

Guidelines for issuing licence to Psychiatric Institutions*

A. Manner and conditions of maintaining Psychiatric institutions - (Rule 20 of State Mental Health Rules 1990)

- (a) such Psychiatric Institutions should be located only in the area approved by the local authority;
- (b) such Psychiatric Institutions should be located in the building constructed with the approval of the local authority;
- (c) the building, where such Psychiatric Institution is situated, should have sufficient ventilation and should be free from any pollution which may be detrimental to the patients admitted in such hospital or nursing home;
- (d) such Psychiatric Institutions should have enough beds to accommodate the patients;
- (e) The nurses and other staff employed in such Psychiatric Institutions should be Duly qualified and competent to handle the work assigned to them;
- (f) The supervising officer in charge of such Psychiatric Institutions should be a person duly qualified, having a post-graduate qualification in Psychiatry recognized by the Medical Council of India.

B. Minimum facilities required for treatment of in patients (Rule 22 of State Mental Health Rules 1990) (section 10 of the Act)

The minimum facilities required for every Psychiatric Institutions for treatment of patients shall be as follows:

(1) Staff requirements.-

a. Psychiatrists: -

- (i) A psychiatric hospital/psychiatric Nursing Home, Forensic Psychiatric units and Child/Adolescent Psychiatry Clinic & Guidance Units should have at least a full time psychiatrist for every 100 patients and parts there of;
- (ii) De-Addiction centres should have the service of a Consultant Psychiatrist visiting the hospital, and examining the in patients every day, conducting OP at least two hours twice in a week and will be available on call to attend on emergencies.
- (iii) General Hospital Psychiatry units/beds should have the service of a Consultant Psychiatrist conducting OPs on the days on which Psychiatric patients are admitted and visiting Psychiatric inpatients in the hospital every alternate days and will be available on call to attend on emergencies.

- (iv) A Psychiatric Rehabilitation Homes/Centres or other Partial hospitalization units should have a Psychiatrist who will be attending these centres for atleast one half day session in a week and will be available on call to attend on emergencies;
- (v) Long term Psychiatric Care Homes should have at least one qualified Psychiatrist visiting the institution at least once fortnightly and review all the patients and will be available on call to attend on emergencies.

b. Medical Officers having recognized M.B.B.S Degree.-

A psychiatric hospital/psychiatric Nursing Home, De-addiction centre, Forensic Psychiatric units and Child/Adolescent Psychiatry Clinic & Guidance Units should have Medical Officers having recognized M.B.B.S Degree in the doctor Patient ratio of 1:50 and round the clock service of one Medical Officer should be available in the facility.

c. Clinical Psychologist or Psychiatric Social Worker: -

- (i) Psychiatric Hospital/Psychiatric Nursing Home, De-Addiction Centre, Forensic Psychiatric Units and Child/Adolescent Psychiatry Clinic & Guidance Units should have at least one full time Clinical Psychologist or Psychiatric Social Worker for every 100 patients and parts there of
- (ii) In Psychiatric Rehabilitation Homes/Centres or other Partial hospitalization units, service of at least one Clinical Psychologist or one Psychiatric Social Worker during the hours of operation of the institution.
- (iii) Long term care homes should have the services of one Clinical Psychologist or One Psychiatric Social Worker and they should attend half-day duty in every week.

d. Staff Nurse.-

- (i) Psychiatric Hospital/Psychiatric Nursing Home, De-Addiction Centre, Forensic Psychiatric Units and Child/Adolescent Psychiatry Clinic & Guidance Units should have one staff nurse for every 10 beds and round the clock service of at least one staff nurse should be made available in each ward.
- (ii) Psychiatric Rehabilitation Homes/Centres or other Partial hospitalization units should have one Staff Nurse for every 15 beds and service of at least one staff nurse should be made available round the clock.
- (iii) Long term Psychiatric Care Homes should have one staff nurse for every 15 beds.

e. Attenders.-

- (i) ANMs, Nursing Assistants, Hospital Attendant Gr I & II will be treated as Attenders for licencing purpose.
- (ii) Psychiatric Hospital/Psychiatric Nursing Home, De-Addiction Centre, Forensic Psychiatric Units, and Child/Adolescent Psychiatry Clinic& Guidance Unit, Psychiatric Rehabilitation Homes/Centres or other Partial hospitalization units should have one Attender for every 10 patients/beds
- (iii) Long term care homes should have one Attender for every 15 beds.
- (iv) In the case of institutions where patients are admitted only with bystanders, the minimum number of attenders shall not be insisted
- (iv) Service of a watcher should be provided round the clock at the entrance of the Psychiatric institution

f. Further staff requirements.-

Further staff requirements for the different types of the institutions shall be Provided as per guideline issued by the State Mental Health Authority, in this regard from time to time.

(2). Physical features.-

- a) The plinth area of the building, housing a Psychiatric Hospital/Psychiatric Nursing Home or other Mental Health Care centers, shall ordinarily occupy only half of the land area of the plot in which it is located. In situations where there is genuine difficulty to provide this much of open land area, 10% to 30% of the total carpet area prescribed for patients shall be provided as additional living area, depending on the quantum in shortage of open land area.
- (b) The open land area or the additional living area shall be easily accessible to the in patients.
- (c) There should be proper drainage system and facility for waste disposal.
- (d) Each patient should be provided with an area of 60 sq. feet as dormitory and further 30 Sq. feet as living room cum dining room area
- (e) There should be one bath room and one toilet each for every eight male patients and for every six female patients..
- (f) The floor area for dormitory, living room and dining room mentioned above are exclusively for the use of the patients. Additional floor area for the use of the staff has to be provided separately, to meet standard requirements.

- (g) There should be adequate ventilation and supply of safe drinking water and the patients should have access to drinking water round the clock.
- (h) There should be proper compound wall to ensure the protection of the patients.
- (i) Cots, beds, pillows and adequate number of bed sheets and pillow covers should be provided to all inmates in the Psychiatric institutions and separate dining rooms should be available for male and female inmates.
- (j) A register should be maintained with watcher and, the name, purpose and time of visit of all the visitors should be entered in the register for psychiatric hospital and nursing home. In the case of GH with Psychiatry ward/beds this register should be kept by the ward staff.
- (k) There should be separate dining room for male and female inmates.
- (l) A written booklet showing the details of, facilities and privileges available in the institution is to be maintained
- (m) The details of the staff working in the institution and facilities available have to be displayed in a notice board in a prominent place in the institution.

(3) Support / facilities:-

- (i) The minimum support /facilities for Psychiatric Hospitals/Psychiatric Nursing Homes specialized Psychiatric Hospitals/Specialized Psychiatric Nursing Home like De- addiction centres, Forensic Psychiatric Units and Child/Adolescent Psychiatric Centre should be as under:
 - (a) Provision for emergency care for out patients and for handling medical emergencies for outpatients and inpatients;
 - (b) A well equipped modified electro convulsive therapy unit (optional);
 - (c) Psycho diagnostic facilities;
 - (d) Provision for recreational/rehabilitation activities; and
 - (e) Facilities for regular out patient care.
- (ii) Rehabilitation Centre or other Partial Hospitalization Units and long term Care Homes should have provision for Recreation and Rehabilitation activities.

(4) Provision for treating out patients (section 14 of Mental Health Act)

- (a) Psychiatric Hospitals/Psychiatric Nursing Homes should have outpatient section open at least for three hours per day for six days in a week.

- (b) Specialized Psychiatric Centres like De-addiction centres; Child/Adolescent Psychiatric Centres should have an outpatient section working for at least two hours twice in a week.
- (c) General Hospital Psychiatry units, should have Out Patient services on every alternate days (Minimum 3 days in a week) for atleast three hours
- (d) Rehabilitation Centres or other partial hospitalization units should have two hour out patient section once in a week.
- (e) Out patient section in all these centres should be manned by a Psychiatrist and the presence of a Clinical Psychologist/Psychiatric Social Worker and (Psychiatric) Nurse are to be ensured as far as possible.
- (f) All admissions should be made through the Out patient section as far as possible. When admissions are made out side of the outpatient section, the psychiatrist in Charge shall record on the patient's case record, the reasons for resorting to such a procedure

(5) Further Amenities.-

Further amenities for the patients shall be provided as per guide lines issued in this regard by the State Mental Health Authority from time to time.

C. Maintenance of records (Rule-24 of State Mental Health Rules 1990) :- Every institution shall maintain the records of the treatment of patient in Form VI of State Mental Health Rules 1990

D. Other provisions:

(i) **General Hospital with Psychiatry Units/beds.:-** All the provisions in this Guidelines applicable for Psychiatric Hospitals/Psychiatric Nursing Homes except that for the service of full time Psychiatrists will be applicable for General Hospital with Psychiatry units/beds also.

(ii) **Minimum number of Staff Nurses and Attenders required:-** For Psychiatric Hospital/Psychiatric Nursing Home, De-Addiction Centre, Forensic Psychiatric Units, Child/Adolescent Psychiatry Clinic & Guidance unit and Psychiatric Rehabilitation Centres minimum number of Staff Nurses and Attenders required will be 3 each irrespective of the number of beds in the institution.

(iii) **In the absence of qualified Clinical Psychologists** service of trained Psychologists will be considered for issuing licence to private psychiatric institutions. This is a temporary arrangement which will be continued till the shortage of qualified Clinical Psychologists is over.

(iv) **In the absence of qualified Psychiatric Social Workers** service of trained Medical Social workers will be considered for issuing licence to private psychiatric institutions. This is a

temporary arrangement which will be continued till the shortage of qualified Psychiatric Social Workers is over.

Qualifications of the various categories of mental health professionals required for licensing :

a) Psychiatrist- MBBS Degree & Post Graduate Degree/ Diploma in Psychiatry and Registration with Travancore Cochin Medical Council(TCMC)

b) Medical Officer- MBBS Degree and Registration with TCMC

c) “Clinical Psychologist” - MA/MSc Psychology from a recognized university and
(i) M.Phil or PhD in Clinical Psychology acquired after a two-year course from an accredited institution

or

(ii) Post Graduate Diploma in Clinical Psychology conducted in Medical College Thiruvananthapuram by Directorate of Medical Education, Kerala.

(d) Trained Psychologists: MA/MSc Psychology from a recognized university and

(i) M.Phil in Counseling Psychology, or M.Phil in Consulting Psychology from an accredited institution and (ii) training in the care of mentally ill persons.

e) “Psychiatric social worker” - M.S.W from a recognized university with M.Phil or Ph.D in Psychiatric Social Work acquired after a two-year course from an accredited institution.

f) “Trained Medical Social worker” – Postgraduate degree from a recognized university in Social Work with Medical and Psychiatric Social Work or Mental Health & Social Work as a separate paper and training in the care of mentally ill persons.

g) “Psychiatric Nurse” - Certificate in General Nursing & Midwifery / BSc (Nursing) and Diploma in Psychiatric Nursing/adequate training in Psychiatry as may be decided by the Government and registration with Nursing Council of Kerala

or

M Sc in Psychiatric Nursing after a regular course recognized by Nursing Council of India and registration with Nursing Council of Kerala;

h) “Staff Nurse” – Certificate in General Nursing & Midwifery / BSc Nursing and registration with Nursing Council of Kerala.

* Prepared as per the provisions of Kerala State Mental Health Rule 2012 & Section 8 &14 of Mental Health Act, 1987 and decisions taken by the Kerala State Mental Health Authority.