Before you apply for permanent registration

Gujarat Clinical Establishments Act 2021, sections 19 to 26, and Rule 17. Tick what is ready and note where the evidence is kept.

Certificates to upload on Annexure-1A, as applicable (item 17)

Certificate	Applies to us? (Yes / No)	Ready? (Yes / No)	Number and valid till	Where the original is kept
Fire safety NOC or certificate issued by the competent authority				
Biomedical waste management certificate issued by GPCB				
AERB authorisation (radiology)				
Certificate under the Drugs and Cosmetics Act				
Authorisation under the PC-PNDT Act, 1994				
Registration under the ART (Regulation) Act, 2021				
Registration under the Surrogacy (Regulation) Act, 2021				
Blood bank licence or blood storage authorisation				
5 to 10 photographs of the establishment from different angles				

The steps to a permanent certificate

Step	What happens	Our date
Apply (s.19)	Permanent registration application on the portal (Annexure-1A) with the prescribed fee	
Evidence (s.20)	Submit evidence of meeting the minimum standards (Annexure-9)	
Public display (s.21)	The Authority displays the evidence for 30 days for objections	
Objections (s.22)	Any objection is sent to you; you have 45 days to respond	
Inspection (Rule 17)	Team intimates in advance, inspects premises, equipment and staff qualifications; report on Annexure-12 within a week	
Order (s.24)	Allowed or disallowed within 30 days after the period; reasons recorded if disallowed	
Certificate (s.25)	Valid five years; apply to renew within the six months before expiry	

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Hospital or nursing home: building, staff and services

Annexure-12, part IV (Hospital), with the Annexure-9 infection control audit. Yes / No as the inspector would ask it.

Building, wards and staff

Checklist item	Yes / No	Evidence or note
Waiting room with sufficient space for patients and attendants		
Wards: adequate space, light and ventilation		
Fan, cooler or AC in each room; one fan per two beds in a common ward		
Toilets with adequate water, cleaned twice a day with antiseptic		
Wards cleaned twice a day with antiseptic		
Specialist doctor for each specialist service offered		
One RMP for every 30 beds on duty, day and night (RMP on call up to 30 beds at night)		
ICU, if any: one RMP physically present per 10 ICU beds, round the clock		
Qualified nurses for the bed capacity as per Indian Nursing Council norms		
More than 30 beds: third-party infection control audit every 3 months, report displayed (Annexure-9)		

Services and general facilities

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Checklist item	Yes / No	Evidence or note
Pharmacy, if any, follows government rules		
Laboratory tests (other than urine albumin, sugar, Hb) done by a qualified technician		
X-rays taken by a qualified technician		
USG, CT, MRI, Doppler performed by a doctor only		
Blood bank, if any, meets Government of India standards		
50 or more beds: own ambulance with qualified driver, or an MoU		
Kitchen, if any: cleaned daily, cooks medically examined, FSSAI followed		
Biomedical waste segregated at the point of generation		
Annexure-10 registers A to E kept		
Medico-legal case records as per government guidelines		
More than 100 beds: mortuary or freezer room		
Potable and hot water supply		
Bed sheets and linen changed daily		
Fire safety certificate or NOC available		
Names of RMPs and facilities displayed in the hospital		
Security for patients and their belongings		
Enough wheelchairs, trolleys and stretchers		
Generator or UPS for essential services		

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Labour room

Annexure-12, part IV(12): for a hospital that maintains a labour room and conducts deliveries.

Room and staff

Checklist item	Yes / No	Evidence or note
Separate room to prepare the patient for delivery, with sufficient water		
Labour room area 120 sq ft or more		
Well ventilated, sufficient light		
Space for the newborn with resuscitation		
Deliveries conducted by: RMP / staff nurse / ANM (tick)		
RMP on call for emergency or newborn resuscitation		
Maternity hospital with regular deliveries: duty RMP round the clock		
Paediatrician on call		

Equipment, drugs and records (tick what is available)

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Equipment	Available	Drug	Available	Record	Available
Labour table with lithotomy stand		Inj. methylergometrine		Birth register	
Oxygen cylinder with mask		Inj. oxytocin		Birth intimation slip	
P.V. tray		Inj. carboprost tromethamine		Case sheets and notes	
Vacuum extractor or forceps set		Inj. magnesium sulphate		Register for babies and mothers (to prevent child changing)	
Sterile cord clamp		Absorbable suture material			
Suction apparatus		Inj. diazepam			
Baby resuscitation set		2% lignocaine			
Baby warmer (a light may also do)		Inj. vitamin K			
		Inj. tetanus toxoid			
		IV fluids			
		Tab. misoprostol 200 mcg			

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Operation theatres

Annexure-12, part IV(13).

Minor operation theatre

Checklist item	Yes / No	Evidence or note
Space not less than 100 sq ft, adequate light and ventilation		
Surgeries by a qualified RMP; qualified nurse allocated		
Operation table, autoclave, minor surgical set, regional anaesthesia equipment		
Emergency drug tray; anaesthesia apparatus with oxygen and nitrous oxide; suction; baby resuscitation set		
Register of all surgeries done in the minor OT		

Main operation theatre

Checklist item	Yes / No	Evidence or note
Space at least 150 sq ft, air-conditioned		
Patient waiting area; a cot for post-operative recovery		
Space for autoclave, sterilisation and scrubbing; running tap water in the scrub room		
Arrangements for fumigation		
OT swab culture at least once a month, with a register		
Qualified anaesthetist or doctor trained in anaesthesia; surgeries by qualified doctors; OT nursing head		
Operating table, anaesthesia apparatus, multipara monitor, suction (preferably two), autoclave, resuscitation equipment and drugs, defibrillator		
Operation register as per Annexure-10 Part E		
Biopsy reports entered in a register, where required		

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Medical records the inspector checks

Annexure-12, part IV(15), with Rules 14 and 15. The official table asks whether each record is kept electronically or manually.

Records maintained in the hospital

Record	Electronically	Manually	Who keeps it
Admission and discharge register			
Case sheets			
Referrals			
Infectious and communicable disease register			
Immunisation particulars			
Family welfare services			
Medico-legal records			
Maternal death record			
Infant death record			
1 to 5 years child death records			
Any other record required by the government			

How long to keep them

OPD records	At least 2 years, electronically (Rule 15(3))
IPD records	At least 5 years (Rule 15(3))
Maternity: full record of the pregnancy, and a case record of each child born	At least 10 years (Annexure-12, part IV(3))
Court, medico-legal or consumer forum cases	Until the case is finally disposed of (Rule 15(3))
Staff names, addresses, qualifications and equipment	In electronic form; changes reported to the Authority half-yearly (Rule 14(b))

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