/observation beds (6 beds). Besides one MBBS medical officer, one AYUSH medical officer (desirable) has been provided to provide choices to the people, wherever an AYUSH public facility is not available in the near vicinity. Manpower has been rationalized. For Type B PHCs, additional staff in the form of one MBBS medical officer (desirable) one Staff Nurse and one sanitary worker cum watchman have been provided to take care of additional delivery case load. It would be a dynamic process in the sense that if the utilization goes up, the standards would be further upgraded.

Facilities

The document includes a suggested layout of PHC indicating the space for the building and other infrastructure facilities. A list of manpower, equipment, furniture and drugs needed for providing the assured and desirable services at the PHC has been incorporated in the document. A Charter of Patients’ Rights for appropriate information to the beneficiaries, grievance redressal and constitution of Rogi Kalyan Samiti/Primary Health Centre Management Committee for better management and improvement of PHC services with involvement of Panchayati Raj Institutions (PRI) has also been made as a part of the Indian Public Health Standards. The monitoring process and quality assurance mechanism is also included.
INDIAN PUBLIC HEALTH STANDARDS FOR PRIMARY HEALTH CENTRES

Introduction

The concept of Primary Health Centre (PHC) is not new to India. The Bhore Committee in 1946 gave the concept of a PHC as a basic health unit to provide as close to the people as possible, an integrated curative and preventive health care to the rural population with emphasis on preventive and promotive aspects of health care.

The health planners in India have visualized the PHC and its Sub-Centres (SCs) as the proper infrastructure to provide health services to the rural population. The Central Council of Health at its first meeting held in January 1953 had recommended the establishment of PHCs in community development blocks to provide comprehensive health care to the rural population. These centres were functioning as peripheral health service institutions with little or no community involvement. Increasingly, these centres came under criticism, as they were not able to provide adequate health coverage, partly, because they were poorly staffed and equipped and lacked basic amenities.

The 6th Five year Plan (1983-88) proposed reorganization of PHCs on the basis of one PHC for every 30,000 rural populations in the plains and one PHC for every 20,000 population in hilly, tribal and desert areas for more effective coverage. However, as the population density in the country is not uniform, the number of PHCs would depend upon the case load. PHCs should become functional for round the clock with provision of \( 24 \times 7 \) nursing facilities. Select PHCs, especially in large blocks where the CHC is over one hour of journey time away, may be upgraded to provide 24 hour emergency hospital care for a number of conditions by increasing the number of Medical Officers; preferably such PHCs should have the same IPHS norms as for a CHC. There are 23673 PHCs functioning in the country as on March 2010 as per Rural Health Statistics Bulletin, 2010. The number of PHCs functioning on 24x7 basis are 9107 and number of PHCs where three staff Nurses have been posted are 7629 (as on 31-3-2011).

PHCs are the cornerstone of rural health services- a first port of call to a qualified doctor of the public sector in rural areas for the sick and those who directly report or referred from Sub-Centres for curative, preventive and promotive health care. It acts as a referral unit for 6 Sub-Centres and refer out cases to Community Health Centres (CHCs-30 bedded hospital) and higher order public hospitals at sub-district and district hospitals. It has 4-6 indoor beds for patients.

PHCs are not spared from issues such as the inability to perform up to the expectation due to (i) non-availability of doctors at PHCs; (ii) even if posted, doctors do not stay at the PHC HQ; (iii) inadequate physical infrastructure and facilities; (iv) insufficient quantities of drugs; (v) lack of accountability to the public and lack of community participation; (vi) lack of set standards for monitoring quality care etc.

Standards are a means of describing the level of quality that health care organizations are expected to meet or aspire to. Key aim of these standards is to underpin the delivery of quality services which are fair and responsive to client’s needs, provided equitably and deliver improvements in the health and wellbeing of the population. Standards are the main driver for continuous
improvements in quality. The performance of health care delivery organizations can be assessed against standards. The National Rural Health Mission (NRHM) has provided the opportunity to set Indian Public Health Standards (IPHS) for Health Centres functioning in rural areas.

In order to provide optimal level of quality health care, a set of standards called Indian Public Health Standards (IPHS) were recommended for Primary Health Centre (PHC) in early 2007.

The nomenclature of a PHC varies from State to State that include a Block level PHCs (located at block HQ and covering about 100,000 population and with varying number of indoor beds) and additional PHCs/New PHCs covering a population of 20,000-30,000 etc. Regarding the block level PHCs it is expected that they are ultimately going to be upgraded as Community Health Centres with 30 beds for providing specialized services.

Setting standards is a dynamic process. Currently the IPHS for Primary Health Centres has been revised keeping in view the resources available with respect to functional requirement for PHCs having 6 beds with minimum standards such as building manpower, instruments, and equipment, drugs and other facilities etc. The revised IPHS has incorporated the changed protocols of the existing health programmes and new programmes and initiatives especially in respect of Non-communicable diseases.

It is desirable that on the basis of essential services, State/UT should issue the Government notification for minimum mandate standard for services at PHC.

Objectives of Indian Public Health Standards (IPHS) for Primary Health Centres (PHC)

The overall objective of IPHS is to provide health care that is quality oriented and sensitive to the needs of the community.

The objectives of IPHS for PHCs are:

i. To provide comprehensive primary health care to the community through the Primary Health Centres.

ii. To achieve and maintain an acceptable standard of quality of care.

iii. To make the services more responsive and sensitive to the needs of the community.

Services at the Primary Health Centre for meeting the IPHS

From Service delivery angle, PHCs may be of two types, depending upon the delivery case load – Type A and Type B.

Type A PHC: PHC with delivery load of less than 20 deliveries in a month,

Type B PHC: PHC with delivery load of 20 or more deliveries in a month

All the following services have been classified as Essential (Minimum Assured Services) or Desirable (which all States/UTs should aspire to achieve at this level of facility).

Medical care

Essential

♦ OPD services: A total of 6 hours of OPD services out of which 4 hours in the morning and 2 hours in the afternoon for six days in a week. Time schedule will vary from state to state. Minimum OPD attendance is expected to be 40 patients per doctor per day. In addition to six hours of duty at the PHC, it is desirable that MO PHC shall spend at least two hours per day twice in a week for field duties and monitoring.

♦ 24 hours emergency services: appropriate management of injuries and accident, First Aid, stitching of wounds, incision and drainage of abscess, stabilisation of the condition of the patient before referral, Dog bite/snake bite/scorpion bite cases, and other emergency conditions. These services will be provided primarily by the nursing staff. However, in case of need, Medical Officer may be available to attend to emergencies on call basis.

♦ Referral services.

♦ In-patient services (6 beds).

Maternal and Child Health Care Including Family Planning

Essential

a) Antenatal care

i. Early registration of all pregnancies ideally in the first trimester (before 12th week of pregnancy). However, even if a woman comes
late in her pregnancy for registration she should be registered and care given to her according to gestational age. Record tobacco use by all antenatal mothers.

ii. Minimum 4 antenatal checkups and provision of complete package of services.

Suggested schedule for antenatal visits:

1st visit: Within 12 weeks—preferably as soon as pregnancy is suspected—for registration of pregnancy and first antenatal check-up.

2nd visit: Between 14 and 26 weeks.

3rd visit: Between 28 and 34 weeks.

4th visit: Between 36 weeks and term.

Associated services like providing iron and folic acid tablets, injection Tetanus Toxoid etc (as per the “guidelines for Ante-Natal Care and Skilled Attendance at birth by ANMs and LHVs) Ensure, at-least 1 ANC preferably the 3rd visit, must be seen by a doctor.

iii. Minimum laboratory investigations like Haemoglobin, Urine albumin and sugar, RPR test for syphilis and Blood Grouping and Rh typing.

iv. Nutrition and health counseling. Brief advice on tobacco cessation if the antenatal mother is a smoker or tobacco user and also inform about dangers of second hand smoke.

v. Identification and management of high risk and alarming signs during pregnancy and labour. Timely referral of such identified cases to FRUs/other hospitals which are beyond the capacity of Medical Officer PHC to manage.

vi. Tracking of missed and left out ANC.

vii. Chemoprophylaxis for Malaria in high malaria endemic areas for pregnant women as per NVBDCP guidelines.

b) Intra-natal care: (24-hour delivery services both normal and assisted)

i. Promotion of institutional deliveries.

ii. Management of normal deliveries.

iii. Assisted vaginal deliveries including forceps/ vacuum delivery whenever required.


v. Appropriate and prompt referral for cases needing specialist care.

vi. Management of pregnancy Induced hypertension including referral.

vii. Pre-referral management (Obstetric first-aid) in Obstetric emergencies that need expert assistance (Training of staff for emergency management to be ensured).

viii. Minimum 48 hours of stay after delivery.


c) Proficient in identification and basic first aid treatment for PPH, Eclampsia, Sepsis and prompt referral

As per ‘Antenatal Care and Skilled Birth Attendance at Birth’ Guidelines

d) Postnatal Care

i. Ensure post-natal care for 0 & 3rd day at the health facility both for the mother and new-born and sending direction to the ANM of the concerned area for ensuring 7th & 42nd day post-natal home visits. 3 additional visits for a low birth weight baby (less than 2500 gm) on 14th day, 21st day and on 28th day.

ii. Initiation of early breast-feeding within one hour of birth.

iii. Counseling on nutrition, hygiene, contraception, essential new born care (As per Guidelines of GOI on Essential new-born care) and immunization.


v. Tracking of missed and left out PNC.

e) New Born care

i. Facilities for Essential New Born Care (ENBC) and Resuscitation (Newborn Care Corner in Labour Room/OT, Details given in Annexure 3A).

ii. Early initiation of breast feeding with in one hour of birth.

iii. Management of neonatal hypothermia (provision of warmth/Kangaroo Mother Care (KMC), infection protection, cord care and identification of sick newborn and prompt referral.
f) Care of the child


ii. Counseling on exclusive breast-feeding for 6 months and appropriate and adequate complementary feeding from 6 months of age while continuing breast-feeding. (As per National Guidelines on Infant and Young Child Feeding, 2006, by Ministry of WCD, Government of India).

iii. Assess the growth and development of the infants and under 5 children and make timely referral.

iv. Full Immunization of all infants and children against vaccine preventable diseases as per guidelines of GOI. (Current Immunization Schedule at Annexure 1). Tracking of vaccination dropouts.

v. Vitamin A prophylaxis to the children as per national guidelines.

vi. Prevention and control of routine childhood diseases, infections like diarrhoea, pneumonia etc. and anemia etc.

vii. Management of severe acute malnutrition cases and referral of serious cases after initiation of treatment as per facility based guidelines.

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**Janani Suraksha Yojana**

Janani Suraksha Yojana (JSY) is a safe motherhood intervention under the National Rural Health Mission (NRHM) being implemented with the objective of reducing maternal and neonatal mortality by promoting institutional delivery among the poor pregnant women. This scheme integrates cash assistance with delivery and post-delivery care.

While the scheme would create demand for institutional delivery, it would be necessary to have adequate number of 24X7 delivery services centre, doctors, mid-wives, drugs etc. at appropriate places. Mainly, this will entail

- Linking each habitation (village or a ward in an urban area) to a functional health centre- public or accredited private institution where 24X7 delivery service would be available,
- Associate an ASHA or a health link worker to each of these functional health centre.
- It should be ensured that ASHA keeps track of all expectant mothers and newborn. All expectant mother and newborn should avail ANC and immunization services, if not in health centres, atleast on the monthly health and nutrition day, to be organised in the Anganwadi or sub-centre.
- Each pregnant women is registered and a micro-birth plan is prepared.
- Each pregnant woman is tracked for ANC,
- For each of the expectant mother, a place of delivery is pre-determined at the time of registration and the expectant mother is informed,
- A referral centre is identified and expectant mother is informed,
- ASHA and ANM to ensure that adequate fund is available for disbursement to expectant mother,
- ASHA takes adequate steps to organize transport for taking the women to the pre-determined health institution for delivery.
- ASHA assures availability of cash for disbursement at the health centre and she escorts pregnant women to the pre-determined health centre.
- ASHA package in the form of cash assistance for referral transport, cash incentive and transactional cost to be provided as per guidelines.

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**Janani Shishu Suraksha Karyakram (JSSK)**

JSSK launched on 1st of June of 2011 is an initiative to assure free services to all pregnant women and sick neonates accessing public health institutions. The scheme envisages free and cashless services to pregnant women including normal deliveries and caesarian section operations and also treatment of sick newborn (up to 30 days after birth) in all Government health institutions across State/UT.

This initiative supplements the cash assistance given to pregnant women under the JSY and is aimed at mitigating the burden of out of pocket expenditure incurred by pregnant women and sick newborns,
g) Family Welfare

i. Education, Motivation and Counseling to adopt appropriate Family planning methods.

ii. Provision of contraceptives such as condoms, oral pills, emergency contraceptives, IUCD insertions.

iii. Referral and Follow up services to the eligible couples adopting permanent methods (Tubectomy/Vasectomy).

iv. Counseling and appropriate referral for couples having infertility.

v. Permanent methods like Tubal ligation and vasectomy/NSV, where trained personnel and facility exist.

Medical Termination of Pregnancies

Essential

Counseling and appropriate referral for safe abortion services (MTP) for those in need.

Desirable

- MTP using Manual Vacuum Aspiration (MVA) technique will be provided in PHCs, where trained personnel and facility exist.
- Medical Method of Abortion with linkage for timely referral to the facility approved for 2nd trimester of MTP.

Management of Reproductive Tract Infections/Sexually Transmitted Infections

Essential

- Health education for prevention of RTI/STIs.
- Treatment of RTI/STIs.

Nutrition Services (coordinated with ICDS)

Essential

- Diagnosis of and nutrition advice to malnourished children, pregnant women and others.
- Diagnosis and management of anaemia and vitamin A deficiency.
- Coordination with ICDS.

School Health

Teachers screen students on a continuous basis and ANMs/HWMs (a team of 2 workers) visit the schools (one school every week) for screening, treatment of minor ailments and referral. Doctor from CHC/PHC will also visit one school per week based on the screening reports submitted by the teams. Overall services to be provided under school health shall include

Essential

Health service provision

Screening, health care and referral:

- Screening of general health, assessment of Anaemia/Nutritional status, visual acuity, hearing problems, dental check up, common skin conditions, Heart defects, physical disabilities, learning disorders, behavior problems, etc.
- Basic medicines to take care of common ailments, prevalent among young school going children.
- Referral Cards for priority services at District/Sub-District hospitals.

Immunization:

- As per national schedule
- Fixed day activity
- Coupled with education about the issue
Micronutrient (Vitamin A & IFA) management:
- Weekly supervised distribution of Iron-Folate tablets coupled with education about the issue
- Administration of Vitamin-A in needy cases.

De-worming
- Biannually supervised schedule
- Prior IEC
- Siblings of students also to be covered

Capacity building

Monitoring & Evaluation

Mid Day Meal: in coordination with department of school education, Ministry of Human Resource Development

Desirable

Health Promoting Schools
- Counseling services
- Regular practice of Yoga, Physical education, health education
- Peer leaders as health educators.
- Adolescent health education-existing in few places
- Linkages with the out of school children
- Health clubs, Health cabinets
- First Aid room/corners or clinics.

Adolescent Health Care
To be provided preferably through adolescent friendly clinic for 2 hours once a week on a fixed day. Services should be comprehensive i.e. a judicious mix of promotive, preventive, curative and referral services

Core package (Essential)
- Adolescent and Reproductive Health: Information, counseling and services related to sexual concerns, pregnancy, contraception, abortion, menstrual problems etc.
- Services for tetanus immunization of adolescents
- Nutritional Counseling, Prevention and management of nutritional anemia
- STI/RTI management
- Referral Services for VCTC and PPTCT services and services for Safe termination of pregnancy, if not available at PHC

Optional/additional services (desirable): as per local need

Outreach services in schools (essential) and community Camps (desirable)
- Periodic Health check ups and health education activities, awareness generation and Co-curricular activities

Promotion of Safe Drinking Water and Basic Sanitation

Essential
- Disinfection of water sources and Coordination with Public Health Engineering department for safe water supply.
- Promotion of sanitation including use of toilets and appropriate garbage disposal.

Desirable
- Testing of water quality using H$_2$S - Strip Test (Bacteriological).

Prevention and control of locally endemic diseases like malaria, Kala Azar, Japanese Encephalitis etc. (Essential)

Collection and reporting of vital events. (Essential)

Health Education and Behaviour Change Communication (BCC). (Essential)

Other National Health Programmes

Revised National Tuberculosis Control Programme (RNTCP)

Essential
All PHCs to function as DOTS Centres to deliver treatment as per RNTCP treatment guidelines through DOTS providers and treatment of common complications of TB and side effects of drugs, record and report on RNTCP activities as per guidelines. Facility for Collection and transport of sputum samples should be available as per the RNTCP guidelines.

National Leprosy Eradication Programme

Essential
a. Health education to community regarding Leprosy.
b. Diagnosis and management of Leprosy and its complications including reactions.
c. Training of leprosy patients having ulcers for self-care.
d. Counselling for leprosy patients for regularity/completion of treatment and prevention of disability.
Integrated Disease Surveillance Project (IDSP)

Essential
a. Weekly reporting of epidemic prone diseases in S, P & L forms and SOS reporting of any cluster of cases (formats for the data collection are added in Annexures 11, 11A, 11B, 11C).
b. PHC will collect and analyse data from Sub-Centre and will report information to district surveillance unit.
c. Appropriate preparedness and first level action in out-break situations.
d. Laboratory services for diagnosis of Malaria, Tuberculosis, and tests for detection of faecal contamination of water (Rapid test kit) and chlorination level.

National Programme for Control of Blindness (NPCB)

Essential
a. The early detection of visual impairment and their referral.
b. Detection of cataract cases and referral for cataract surgery.
c. Provision of Basic treatment of common eye diseases.
d. Awareness generation through appropriate IEC strategies for prevention and early detection of impaired vision and other eye conditions.
e. Greater participation/role of community in primary prevention of eye problems.

National Vector Borne Disease Control Programme (NVBDCP)

Essential in endemic areas
Diagnosis and Management of Vector borne Diseases is to be undertaken as per NVBDCP guidelines for PHC/CHC:
a. Diagnosis of Malaria cases, microscopic confirmation and treatment.
b. Cases of suspected JE and Dengue to be provided symptomatic treatment, hospitalization and case management as per the protocols.
c. Complete treatment to Kala-azar cases in Kala-azar endemic areas as per national Policy.
d. Complete treatment of microfilaria positive cases with DEC and participation in and arrangement for Mass Drug Administration (MDA) along with management of side reactions, if any. Morbidity management of Lymphoedema cases.

National AIDS Control Programme

Essential
a. IEC activities to enhance awareness and preventive measures about STIs and HIV/AIDS, Prevention of Parents to Child Transmission (PPTCT) services.
b. Organizing School Health Education Programme.
c. Condom Promotion & distribution of condoms to the high risk groups.
d. Help and guide patients with HIV/AIDS receiving ART with focus on adherence.

Desirable
a. Integrated Counseling and Testing Centre, STI services.
b. Screening of persons practicing high-risk behaviour with one rapid test to be conducted at the PHC level and development of referral linkages with the nearest ICTC at the District Hospital level for confirmation of HIV status of those found positive at one test stage in the high prevalence states.
c. Risk screening of antenatal mothers with one rapid test for HIV and to establish referral linkages with CHC or District Hospital for PPTCT services in the six high HIV prevalence states (Tamil Nadu, Andhra Pradesh, Maharashtra, Karnataka, Manipur and Nagaland) of India.
d. Linkage with Microscopy Centre for HIV-TB coordination.
e. Pre and post-test counseling of AIDS patients by PHC staff in high prevalence states.

National Programme for Prevention and Control of Deafness (NPPCD)

Essential
a. Early detection of cases of hearing impairment and deafness and referral.
b. Basic Diagnosis and treatment services for common ear diseases like wax in ear, otomycosis, otitis externa, Ear discharge etc.
c. IEC services for prevention, early detection of hearing impairment/deafness and greater participation/role of community in primary prevention of ear problems.

National Mental Health Programme (NMHP)

Essential
a. Early identification (diagnosis) and treatment of mental illness in the community.
b. Basic Services: Diagnosis and treatment of common mental disorders such as psychosis, depression, anxiety disorders and epilepsy and referral.

c. IEC activities for prevention, stigma removal, early detection of mental disorders and greater participation/role of Community for primary prevention of mental disorders.

National Programme for Prevention and Control of Cancer, Diabetes, CVD and Stroke (NPCDCS)

Cancer

**Essential**

a. IEC services for prevention of cancer and early symptoms.

b. Early detection of cancer with warning signals like change in Bladder/Bowel habits, bleeding per rectum, blood in urine, lymph node enlargement, Lump or thickening in Breast, itching and/or redness or soreness of the nipples of Breast, non healing chronic sore or ulcer in oral cavity, difficulty in swallowing, obvious change in wart/mole, nagging cough or hoarseness of voice etc.

c. Referral of suspected cancer cases with early warning signals for confirmation of the diagnosis.

**Desirable**

PAP smear

Other NCD Diseases

**Essential**

a. Health Promotion Services to modify individual, group and community behaviour especially through;

i. Promotion of Healthy Dietary Habits.

ii. Increase physical activity.

iii. Avoidance of tobacco and alcohol.

iv. Stress Management.

b. Early detection, management and referral of Diabetes Mellitus, Hypertension and other Cardiovascular diseases and Stroke through simple measures like history, measuring blood pressure, checking for blood, urine sugar and ECG.

**Desirable**

Survey of population to identify vulnerable, high risk and those suffering from disease.

National Iodine Deficiency Disorders Control Programme (NIDDCP)

**Essential**

a. IEC activities to promote the consumption of iodated salt by the people.

b. Monitoring of iodated salt through salt testing kits.

National Programme for Prevention and Control of Fluorosis (NPPCF) (In affected Endemic Districts)

**Essential**

a. Referral Services.

b. IEC activities to prevent Fluorosis.

**Desirable**

a. Clinical examination and preliminary diagnostic parameters assessment for cases of Fluorosis if facilities are available.

b. Monitoring of village/community level activity.

National Tobacco Control Programme (NTCP)

**Essential**

a. Health education and IEC activities regarding harmful effects of tobacco use and second hand smoke.

b. Promoting quitting of tobacco in the community.

c. Providing brief advice on tobacco cessation to all smokers/tobacco users.

d. Making PHC tobacco free.

**Desirable**

Watch for implementation of ban on smoking in public places, sale of tobacco products to minors, sale of tobacco products within 100 yards of educational institutions.

National Programme for Health Care of Elderly

**Essential**

IEC activities on healthy aging.

**Desirable**

‘Weekly geriatric clinic at PHC’ for providing complete health assessment of elderly persons, Medicines, Management of chronic diseases and referral services.

Oral Health

**Essential**

Oral health promotion and check ups & appropriate referral on identification.
Physical Medicine and Rehabilitation (PMR) Services

**Desirable**
- a. Primary prevention of Disabilities.
- b. Screening, early identification and detection.
- c. Counseling.

**Referral Services**
Appropriate and prompt referral of cases needing specialist care including:
- b. Appropriate support to patient during transport.
- c. Providing transport facilities either by PHC vehicle or other available referral transport.
- d. Drop back home for patients as mandated under JSSK

**Training**

**Essential**
- a. Imparting training to undergraduate medical students and intern doctors in basic health care.
- b. Orientation training of male and female health workers in various National Health Programmes including RCH, Adolescent health services and immunization
- c. Skill based training to ASHAs.
- d. Initial and periodic Training of paramedics in treatment of minor ailments.
- e. Periodic training of Doctors and para medics through Continuing Medical Education, conferences, skill development trainings.
- f. All health staff of PHC must be trained in IMEP.

**Desirable**
- g. Others
  i. There should be provision of induction training for doctors, nursing and paramedical staff.
  ii. Whenever new/higher responsibility is assigned or new equipment/technology is introduced, there must be provision of training.
  iii. There must be mechanism for ensuring quality assurance in trainings by Training feedback and Training effectiveness evaluation.
  iv. Appropriate placement for trained person should be ensured.
  v. Trainings in minor repairs and maintenance of available equipment should be provided to the user.

- vi. Training of para medics in indenting, forecasting, inventory and store management

**Note: 1.** Trainings should commensurate with job responsibilities for each category of health personnel.

**Note: 2.** Since ECG machine is envisaged in PHCs hence lab technician or some other paramedic should be trained in taking ECG.

**Basic Laboratory and Diagnostic Services**

**Essential Laboratory services including**
- i. Routine urine, stool and blood tests (Hb%, platelets count, total RBC, WBC, bleeding and clotting time).
- ii. Diagnosis of RTI/STDs with wet mounting, Grams stain, etc.
- iii. Sputum testing for mycobacterium (as per guidelines of RNTCP).
- v. Blood for grouping and Rh typing.
- vi. RDK for Pf malaria in endemic districts.
- vii. Rapid tests for pregnancy.
- viii. RPR test for Syphilis/YAWS surveillance (endemic districts).
- ix. Rapid test kit for fecal contamination of water.
- x. Estimation of chlorine level of water using orthotoludine reagent.

**Desirable**
- xii. Blood Cholesterol.
- xiii. ECG.

**Validation of reports:** periodic validation of laboratory reports should be done with external agencies like District PHC/Medical college for Quality Assurance. Periodic calibration of Laboratory and PHC equipment.

**Monitoring and Supervision**

**Essential**
- i. Monitoring and supervision of activities of Sub-Centre through regular meetings/periodic visits, by LHV, Health Assistant Male and Medical Officer etc..
- ii. Monitoring of all National Health Programmes by Medical Officer with support of LHV, Health Assistant Male and Health educator.
- iii. Monitoring activities of ASHAs by LHV and ANM (in her Subcentre area).
iv. Health educator will monitor all IEC and BCC activities
v. Health Assistants Male and LHV should visit Sub-Centres once a week.
vi. Checking for tracking of missed out and left out ANC/PNC, Vaccinations etc. during monitoring visits and quality parameters (including using Partograph, AMTSL, ENBC etc.) during delivery and post delivery.
vii. Timely payment of JSY beneficiaries.
viii. Timely payment of TA/DA to ASHAs.

Desirable
i. MO should visit all Sub-Centres at least once in a month. This will be possible only if more than one Medical Officer is posted in the PHC.

Functional Linkages with Sub-Centres

Essential
♦ There shall be a monthly review meeting at PHC chaired by MO (or in-charge), and attended by all the Health Workers (Male and Female) and Health Assistants (Male and female).
♦ On the spot Supervisory visits to Sub-Centres.
♦ Organizing Village Health and Nutrition day at Anganwadi Centres.

Desirable
♦ ASHAs and Anganwadi Workers should attend monthly review meetings. Medical Officer should orient ASHAs on selected topics of health care.

Mainstreaming of AYUSH

Desirable
♦ Provision of one AYUSH Doctor and one AYUSH Pharmacist has been made at PHC to provide choices to the people wherever an AYUSH public facility is not available in the near vicinity. The AYUSH doctor at PHC shall attend patients for system specific AYUSH based preventive, promotive and curative health care and take up public health education activities including awareness generation about the uses of medicinal plants and local health practices.
♦ The signboard of the PHC should mention AYUSH facilities.
♦ AYUSH Doctor should support in implementation of national health programmes after requisite training if required.

♦ Locally available medicinal herbs/plants should be grown around the PHC.

Selected Surgical Procedures
(Desirable)
The vasectomy, tubectomy (including laparoscopic tubectomy), MTP, hydrocelectomy as a fixed day approach have to be carried out in a PHC having facilities of O.T. During all these surgical procedures, universal precautions will be adopted to ensure infection prevention. These universal precautions are mentioned at Annexure 5.

Record of Vital Events and Reporting
Essential
a. Recording and reporting of Vital statistics including births and deaths.
b. Maintenance of all the relevant records concerning services provided in PHC.

Maternal Death Review (MDR).
(Desirable)
Facility Based MDR shall be conducted at the PHC, the form is given at Annexure 10.

Infrastructure

The PHC should have a building of its own. The surroundings should be clean. The details are as follows:

PHC Building

Location
It should be centrally located in an easily accessible area. The area chosen should have facilities for electricity, all weather road communication, adequate water supply and telephone. At a place, where a PHC is already located, another health centre/SC should not be established to avoid the wastage of human resources.

PHC should be away from garbage collection, cattle shed, water logging area, etc. PHC shall have proper boundary wall and gate.

Area
It should be well planned with the entire necessary infrastructure. It should be well lit and ventilated with as much use of natural light and ventilation as possible.
The plinth area would vary from 375 to 450 sq. metres depending on whether an OT facility is opted for.

**Sign-age**

The building should have a prominent board displaying the name of the Centre in the local language at the gate and on the building. PHC should have pictorial, bilingual directional and layout sign-age of all the departments and public utilities (toilets, drinking water).

Prominent display boards in local language providing information regarding the services available/user charges/fee and the timings of the centre. Relevant IEC material shall be displayed at strategic locations.

Citizen charter including patient rights and responsibilities shall be displayed at OPD and Entrance in local language.

**Entrance with Barrier free access**

Barrier free access environment for easy access to non-ambulant (wheel-chair, stretcher), semi-ambulant, visually disabled and elderly persons as per guidelines of GOI.

Ramp as per specification, Hand-railing, proper lightning etc must be provided in all health facilities and retrofitted in older one which lack the same. The doorway leading to the entrance should also have a ramp facilitating easy access for old and physically challenged patients. Adequate number of wheel chairs, stretchers etc. should also be provided.

**Disaster Prevention Measures**

For all new upcoming facilities in seismic 5 zone or other disaster prone areas.

Building and the internal structure should be made disaster proof especially earthquake proof, flood proof and equipped with fire protection measures.

Earthquake proof measures - structural and non-structural should be built in to withstand quake as per geographical/state govt. guidelines. Non-structural features like fastening the shelves, almirahs, equipment etc. are even more essential than structural changes in the buildings. Since it is likely to increase the cost substantially, these measures may especially be taken on priority in known earthquake prone areas.

PHC should not be located in low lying area to prevent flooding as far as possible.

Fire fighting equipment – fire extinguishers, sand buckets etc. should be available and maintained to be readily available when needed. Staff should be trained in using fire fighting equipment.

All PHCs should have Disaster Management Plan in line with the District Disaster management Plan. All health staff should be trained and well conversant with disaster prevention and management aspects. Surprise mock drills should be conducted at regular intervals.

**Waiting Area**

a. This should have adequate space and seating arrangements for waiting clients/patients as per patient load.

b. The walls should carry posters imparting health education.

c. Booklets/leaflets in local language may be provided in the waiting area for the same purpose.

d. Toilets with adequate water supply separate for males and females should be available. Waiting area should have adequate number of fans, coolers, benches or chairs.

e. Safe Drinking water should be available in the patient’s waiting area.

There should be proper notice displaying departments of the centre, available services, names of the doctors, users’ fee details and list of members of the Rogi Kalyan Samiti/Hospital Management Committee.

A locked complaint/suggestion box should be provided and it should be ensured that the complaints/suggestions are looked into at regular intervals and addressed.

The surroundings should be kept clean with no water-logging and vector breeding places in and around the centre.

**Outpatient Department**

a. The outpatient room should have separate areas for consultation and examination.

b. The area for examination should have sufficient privacy.

c. In PHCs with AYUSH doctor, necessary infrastructure such as consultation room for AYUSH Doctor and AYUSH Drug dispensing area should be made available.

d. OPD Rooms shall have provision for ample natural light, and air. Windows shall open directly to the external air or into an open verandah.
e. Adequate measures should be taken for crowd management; e.g. one volunteer to call patients one by one, token system.

f. One room for Immunization/Family Planning/Counseling.

Wards 5.5 m x 3.5 m each

a. There should be 4-6 beds in a Primary Health Centre. Separate wards/areas should be earmarked for males and females with the necessary furniture.

b. There should be facilities for drinking water and separate clean toilets for men and women.

c. The ward should be easily accessible from the OPD so as to obviate the need for a separate nursing staff in the ward and OPD during OPD hours.

d. Nursing station should be located in such a way that health staff can be easily accessible to OT and labour room after regular clinic timings.

e. Proper written handover shall be given to incoming staff by the outgoing staff.

f. Dirty utility room for dirty linen and used items.

g. Cooking should not be allowed inside the wards for admitted patients.

h. Cleaning of the wards, etc. should be carried out at regular intervals and at such times so as not to interfere with the work during peak hours and also during times of eating. Cleaning of the wards, Labour Room, OT, and toilets should be regularly monitored.

Operation Theatre (Optional)

To facilitate conducting selected surgical procedures (e.g. vasectomy, tubectomy, hydrocelectomy etc.).

a. It should have a changing room, sterilization area operating area and washing area.

b. Separate facilities for storing of sterile and unsterile equipment/instruments should be available in the OT.

c. The Plan of an ideal OT has been annexed showing the layout.

d. It would be ideal to have a patient preparation area and Post-Operative area. However, in view of the existing situation, the OT should be well connected to the wards.

e. The OT should be well-equipped with all the necessary accessories and equipment.

f. Surgeries like laparoscopy/cataract/Tubectomy/Vasectomy should be able to be carried out in these OTs.

g. OT shall be fumigated at regular intervals.

h. One of the hospital staff shall be trained in Autoclaving and PHC shall have standard Operative procedure for autoclaving.

i. OT shall have power back up (generator/Invertor/UPS). OT should have restricted entry. Separate foot wear should be used.

Labour Room (3.8 m x 4.2 m)

Essential

a. Configuration of New Born care corner

• Clear floor area shall be provided in the room for newborn corner. It is a space within the labour room, 20-30 sq ft in size, where a radiant warmer (Functional) will be kept.

• Oxygen, suction machine and simultaneously-accessible electrical outlets shall be provided for the newborn infant in addition to the facilities required for the mother. Both Oxygen Cylinder and Suction Machine should be functional with their tips cleaned and covered with sterile gauze etc for ready to use condition. They must be cleaned after use and kept in the same way for next use.

• The Labour room shall be provided with a good source of light, preferably shadow-less.

• Resuscitation kit including Ambu Bag (Paediatric size) should be placed in the radiant warmer.

• Provision of hand washing and containment of infection control if it is not a part of the delivery room.

• The area should be away from draught of air, and should have power connection for plugging in the radiant warmer.

b. There should be separate areas for septic and aseptic deliveries.

c. The Labour room should be well-lit and ventilated with an attached toilet and drinking water facilities. Facilities for hot water shall be available.

d. Separate areas for Dirty linen, baby wash, toilet, Sterilization.

e. Standard Treatment Protocols for common problems during labour and for newborns to be provided in the labour room.

f. Labour room should have restricted entry. Separate foot wear should be used.

g. All the essential drugs and equipment (functional) should be available.

h. Cleanliness shall always be maintained in Labour room by regular washing and mopping with disinfectants.
Indian Public Health Standards (IPHS) Guidelines for PRIMARY HEALTH CENTRES

Labour Room shall be fumigated at regular interval (Desirable).

Delivery kits and other instruments shall be autoclaved where facility is available.

If Labour Room has more than one labour table then the privacy of the women must be ensured by having screens between 2 labour tables.

Minor OT/Dressing Room/Injection Room/ Emergency

- This should be located close to the OPD to cater to patients for minor surgeries and emergencies after OPD hours.
- It should be well equipped with all the emergency drugs and instruments.
- Privacy of the patients should be ensured.

Laboratory (3.8 m x 2.7 m)

- Sufficient space with workbenches and separate area for collection and screening should be available.
- Should have marble/stone table top for platform and wash basins.

General store

- Separate area for storage of sterile and common linen and other materials/drugs/consumable etc. should be provided with adequate storage space.
- The area should be well-lit and ventilated and rodent/pest free.
  - Sufficient number of racks shall be provided.
  - Drugs shall be stored properly and systematically in cool (away from direct sunlight), safe and dry environment.
  - inflammable and hazardous material shall be secured and stored separately.
- Near expiry drugs shall be segregated and stored separately.
- Sufficient space with the storage cabins separately for AYUSH drugs be provided.

Dispensing cum store area: 3 m x 3 m

Infrastructure for AYUSH doctor

Based on the system of medicine being practiced, appropriate arrangements should be made for the provision of a doctor’s room and a dispensing room cum drug storage.

Waste disposal pit - As per GOI/Central Pollution Control Board (CPCB) guidelines.

Cold Chain room – Size: 3 m x 4 m

Logistics Room – Size: 3 m x 4 m

Generator room – Size: 3 m x 4 m

Office room 3.5 m x 3.0 m

Dirty utility room for dirty linen and used items

Residential Accommodation

Essential

Decent accommodation with all the amenities likes 24-hrs. water supply, electricity etc. should be available for Medical Officer, nursing staff, pharmacist, laboratory technician and other staff.

If the accommodation can not be provided due to any reason, then the staff may be paid house rent allowance, but in that case they should be staying in near vicinity of PHC so that they are available 24 × 7, in case of need.

Boundary wall/Fencing

Essential

Boundary wall/fencing with Gate should be provided for safety and security.

Environment friendly features

Desirable

The PHC should be, as far as possible, environment friendly and energy efficient. Rain-Water harvesting, solar energy use and use of energy-efficient bulbs/equipment should be encouraged.

Other amenities

Essential

Adequate water supply and water storage facility (over head tank) with pipe water should be made available.

Computer

Essential

Computer with Internet connection should be provided for Management Information System (MIS) purpose.

Lecture Hall/Auditorium

Desirable

For training purposes, a Lecture Hall or a small Auditorium for 30 Person should be available. Public address system and a black board should also be provided.
The suggested layout of a PHC and Operation Theatre is given at Annexure 2 and Annexure 2A respectively. The layout may vary according to the location and shape of the site, levels of the site and climatic conditions. The prescribed layout may be implemented in PHCs yet to be built, whereas those already built may be upgraded after getting the requisite alteration/additions. The funds may be made available as per budget provision under relevant strategies mentioned in NRHM/RCH-II program and other funding projects/programs.

Equipment and Furniture
a. The necessary equipment to deliver the assured services of the PHC should be available in adequate quantity and also be functional.
b. Equipment maintenance should be given special attention.
c. Periodic stock taking of equipment and preventive/round the year maintenance will ensure proper functioning equipment. Back up should be made available wherever possible. A list of suggested equipment and furniture including regents and diagnostic kits is given in Annexure 3.

Manpower
To ensure round the clock access to public health facilities, Primary Health Centres are expected to provide 24-hour service with basic Obstetric and Nursing facilities. Under NRHM, PHCs are being operationalized for providing 24 X 7 services in various phases by placing at least 3 Staff Nurses in these facilities. If the case load is there, operationalization of 24 X 7 PHC may be undertaken in a phase-wise manner according to availability of manpower. This is expected to increase the institutional deliveries which would help in reducing maternal mortality.

From Service delivery angle, PHCs may be of two types, depending upon the delivery case load – Type A and Type B.

Type A PHC: PHC with delivery load of less than 20 deliveries in a month,
Type B PHC: PHC with delivery load of 20 or more deliveries in a month

Select PHCs, especially in large blocks where the CHC is over one hour of journey time away, may be upgraded to provide 24 hour emergency hospital care for a number of conditions by increasing number of Medical Officers, preferably such PHCs should have the same IPHS norms as for a CHC.

The manpower that should be available in the PHC is given in the table below:

- For Type B PHCs, additional staff in the from of one MBBS medical officer (desirable, If the case load of delivery cases is more than 30 per month) one Staff Nurse and one sanitary worker

<table>
<thead>
<tr>
<th>Staff</th>
<th>Type A</th>
<th>Type B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Officer- MBBS</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>Medical Officer –AYUSH</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Accountant cum Data Entry Operator</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pharmacist AYUSH</td>
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<td>1</td>
</tr>
<tr>
<td>Nurse-midwife (Staff-Nurse)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Health worker (Female)</td>
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<td>1*</td>
</tr>
<tr>
<td>Health Assistant. (Male)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Health Assistant. (Female)/Lady Health Visitor</td>
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<td>1</td>
</tr>
<tr>
<td>Health Educator</td>
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<td>1</td>
</tr>
<tr>
<td>Laboratory Technician</td>
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<td>1</td>
</tr>
<tr>
<td>Cold Chain &amp; Vaccine Logistic Assistant</td>
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<td>1</td>
</tr>
<tr>
<td>Multi-skilled Group D worker</td>
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<td>2</td>
</tr>
<tr>
<td>Sanitary worker cum watchman</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

* For Sub-Centre area of PHC.
* If the delivery case load is 30 or more per month. One of the two medical officers (MBBS) should be female.
* To provide choices to the people wherever an AYUSH public facility is not available in the near vicinity.
cum watchman have been provided to take care of additional delivery case load.

- Medical Officer should be available on call duty to manage emergencies.
- Accommodation for at least one MO and 3 Staff Nurses will be provided.
- One of the Class IV employee may be identified as helper to Cold Chain & Vaccine Logistic Assistant & trained.

The job responsibilities of the different personnel are given in Annexure 7. Funds may be made available for hiring additional manpower as per provision under NRHM.

Drugs

Essential:

a. All the drugs available in the Sub-Centre should also be available in the PHC. All the drugs as per state/UT essential drug list shall be available.

b. In addition, all the drugs required for the National Health Programmes and emergency management should be available in adequate quantities so as to ensure completion of treatment by all patients.

c. Adequate quantities of all drugs should be maintained through periodic stock-checking, appropriate record maintenance and inventory methods. Facilities for local purchase of drugs in times of epidemics/outbreaks/emergencies should be made available.

d. Drugs of that discipline of AYUSH to be made available for which the doctor is present. The list of suggested drugs is given in Annexure 4.

The Transport Facilities with Assured Referral Linkages

Referral Transport Facility

It is desirable that the PHC has ambulance facilities for transport of patients for timely and assured referral to functional FRUs in case of complications during pregnancy and child birth. This may be outsourced either through Govt/PPP model or linkages with Emergency Transport system should be in place.

Transport for Supervisory and Other Outreach Activities

It is desirable that the vehicle is made available through outsourcing.

Laundry Services

Provision for clean linen shall be made for admitted patients. At least 5 sets of linen shall be made available. Laundry Services may be available in house or outsourced.

Dietary Facilities for indoor Patients

Desirable

Nutritious and well-balanced diet shall be provided to all IPD patients keeping in mind their cultural preferences. A suitable arrangement with a local agency like a local women's group/NGO/Self-Help Group for provision of nutritious and hygienic food at reasonable rates may be made wherever feasible and possible.

Waste Management at PHC Level

“Guidelines for Health Care Workers for Waste Management and Infection Control in Primary Health Centres” are to be followed.

Quality Assurance

- Periodic skill development training of the staff of the PHC in the various jobs/responsibilities assigned to them.
- Standard Treatment Protocol for all National Health Programmes and locally common disease should be made available at all PHCs.
- Regular monitoring is another important means. A few aspects that need definite attention are:
  i. Interaction and Information Exchange with the client/patient:
    - Courtesy should be extended to patients/clients by all the health providers including the support staff.
- All relevant information should be provided as regards the condition/illness of the client/patient.
- Attitude of the health care providers needs to undergo a radical change so as to incorporate the feeling that client is important and needs to be treated with respect.

ii. Cleanliness should be maintained in all areas.

**Monitoring of PHC functioning**

This is important to ensure that quality is maintained and also to make changes if necessary.

**Internal Mechanisms:** Record maintenance, checking and supervision.

**Medical Audit**

**Death Audit**

**Patient Satisfaction Surveys:** For both OPD and IPD patients.

Evaluation of Complaints and suggestions received;

**External Mechanisms:** Monitoring through the PRI/Village Health Sanitation and Nutrition Committee/Rogi Kalyan Samiti/community monitoring framework. (as per guidelines of GOI/State Government). A checklist for the same is given in **Annexure 6**. A format for conducting facility survey for the PHCs to have baseline information on the gaps in comparison to Indian Public Health Standards and subsequently to monitor the availability of facilities as per IPHS guidelines is given at **Annexure 9**.

**Social audit**

**Accountability**

To ensure accountability, the **Charter of Patients’ Rights** should be made available in each PHC (as per the guidelines given in **Annexure 8**). Every PHC should have a **Rogi Kalyan Samiti/Primary Health Centre’s Management Committee** for improvement of the management and service provision of the PHC (as per the Guidelines of Government of India). This committee will have the authority to generate its own funds (through users’ charges, donation etc.) and utilize the same for service improvement of the PHC. The PRI/Village Health Sanitation and Nutrition Committee/Rogi Kalyan Samiti should also monitor the functioning of the PHCs.

**Statutory and Regulatory Compliance**

PHC shall fulfil all the statutory and regulatory requirements and comply to all the regulations issued by local bodies, state and union of India. PHC shall have copy of these regulations/Acts. List of statutory and regulatory compliances is given in **Annexure 12**.
# Annexure 1

## NATIONAL IMMUNIZATION SCHEDULE FOR INFANTS, CHILDREN AND PREGNANT WOMEN

**Immunization programme provides vaccination against seven vaccine preventable diseases**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>When to give</th>
<th>Dose</th>
<th>Route</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Pregnant Women</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TT-1 &amp; 2</td>
<td>Early in pregnancy and 4 weeks after TT-1* [one dose (booster)* if previously vaccinated within last 3 years]</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Upper Arm</td>
</tr>
<tr>
<td>TT-Booster</td>
<td>If pregnancy occur within three years of last TT vaccinations*</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Upper Arm</td>
</tr>
<tr>
<td><strong>For Infants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCG</td>
<td>At birth (for institutional deliveries) or along with DPT-1 (upto one year if not given earlier)</td>
<td>0.1 ml (0.05 ml for infant up to 1 month)</td>
<td>Intra-dermal</td>
<td>Left Upper Arm</td>
</tr>
<tr>
<td>Hepatitis B- 0</td>
<td>At birth for institutional delivery, preferably within 24 hrs of delivery</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Outer Mid-thigh (Antero-lateral side of mid thigh)</td>
</tr>
<tr>
<td>OPV - 0</td>
<td>At birth for institutional deliveries within 15 days</td>
<td>2 drops</td>
<td>Oral</td>
<td>Oral</td>
</tr>
<tr>
<td>OPV 1, 2 &amp; 3</td>
<td>At 6 weeks, 10 weeks &amp; 14 weeks</td>
<td>2 drops</td>
<td>Oral</td>
<td>Oral</td>
</tr>
<tr>
<td>DPT 1, 2 &amp; 3</td>
<td>At 6 weeks, 10 weeks &amp; 14 weeks</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Outer Mid-thigh (Antero-lateral side of mid thigh)</td>
</tr>
<tr>
<td>Hepatitis B- 1, 2 &amp; 3</td>
<td>At 6 weeks, 10 weeks &amp; 14 weeks</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Outer Mid-thigh (Antero-lateral side of mid-thigh)</td>
</tr>
<tr>
<td>Measles 1 &amp; 2</td>
<td>At 9-12 months and 16-24 months</td>
<td>0.5 ml</td>
<td>Sub-cutaneous</td>
<td>Right upper Arm</td>
</tr>
<tr>
<td>Vitamin-A (1st dose)</td>
<td>At 9 months with measles</td>
<td>1 ml (1 lakh IU)</td>
<td>Oral</td>
<td>Oral</td>
</tr>
<tr>
<td><strong>For Children</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPT booster</td>
<td>16-24 months</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Outer Mid-thigh (Antero-lateral side of mid-thigh)</td>
</tr>
<tr>
<td>2nd booster at 5 years of age</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Upper Arm</td>
<td></td>
</tr>
<tr>
<td>Vaccine</td>
<td>When to give</td>
<td>Dose</td>
<td>Route</td>
<td>Site</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>OPV Booster</td>
<td>16-24 months</td>
<td>2 drops</td>
<td>Oral</td>
<td>Oral</td>
</tr>
<tr>
<td>JE^</td>
<td>16-24 months</td>
<td>0.5 ml</td>
<td>Sub-cutaneous</td>
<td>Upper Arm</td>
</tr>
<tr>
<td>Vitamin A (2nd to 9th dose)</td>
<td>2nd dose at 16 months with DPT/OPV booster. 3rd to 9th doses are given at an interval of 6 months interval till 5 years age</td>
<td>2 ml (2 lakh IU)</td>
<td>Oral</td>
<td>Oral</td>
</tr>
<tr>
<td>DT Booster</td>
<td>5 years</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Upper Arm</td>
</tr>
<tr>
<td>TT</td>
<td>10 years &amp; 16 years</td>
<td>0.5 ml</td>
<td>Intra-muscular</td>
<td>Upper Arm</td>
</tr>
</tbody>
</table>

* TT-2 or Booster dose to be given before 36 weeks of pregnancy.

^ JE in Selected Districts with high JE disease burden (currently 112 districts)

A fully immunized infant is one who has received BCG, three doses of DPT, three doses of OPV, three doses of Hepatitis B and Measles before one year of age.

**Note:** The Universal Immunization Programme is dynamic and hence the immunization schedule needs to be updated from time to time.
Annexure 2

LAYOUT OF PHC

NOTE: THIS DRAWING IS ONLY FOR REFERENCE
THE DESIGN SHALL BE PREPARED AS PER
THE LOCATION AND SHAPE OF THE SITE
LEVELS OF THE SITE AND CLIMATIC
CONDITIONS.

PRIMARY HEALTH CENTER
TYPICAL PLAN
PLINTH AREA 385.00S.M
Annexure 2A: LAYOUT OF OPERATION THEATRE

NOTE:
The layout shown integrates the O.T. with the existing facility following the principles of functional consistency. Care has been taken to ensure that the dirty utility remains accessible from outside the building.

R.C.H. PROGRAM
GUIDE TO FACILITIES DESIGN
E.C.: PLUG-ON FACILITIES

Drg. No. 2

TYPICAL LAYOUT FOR OPERATION THEATRE
Annexure 3

LIST OF SUGGESTED EQUIPMENT AND FURNITURE INCLUDING REAGENTS AND DIAGNOSTIC KITS

**Essential**

1. Normal Delivery Kit.
2. Equipment for assisted vacuum delivery.
3. Equipment for assisted forceps delivery.
7. IUCD insertion kit.
8. Equipment/reagents for essential laboratory investigations.
9. Refrigerator.
10. ILR (Small) and DF (Small) with Voltage Stabilizer.
12. Vaccine Carriers with 4 Icepacks: Two per SC (maximum 2 per polio booth) + 1 for PHC.
13. Spare ice pack box: 8, 25 & 60 ice pack boxes per vaccine carrier, Small cold box & Large cold box respectively.
14. Waste disposal twin bucket, hypochlorite solution/bleach: As per need.
15. Freeze Tag: 2 per ILR bimonthly.
16. Thermometres Alcohol (stem): Need Based
17. Ice box.
18. Computer with accessories including internet facility.
20. Equipment under various National Programmes.
22. Adult weighing scale.
23. Baby weighing scale.
24. Height measuring Scale.
25. Table lamp with 200 watt bulb for New born baby.
26. Phototherapy unit (Desirable).
27. Self inflating bag and mask-neonatal size.
29. Mucus extractor with suction tube and a foot operated suction machine.
30. Feeding tubes for baby.
33. Tenaculum uterine forceps – 2.
34. MVA syringe and cannulae of sizes 4-8 (2 sets; one for back up in case of technical problems).
35. Kidney tray for emptying contents of MVA syringe.
36. Torch without batteries – 2.
37. Battery dry cells 1.5 volt (large size) – 4.
38. Bowl for antiseptic solution for soaking cotton swabs.
39. Tray containing chlorine solution for keeping soiled instruments.
40. Kits for testing residual chlorine in drinking water.
41. H₂S Strip test bottles.
42. Head Light.
43. Ear specula.
44. B.P. Apparatus table model – 2.
46. 3 sets of NSV instruments.
47. Minilap kits – 5.

Desirable
1. Room Heater/Cooler for immunization clinic with electrical fittings as per need.
2. Ear Syringe.
3. Otoscope.
5. Tuning fork.
7. ECG machine ordinary – 1.
8. Nebuliser – 1

Requirements for a fully equipped and operational labour room

Essential
A fully equipped and operational labour room must have the following:
1. A labour table
2. Suction machine
3. Facility for Oxygen administration
4. Sterilisation equipment
5. 24-hour running water
6. Electricity supply with back-up facility (generator with POL)
7. Attached toilet facilities

8. Newborn Corner: Details mentioned in Annexure 3A
9. Emergency drug tray: This must have the following drugs:
   - Inj. Oxytocin
   - Inj. Diazepam
   - Tab. Nifedepine
   - Inj. Magnesium sulphate
   - Inj. Lignocaine hydrochloride
   - Inj. Methyl ergometrine maleate
   - IV Haemaccel
   - Sterilised cotton and gauze
10. Delivery kits, including those for normal delivery and assisted deliveries. PRIVACY of a woman in labour should be ensured as a quality assurance issue.

List of equipment for Pap smear
1. Cusco’s vaginal speculum (each of small, medium and large size)
2. Sim’s vaginal speculum – single & double ended - (each of small, medium and large size)
3. Anterior Vaginal wall retractor
4. Sterile Gloves
5. Sterilised cotton swabs and swab sticks in a jar with lid
6. Kidney tray for keeping used instruments
7. Bowl for antiseptic solution
8. Antiseptic solution: Chlorhexidine 1% or Cetrimide 2% (if povidone iodine solution is available, it is preferable to use that)
9. Cheatle’s forceps
10. Proper light source/torch
11. For vaginal and Pap Smears:
   - Clean slides with cover slips
   - Cotton swab sticks
   - KOH solution in bottle with dropper
   - Saline in bottle with dropper
   - Ayre’s spatula
   - Fixing solution/hair spray

Requirements of the laboratory

Essential
Reagents
1. Reagents of Cyan meth - haemoglobin method for Hb estimation
2. Uristix for urine albumin and sugar analysis
3. ABO & Rh antibodies
4. KOH solution for Whiff test
5. Gram’s iodine
6. Crystal Violet stain
8. Safranine stain
9. PH test strips
10. RPR test kits for syphilis
11. H₂S Strip test kits for fecal contamination of drinking water
12. Test kits for estimation of residual chlorine in drinking water using orthotoludine reagent
13. 1000 Nos Whole Blood Finger Prick HIV Rapid Test and STI Screening Test each.

**Essential**

Glassware and other equipment:
1. Colorimetre
2. Test tubes
3. Pipettes
4. Glass rods
5. Glass slides
6. Cover slips
7. Light Microscope
8. Differential blood cell counter (Desirable)
9. Glucometer (Desirable)

**List of Furniture at PHC**

The list is indicative and not exhaustive. The Furniture/ fittings and Medical and Surgical items are to be provided as per need and availability of space and services provided by the PHC.

**Essential Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination table</td>
<td>4</td>
</tr>
<tr>
<td>Writing tables with table sheets</td>
<td>6</td>
</tr>
<tr>
<td>Plastic chairs (for in-patients’ attendants)</td>
<td>6</td>
</tr>
<tr>
<td>Armless chairs</td>
<td>16</td>
</tr>
<tr>
<td>Full size steel almirah</td>
<td>7</td>
</tr>
<tr>
<td>Table for Immunization/FP/Counseling</td>
<td>1</td>
</tr>
<tr>
<td>Bench for waiting area</td>
<td>2</td>
</tr>
<tr>
<td>Wheel chair</td>
<td>2</td>
</tr>
<tr>
<td>Stretcher on trolley</td>
<td>2</td>
</tr>
<tr>
<td>Wooden screen</td>
<td>1</td>
</tr>
<tr>
<td>Foot step</td>
<td>5</td>
</tr>
<tr>
<td>Coat rack</td>
<td>2</td>
</tr>
<tr>
<td>Bed side table</td>
<td>2</td>
</tr>
<tr>
<td>Bed stead iron (for in-patients)</td>
<td>1</td>
</tr>
<tr>
<td>Baby cot</td>
<td>2</td>
</tr>
<tr>
<td>Stool</td>
<td>10</td>
</tr>
<tr>
<td>Medicine chest</td>
<td>1</td>
</tr>
<tr>
<td>Lamp</td>
<td>3</td>
</tr>
<tr>
<td>Side Wooden racks</td>
<td>4</td>
</tr>
<tr>
<td>Fans</td>
<td>6</td>
</tr>
<tr>
<td>Tube light</td>
<td>8</td>
</tr>
<tr>
<td>Basin</td>
<td>2</td>
</tr>
<tr>
<td>Basin stand</td>
<td>2</td>
</tr>
<tr>
<td>Buckets</td>
<td>4</td>
</tr>
<tr>
<td>Mugs</td>
<td>4</td>
</tr>
<tr>
<td>LPG stove</td>
<td>1</td>
</tr>
<tr>
<td>LPG cylinder</td>
<td>2</td>
</tr>
<tr>
<td>Sauce pan with lid</td>
<td>2</td>
</tr>
<tr>
<td>Water receptacle</td>
<td>3</td>
</tr>
<tr>
<td>Rubber/plastic shutting</td>
<td>2 metres</td>
</tr>
<tr>
<td>Drum with tap for storing water</td>
<td>2</td>
</tr>
<tr>
<td>Mattress for beds</td>
<td>12</td>
</tr>
<tr>
<td>Foam Mattress for OT table</td>
<td>2</td>
</tr>
<tr>
<td>Foam Mattress for labour table</td>
<td>2</td>
</tr>
<tr>
<td>Bed sheets</td>
<td>30</td>
</tr>
<tr>
<td>Pillows with covers</td>
<td>30</td>
</tr>
<tr>
<td>Blankets</td>
<td>18</td>
</tr>
<tr>
<td>Baby blankets</td>
<td>4</td>
</tr>
<tr>
<td>Towels</td>
<td>18</td>
</tr>
<tr>
<td>Curtains with rods</td>
<td>20 metres</td>
</tr>
<tr>
<td>Dustbin</td>
<td>5</td>
</tr>
<tr>
<td>Coloured Puncture proof bags</td>
<td>as per need</td>
</tr>
<tr>
<td>Generator (5 KVA with POL for immunization purpose)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Essential Medical/Surgical items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Pressure Apparatus (Non-mercury is desirable)</td>
<td>3</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>3</td>
</tr>
<tr>
<td>Tongue Depressor</td>
<td>10</td>
</tr>
<tr>
<td>Torch</td>
<td>2</td>
</tr>
<tr>
<td>Thermometre Clinical</td>
<td>4</td>
</tr>
<tr>
<td>Hub cutter</td>
<td>2</td>
</tr>
<tr>
<td>Needle Destroyer</td>
<td>2</td>
</tr>
<tr>
<td>Labour table (02 for Type B PHC)</td>
<td>1</td>
</tr>
<tr>
<td>OT table</td>
<td>1</td>
</tr>
<tr>
<td>Arm board for adult and child</td>
<td>4</td>
</tr>
<tr>
<td>Instrument trolley</td>
<td>2</td>
</tr>
<tr>
<td>I V stand</td>
<td>10</td>
</tr>
<tr>
<td>Shadowless lamp light (for OT and Labour room)</td>
<td>2</td>
</tr>
<tr>
<td>Macintosh for labour and OT table</td>
<td>As per need</td>
</tr>
</tbody>
</table>
15. Kelly’s pad for labour and OT table 2 sets
16. Red Bags
17. Black bags

Desirable
1. Black Board/Overhead Projector 1
2. Public Address System 1
Annexure 3A: NEWBORN CORNER IN LABOUR ROOM/OT

Delivery rooms in Operation Theatres (OT) and in Labour rooms are required to have separate resuscitation space and outlets for newborns. Some term infants and most preterm infants are at greater thermal risk and often require additional personnel (Human Resource), equipment and time to optimize resuscitation. An appropriate resuscitation/stabilization environment should be provided as provision of appropriate temperature for delivery room & resuscitation of high-risk preterm infants is vital to their stabilization.

Services at the Corner

This space provides an acceptable environment for most uncomplicated term infants, but may not support the optimal management of newborns who may require referral to SNCU. Services provided in the Newborn Care Corner are:
- Care at birth
- Resuscitation
- Provision of warmth
- Early initiation of breastfeeding
- Weighing the neonate

Configuration of the corner

- Clear floor area shall be provided in the room for newborn corner. It is a space within the labour room, 20-30 sq ft in size, where a radiant warmer will be kept.
- Oxygen, suction machine and simultaneously-accessible electrical outlets shall be provided for the newborn infant in addition to the facilities required for the mother.
- Clinical procedures: Standard operating procedures including administration of oxygen, airway suctioning would be put in place.
- Resuscitation kit should be placed as part of radiant warmer.
- Provision of hand washing and containment of infection control if it is not a part of the delivery room.
- The area should be away from draught of air, and should have power connection for plugging in the radiant warmer.
## Equipment and Consumables required for the Corner

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Essential</th>
<th>Desirable</th>
<th>Quantity</th>
<th>Installation</th>
<th>Training</th>
<th>Civil</th>
<th>Mechanical</th>
<th>Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open care system: radiant warmer, fixed height, with trolley, drawers, O2-bottles</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Resuscitator (silicone resuscitation bag and mask with reservoir)</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Weighing Scale, spring</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pump suction, foot operated</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thermometre, clinical, digital, 32-34 °C</td>
<td>E</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Light examination, mobile, 220-12 V</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hub Cutter, syringe</td>
<td>E</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Consumables

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>I/V Cannula 24 G, 26 G</td>
<td>E</td>
</tr>
<tr>
<td>9</td>
<td>Extractor, mucus, 20ml, ster, disp Dee Lee</td>
<td>E</td>
</tr>
<tr>
<td>10</td>
<td>Tube, feeding, CH07, L40cm, ster, disp</td>
<td>E</td>
</tr>
<tr>
<td>11</td>
<td>Oxygen catheter 8 F, Oxygen Cylinder</td>
<td>E</td>
</tr>
<tr>
<td>12</td>
<td>Sterile Gloves</td>
<td>E</td>
</tr>
</tbody>
</table>
Annexure 4

ESSENTIAL DRUGS FOR PHC

All the drugs available at the Sub-Centre level should also be available at the PHC, perhaps in greater quantities, (if required). List of the drugs given under is not exhaustive and exclusive but has been provided for delivery of minimum assured services.

- **Oxygen**
- **Diazepam**
- **Acetyl Salicylic Acid**
- **Ibuprofen**
- **Paracetamol**
- **Chlorpheniramine Maleate**
- **Dexchlorpheniramine Maleate**
- **Dexamethasone**
- **Pheniramine Maleate**
- **Promethazine**
- **Ampicillin**
- **Benzylpenicillin**
- **Cloxacillin**
- **Procaine Benzylpenicillin**
- **Cephalexin**
- **Gentamicin**

**Inhalation**

**Injection 5 mg/ml**

**Tablets 300 mg, 75 mg & 50 mg**

**Tablets 400 mg**

**Injection 150 mg/ml**

**Syrup 125 mg/5ml**

**Tablets 4 mg**

**Syrup 0.5 mg/5 ml**

**Tablets 0.5 mg**

**Injection 22.75 mg/ml**

**Tablets 10 mg, 25 mg**

**Syrup 5 mg/5 ml**

**Capsules 250 mg, 500 mg**

**Powder for suspension 125 mg/5 ml**

**Injection 5 lacs, 10 lacs units**

**Capsules 250 mg, 500 mg**

**Liquid 125 mg/5 ml**

**Injection Crystalline penicillin (1 lac units) + Procaine penicillin (3 lacs units)**

**Syrup 125 mg/5 ml**

**Injection 10 mg/ml, 40 mg/ml**
<table>
<thead>
<tr>
<th>Medicine</th>
<th>Formulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activated Charcoal Powder</td>
<td>Ampoule</td>
</tr>
<tr>
<td>Antisnake Venom</td>
<td>Tablets 100 mg, 200 mg</td>
</tr>
<tr>
<td>(Lyophilyzed Polyvalent Serum)</td>
<td>Syrup 20 mg/ml</td>
</tr>
<tr>
<td>Carbamazepine</td>
<td>Capsules or Tablets 50 mg,100 mg</td>
</tr>
<tr>
<td></td>
<td>Syrup 25 mg/ml</td>
</tr>
<tr>
<td>Phenytoin Sodium</td>
<td>Tablets 100 mg</td>
</tr>
<tr>
<td></td>
<td>Suspension 100 mg/5 ml</td>
</tr>
<tr>
<td>Mebendazole</td>
<td>Tablets 400 mg</td>
</tr>
<tr>
<td>Albendazole</td>
<td>Tablets 150 mg</td>
</tr>
<tr>
<td>Diethylcarbamazine Citrate</td>
<td>Powder for suspension</td>
</tr>
<tr>
<td>Amoxyzillin</td>
<td>Tablets 0.5 mg</td>
</tr>
<tr>
<td></td>
<td>Sublingual Tablets 0.5 mg</td>
</tr>
<tr>
<td></td>
<td>Injection 5 mg/ml</td>
</tr>
<tr>
<td>Glyceryl Trinitrate</td>
<td>Tablets 10 mg</td>
</tr>
<tr>
<td>Isosorbide 5 Mononitrate</td>
<td>Tablets 10 mg, 40 mg</td>
</tr>
<tr>
<td>Propranolol</td>
<td>Injection 1 mg/ml</td>
</tr>
<tr>
<td>Amlodipine</td>
<td>Tablets 2.5 mg, 5 mg, 10 mg</td>
</tr>
<tr>
<td>Atenolol</td>
<td>Tablets 50 mg, 100 mg</td>
</tr>
<tr>
<td>Enalapril Maleate</td>
<td>Tablets 2.5 mg, 5 mg, 10 mg</td>
</tr>
<tr>
<td></td>
<td>Injection 1.25 mg/ml</td>
</tr>
<tr>
<td>Methyldopa</td>
<td>Tablets 250 mg</td>
</tr>
<tr>
<td>Tab. Metoprolol</td>
<td>Tablets 25 mg, 50 mg, 100 mg</td>
</tr>
<tr>
<td>Hydrochlorothiazide</td>
<td>Tablets 12.5, 25 mg</td>
</tr>
<tr>
<td>Tab. Captopril</td>
<td>Tablets 25 mg</td>
</tr>
<tr>
<td>Tab. Isosorbide Dinitrate (Sorbitrate)</td>
<td>Tablets 5 mg, 10 mg</td>
</tr>
<tr>
<td>Benzoic Acid + Salicylic Acid</td>
<td>Ointment or Cream 6%+3%</td>
</tr>
<tr>
<td>Miconazole</td>
<td>Ointment or Cream 2%</td>
</tr>
<tr>
<td>Framycetin Sulphate</td>
<td>Cream 0.5%</td>
</tr>
<tr>
<td>Neomycin + Bacitracin</td>
<td>Ointment 5 mg + 500 IU</td>
</tr>
<tr>
<td>Povidone Iodine</td>
<td>Solution and Ointment 5%</td>
</tr>
<tr>
<td>Silver Nitrate</td>
<td>Lotion 10%</td>
</tr>
<tr>
<td>Nalidixic Acid</td>
<td>Tablets 250 mg, 500 mg</td>
</tr>
<tr>
<td>Nitrofurantoin</td>
<td>Tablets 100 mg</td>
</tr>
<tr>
<td>Norfloxacin</td>
<td>Tablets 400 mg</td>
</tr>
<tr>
<td>Tetracycline</td>
<td>Tablets or Capsules 250 mg</td>
</tr>
<tr>
<td>Griseofulvin</td>
<td>Capsules or Tablets 125 mg, 250 mg</td>
</tr>
<tr>
<td>Nystatin</td>
<td>Tablets 500,000 IU</td>
</tr>
</tbody>
</table>
Metronidazole
Dextran
Silver Sulphadiazine
Betamethasone
Dipropionate Calamine
Zinc Oxide
Glycerin
Benzyl Benzoate
Benzoin Compound
Chlorhexidine
Ethyl Alcohol
Gentian Violet
Hydrogen Peroxide
Bleaching Powder
Formaldehyde IP
Potassium Permanganate
Furosemide
Aluminium Hydroxide + Magnesium
Hydroxide
Omeprazole
Ranitidine Hydrochloride
Domperidone
Metoclopramide
Dicyclomine Hydrochloride
Hyoscine Butyl Bromide
Bisacodyl
Ispaghula
Oral Rehydration Salts
Oral Contraceptive pills
Condoms (Nirodh)
Copper T (380 A)
Prednisolone
Pessaries 100,000 IU
Tablets 200 mg, 400 mg Syrup
Injection 6%
Cream 1%
Cream/Ointment 0.05%
Lotion
Dusting Powder
Solution
Lotion 25 %
Tincture
Solution 5% (conc. for dilution)
70% Solution
Paint 0.5%, 1%
Solution 6%
Powder
Solution
Crystals for solution
Injection, 10 mg/ml
Tablets 40 mg
Suspension
Tablet
Capsules 10, 20, 40 mg
Tablets 150 mg, 300 mg
Injection 25 mg/ml
Tablets 10 mg
Syrup 1 mg/ml
Tablets 10 mg
Syrup 5 mg/ml
Injection 5 mg/ml
Tablets 10 mg
Injection 10 mg/ml
Tablets or 10 mg
Injection 20 mg/ml
Tablets/suppository 5 mg
Granules
Powder for solution As per IP
Tablets 5 mg, 10 mg
Glibenclamide Tablets 2.5 mg, 5 mg
Insulin Injection (Soluble) Injection 40 IU/ml
Metformin Tablets 500 mg
Rabies Vaccine Injection
Tetanus Toxoid Injection
Chloramphenicol Eye Drops Drops/Ointment 0.4%, 1%
Ciprofloxacin Hydrochloride Eye Drops Drops/Ointment 0.3%
Gentamicin Eye/Ear Drops 0.3%
Miconazole Cream 2%
Sulphacetamide Sodium Eye Drops Drops 10%, 20%, 30%
Tetracycline Hydrochloride Eye oint Eye Drops 1%
Prednisolone Sodium Phosphate Drops 0.05%, 0.1%
Diazepam Tablets 2 mg, 5 mg, 10 mg
Aminophylline Injection 25 mg/ml
Beclomethasone Dipropionate Inhalation 50 mg, 250 mg/dose
Salbutamol Sulphate Tablets 2 mg, 4 mg
Syrup 2 mg/5 ml
Dextromethorphan Inhalation 100 mg/dose
Dextrose IV infusion 5% isotonic 500 ml bottle
Normal Saline IV Infusion 0.9% 500 ml bottle
Potassium Chloride Syrup 1.5 gm/5 ml, 200 ml
Ringer Lactate IV infusion 500 ml
Sodium Bicarbonate Injection
Ascorbic Acid Tablets 100 mg, 500 mg
Calcium salts Tablets 250 mg, 500 mg
Multivitamins Tablets (As per Schedule V)
Broad spectrum antibiotic/antifungal Ear drops
Wax dissolving Ear drops
NVP Tablets and bottle (5 ml)
STI syndromic treatment kit As per Need
Clofazimine Tablets 100 mg (loose)

Drugs and Logistics for Immunization

Essential

Vaccines BCG, DPT, OPV, Measles, TT, Hep B, JE and other vaccines if any as per GOI guidelines
Antirabies vaccine As per need
AD syringes (0.5 ml & 0.1 ml) - need based
Reconstitution syringes  5 ml – need based
Vaccine Carriers  as per need
Zipper bag  per vaccine carrier
Vial Opener  Need based
Vitamin A  1 months supply for all the SCs directly under the PHC + 10% buffer stock

Note: Minimum and maximum Stock: 0.5 and 1.25 month respectively. Indent order and receipt of vaccines and logistics should be monthly at minimum stock level. CC & VL Assistant should coordinate timely receipt of required vaccines and Logistics from the District Stores.

Emergency drug kit to manage Anaphylaxis and other AEFI

Essential
Inj. Adrenaline,
Inj. Hydrocortisone,
Inj. Dexamethasone,
Ambu bag (Paediatric),

Sterile hypodermic syringe for single use with reuse prevention feature 2ml and 5ml syringes, Needles (Size 24, 22, 20).

Drugs and Consumables for MVA:
♦ Syringe for local anaesthesia (10 ml) and Sterile Needle (22-24 gauge).
♦ Chlorine solution.
♦ Antiseptic solution (savlon).
♦ Local Anaesthetic agent (injection 1% Lignocaine, for giving para cervical block).
♦ Sterile saline/sterile water for flushing cannula in case of blockage.
♦ Infection prevention equipment and supplies.

Drugs under RCH for Primary Health Centre

Many of these drugs are already included in the above mentioned Essential Drug List. For grouping purpose repetition is being done.

Essential Obstetric Care Drug Kit for PHC

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Drug/Form</th>
<th>Dosage</th>
<th>Quantity/Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Diazepam Injection IP</td>
<td>Diazepam IP 5 mg/ml; 2 ml in each ampoule</td>
<td>50 ampoules</td>
</tr>
<tr>
<td>2</td>
<td>Lignocaine Injection IP</td>
<td>Lignocaine Hydrochloride IP 2% w/v; 30 ml in each vial</td>
<td>10 vials</td>
</tr>
<tr>
<td>3</td>
<td>Pentazocine Injection IP</td>
<td>Pentazocine Lactate IP eq. to Pentazocine 30 mg/ml; 01 ml in each ampoule</td>
<td>50 ampoules</td>
</tr>
<tr>
<td>4</td>
<td>Dexamethasone Injection IP</td>
<td>Dexamethasone Sodium Phosphate IP eq. to Dexamethasone Phosphate, 4 mg/ml.; 02 ml in each ampoule</td>
<td>100 ampoules</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Drug/Form</td>
<td>Dosage</td>
<td>Quantity/Kit</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>5</td>
<td>Promethazine Injection IP</td>
<td>Promethazine hydrochloride IP, 25 mg/ml; 02 ml in each ampoule</td>
<td>50 ampoules</td>
</tr>
<tr>
<td>6</td>
<td>Methylergometrine Injection IP</td>
<td>Methylergometrine maleate, 0.2 mg/ml; 01 ml in each ampoule</td>
<td>150 ampoules</td>
</tr>
<tr>
<td>7</td>
<td>Etofylline BP plus Anhydrous Theophylline IP Combination Injection (As per standards provided)</td>
<td>Etofylline BP 84.7 mg/ml &amp; Theophylline IP eq. to Theophylline anhydrous, 25.3 mg/ml; 02 ml in each ampoule</td>
<td>100 ampoules</td>
</tr>
<tr>
<td>8</td>
<td>Adrenaline Injection IP</td>
<td>0.18% w/v Adrenaline tartrate or Adrenaline Tartrate IP eq. to Adrenaline 1 mg/ml; 01 ml in each ampoule</td>
<td>50 ampoules</td>
</tr>
<tr>
<td>9</td>
<td>Methylergometrine Tablets IP</td>
<td>Methylergometrine maleate, 0.125 mg</td>
<td>500 tablets</td>
</tr>
<tr>
<td>10</td>
<td>Diazepam Tablets IP</td>
<td>Diazepam IP 5 mg</td>
<td>250 tablets</td>
</tr>
<tr>
<td>11</td>
<td>Paracetamol Tablets IP</td>
<td>Paracetamol IP 500 mg</td>
<td>1000 tablets</td>
</tr>
<tr>
<td>12</td>
<td>Co-trimoxazole combination of Trimethoprim &amp; Sulphamethoxazole Tablets IP (Adults)</td>
<td>Trimethoprim IP 80 mg/Sulphamethoxazole IP 400 mg</td>
<td>2000 tablets</td>
</tr>
<tr>
<td>13</td>
<td>Amoxycillin Capsules IP</td>
<td>Amoxycylline Trihydrate IP eq. to amoxycylline 250 mg</td>
<td>2500 capsules</td>
</tr>
<tr>
<td>14</td>
<td>Doxycycline Capsules IP</td>
<td>Doxycycline Hydrochloride eq. to Doxycycline 100 mg</td>
<td>500 capsules</td>
</tr>
<tr>
<td>15</td>
<td>Metronidazole Tablets IP</td>
<td>Metronidazole IP 200 mg</td>
<td>1000 tablets</td>
</tr>
<tr>
<td>16</td>
<td>Salbutamol IP</td>
<td>Salbutamol sulphate eq. to Salbutamol 2 mg</td>
<td>1000 tablets</td>
</tr>
<tr>
<td>17</td>
<td>Phenoxymethylpenicillin Potassium Tablets IP</td>
<td>Phenoxymethylpenicillin Potassium IP eq. to Phenoxymethylpenicillin 250 mg</td>
<td>2000 tablets</td>
</tr>
<tr>
<td>18</td>
<td>Menadione Injection USP (Vitamin K3)</td>
<td>Menadione USP 10mg/ml; 01 ml in each ampoule</td>
<td>200 ampoules</td>
</tr>
<tr>
<td>19</td>
<td>Atropine Injection IP</td>
<td>Atropine Sulphate IP 600µg/ml; 02 ml in each ampoule</td>
<td>50 ampoules</td>
</tr>
<tr>
<td>20</td>
<td>Fluconazole Tablets (As per standards provided)</td>
<td>Fluconazole USP 150 mg</td>
<td>500 tablets</td>
</tr>
<tr>
<td>21</td>
<td>Methyldopa Tablets IP</td>
<td>Methyldopa IP eq. to Methyldopa anhydrous 250 mg</td>
<td>500 tablets</td>
</tr>
<tr>
<td>22</td>
<td>Oxytocin Injection IP</td>
<td>Oxytocin IP 5.0 I.U./ml; 02 ml in each ampoule</td>
<td>100 ampoules</td>
</tr>
<tr>
<td>23</td>
<td>Phenytoin Injection BP (in solution form)</td>
<td>Phenytoin Sodium IP 50 mg/ml; 02 ml in each ampoule</td>
<td>25 ampoules</td>
</tr>
<tr>
<td>24</td>
<td>Cephalexin Capsules IP</td>
<td>Cephalexin IP eq. to Cephalexin anhydrous 250 mg</td>
<td>1000 capsules</td>
</tr>
<tr>
<td>25</td>
<td>Compound Sodium Lactate Injection IP</td>
<td>0.24 % V/V of Lactic Acid (eq. to 0.32% w/v of Sodium Lactate), 0.6 % w/v Sodium Chloride, 0.02% w/v Potassium Chloride and 0.027% w/v Calcium Chloride; 500 ml in each bottle/pouch</td>
<td>200 FFS pouches/BFS Bottles</td>
</tr>
<tr>
<td>26</td>
<td>Dextrose Injection IP</td>
<td>Dextrose IP, 5% w/v; 500 ml in each bottle/pouch</td>
<td>100 FFS pouches/BFS bottles</td>
</tr>
<tr>
<td>27</td>
<td>Sodium Chloride Injection IP</td>
<td>Sodium Chloride IP 0.9% w/v; 500 ml in each bottle/pouch</td>
<td>100 FFS pouches/BFS bottles</td>
</tr>
<tr>
<td>28</td>
<td>Lindane Lotion USP</td>
<td>Lindane IP 1% w/v; each tube containing 50 ml</td>
<td>100 tubes</td>
</tr>
<tr>
<td>29</td>
<td>Dextran 40 Injection IP</td>
<td>Dextran 10% w/v; 500 ml in each bottle</td>
<td>5 bottles</td>
</tr>
<tr>
<td>30</td>
<td>Infusion Equipment</td>
<td>IV Set with hypodermic needle 21G of 1.5” length</td>
<td>200</td>
</tr>
</tbody>
</table>
List of RTI/STI Drugs under RCH Programme

<table>
<thead>
<tr>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl. No.</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

List of AYUSH Drugs to be used by AYUSH doctor posted at PHCs (as per the list provided by the Department of AYUSH, Ministry of Health & Family Welfare, Government of India)

List of Ayurvedic Medicines for PHCs

1. Sanjivani Vati
2. Godanti Mishran
3. AYUSH-64
4. Lakshmi Vilas Rasa (Naradeeya)
5. Khadiradi Vati
6. Shilajatwadi Louh
7. Swag Kuthara rasa
8. Nagarjunabhras rasa
9. Sarpagandha Mishran
10. Punarnnavadi Mandura
11. Karpura rasa
12. Kutajaghan vati
13. Kamadudha rasa
14. Laghu Sutasekhar rasa
15. Arogyavardhini Vati
16. Shankha Vati
17. Lashunadi Vati
18. Agnitundi Vati
19. Vidangadi louh
20. Brahmi Vati
21. Sirashooladi Vajra rasa
22. Chandrakant rasa
23. Smritisagara rasa
24. Kaishora guggulu
25. Simhanad guggulu
26. Simhanad guggulu
27. Yograj guggulu
28. Gokshuradi guggulu
29. Gandhak Rasayan
30. Rajapravartini vati
31. Triphala guggulu
32. Saptamrit Louh
33. Kanchanara guggulu
34. Ayush Ghutti
35. Talisadi Churna
36. Panchanimba Churna
37. Avipattikara Churna
38. Hingvashtaka Churna
39. Eladi churna
40. Swadishta virechan churna
41. Pushyanuga Churna
42. Dasanasamskara Churna
43. Triphala Churna
44. Balachaturbhadra Churna
45. Trikatu Churna
46. Sringyadi Churna
47. Gojihwadi kwath Churna
48. Phalatrikadi kwath Churna
49. Maharasnadi kwath Churna
50. Pashnabhedadi kwath Churna
51. Dasamoola kwath Chuna
52. Eranda Paka
53. Haridrakhanda
54. Supari pak
55. Soubhagya Shunthi
56. Brahma Rasayana
57. Balarasayana
58. Chitraka hareetaki
59. Amritarishta
60. Vasarishta
61. Arjunarishta
62. Lohasava
63. Chandansava
64. Khadirarishta
65. Kutajarishta
66. Rohitakarishta
67. Ark ajwain
68. Abhayarishta
69. Saraswatarishta
70. Balarishta
71. Punanrnava
72. Lodhrasava
73. Ashokarishta
74. Ashwagandharishta
75. Kumaryasava
76. Oasamoolarishta
77. Ark Shatapushpa (Sounf)
78. Drakshasava
79. Aravindasava
80. Vishagarbha Taila
81. Pinda Taila
82. Eranda Taila
83. Kushtarakshasa Taila
84. Jatyadi Taila/Ghrita
85. Anu Taila
86. Shuddha Sphatika
87. Shuddha Tankan
88. Shankha
89. Abhraka Bhasma
90. Shuddha Gairika
91. Jahar mohra Pishti
92. Ashwagandha Churna
93. Amrita (Giloy) Churna
94. Shatavari Churna
95. Mulethi Churna
96. Amla Churna
97. Nagkesar Churna
98. Punanrnava
99. Dadimashak Churna
100. Chandraprabha Vati

List of Unani Medicines for PHCs
1. Arq-e-Ajeeb
2. Arq-e-Gulab
3. Arq-e-kasni
4. Arq-e-Mako
5. Barashasha
6. Dawaul Kurkum Kabir
7. Dwaul Misk Motadil Sada
8. Habb-e-Aftimoon
9. Habb-e-Bawasir Damiya
10. Habb-e-Bukhar
11. Habb-e-Dabba-e-Atfal
12. Habb-e-Harmal
13. Habb-e-Hamal
15. Habb-e-Hindi Oabiz
List of Sidha Medicines for PHCs

1. Amai out parpam - For diarrhea
2. Amukkarac curanam - For general debility, insomnia, Hyper acidity
3. Anna petic centuram - For anemia
4. Antat Tailam - For febrile convulsions
5. Ato tataik kuti nir - cough and cold
6. Aya kantac centuram - anemia
7. Canku parpam - anti allergic
8. Canta cantirotayam - fevers and jaundice
9. Cilacattu parpam - Urinary infection, white discharge
10. Civanar Amirtam - anti allergic, bronchial asthma
11. Comput Tinir - indigestion, loss of appetite
12. Cu vacakkutori mathirai - asthma and cough
13. E latic curanam - allergy, fever in primary complex
14. Incic Curanam - indigestion, flatulence
15. Iraca Kanti Mrluku - skin 9 infections, venereal infections
16. Kantaka racayanam - skin diseases and urinary infections
17. Kapa Curak Kutinir - fevers
18. Karappan tailam - eczema
19. Kasturik Karuppu - fever, cough, allergic bronchitis
20. Korocanai Mattirai - sinus, fits
21. Kunkiliya Vennay - external application for piles and scalds
22. Manturati Ataik Kutinir - anaemia
23. Mattan Tailam - ulcers and diabetic carbuncle
24. Mayanat Tailam - swelling, inflammation
25. Muraukkan Vitai Mattirai - intestinal worms
26. Nantukkal parpam - diuretic
27. Nelikkai Ilakam - tonic
28. Neruncik Kutinir - diuretic
29. Nilavakaic Curanam - constipation
30. Nila Vempuk Kutinir - fever
31. Omat Tinir - indigestion
32. Parankip pattaic curanam - skin diseases
33. Pattuk karuppu - DUB, painful menstruation
34. Tayirc Cuntic Curanam - diarrhea, used as ORS
35. Terran kottai llakam - tonic, used in bleeding piles
36. Tiripalaic Curanam - styptic and tonic
37. Visnu Cakkaram - pleurisy

Patent & Proprietary Drug
1. 777 oil - for psoriasis

List of Homeopathy Medicines for PHCs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Medicine</th>
<th>Potency</th>
</tr>
</thead>
<tbody>
<tr>
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Indian Public Health Standards (IPHS) Guidelines for PRIMARY HEALTH CENTRES
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Annexure 5

UNIVERSAL PRECAUTIONS

The universal precautions should be understood and applied by all medical and paramedical staff involved in providing health services. The basic elements include:

♦ Hand washing thoroughly with soap and running water:
  • Before carrying out the procedure.
  • Immediately if gloves are torn and hand is contaminated with blood or other body fluids.
  • Soon after the procedure, with gloves on and again after removing the gloves.

♦ Barrier Precautions: using protective gloves, mask, waterproof aprons and gowns.

♦ Strict asepsis during the operative procedure and cleaning the operative site. Practise the “no touch technique” e.g., any instrument or part of instrument which is to be inserted in the cervical canal must not touch any non-sterile object/surface prior to insertion.

♦ Decontamination and cleaning of all instruments immediately after each use.

♦ Sterilisation/high level disinfection of instruments with meticulous attention.

♦ Appropriate waste disposal.

Sterilisation of instruments
1. Instruments and gloves must be autoclaved
2. In case autoclaving is not possible, the instruments must be fully immersed in water in a covered container and boiled for at least 20 minutes.

Sterilisation of Copper T insertion instruments
♦ Copper T is available in a pre-sterilised pack.
♦ Ensure that the instruments and gloves used for insertion are autoclaved or fully immersed in a covered container and boiled for at least 20 minutes.

Sterilisation and maintenance of MVA equipment

The four basic steps are:
♦ Decontamination of instruments, gloves, cannulae and syringes in 0.5% chlorine solution.
♦ Cleaning in lukewarm water using a detergent.
♦ Sterilisation/High Level Disinfection.
♦ Storage and re-assembly of instruments.

The person responsible for cleaning must wear utility gloves.
Annexure 6

CHECK LIST FOR MONITORING BY EXTERNAL MECHANISM

A simple check list that can be used by NGOs/PRI. Information should be collected by group discussion with people availing of PHC service.

Number of patients used the out-patient services in the past quarter:
- How many of them are from SC, ST, and other backward classes?
- How many of them are women?
- How many of them are children?
- How many are below poverty line?
- Are generic drugs prescribed?

Availability of Medicines in the PHC
Is the Anti-snake venom regularly available in the PHC? Yes/No/No information
Is the anti-rabies vaccine regularly available in the PHC? Yes/No/No information
Are the drugs for Malaria regularly available in the PHC? Yes/No/No information
Are the drugs for Tuberculosis regularly available in the PHC?
Are drugs for treatment of Leprosy (MDT Blister Packs) and its complications regularly available in the PHC?

Are all medicines given free of charge in the PHC?:
- Yes, all the medicines are given free of charge.
- Some medicines are given free of charge while others have to be brought from medical store.
- Most of the medicines have to be bought from medical store.
- No information.

- Which medicines have to be bought from the medical store? (If possible give the doctor’s prescription along with the checklist.)

Availability of curative services
- Is the primary management of wounds done at the PHC? (stiches, dressing, etc.)
- Is the primary management of fracture done at the PHC?
- Are minor surgeries like draining of abscess etc. done at the PHC?
- Is the primary management of cases of poisoning done at the PHC?
- Is the primary management of burns done at PHC?

Availability of Reproductive and Child Health Services
- Are Ante-natal clinics organized by the PHC regularly?
- Is the facility for normal delivery available in the PHC for 24 hours?
  - Are deliveries being monitored through Partograph?
  - How many deliveries conducted in the past quarter?
  - How many of them belong to SC, ST and other backward classes?
- Is the facility for tubectomy and vasectomy available at the PHC?
Is the facility for internal examination for gynaecological conditions available at the PHC?
Is the treatment for gynaecological disorders like leucorrhrea, menstrual disorders available at the PHC?
- Yes, treatment is available.
- No, women are referred to other health facilities.
- Women do not disclose their illness.
- No idea.
Is there any fixed day health services for adolescent Health?
Is there any fixed day health services for family planning?
If women do not usually go to the PHC, then what is the reason behind it?
Is the Counseling for Family Planning given during MCH Services.
Is the facility for Medical Termination of Pregnancy (MTP) (abortion) available at the PHC?
Is there any pre-condition for doing MTP such as enforced use of contraceptives after MTP or asking for husband's consent for MTP?
- No precondition.
- Precondition only for some women.
- Precondition for all women.
- No idea.
Do women have to pay for Medical Termination of Pregnancy?
Is treatment for anaemia given to both pregnant as well as non-pregnant women?
- All women given treatment for anaemia.
- Only pregnant women given treatment for anaemia.
- No women given treatment for anaemia.
Are the low birth weight babies managed at the PHC?
Is there a fixed immunization day?
Are BCG and Measles vaccine given regularly at the PHC?
Is the treatment of children with pneumonia available at the PHC?
Is the management of children suffering from diarrhoea with severe dehydration done at the PHC?
Availability of laboratory services at the PHC
- Is blood examination for anaemia done at the PHC?
- Is detection of malaria parasite by blood smear examination done at the PHC?
- Is sputum examination done to diagnose tuberculosis at the PHC?
- Is urine examination for pregnant women done at the PHC?
General questions about the functioning of the PHC.
- Was there an outbreak of any of the following diseases in the PHC area in the last three years?
  - Malaria
  - Measles
  - Gastroenteritis (diarrhoea and vomiting).
  - Jaundice.
  - Fever with loss of consciousness/convulsions.
If yes, did the PHC staff respond immediately to stop the further spread of the Epidemic.
What steps did the PHC staff take?
How is the behaviour of PHC staff with the patient?
- Courteous
- Casual/indifferent
- Insulting/derogatory
Is there corruption in terms of charging extra money for any of the service provided?
Does the doctor do private practice during or after the duty hours?
Are there instances where patients from a particular social background (SC, ST, minorities, villagers) have faced derogatory or discriminatory behaviour or service of poorer quality?
Have patients with specific health problems (HIV/AIDS, leprosy) suffered discrimination in any form? Such issues may be recorded in the form of specific instances.
Are women patients interviewed in an environment that ensures privacy and dignity?
Are examinations on women patients conducted in the presence of a women attendant and procedures conducted under conditions that ensure privacy?
Is the PHC providing in patient care?

Do patients with chronic illness receive adequate care and drugs for the entire requirement?

If the PHC is not well equipped to provide the services needed, are patient transported immediately without delay, with all the relevant papers, to a site where the desired service is available?

Is facility for transportation of patients including pregnancy and labour cases available?

Is there a publicly display mechanism, whereby a complaint/grievance can be registered?
Annexure 7

JOB RESPONSIBILITIES OF MEDICAL OFFICER AND OTHER STAFF AT PHC

Duties of Medical Officer, Primary Health Centre

The Medical Officer of Primary Health Centre (PHC) is responsible for implementing all activities grouped under Health and Family Welfare delivery system in PHC area. He/she is responsible in his individual capacity, and as overall in charge. It is not possible to enumerate all his tasks. However, by virtue of his designation, it is implied that he will be solely responsible for the proper functioning of the PHC, and activities in relation to RCH, NRHM and other National Programs. The detailed job functions of Medical Officer working in the PHC are as follows:

**Curative Work**

- The Medical Officer will organize the dispensary, outpatient department and will allot duties to the ancillary staff to ensure smooth running of the OPD.
- He/she will make suitable arrangements for the distribution of work in the treatment of emergency cases which come outside the normal OPD hours.
- He/she will organize laboratory services for cases where necessary and within the scope of his laboratory for proper diagnosis of doubtful cases.
- He/she will make arrangements for rendering services for the treatment of minor ailments at community level and at the PHC through the Health Assistants, Health Workers and others.
- He/she will attend to cases referred to him/her by Health Assistants, Health Workers, ASHA/Voluntary Health Workers where applicable, Dais or by the School Teachers.
- He/she will screen cases needing specialized medical attention including dental care and nursing care and refer them to referral institutions.
- He/she will provide guidance to the Health Assistants, Health Workers, Health Guides and School Teachers in the treatment of minor ailments.
- He/she will cooperate and coordinate with other institutions providing medical care services in his/her area.
- He/she will visit each Sub-Centre in his/her area at least once in a month on a fixed day not only to check the work of the staff but also to provide curative services. This will be possible only if more than one Medical Officer is posted in PHC.
- Organize and participate in the “Village Health and Nutrition Day” at Anganwadi Centre once in a month.

**Preventive and Promotive Work**

The Medical Officer will ensure that all the members of his/her Health Team are fully conversant with the various National Health & Family Welfare Programs including NRHM to be implemented in the area allotted to each Health functionary. He/she will further supervise their work periodically both in the clinics and
in the community setting to give them the necessary
guidance and direction.

He/she will prepare operational plans and ensure
effective implementation of the same to achieve the laid
down targets under different National Health and Family
Welfare Programmes. The MO will provide assistance
in the formulation of village health and sanitation plan
through the ANMs and coordinate with the PRIs in his/
her PHC area.

He/she will keep close liaison with Block Development
Officer and his/her staff, community leaders and various
social welfare agencies in his/her area and involve
them to the best advantage in the promotion of health
programmes in the area.

Wherever possible, the MO will conduct field
investigations to delineate local health problems for
planning changes in the strategy for the effective
delivery of Health and Family welfare services. He/she
will coordinate and facilitate the functioning of AYUSH
doctor in the PHC.

Reproductive and Child Health Programme

MCH and Family Welfare Services

All MCH and Family Welfare services as assured at PHC
should be made available:

♦ The MO will promote institutional delivery and
ensure that the PHC functions as 24 x 7 service
delivery PHC, wherever it is supposed to be so.

♦ He/she will provide leadership and guidance
for special programmes such as in nutrition,
prophylaxis against nutritional anemia amongst
mothers and children, adolescent girls, Prophylaxis
against blindness and Vitamin A deficiency amongst
children (1-5 years) and also will coordinate with
ICDS.

♦ He/she will provide MCH services such as ante-
natal, intra-natal and postnatal care of mothers
and infants and child care through clinics at the
PHC and Sub-Centres.

♦ He/she will ensure through his/her health team
early detection of pneumonia cases and provide
appropriate treatment.

♦ He/she will supervise the work of Health
supervisors and Health workers in treatment of
mild and moderate ARI.

♦ He/she will visit schools in the PHC area at regular
intervals and arrange for medical check up,
immunization and treatment with proper follow
up of those students found to have defects.

♦ He/she will be responsible for proper and
successful implementation of Family Welfare
Programme in PHC area, including education,
motivation, delivery of services and after care.

♦ He/she will be squarely responsible for giving
immediate and sustained attention to any
complications the acceptor develops due to
acceptance of Family Planning methods.

♦ He/she will extend motivational advice to all
eligible patients he/she sees in the OPD.

♦ He/she will get himself trained in tubectomy,
wherever possible and organize tubectomy camps.

♦ He/she will seek help of other agencies such as
District Bureau, Mobile Van and other association/
voluntary organizations for tubectomy/IUCD
camps and MTP services.

The following duties are common to all the activities
coming under package of services for MCH:

a. He/she will provide leadership to his/her
team in the implementation of Family Welfare
Programme in the PHC catchments area.

b. He/she will ensure adequate supplies of
equipment, drugs, educational material and
contraceptives required for the services
programmes.

♦ Adequate stocks of ORS to ensure availability of
ORS packets throughout the year.

♦ Monitor all cases of diarrhea especially for children
between 0-5 years.

♦ Recording and reporting of all details due to
diarrhea especially for children between 0-5 years.

♦ Organize chlorination of wells and coordinate with
accountable authorities for sanitation.
♦ Training of all health personnel like ASHAs, Anganwadi Workers, Dais and others who are involved in health care regarding relevant National Health Programmes including ORT.

**Universal Immunization Programme (UIP)**
♦ He/she will plan and implement UIP in line with the latest policy and ensure cent percent coverage of the target population in the PHC (i.e. pregnant mothers and new born infants).
♦ He/she will ensure adequate supplies of vaccines miscellaneous items required from time to time for the effective implementation of UIP.
♦ He/she will ensure proper storage of vaccines and maintenance of cold chain equipment, planning and monitoring of performance and training of staff.

**National Vector Borne Disease Control Programme (NVBDCP)**

**Malaria**
♦ He/she will be responsible for all NVBDCP operations in his/her PHC area and will be responsible for all administrative and technical matters.
♦ He/she should be completely acquainted with all problems and difficulties regarding surveillance and spray operations in his/her PHC area and be responsible for immediate action whenever the necessity arises.
♦ The Medical Officer will guide the Health Workers and Health Assistants on all treatment schedules, especially radical treatment with primaquine. As far as possible he/she should investigate all malaria cases in the area with less than API 2 regarding their nature and origin, and institute necessary measures in this connection.
♦ He/she should ensure that prompt remedial measures are carried out by the Health Assistant, about positive cases detected in areas with API less than two.
♦ He/she should give specific instructions to them in this respect, while sending the result of blood slides found positive.
♦ Activities related to Quality assurance of malaria microscopy and RDT.

♦ Ensuring logistic supply to all the Sub-Centres and ASHAs.
♦ Referral services for severe and complicated malaria cases and provisioning for their transportation.
♦ Organizing training of ASHAs and supervising their skill and knowledge of use of RDT and anti-malarial drugs.
♦ He/she will check the microscopic work of the Laboratory Technician and dispatch prescribed per-cent-age of such slides to the Zonal Organization/Regional Office for Health and Family Welfare (Government of India) and State headquarters for cross checking as laid down from time to time.
♦ Stratify Sub-Centres areas based on API to identify high risk Sub-Centres i.e. API 2 and above, API 5 and above and develop micro action plan for carrying out Indoor Residual Spray.
♦ Supervising the skill of spray squads in spray activities and spray operations in the field.
♦ Identification of high risk Sub-Centres for distribution of LLIN.
♦ Organisation of village level treatment camps of community owned bednets.
♦ He/she should, during his/her monthly meetings, ensure proper accounts of slides and anti malaria drugs issued to the Health Workers and Health Assistant Male.
♦ The publicity material and mass media equipment received from time to time will be properly distributed or affixed as per the instructions from the district organization.
♦ He/she should consult the guidelines on Management and treatment of cerebral malaria and treat cerebral malaria cases as and when required.
♦ He/she should ensure that all categories of staff in the periphery administering radical treatment to the malaria positive cases should follow the guidelines of NVBDCP and in case any side effect is observed in a case, who is receiving primaquine, the drug is stopped by the worker and such case should immediately be referred to PHC.
Filaria

- He/she will be responsible for all Elimination of Lymphatic Filariasis (ELF) activities in his/her area and will be responsible for all administrative and technical matters.
- He/she should be completely acquainted with all problems and difficulties in line-listing of filaria cases, providing morbidity management services and conducting Mass Drug Administration (MDA).
- He/she will be responsible for all health education activities in his/her area.
- He will be responsible for Mf survey in night in sentinel and random sites in his area, if it is identified.
- He will ensure that all records/reports are sent in time & kept safe.

Where Kala Azar and Japanese Encephalitis are endemic, the following additional duties are expected from him.

Kala Azar:

- He/she will be responsible for all anti Kala Azar operations in his/her area and will be responsible for all administrative and technical matters.
- He/she should be completely acquainted with all problems and difficulties regarding surveillance, diagnosis, treatment and spray operations in his/her PHC areas and be responsible for immediate action whenever the necessity arises.
- He/she will guide the health workers and health assistants on all treatment schedules, criteria for suspecting a case to be of Kala Azar, control activities, complete treatment and to approach for immediate medical care.
- He/she will check the rapid (rK-39) test conducted by the Laboratory Technicians.
- He/she will organize and supervise the Kala Azar search operations in his/her area.
- He should, during his monthly meetings ensure proper accounts of drugs, Chemicals, Glass-ware etc.
- He/she will be responsible for all Health Education activities in his/her area.
- He/she will ensure that all records/reports are sent in time & kept safe.

Acute Encephalitis Syndrome (AES)/Japanese Encephalitis (JE):

- He/she will be responsible for all AES/JE prevention and control activities in his/her area and will be responsible for all administrative and technical matters.
- He/she will be overall responsible for all AES/JE control activities in his/her areas including spray operations. For the purpose, he/she may identify one Medical Officer who can be made solely responsible for AES/JE control.
- He/she should be completely acquainted with all problems and difficulties regarding surveillance, diagnosis, treatment and spray operations in his/her PHC area and be responsible for immediate action whenever the necessity arises.
- He/she will guide the Health Workers and Health Assistants on all treatment schedules, criteria for suspecting a case to be of JE and the approaches for motivation of the people for accepting JE control activities and to approach for immediate medical care to prevent death.
- He/she will arrange admission & appropriate management of AES/JE cases at PHC level or make arrangements for referral to CHC/District Hospital.
- He/she will arrange to collect and transport sera sample to the identified virology lab and fully participate in JE Vaccination Programme.
- He/she will be responsible for all health education activities in his/her area.
- He/she will be responsible for regular reporting to the District Malaria Officer, Civil Surgeon, Monitoring, Record Maintenance of adequate provisions for Drugs etc.

Dengue/Chikungunya

- He/she will be responsible for all Dengue/Chikungunya prevention and control activities and advance planning for spray operations and micro action plan. One Medical Officer who can be made solely responsible for Kala Azar control may be identified.
- He/she will be responsible for regular reporting to the District Malaria Officer/Civil Surgeon, Monitoring, Record Maintenance of adequate provisions of Drugs, Chemicals, etc.
in his/her area and will be responsible for all administrative and technical matters.

- He/she should be completely acquainted with all problems and difficulties regarding surveillance, diagnosis, treatment and vector control activities in his/her PHC area and be responsible for immediate action whenever the necessity arises.
- He/she will arrange admission & appropriate management of Dengue/Chikungunya cases at PHC level or make arrangements for referral to CHC.
- He/she will arrange to collect and transport sera sample to the identified Sentinel Surveillance Hospitals for confirmation.
- He/she will be responsible for all health education activities in his/her area.
- He/she will be responsible for regular reporting to the District Malaria Officer, Civil Surgeon, Monitoring, Record Maintenance of adequate provisions for drugs etc.

Control of Communicable Diseases
- He/she will ensure that all the steps are being taken for the control of communicable diseases and for the proper maintenance of sanitation in the villages.
- He/she will take the necessary action in case of any outbreak of epidemic in his/her area.
- Perform duties under the Integrated Disease Surveillance Project.

Leprosy
- Diagnose cases, ensure registration and management of leprosy & its complications with due counselling.
- Ensure regularity and completion of treatment and retrieval of defaulters.
- Ensure regular updation of records, availability of adequate stock of MDT, Prednisolone, other supportive drugs and materials and timely submission of reports.
- Refer and follow up all the cases with grade-2 disability to district hospitals for assessment and management.

Tuberculosis
- He/she will provide facilities for early detection of cases of Tuberculosis, confirmation of their diagnosis and treatment.
- He/she will ensure that all cases of Tuberculosis take regular and complete treatment.
- Ensure functioning of Microscopic Centre (if the PHC is designated so) and provision of DOTS.

Sexually Transmitted Diseases (STD)
- He/she will ensure that all cases of STD are diagnosed and properly treated and their contacts are traced for early detection.
- He/she will provide facilities for RPR test, for all pregnant women at the PHC.
- He will receive STI syndromic treatment training and provide syndromic treatment for STIs.

School Health
- He/she will visit schools in the PHC area at regular intervals and arrange for Medical Checkups, immunization and treatment with proper follow up of those students found to have defects.

National Programme for Control of Blindness
- He/she will make arrangements for rendering:
  - Treatment for minor ailments.
  - Testing of vision.
- He/she will refer cases to the appropriate institutes for specialized treatment.
- He/she will extend support to mobile eye care units.

Training
- He/she will organize training programmes including continuing education for the staff of PHC and ASHA under the guidance of the district health authorities and Health & Family Welfare Training centres.
- He/she will ensure that staff is sent for appropriate trainings.
- He/she will maintain and update a data base of staff and the trainings undergone by the them.
- He/she will provide opportunity to the staff for using the knowledge, skills and competencies learnt during the training.
He/she will assess functioning of analysis and arrange for retraining if required.

He/she will ensure appropriate infrastructure for trainings like venue, training aids, training material and other logistics.

He/she will organize training programs for ASHA with focus on developing appropriate skills as per local need.

He/she will also make arrangements/provide guidance to the Health Assistant Female and Health Worker Female in organizing training programmes for ASHAs.

**Administrative Work**

- He/she will supervise the work of staff working under him/her.
- He/she will ensure general cleanliness inside and outside the premises of the PHC and also proper maintenance of equipment under his/her charge.
- He/she will ensure to keep up to date inventory and stock register of all the stores and equipment supplied to him/her and will be responsible for its correct accounting.
- He/she will get indents prepared timely for drugs, instruments, vaccines, ORS and contraceptive etc. sufficiently in advance and will submit them to the appropriate health authorities.
- He/she will check the proper maintenance of the transport given in his/her charge.
- He/she will scrutinize the programmes of his/her staff and suggest changes if necessary to suit the priority of work.
- He/she will get prepared and display charts in his/her own room to explain clearly the geographical areas, location of peripheral health units, morbidity and mortality, health statistics and other important information about his/her area.
- He/she will hold monthly staff meetings with his/her own staff with a view to evaluating the progress of work and suggesting steps to be taken for further improvements.
- He/she will ensure the regular supply of medicines and disbursements in Sub-Centres and to ASHAs.
- He/she will ensure the maintenance of the prescribed records at PHC level.
- He/she will receive reports from the periphery, get them compiled and submit them regularly to the district health authorities.
- He/she will keep notes of his/her visits to the area and submit every month his/her tour report to the CMO.
- He/she will discharge all the financial duties entrusted to him/her.
- He/she will discharge the day to day administrative duties and administrative duties pertaining to new schemes.

**Other NCD Programmes**

- Diagnosis and treatment of common ear diseases.
- Early detection of Hearing Impairment cases and referral to District Hospital (Appropriate level).
- Refers suspected cancer cases with early warning signals.
- Diagnosis and treatment of common mental disorders and to provide referral service. Treatment of psychosis, depression, anxiety disorders and epilepsy could be done at this level after training.
- IEC activities for prevention and early detection of mental disorders.
- Early detection, treatment as far as possible and referral of Diabetes Mellitus, Hypertension, CVD and Stroke.
- ‘Weekly geriatric clinic at PHC’ for providing complete health assessment of elderly persons, Medicines, Management of chronic diseases and referral services.
- Basic Physical Medicine and Rehabilitation services including preventive, therapy and referral services.
- Health promotion related IEC and BCC Activities.

**Job Responsibilities of Health Educator**

Although it is desirable to have one Health Educator in every PHC. However, at least one Health Educator should be available in each block i.e. at block headquarter level PHC. He/she will be under the immediate administrative control of the PHC Medical Officer. He/she will be responsible for providing support to all health and family welfare programmes in the block.
Duties and Functions

- He/she will have with him/her all information relevant to development activities in the block, particularly concerning health and family welfare, and will utilize the same for programme planning.
- He/she will develop his/her work plan in consultation with the Medical Officer of his/her PHC and the concerned Block Extension Educator.
- He/she will collect, analyse and interpret the data in respect of extension education work in his/her PHC area.
- He/she will be responsible for regular maintenance of records of educational activities, tour programmes, daily dairies and other registers, and will ensure preparation and display of relevant maps and charts in the PHC.
- He/she will assist the Medical Officer, PHC in conducting training of health workers and ASHAs.
- He/she will organize the celebration of health days and weeks and publicity programmes at local fairs, on market days, etc.
- He/she will organize orientation training for health and family welfare workers, opinion leaders, local medical practitioners, school teachers, dais and other involved in health and family welfare work.
- He/she will supervise the work of field workers in the area of education and motivation.
- He/she will supply educational material on health and family welfare to health workers in the block.
- While on tour he/she will verify entries in the eligible couple register for every village and do random checking of family welfare acceptors.
- While on tour he/she will check the available stock of conventional contraceptive with the depot holders and the kits with HWs and ASHAs.
- He/she will help field workers in winning over resistant cases and drop-outs in the health and family welfare programmes.
- He/she will maintain a complete set of educational aids on health and family welfare for his/her own use and for training purpose.
- He/she will organize population education and health education sessions in schools and for out-of-school children and youth.
- He/she will maintain a list of prominent acceptors of family planning methods and opinion leaders village wise and will try to involve them in the promotion of health and family welfare programmes.
- He/she will prepare a monthly report on the progress of educational activities in the block and send it to the higher authority.
- Health promotion related IEC and BCC Activities

Job Responsibilities of Health Assistant Female (LHV – Lady Health Visitor) (Female Supervisor)

Note: Under the Multipurpose Workers Scheme a Health Assistant Female is expected to cover a population of 30,000 (20,000 in tribal and hilly areas) in which there are six Sub-Centres, each with the Health Worker Female. The Health Assistant Female will carry out the following duties:

Supervision and guidance

- Supervise and guide the Health Worker Female, Dais and guide ASHA in the delivery of health care service to the community.
- Strengthen the knowledge and skills of the Health Worker Female.
- Helps the Health Worker Female in improving her skills in working in the community.
- Help and guide the Health Worker Female in planning and organizing her programmes of activities.
- Visit each Sub-Centre at least once a week on a fixed day to observe and guide the Health Worker Female in her day to day activities.
- Assess fortnightly the progress of assessment report work of the Health Worker Female and submit with respect to their duties under various National Health Programmes.
- Carry out supervisory home visits in the area of the Health Worker Female with respect to their duties under various National Health Programmes.
- Supervise referral; of all pregnant women for RPR testing at PHC.
**Team Work**
- Help the health workers to work as part of the health team.
- Coordinate her activities with those of the Health Assistant Male and other health personnel including the dais.
- Coordinate the health activities in her area with the activities of workers of other departments and agencies and attend meeting at PHC level.
- Conduct regular staff meetings with the health workers in coordination with the Health Assistant (Male).
- Attend staff meetings at the Primary Health Centre.
- Assist the Medical Officer of the Primary Health Centre in the organization of the different health services in the area.
- Participate as a member of the health team in mass camps and campaigns in health programmes.
- Facilitate and Participate in activities of village Health & Nutrition Day.

**Supplies, equipment and maintenance of Sub-Centres**
- In collaboration with the Health Assistant Male, check at regular intervals the stores available at the Sub-Centre and help in the procurement of supplies and equipment.
- Check that the drugs at the Sub-Centre are properly stored and that the equipment is well maintained.
- Ensure that the Health Worker Female maintains her general kit, midwifery kit and Dai kit in the proper way.
- Ensure that the Sub-Centre is kept clean and is properly maintained.

**Records and Reports**
- Scrutinize the maintenance of records by the Health Worker Female and guide her in their proper maintenance.
- Review reports received from the Health Workers Female, consolidate them and submit monthly reports to the Medical Officer of the Primary Health Centre.

**Where Kala-Azar is endemic, additional duties are**
- She will supervise the work of Health Worker Female during concurrent visit and will check whether the worker is performing her duties.
- She should check minimum of 10% of the house in a village to verify that the Health Worker Female really visited those houses and carried her job properly. Her job of identifying suspected Kala-Azar cases and ensuring complete treatment has been done properly.
- She will carry with her the proper record forms, diary and guidelines for identifying suspected Kala-Azar cases.
- She will be responsible along with Health Assistant Male for ensuring complete treatment of Kala-Azar patients in his area.
- She will be responsible along with Health Assistant Male for ensuring complete coverage during the spray activities and search operation.
- She will also undertake health education activities particularly through interpersonal communication, arrange group meetings with leaders and organizing and conducting training of community leaders with the assistance of health team.

**Where Japanese Encephalitis is endemic her specific duties are as below**
- She will supervise the work of Health Worker Female during concurrent visit and will check whether the worker is performing her duties.
- She should check along with minimum of 10% of the house in a village to verify that the Health Worker Female really visited those houses and carried her job properly. Her job of identifying suspected JE cases and ensuring complete treatment has been done properly.
- She will carry with her the proper record forms, diary and guidelines for identifying suspected JE cases.
- She will be responsible for ensuring complete treatment of JE patients in her area.
- She will be responsible along with Health Assistant Male for ensuring complete coverage during the spray activities and search operation.
- She will also undertake health education activities particularly through interpersonal communication,
arranging group meetings with leaders and organizing and conduction training of community leaders with the assistance of health team.

Training

- Organize and conduct training for Dais/ASHA with the assistance of the Health Worker Female.
- Assist the Medical Officer of the Primary Health Centre in conducting training programme for various categories of health personnel.

Maternal and Child Health

- Conduct weekly MCH clinics at each Sub-Centre with the assistance of the Health Worker Female and dais.
- Respond to calls from the Health Worker Female, the Health Worker Male, the health guides and the trained Dais and render the necessary help.
- Conduct deliveries when required at PHC level and provide domiciliary and midwifery services.

Family Welfare and Medical Termination of Pregnancy

- She will ensure through spot checking that Health Worker Female maintains up-to-date eligible couple registers all the times.
- Conduct weekly family planning clinics along with the MCH clinics at each Sub-Centre with the assistance of the Health Worker Female.
- Personally motivate resistant case for family planning.
- Provide information on the availability of services for medical termination of pregnancy and for sterilization. Refer suitable cases for MTP to the approved institutions.
- Guide the Health Worker Female in establishing female depot holders for the distribution of conventional contraceptives and train the depot holders with the assistance of the health workers female.
- Provide IUCD services and their follow up.
- Assist M.O. PHC in organization of family planning camps and drives.

Nutrition

- Ensure that all cases of malnutrition among infants and young children (0-5 years) are given the necessary treatment and advice and refer serious cases to the Primary Health Centre.
- Ensure that iron and folic acid vitamin A are distributed to the beneficiaries as prescribed.
- Educate the expectant mother regarding breast feeding.

Universal Immunization Programme

- Supervise the immunization of all pregnant women and children (0-5 years).
- She will also guide the MPW (M) and MPW(F) to procure supplies organize immunization camps provide guidance for maintaining cold chain, storage of vaccine, health education and also in immunizations.
- Supervise the immunization of all pregnant women and infants.
- Follow the directions given in Manual of Health Worker (female) under National Immunization Programme.

Acute Respiratory Infection

- Ensure early diagnosis of pneumonia cases.
- Provide suitable treatment to mild/moderate cases of ARI.
- Ensure early referral in doubtful/severe cases.

School Health

- Assist Medical Officer in school health services.

Primary Medical Care

- Ensure treatment for minor ailments, provide ORS & First Aid for accidents and emergencies and refer cases beyond her competence to the Primary Health Centre or nearest hospital.

Health Education

- Carry out educational activities for MCH, Family Welfare, Nutrition and Immunization, Control of blindness, Dental care and other National Health Programmes like leprosy, Tuberculosis and NCD programmes with the assistance of the Health Worker Female.
♦ Arrange group meetings with the leaders and involve them in spreading the message for various health programmes.
♦ Organize and conduct training of women leaders with the assistance of the Health Worker Female.
♦ Organize and utilize Mahila Mandal, Teachers and other women in the Community in the family welfare programmes, including ICDS personnel.

**Job Responsibilities of Health Assistant Male**

Under the Multipurpose workers scheme a Health Assistant Male is expected to cover a population of 30,000 (20,000 in tribal and hilly areas) in which there are six Sub-Centres, each with the health worker male.

The Health Assistant Male will carry out the following duties

**Supervise and guidance**
♦ Supervise and guide the Health Worker Male, in the delivery of health care service to the community.
♦ Strengthen the knowledge and skills of the Health Worker Male.
♦ Help the Health Worker Male in improving his skills in working in the community.
♦ Help and guide the Health Worker Male in planning and organizing is programmes of activities.
♦ Visit each Health Worker Male at least once a week on a fixed day to observe and guide him in his day to day activities.
♦ Assess monthly the progress of work of the Health Worker Male and submit with assessment report to the Medical Officer of the Primary Health Centre.
♦ Carry out supervisory home visits in the area of the Health Worker Male.

**Team Work**
♦ Help the health workers to work as part of the health team.
♦ Coordinate his activities with those of the Health Assistant Female and other health personnel including the Dais and Health Guide.
♦ Coordinate the health activities in his area with the activities of workers of other departments and agencies and attend meetings.
♦ Conduct staff meetings fort nightly with the health workers in coordination with the Health Assistant Female at one of the Sub-Centres by rotation.
♦ Attend staff meetings at the Primary Health Centre.
♦ Assist the Medical Officer of the Primary Health Centre in the organization of the different health services.
♦ Participate as a member of the health team in mass camps and campaigns in health programmes.
♦ Assist the Medical Officer of the Primary Health Centre in conducting training programmes for various categories of health personnel.
♦ Facilitate and Participate in the activities of village Health & Nutrition Day.

**Supplies, equipment and maintenance of Sub-Centres**
♦ In collaboration with the Health Assistant Female, check at regular intervals the stores available at the Sub-Centres and ensure timely placement of indent for and procure the supplies and equipment in good time.
♦ Check that the drugs at the Sub-Centre are properly stored and that the equipment is well maintained.
♦ Ensure that the Health Worker Male maintains his general kit proper way.

**Records and Reports**
♦ Scrutinize the maintenance of records by the Health Worker Male and guide him in their proper maintenance.
♦ Review records received from the Health Worker Male, consolidate them and submit reports to the Medical Officer of the Primary Health Centre.

**Malaria**
♦ He will supervise the work of Health Worker Male during concurrent visits and will check whether the worker is performing his duty as laid down in the schedule.
- He should check minimum of 100 of the houses in a village to verify the work of the Health Worker Male.
- He will carry with him a kit for collection of blood smears during his visit to the field and collect thick and thin smears from any fever case he comes across.
- He will be responsible for prompt radical treatment to positive cases in his area. He will plan, execute and supervise the administration of radical treatment in consultation with PHC Medical Officer.
- Supervise the spraying of insecticides during local spraying along with the Health Worker Male.

Where Kala-Azar is endemic additional duties are:
- He will supervise the work of Health Worker Female during concurrent visit and will check whether the worker is performing her duties.
- He should check minimum of 10% of the house in a village to verify that the Health Worker Male really visited those houses and carried his job properly. His job of identifying suspected Kala-Azar cases and ensuring complete treatment has been done properly.
- He will carry with him the proper record forms, diary and guidelines for identifying suspected Kala-Azar cases.
- He will be responsible for ensuring complete coverage treatment of Kala-Azar patients in his area.
- He will be responsible for ensuring complete coverage during the spray activities and search operation.
- He will also undertake health education activities particularly through interpersonal communication, arranging group meetings with leaders and conducting training of community leaders with the assistance of health team.

Where Japanese Encephalitis is endemic his specific duties are as follows:
- He will supervise the work of Health Worker (Male) and volunteers during concurrent visit and will check whether the worker is performing his duties.
- He should check minimum 10% of the houses in a village to verify that the health worker (male) really visited those houses and carried his job properly.
- He will carry with him the proper record forms, diary and guidelines for Mass Drug Administration (MDA) and drug distribution.
- He will be responsible for ensuring coverage and compliance of drug above 80% during MDA.
- He will also undertake health education activities particularly through interpersonal communication, arranging group meetings with leaders and organizing and conducting training of community leaders with the assistance of health team.

Communicable Disease
- Be alert to the sudden outbreak of epidemics of diseases, such as diarrhea/dysentery, fever with rash, jaundice, encephalitis, diphtheria, whooping cough or tetanus poliomyelitis, tetanus neonatarum, acute eye infections and take all possible remedial measures.
- Take the necessary control measures when any noticeable disease is reported to him.
- Take measures for control of stray dogs with the help of the Health Worker Male and local authorities.
**Leprosy**

- Ensure that all the cases of leprosy take regular and complete treatment and ensure retrieval of defaulter.
- Assess and monitor grade 1 & 2 disability for leprosy disabled patients.

**Tuberculosis**

- Check whether all cases under treatment for Tuberculosis are taking regular treatment, motivate defaulters to take regular treatment and bring them to the notice of the Medical Officer, PHC.
- Ensure that all cases of Tuberculosis take regular and complete treatment and inform the Medical Officer, PHC about any defaulters to treatment.

**Non Communicable Diseases**

**Health Promotion and IEC Activities**

**Environmental Sanitation**

- Community sanitation
- Safe water sources
- Soakage pits
- Kitchen gardens
- Manure pits
- Compost pits
- Sanitary latrines
- Smokeless chullas and supervise their construction.
- Supervise the chlorination of water sources including wells.

**Universal Immunization Programme**

- Conduct immunization of all school going children with the help of the Health Workers.

**Family Welfare**

- Personally motivate resistant case for family planning.
- Guide the Health Worker Male in establishing family planning depot holders and supervise the functioning.
- Assist M.O. PHC in organization of family planning camps and drives.
- Provide information on the availability of services for medical termination of pregnancy and refer suitable cases to the approved institutions.
- Ensure follow up of all cases of vasectomy, tubectomy, IUCD and other family planning acceptors.

**Job Responsibilities of Laboratory Technician**

**NOTE:** All Primary Health Centre and subsidiary health Centre have been provided with a post of laboratory technician/assistant. The laboratory technician will be under the direct supervision of the Medical Officer, PHC. The laboratory technician will carry out the following duties:

**General Laboratory Procedures**

1. Manage the cleanliness and safety of the laboratory.
2. Ensure that the glassware and equipment are kept clean.
3. Handle properly and ensure maintenance of the microscope.
4. Sterilize the equipment as required.
5. Dispose of specimens and infected material in a safe manner.
6. Maintain the necessary records of investigations done and submit the reports to the Medical Officer, PHC.
7. Prepare monthly reports regarding his work.
8. Indent for supplies for the laboratory though the Medical Officer, PHC and ensure the safe storage of materials received.

**Laboratory Investigations (Minimum)**

1. Carry out examination of urine
   - Specific gravity and PH.
   - Test for glucose.
   - Test for protein (albumen).
   - Test for bile pigments and bile salts.
   - Test for ketone bodies.
   - Microscopic examination.
2. Carry out examination of stools
   - Gross examination.
   - Microscopic examination.
3. Carry out examination of blood
   i. Collection of blood specimen by finger prick technique.
   ii. Hemoglobin estimation.
   iii. RBC count.
   iv. WBC count (total and differential).
   v. Preparation, staining and examination of thick and thin blood smears for malaria parasites and for microfilaria.
   vi. Erythrocyte Sedimentation Rate.
   vii. VDLR.
   viii. Blood grouping and Rh typing.
   ix. Rapid HIV and STI Screening test
4. Carry out examination of sputum
   Preparation, staining and examination of sputum smears for Mycobacterium tuberculosis (wherever the PHC is recognized as a microscopy centre under RNTCP).
5. Carry out examination of semen
   i. Microscopic examination.
   ii. Sperm count motility, morphology etc.
6. Prepare throat swabs
   i. Collection of throat swab and examination for diphtheria.
7. Test samples of drinking water
   i. Testing of samples for gross impurities.
   ii. Rapid tests for detecting fecal contamination by H₂S strip test.
   iii. Residual chlorine in drinking water by testing kits.
8. Under NVBDCP, in endemic areas, he will also
   i. Conduct rapid diagnostic test for Kala-azar for suspected case of Kala-Azar (rk 39) in OPD or referred by ASHAs or Health Workers.
   ii. Conduct Aldehyde test, maintain all records of sera samples drawn, aldehyde tests and also assist in Kala-Azar search operations.
   iii. Collect sera samples from suspected encephalitis cases and send to sentinel surveillance laboratory for testing, maintain all records of sera samples drawn and their results.

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**JOB RESPONSIBILITY OF IMMUNIZATION STAFF AT PHC/CHC/SUB-DIVISIONAL/SUB-DISTRICT/DISTRICT HOSPITAL**

**Cold Chain and Vaccine Logistic (CC&VL) Assistant**

**Qualification & Experience**

Graduate or Diploma in Pharmacy/Nursing with 1-2 years experience in medical store management.

**Job Responsibilities**

1. Support the MO I/C in UIP implementation, focusing on improved management of the cold chain inclusive of basic preventive maintenance of cold chain equipment, vaccine & logistics management (goods clearance, elimination of overstocking and stock outs of vaccine) and injection safety including proper waste disposal.
2. Ensure monthly reporting of Immunization data including vaccine usage, VAPP and AEFI cases as per GOI guidelines and annual progress report.
3. Assist MO I/C to conduct periodic programme reviews and undertake action on operational procedures specifically logistics affecting the implementation and management of the UIP.
5. Assist MO I/C in preparing annual vaccine forecasts of the PHC/CHC.
6. Provide technical guidance to the PHC/CHC level staff on cold chain management and conduct periodical evaluation for the purpose of repair and replacement.
7. Undertake field visits to session sites and provide supportive supervision to health care workers to maintain proper cold chain for vaccines, logistics and waste disposal.
8. Assist MO during monthly meetings and provide feedback/refresher trainings to workers on issues related to cold chain & vaccine logistics.
9. Assist MO in micro planning for adequate & timely supply of vaccines & logistics through alternate vaccine delivery mechanism.


11. Any other immunization related work as specified by Medical Officer.

Cold Chain Handler (Helper)

Qualification and Experience
Matriculation Pass with 1-2 years of working experience in stores.

Job Description
1. Cleaning cold chain and immunization room.
2. Ice packs - filling, arranging in DF for conditioning, packing cold box, returning vaccines and ice packs from carriers when they return from field.
3. Equipment – cleaning and defrosting ILR & DF, cleaning and preventive maintenance of cold boxes and vaccine carriers.
4. Unloading and dispatch of vaccines and logistics.

5. Other immunization related work as specified by DIO/CCO/VLM.

Data Handler

Qualification & Experience

Desirable
The Candidate must be a Graduate in Commerce/Science/Arts with Diploma in Computer Application from a recognized institution with 2 yrs experience in the related area. Permanent resident of the district concerned.

Job Description
1. The Computer Assistant shall undertake data entry of immunization report, vaccine and logistics receipt, release and logbook data.
2. He/She shall compile the information on a monthly basis & forward the data to the DIO/ADIO/state.
3. He/She shall be responsible for operation & upkeep of HMIS Software.
4. He/She shall undertake visit to the field for training of field functionaries, collection of data & validation.
Annexure 8

CHARTER OF PATIENTS’ RIGHTS FOR PRIMARY HEALTH CENTRE

Citizen’s Charter

Mission Statement

Access to services: The PHC provides medical care to all patients without any discrimination of gender, cast, or religion. The Medical Officer is responsible for ensuring the delivery of services.

Standards of Services: This PHC provides quality of service on the minimum assured services set by Indian Public Health Standards (IPHS).

Your Rights in the PHC
1. Right to access to all the services provided by the PHC.
2. Right to Information-including information relating to your treatment.
4. Right for privacy and confidentiality.
5. Right to religious and cultural freedom.
6. Right for Safe and Secure Treatment.
7. Right for grievance redressal.

Services Available
a. OPD services: Location, Name of doctors, timings, and user fees/charges.
b. Indoor services: Location and number of beds.
c. 24 x 7 Emergency, referral and normal delivery services.
d. Laboratory services: Location, timings and charges.
e. Family Welfare services: Location, and timings of family Planning clinics. Forth coming schedule of sterilization camps.
f. Immunization services: Location and days of vaccination.
g. AYUSH services: location, name of doctor, timings and user fees/charges.

Medical Facilities Not Available:........................................

Complaints & Grievances:
♦ Every complaint will be duly acknowledged.
♦ We aim to settle your genuine complaints within.......... days of its receipt.
♦ Suggestions/Complaint boxes are also provided at enquiry counter and......... in the PHC.
♦ If we cannot, we will explain the reasons and the time we will take to resolve.

Your Responsibilities:
♦ Please do not inconvenience other patients.
♦ Please help us in keeping the PHC and its surroundings neat and clean.
♦ Beware of Touts. If you find any such person in premises tell the PHC authorities.
♦ The PHC is a “No Smoking Zone” and smoking is a Punishable Offence.
♦ Please refrain from demanding undue favours from the staff and officials as it encourages corruption.
♦ Please provide useful feedback & constructed suggestions. These may be addressed to the Medical Officer Incharge of the PHC.
Annexure 9

PROFORMA FOR FACILITY SURVEY FOR PHC ON IPHS

Identification

| Name of the State: | __________________________________________________________________________________ |
| District: | __________________________________________________________________________________ |
| Tehsil/Taluk/Block: | __________________________________________________________________________________ |
| Location & Name of PHC: | __________________________________________________________________________________ |

Is the PHC providing 24 hours and 7 days delivery facilities

Date of Data Collection

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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Name and Signature of the Person Collecting Data

Services

Population covered (in numbers)

Type of PHC:
  a. Type A
  b. Type B

Assured Services available (Yes/No)
  a. OPD Services
  b. Emergency services (24 Hours)
  c. Referral Services
  d. In-patient Services

Number of beds available
  a. Bed Occupancy Rate in the last 12 months
     (1- less than 40%; 2 - 40-60%; 3 - More than 60%)

Average daily OPD Attendance
  a. Males
  b. Females

Treatment of specific cases (Yes/No)
  a. Is the primary management of wounds done at the PHC?
  b. Is the primary management of fracture done at the PHC?
c. Are minor surgeries like draining of abscess etc. done at the PHC?
d. Is the primary management of cases of poisoning/snake, insect or scorpion bite done at the PHC?
e. Is the primary management of burns done at PHC?

MCH Care including Family Welfare

Service availability (Yes/No)

a. Ante-natal care
b. Intranatal care (24 - hour delivery services both normal and assisted)
c. Post-natal care
d. New born Care
e. Child care including immunization
f. Family Planning
g. MTP
h. Management of RTI/STI
i. Facilities under Janani Suraksha Yojana

Availability of specific services (Yes/No)

a. Are antenatal clinics organized by the PHC regularly?
b. Is the facility for normal delivery available in the PHC for 24 hours?
c. Is the facility for tubectomy and vasectomy available at the PHC?
d. Is the facility for internal examination for gynaecological conditions available at the PHC?
e. Is the treatment for gynecological disorders like leucorrhoea, menstrual disorders available at the PHC?
f. If women do not usually go to the PHC, then what is the reason behind it?
g. Is the facility for MTP (abortion) available at the PHC?
h. Is there any precondition for doing MTP such as enforced use of contraceptives after MTP or asking for husband’s consent for MTP?
i. Do women have to pay for MTP?
j. Is treatment for anemia given to both pregnant as well as non-pregnant women?
k. Are the low birth weight babies managed at the PHC?
l. Is there a fixed immunization day?
m. Is BCG and Measles vaccine given regularly in the PHC?
n. How is the vaccine received at PHC and distributed to Sub-Centres?
o. Is the treatment of children with pneumonia available at the PHC?
p. Is the management of children suffering from diarrhea with severe dehydration done at the PHC?

Other functions and services performed (Yes/No)

a. Nutrition services.
b. School Health programmes.
c. Promotion of safe water supply and basic sanitation.
d. Prevention and control of locally endemic diseases.
e. Disease surveillance and control of epidemics.
f. Collection and reporting of vital statistics.
g. Education about health/behaviour change communication.
h. National Health Programmes including HIV/AIDS control programmes.
i. AYUSH services as per local preference.
j. Rehabilitation services (please specify).

Monitoring and Supervision activities (Yes/No)

a. Monitoring and supervision of activities of Sub-Centres through regular meetings/periodic visits, etc.
b. Monitoring of National Health Programmes
c. Monitoring activities of ASHAs
d. Visits of Medical Officer to all Sub-Centres at least once in a month.
e. Visits of Health Assistants (Male) and LHV to Sub-Centres once a week.
f. Timely payment of JSY beneficiaries.
g. Timely payment of TA/DA to ASHAs.
## Manpower

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Staff</th>
<th>Recommended</th>
<th>Current Availability at PHC (Indicate Numbers)</th>
<th>Remarks/Suggestions/Identified Gaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical Officer- MBBS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MO –AYUSH</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Accountant/Clerk</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Pharmacist</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Pharmacist AYUSH</td>
<td></td>
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<tr>
<td>6</td>
<td>Nurse-midwife (Staff-Nurse)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Health workers (F)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Health Asstt. (Male)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Health Asstt. (Female)/LHV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Health Educator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Data entry cum computer operator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Laboratory Technician</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>Cold Chain &amp; Vaccine Logistic Assistant</td>
<td></td>
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<tr>
<td>14</td>
<td>Multi-skilled Group D worker</td>
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<tr>
<td>15</td>
<td>Sanitary worker cum watchman</td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## Training of personnel during previous (full) year

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Available training for</th>
<th>Number trained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tradition birth attendants</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Health Worker (Female)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Health Worker (Male)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Medical Officer</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Initial and periodic training of paramedics in treatment of minor ailments</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Training of ASHAs</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Periodic training of Doctors through Continuing Medical Education, conferences, skill development training etc. on emergency obstetric care, Training in FP services.-IUCD, Minilap and NSV, LSAS</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Training of Health Workers in antenatal care and skilled birth attendance</td>
<td></td>
</tr>
</tbody>
</table>
### Essential Laboratory Services

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Current Availability at PHC</th>
<th>Remarks/Suggestions/Identified Gaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Routine urine, stool and blood tests</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Blood grouping</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bleeding time, clotting time</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Diagnosis of RTI/STDs with wet mounting, grams stain etc.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sputum testing for TB</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Blood smear examination for malaria parasite</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Rapid tests for pregnancy</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>RPR test for Syphilis/YAWS surveillance (in high endemic area only)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Rapid tests for HIV</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Others (specify)</td>
<td></td>
</tr>
</tbody>
</table>

### Any other Services if available e.g., ECG

### Physical Infrastructure (As per specifications)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Current Availability at PHC</th>
<th>If available, area in Sq. mts.</th>
<th>Remarks/Suggestions/Identified Gaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Where is this PHC located?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Within Village Locality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Far from village locality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>If far from locality specify in km</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Is a designated government building available for the PHC? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>If there is no designated government building, then where does the PHC located? Rented premises/Other government building/Any other specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Area of the building (Total area in Sq. mts.)</td>
<td></td>
<td></td>
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<tr>
<td>d.</td>
<td>What is the present stage of construction of the building Construction? Complete/Construction incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Compound Wall/Fencing (1-All around; 2-Partial; 3-None)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>Condition of plaster on walls (1- Well plastered with plaster intact everywhere; 2- Plaster coming off in some places; 3- Plaster coming off in many places or no plaster)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td>Condition of floor (1- Floor in good condition; 2- Floor coming off in some places; 3- Floor coming off in many places or no proper flooring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td>Whether the cleanliness is Good/Fair/Poor? (Observe) OPD Wards Toilets Premises (compound)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Are any of the following close to the PHC? (Observe) (Yes/No) Garbage dump Cattle shed Stagnant pool Pollution from industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Current Availability at PHC</td>
<td>If available, area in Sq. mts.</td>
<td>Remarks/Suggestions/Identified Gaps</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>j.</td>
<td>Is boundary wall with gate existing? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Whether located at an easily accessible area? (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
<td>Distance of PHC (in Kms.) from the farthest village in coverage area</td>
<td></td>
<td></td>
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<tr>
<td>c.</td>
<td>Travel time (in minutes) to reach the PHC from farthest village in coverage area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Distance of PHC (in Kms.) from the CHC</td>
<td></td>
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<tr>
<td>e.</td>
<td>Distance of PHC (in Kms.) from District Hospital</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Prominent display boards regarding service availability in local language (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Registration counters (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Pharmacy for drug dispensing and drug storage (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Counter near entrance of PHC to obtain contraceptives, ORS packets, Vitamin A and Vaccination (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Separate public utilities for males and females (Yes/No)</td>
<td></td>
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<tr>
<td>7</td>
<td>Suggestion/complaint box (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>OPD rooms/cubicles (Yes/No) (Give numbers)</td>
<td></td>
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<tr>
<td>9</td>
<td>OPD rooms/cubicles (Yes/No) (Give numbers) each room (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Family Welfare Clinic (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Waiting room for patients (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Emergency Room/Casualty (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Separate wards for males and females (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>No. of beds: Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>No. of beds: Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Operation Theatre (if exists)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Operation Theatre available (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
<td>If operation theatre is present, are surgeries carried out in the operation theatre? Yes/No/Sometimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>If operation theatre is present, but surgeries are not being conducted there, then what are the reasons for the same? Non-availability of doctors/staff Lack of equipment/poor physical state of the operation theatre No power supply in the operation theatre/Any other reason (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Operation Theatre used for obstetric/gynaecological purpose (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Has OT enough space (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Labour room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Labour room available? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>If labour room is present, are deliveries carried out in the labour room? Yes/No/Sometimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Current Availability at PHC</td>
<td>Remarks/Suggestions/Identified Gaps</td>
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<td>--------</td>
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</tr>
<tr>
<td>c.</td>
<td>If labour room is present but deliveries are not being conducted there, then what are the reasons for the same?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-availability of doctors/staff; Poor condition of the labour room; No power supply in the labour room; Any other reason (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Is separate areas for septic and aseptic deliveries available? (Yes/No)</td>
<td></td>
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</tr>
<tr>
<td>e.</td>
<td>Is Newborn care corner available? (Yes/No)</td>
<td></td>
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<tr>
<td>18</td>
<td>Laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Laboratory (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Are adequate equipment and chemicals available? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Is laboratory maintained in orderly manner? (Yes/No)</td>
<td></td>
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</tr>
<tr>
<td>19</td>
<td>Ancillary Rooms - Nurses rest room (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Water supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Source of water (1- Piped; 2- Bore well/hand pump/tube well; 3- Well; 4- Other (specify))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Whether overhead tank and pump exist? (Yes/No)</td>
<td></td>
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<tr>
<td>c.</td>
<td>If overhead tank exists whether its capacity sufficient? (Yes/No)</td>
<td></td>
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<tr>
<td>d.</td>
<td>If pump exists whether it is in working condition? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Sewerage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type of sewerage system (1- Soak pit; 2- Connected to Municipal Sewerage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Waste disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How the waste material is being disposed (please specify)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Is there electric line in all parts of the PHC? (1- In all parts; 2- In some parts; 3- None)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Regular Power Supply (1- Continuous Power Supply; 2- Occasional power failure; 3- Power cuts in summer only; 4- Regular power cuts; 5- No power supply)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Stand by facility (generator) available in working condition? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Laundry facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Laundry facility available? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>If no, is it outsourced?</td>
<td></td>
<td></td>
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<tr>
<td>25</td>
<td>Communication facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Telephone (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Personal Computer (Yes/No)</td>
<td></td>
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<tr>
<td>c.</td>
<td>NIC Terminal (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>E.Mail (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td>e.</td>
<td>Is PHC accessible by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Rail (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>All whether road (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Others (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicle (jeep/other vehicle) available? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Office room (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Current Availability at PHC</td>
<td>Remarks/Suggestions/ Identified Gaps</td>
<td></td>
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<tr>
<td>--------</td>
<td>-----------------------------</td>
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</tr>
<tr>
<td>28</td>
<td>Store room (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Kitchen (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>Diet:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Diet provided by hospital (Yes/No)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>b. If no, how diet is provided to the indoor patients?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Residential facility for the staff with all amenities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pharmacist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nurses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Behavioral Aspects (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. How is the behaviour of the PHC staff with the patient?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courteous/Casual/indifferent/Insulting/derogatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Any fee for service is being charged from the users? (Yes/ No). If yes, specify.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Is there corruption in terms of charging extra money for any of the service provided? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Is a receipt always given for the money charged at the PHC? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e. Is there any incidence of any sexual advances, verbal or physical abuse, sexual harassment by the doctors or any other paramedical? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>f. Are woman patients interviewed in an environment that ensures privacy and dignity? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>g. Are examinations on woman patients conducted in presence of a woman attendant, and procedures conducted under conditions that ensure privacy? (Yes/No)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>h. Do patients with chronic illnesses receive adequate care and drugs for the entire duration? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. If the health centre is unequipped to provide the services; how and where the patient is referred and how patients transported?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>j. Is there a publicly displayed mechanism; whereby a complaint/grievance can be registered? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>k. Is there an outbreak of any of the following diseases in the PHC area in the last three years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Malaria</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Measles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gastroenteritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jaundice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>l. If yes, did the PHC staff responded immediately to stop the further spread of the epidemic</td>
<td></td>
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<tr>
<td></td>
<td>m. Does the doctor do private practice during or after the duty hours? (Yes/No)</td>
<td></td>
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<tr>
<td></td>
<td>n. Are there instances where patients from particular social background? SC, ST, dalits, minorities, villagers have faced derogatory or discriminatory behavior or service of poorer quality? (Yes/No)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o. Have patients with specific health problems (HIV/AIDS, leprosy) suffered discrimination in any form? (Yes/No)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Equipment (As per list)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Current Availability at PHC</th>
<th>If available, area in Sq. mts.</th>
<th>Remarks/Suggestions/Identified Gaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Examination Table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Delivery Table</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Footstep</td>
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<tr>
<td>4</td>
<td>Bed Side Screen</td>
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<td></td>
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<tr>
<td>5</td>
<td>Stool for patients</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Arm board for adult &amp; child</td>
<td></td>
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<tr>
<td>7</td>
<td>I V stand</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Wheel chair</td>
<td></td>
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<tr>
<td>9</td>
<td>Stretcher or trolley</td>
<td></td>
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<tr>
<td>10</td>
<td>Oxygen trolley</td>
<td></td>
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<tr>
<td>11</td>
<td>Height measuring stand</td>
<td></td>
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<tr>
<td>12</td>
<td>Iron bed</td>
<td></td>
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<tr>
<td>13</td>
<td>Bed side locker</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Dressing trolley</td>
<td></td>
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<tr>
<td>15</td>
<td>Mayo trolley</td>
<td></td>
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<tr>
<td>16</td>
<td>Instrument cabinet</td>
<td></td>
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<tr>
<td>17</td>
<td>Instrument trolley</td>
<td></td>
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<tr>
<td>18</td>
<td>Bucket</td>
<td></td>
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<tr>
<td>19</td>
<td>Attendant stool</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20</td>
<td>Instrument tray</td>
<td></td>
<td></td>
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<tr>
<td>21</td>
<td>Chair</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sl. No.</td>
<td>Item</td>
<td>Current Availability at PHC</td>
<td>If available, area in Sq. mts.</td>
<td>Remarks/ Suggestions/ Identified Gaps</td>
</tr>
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<tr>
<td>22</td>
<td>Wooden table</td>
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<td>23</td>
<td>Almirah</td>
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<td>24</td>
<td>Swab rack</td>
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<tr>
<td>25</td>
<td>Mattress</td>
<td></td>
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<tr>
<td>26</td>
<td>Pillow</td>
<td></td>
<td></td>
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<tr>
<td>27</td>
<td>Waiting bench for patients/attendants</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>28</td>
<td>Medicine cabinet</td>
<td></td>
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<tr>
<td>29</td>
<td>Side rail</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>Rack</td>
<td></td>
<td></td>
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<tr>
<td>31</td>
<td>Bed side attendant chair</td>
<td></td>
<td></td>
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<tr>
<td>32</td>
<td>Others</td>
<td></td>
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</tbody>
</table>

**Quality Control**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Whether functional/ available as per norms</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Citizen’s charter (Yes/No)</td>
<td></td>
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<tr>
<td>2</td>
<td>Constitution of Rogi Kalyan Samiti (Yes/No) (give a copy of office order notifying the members)</td>
<td></td>
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<tr>
<td>3</td>
<td>Internal monitoring (Social audit through Panchayati Raj Institution/Rogi Kalyan Samitis, medical audit, technical audit, economic audit, disaster preparedness audit etc. (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>External monitoring/Gradation by PRI (Zila Parishad/Rogi Kalyan Samitis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Availability of Standard Operating Procedures (SOP)/ Standard Treatment Protocols (STP)/Guidelines etc. (Please provide a list)</td>
<td></td>
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</tr>
</tbody>
</table>
Annexure 10

FACILITY BASED MATERNAL DEATH REVIEW FORM

Note

This form must be completed for all deaths, including abortions and ectopic gestation related deaths, in pregnant women or within 42 days after termination of pregnancy irrespective of duration or site of pregnancy.

Attach a copy of the case records to this form

Complete the form in duplicate within 24 hours of a maternal death. The original remains at the institution where the death occurred and the copy is sent to the person responsible for maternal health in the State

For Office Use Only:
FB-MDR No:          Year:

General Information
Address of Contact Person at District and State:
Residential Address of Deceased Woman:
Address where Died:
Name and Address of facility:
Block:          State:

Details of Deceased Woman
i. Name: /Age (years): /Sex: /Inpatient Number:
ii. Gravida: /Live Births (Para): /Abortions: /No. of Living children:
iii. Timing of death: During pregnancy/during delivery/within 42 days of delivery
iv. Days since delivery/abortion:
v. Date and time of admission:
vi. Date/Time of death:
Admission at Institution Where Death Occurred or from Where It Was Reported:

i. Type of facility where died:

<table>
<thead>
<tr>
<th>PHC</th>
<th>24 x 7 PHC</th>
<th>Sdh/Rural Hospital</th>
<th>District Hospital</th>
<th>Medical College/ Tertiary Hospital</th>
<th>Private Hospital</th>
<th>Pvt Clinic</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ii. Stage of pregnancy/delivery at admission:

<table>
<thead>
<tr>
<th>Abortion</th>
<th>Ectopic pregnancy</th>
<th>Not in labour</th>
<th>In labour</th>
<th>Postpartum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

iii. Stage of pregnancy/delivery when died:

<table>
<thead>
<tr>
<th>Abortion</th>
<th>Ectopic pregnancy</th>
<th>Not in labour</th>
<th>In labour</th>
<th>Postpartum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

iv. Duration of time from onset of complication to admission:

v. Condition on Admission: Stable/Unconscious/Serious/Brought dead

vi. Referral history: Referred from another centre?
   - How many centres?
   - Type of centre?

Antenatal Care

Received Antenatal care or not/
Reasons for not receiving care/
Type of Ante Natal care provided/
High risk pregnancy: aware of risk factors?/what risk factors?

Delivery, Puerperium and Neonatal Information

i. Details of labor: /had labor pains or not/stage of labor when died/duration of labor

ii. Details of delivery: /undelivered/normal/assisted (forceps or vacuum)/surgical intervention (C-section)

iii. Puerperium: /Uneventful/Eventful (PPH/Sepsis etc.)

Comments on labour, delivery and puerperium: (in box below)
iv. Neonatal Outcome: /stillborn/neonatal death immediately after birth/alive at birth/alive at 7 days/

Comments on baby outcomes (in box below)

Interventions
Specific medical/surgical procedures/resuscitation procedures undertaken

Cause of Death
- a. Probable direct obstetric (underlying) cause of death: Specify:
- b. Indirect Obstetric cause of death: Specify:
- c. Other Contributory (or antecedent) cause/s: Specify:
- d. Final Cause of Death: (after analysis)

Factors
(other than medical causes listed above)
- a. Personal/Family
- b. Logistics
- c. Facilities available
- d. Health personnel related

Comments on potential avoidable factors, missed opportunities and substandard care

Autopsy
Performed/Not Performed
If performed please report the gross findings and send the detailed report later

Case Summary
(please supply a short summary of the events surrounding the death):
Form filled by:
Name
Designation
Institution and location
Signature and Stamp
Date

Note: To facilitate the investigation, for detailed Questions refer to annexures on FBMDR.
### Form S

**Reporting Format for Syndromic Surveillance**

(To be filled by Health Worker, Village Volunteer, Non-formal Practitioners)

<table>
<thead>
<tr>
<th>State ...................................</th>
<th>District ..................................</th>
<th>Block .....................................</th>
<th>Year ....................................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of the health worker/Volunteer/Practitioner</th>
<th>Name of the Supervisor</th>
<th>Name of the Reporting Unit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ID No./Unique identifier (To be filled by DSU)</th>
<th>Reporting week From dd mm yy To dd mm yy</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cases</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>&lt;5yr</td>
<td>≥5yr</td>
</tr>
</tbody>
</table>

**1. Fever**

1. Only Fever
2. With Rash
3. With Bleeding
4. With Daze/Semiconsciousness

**Fever > 7 days**

**2. Cough with or without fever**

1. <3 weeks
2. >3 weeks

**3. Loose Watery Stools of Less Than 2 Weeks Duration**

1. With some/Much Dehydration
2. With no Dehydration
3. With Blood in Stool

**4. Jaundice cases of Less Than 4 Weeks Duration**

Cases of acute Jaundice

**5. Acute Flaccid Paralysis Cases in Less Than 15 Years of Age**

Cases of Acute Flaccid Paralysis

**6. Unusual Symptoms Leading to Death or Hospitalization that do not fit into the above.**

Date:  
Signature
### Annexure 11 A

**Form P**  
Weekly Reporting Format - IDSP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Diseases/Syndromes</th>
<th>No. of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Acute Diarrhoeal Disease (including acute gastroenteritis)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bacillary Dysentery</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Viral Hepatitis</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Enteric Fever</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Malaria</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Dengue/DHF/DSS</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chikungunya</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Acute Encephalitis Syndrome</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Meningitis</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Measles</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Diphtheria</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Pertussis</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chicken Pox</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Fever of Unknown Origin (PUO)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Acute Respiratory Infection (ARI) Influenza Like Illness (ILI)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Pneumonia</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Leptospirosis</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Acute Flaccid Paralysis &lt; 15 year of Age</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Dog bite</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Snake bite</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Any other State Specific Disease (Specify)</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Unusual Syndromes NOT Captured Above (Specify clinical diagnosis)</td>
<td></td>
</tr>
</tbody>
</table>

**Total New OPD attendance (Not to be filled up when data collected for indoor cases)**

**Action taken in brief if unusual increase noticed in cases/deaths for any of the above diseases**
## Annexure 11 B

### Form L

**Weekly Reporting Format - IDSP**

<table>
<thead>
<tr>
<th>Name of the Laboratory:</th>
<th>Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td>District:</td>
</tr>
<tr>
<td>Officer-in-Charge:</td>
<td>Name:</td>
</tr>
<tr>
<td>IDSP Reporting Week:</td>
<td>Start Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diseases</th>
<th>No. Samples Tested</th>
<th>No. Found Positive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dengue/DHF/DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chikungunya</td>
<td></td>
<td></td>
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<tr>
<td>JE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal Meningitis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typhoid Fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cholera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shigella Dysentery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viral Hepatitis A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viral Hepatitis E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leptospirosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malaria</td>
<td>PV:</td>
<td>PF:</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Line List of Positive Case (Except Malaria cases):

<table>
<thead>
<tr>
<th>Name</th>
<th>Age (Yrs)</th>
<th>Sex (M/F)</th>
<th>Address: Village/Town</th>
<th>Name of Test Done</th>
<th>Diagnosis (Lab confirmed)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Indian Public Health Standards (IPHS) Guidelines for PRIMARY HEALTH CENTRES
Annexure 11 C

Format for instantaneous reporting of Early Warning Signals/Outbreaks as soon as it is detected

State:               District:               Date of reporting:

Is there any unusual increase in Case/Deaths or unusual event in any area? Yes/No

If yes, provide the following information:

<table>
<thead>
<tr>
<th>Disease/Syndrome (Provisional/Confirmed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area affected (Block, PHC, Sub-Centre, Village)</td>
</tr>
<tr>
<td>No. of cases</td>
</tr>
<tr>
<td>No. of deaths</td>
</tr>
<tr>
<td>Date of start of the outbreak</td>
</tr>
<tr>
<td>Total population of affected area (Village)</td>
</tr>
<tr>
<td>Salient epidemiological observations</td>
</tr>
<tr>
<td>Lab results (type of sample, number of samples collected and tested, What tests, where, results)</td>
</tr>
<tr>
<td>Control measures undertaken (Investigated by RRT or not)</td>
</tr>
<tr>
<td>Present status</td>
</tr>
<tr>
<td>Any other information</td>
</tr>
</tbody>
</table>

* State SSU need to report instantaneously as well as weekly compilation on every Monday to the CSU including NIL reports
## Annexure 12

**LIST OF STATUTORY AND REGULATORY COMPLIANCES**

1. No objection certificate from the Competent Fire Authority
3. Authorisation from Atomic Energy Regulation Board.
4. Authorisation from Atomic Energy Regulation Board (if X-Ray facility available)
6. Authorisation from Atomic Energy Regulation Board
7. Excise permit to store Spirit
8. Vehicle registration certificates for Ambulances
9. Consumer Protection Act
10. Drug & Cosmetic Act 1950
11. Fatal Accidents Act 1855
12. Indian Lunacy Act 1912
13. Indian Medical Council Act and code of Medical Ethics
14. Indian Nursing Council Act
15. Insecticides Act 1968
18. MTP Act 1971
20. Pharmacy Act 1948
21. PNDT Act 1996
22. Registration of Births and Deaths Act 1969
23. Right to Information Act
24. Clinical Establishments (Registration and Regulation) Act 2010
# Annexure 13

## LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEFI</td>
<td>Adverse Event Following Immunization</td>
</tr>
<tr>
<td>AIIMS</td>
<td>All India Institute of Medical Sciences</td>
</tr>
<tr>
<td>ANC</td>
<td>Ante Natal Check-up</td>
</tr>
<tr>
<td>ANM</td>
<td>Auxiliary Nurse Midwife</td>
</tr>
<tr>
<td>ARI</td>
<td>Acute Respiratory Infections</td>
</tr>
<tr>
<td>ASHA</td>
<td>Accredited Social Health Activist</td>
</tr>
<tr>
<td>AYUSH</td>
<td>Ayurveda, Yoga &amp; Naturopathy, Unani, Siddha and Homeopathy</td>
</tr>
<tr>
<td>AWW</td>
<td>Anganwadi Worker</td>
</tr>
<tr>
<td>BCC</td>
<td>Behaviour Change Communication</td>
</tr>
<tr>
<td>BCG</td>
<td>Bacille Calmette Guerians Vaccine</td>
</tr>
<tr>
<td>BIS</td>
<td>Bureau of Indian Standards</td>
</tr>
<tr>
<td>CBHI</td>
<td>Community Based Health Insurance Schemes/Central Bureau of Health Intelligence</td>
</tr>
<tr>
<td>CHC</td>
<td>Community Health Centre</td>
</tr>
<tr>
<td>CMO</td>
<td>Chief Medical Officer</td>
</tr>
<tr>
<td>DDK</td>
<td>Disposable Delivery Kit</td>
</tr>
<tr>
<td>DEC</td>
<td>Di Ethyle Carbamazine</td>
</tr>
<tr>
<td>DEMO</td>
<td>District Extension and Media Officer</td>
</tr>
<tr>
<td>DGHS</td>
<td>Director General of Health Services</td>
</tr>
<tr>
<td>DOTS</td>
<td>Directly Observed Treatment Short Course</td>
</tr>
<tr>
<td>DPT</td>
<td>Diphtheria, Pertussis and Tetanus Vaccine</td>
</tr>
<tr>
<td>DT</td>
<td>Diphtheria and Tetanus Vaccine</td>
</tr>
<tr>
<td>Dy. DEMO</td>
<td>Deputy District Extension and Media Officer</td>
</tr>
<tr>
<td>EAG</td>
<td>Empowered Action Group</td>
</tr>
<tr>
<td>ELF</td>
<td>Elimination Of Lymphatic Filariasis</td>
</tr>
<tr>
<td>FRU</td>
<td>First Referral Unit</td>
</tr>
<tr>
<td>HSCC</td>
<td>Hospital services Consultancy Corporation</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>ICDS</td>
<td>Integrated Child Development Services Scheme</td>
</tr>
<tr>
<td>IDSP</td>
<td>Integrated Disease Surveillance Project</td>
</tr>
<tr>
<td>ID/AP</td>
<td>Infrastructure Division/Area Projects</td>
</tr>
<tr>
<td>IEC</td>
<td>Information, Education and Communication</td>
</tr>
<tr>
<td>IFA</td>
<td>Iron and Folic Acid</td>
</tr>
<tr>
<td>IPHS</td>
<td>Indian Public Health Standard</td>
</tr>
<tr>
<td>IUCD</td>
<td>Intra Uterine Contraceptive Device</td>
</tr>
<tr>
<td>JSY</td>
<td>Janani Suraksha Yojana (JSY)</td>
</tr>
<tr>
<td>LHV</td>
<td>Lady Health Visitor</td>
</tr>
<tr>
<td>MCH</td>
<td>Maternal and Child Health</td>
</tr>
<tr>
<td>MO</td>
<td>Medical Officer</td>
</tr>
<tr>
<td>MTP</td>
<td>Medical Termination of Pregnancy</td>
</tr>
<tr>
<td>NVBDCP</td>
<td>National Vector Borne Disease Control Programme</td>
</tr>
<tr>
<td>NACP</td>
<td>National AIDS Control Programme</td>
</tr>
<tr>
<td>NCDC</td>
<td>National Centre for Disease Control</td>
</tr>
<tr>
<td>NIDDCP</td>
<td>National Iodine Deficiency Disorders Control Programme</td>
</tr>
<tr>
<td>NIHFW</td>
<td>National Institute of Health &amp; Family Welfare</td>
</tr>
<tr>
<td>NLEP</td>
<td>National Leprosy Eradication Programme</td>
</tr>
<tr>
<td>NPCB</td>
<td>National Programme for Control of Blindness</td>
</tr>
<tr>
<td>NPCDCS</td>
<td>National Programme for Prevention and Control of Cancer Diabetes, CVD and Stroke</td>
</tr>
<tr>
<td>NRHM</td>
<td>National Rural Health Mission</td>
</tr>
<tr>
<td>NVBDCP</td>
<td>National Vector Borne Disease Control Programme</td>
</tr>
<tr>
<td>OPV</td>
<td>Oral Polio Vaccine</td>
</tr>
<tr>
<td>ORS</td>
<td>Oral Rehydration Solution</td>
</tr>
<tr>
<td>PHC</td>
<td>Primary Health Centre</td>
</tr>
<tr>
<td>PPTCT</td>
<td>Prevention of Parents to Child Transmission</td>
</tr>
<tr>
<td>PRI</td>
<td>Panchayati Raj Institution</td>
</tr>
<tr>
<td>RBC</td>
<td>Red Blood Corpuscle</td>
</tr>
<tr>
<td>RCH</td>
<td>Reproductive and Child Health</td>
</tr>
<tr>
<td>RKS</td>
<td>Rogi Kalyan Samiti</td>
</tr>
<tr>
<td>RNTCP</td>
<td>Revised National Tuberculosis Control Programme</td>
</tr>
<tr>
<td>RTI</td>
<td>Reproductive Tract Infections</td>
</tr>
<tr>
<td>SC</td>
<td>Sub-Centre</td>
</tr>
<tr>
<td>STI</td>
<td>Sexually Transmitted Infections</td>
</tr>
<tr>
<td>TOR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>VHSC</td>
<td>Village Health and Sanitation Committee</td>
</tr>
<tr>
<td>VHSNC</td>
<td>Village Health Sanitation and Nutrition Committee</td>
</tr>
<tr>
<td>VAPP</td>
<td>Vaccine-associated Paralytic Poliomyelitis</td>
</tr>
<tr>
<td>WBC</td>
<td>White Blood Corpuscle</td>
</tr>
</tbody>
</table>
REFERENCES


2. Bulletin on Rural Health Statistics in India (2005), Infrastructure Division, Department of Family Welfare; Ministry of Health & Family Welfare, Government of India.


MEMBERS OF TASK FORCE FOR REVISION OF IPHS

(As per order No. T 21015/55/09 – NCD, Dte.GHS, dated 29-1-2010 and minutes of meeting of Task Force held on 12-2-2010)

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