



**AMALTAS**  
**Institute of Medical Sciences**  
(Unit of Amaltas Educational Welfare Society)



NABL Certificate No. MC-3448  
NABH Certificate No. PEH-2019-0966

Memorandum of Undertaking

Between

Malwanchal University, Indore

And

Amaltas Institute of Medical Sciences, Dewas

This Memorandum of Understanding (MOU) Sets for the terms and understanding between the Registrar, Malwanchal University, Indore and the Dean, Amaltas Institute of Medical Science, Dewas.

Background – Malwanchal University, indore (Index Medical College Hospital & Research Centre) specializes in IVF, Dialysis and Drug de-addiction centre care since ten years approximately and has established itself as consultant in this field . After through marker survey by Amaltas Institute of Medical Science , it has been concluded that Index Medical College Hospital & Research Centre is the best possible option as consultancy for IVF, Dialysis and Drug de-addiction centre.

Purpose – To seek guidance in establishing world class IVF, Dialysis and Drug de-addiction centre at the earliest. Hiring best and experienced minds in this field so that time and money can be saved along with setting up best state of the art setup.

Funding – The total consultancy charges will be Rs. 1473000/- which will be paid by Amaltas Institute of Medical Sciences, Dewas To Malwanchal University, Indore(Index Medical College Hospital & Research Centre) in three installments.

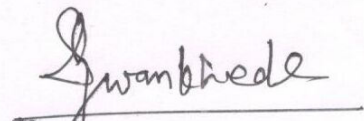
Duration – This MOU will be into effect from the data when both the parties Amaltas Institute of Medical Sciences, Dewas To Malwanchal University, Indore(Index Medical College Hospital & Research Centre) sign the official document. The MOU is for twelve months. In case of any amendment or alteration of any terms and conditions mentioned in the MOU or termination of the MOU, it has to be in mutual consent with both parties only or else the MOU shall end on the specified date.

In witness thereof, the parties have offered their signatures here to –



Registrar  
Malwanchal University  
Indore (MP)  
Date- 03 Jan 2022  
Place- Indore





Dean  
Amaltas Institute of Medical Science,  
Dewas (M.P.)



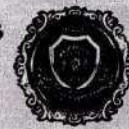


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## MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, INDORE

(Unit of Mayank's Welfare Society)  
(Constituent Unit of Malwanchal University)

ACCREDITED BY NABH & NABL



NABL Certificate No. MC-3448  
NABH Certificate No. FEH-2019-0966

### NOTICE

Date: 20/11/2017

This is regarding training our organization is going to organize a training in your Amaltas Hospital, which will be taken by Dr. Bushra Khanam from Dialysis Department. The training will be on **Management of Patient care, Assessment of Patient & Management of Medication & Management of Maintenance**. Please inform all the departments to attend the training. So kindly make an arrangement for the training and inform.

From,

**Dr. BUSHRA KHANAM**  
MBBS, MD (Medicine)  
Reg. No. 5504  
Asstt. Prof.  
Deptt. of Medicine  
Index Medical College, Indore

*A*  
Medical Superintendent  
IMCHRC

*Dr. Jitendra*  
Registrar  
Malwanchal University  
Indore (M.P.)



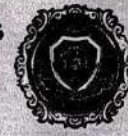
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**MEDICAL COLLEGE, HOSPITAL &  
RESEARCH CENTRE, INDORE**

(Unit of Mayank's Welfare Society)

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## DIALYSIS REPORT

1. Date of establishment of Dialysis Centre in Amaltas Medical College  
DD/MM/20YY:-06/12/2017
2. Details of infrastructure as mentioned in " minimum standard of care as Dialysis Centers
  - Beds:-04
  - Isolation room with ICU Facility:-no
  - Entertainment room with TV, Carom Board, Chess, etc:- No
  - Nursing Station:-01
  - Interview room:-No
  - Doctor's Duty room-01
  - Nurses changing room- No
  - Ward store- 01
  - Sluice room- No
  - Visitor's room- No
  - Toilet
    - Staff toilet male and female- Only One
    - Toilet complex for male and female patients separate- One Only
  - Janitors closet- No
  - Group D room- No
  - Pantry- No
  - The following services are proposed to be shared with the main hospital:
    1. Emergency- Yes
    2. Laboratory and Radio diagnostic services- Yes
    3. Kitchen/ dietary services- Yes
    4. Laundry services- Yes
    5. Housekeeping and other support services- Yes

*[Signature]*  
Registrar  
Malwanchal University  
Indore (M.P.)

Medical Superintendent  
CHRC

## Dialysis Centre Department of Nephrology

### Index Medical College, Indore

Space requirements for ward areas:

- Beds: 8m<sup>2</sup> per bed X 4 beds
- Nursing station with toilet: Yes
- Interview / treatment room: Not Available
- Doctor's Duty room with toilet:- One no separate toilet
- Nurses Changing room: No
- Ward store: Yes
- Patients relatives waiting area with Toilets: No
- Sluice room: No
- Group D room: No
- Ward pantry with drinking water facility: In store room
- Staff toilets @ 6 m<sup>2</sup> each: No
- Patients toilet complex( with janitors closet) @ 18 m<sup>2</sup> each x 4:- One

### **3. Equipment Requirement**

- Water supply:- Yes
- Waste Management:- Yes
- Security Services:- Yes
- ECT:- No
- Bio feed Back:- No
- ECG Machine:- No
- Monitor:- 2
- Crash Cart:- One
- Shared services:- No
- Suggested list of furniture required
  1. Writing tables with table sheets:- No
  2. Plastic chairs ( for in-patients' attendants):- No
  3. Armless chairs:- No

Report for  
Malwanchal University,  
Indore (M.P.)

Medical Superintendent  
IMCHRC

**Dialysis Centre Department of Nephrology**

**Index Medical College, Indore**

4. Full size steel almirah:- 01
5. Almirah double lockable:- No
6. Arm board for adult and child:- No
7. Wheel chair :- 01
8. Stretcher on trolley:- No
9. Instrument trolley :- No
10. Wooden screen :- No
11. Foot step:- 1
12. Coat rack:- No
13. Bed side table:- 04
14. Bed stead iron:- No
15. Stool :- 04
16. Medicine chest :- Yes
17. Locker chests:-:- One
18. Fans:- 08
19. Tube light:- 09
20. Sundry Articles including Linen:- No
21. Buckets:- 08
22. Mugs:- 01
23. LPG stove:- No
24. LPG cylinder:- No
25. Sauce pan with lid:- No
26. Water receptacle:- No
27. Rubber/ plastic shutting:- No
28. Drum with tap for storing water:- No
29. I/ V stands:- 02
30. Mattress for beds:- 07
31. Bed sheets:- 16
32. Pillows with covers:- 10 Pillows/ 10 Covers
33. Blankets:- 04
34. Baby blankets:- No
35. Towels:- No

  
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**Dialysis Centre Department of Nephrology**

**Index Medical College, Indore**

36. Curtains with rods to be kept as appropriate:- 03
37. Reverse Osmosis water purifier:- No

**4. Synopsis of Manpower requirement for a ten bedded Dialysis centre.**

• **EXCLUSIVE STAFF**

Designation & Number Required

1. Staff- nurses B.Sc Nursing:- 1 staff
2. Social worker/counsellor Psychologist:- No
3. Security guards:- 01
4. Skill Development Guide/Mentor:- No
5. Occupational Therapist:- 02
6. Technician:- 02

• **Shared Staff (Such staff may be shared from the common pool of the hospital)**

Designation & Minimum Requirement

1. Physician in-charge MBBS with training in substance use treatment of MD:- One
2. Laboratory technician:- No
3. Laboratory attendant:- Yes
4. ECG technician:- No
5. Pharmacist:- No
6. Nursing attendant:- No
7. Medical Record technician:- No
8. Store keeper:- No
9. Ward Boy:- 01
10. Store attendant:- No
11. Safai karamchari:- No
12. Cooks:- No
13. Helpers/ stewards:- No
14. Washer man:- No
15. Laundry attendant:- No

  
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## Dialysis Centre Department of Nephrology

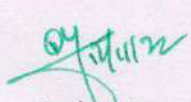
### Index Medical College, Indore

16. Plumber:- No
17. Electrician:- No
18. Carpenter:- No
19. Administrative officer:- No
20. Accounts officer:- No

#### 5. Training

| Training course type                   | Description  | Participants              | Duration  |
|--|--|---------------------------|-----------|
| Training for Nurses                    | Bed Making   | Nurses                    | Two weeks |
| Training for para-professional workers | Training in identification, motivation for treatment, assist medical team and aftercare of drug users. | Pharmacist, Lab personnel | Four days |
| Training on maintenance                | Maintenance of Machine   | All Staff                 | Five days |

| Expected skills to be developed after training |  |
|--|--|
| Doctors  | Assessment & diagnosis of substance use disorders, formulation of treatment plan & delivery of effective treatment services. |
| Nurses   | Supportive treatment for substance use disorders.  |
| Paramedical staff                              | Identification of substance use conditions, case management approach.  |

  
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# Dialysis Centre Department of Nephrology

## Index Medical College, Indore

### Types of courses for doctors:

| Training course type   | Description  | Participants    | Duration    |
|------------------------|--|-----------------|-------------|
| In- country fellowship | Comprehensive training in identification & management of drug users.   | Medical doctors | Four months |
| Training of trainers   | Comprehensive training in identification & management of drug users.   | Medical doctors | Two months  |
| Training of trainers   | Conducted by regional medical colleges with a resource person from NDDTC, AIIMS joining the course for a short duration. | Medical doctors | One week    |
| Refresher training     | Provides continuing education and updating of knowledge.   | Medical doctors | Three days  |

### Course Content

The content of the trainings developed by consensus in the national meeting covers comprehensive topics: national policies and programmes, legal aspects, epidemiological perspective, assessment and diagnosis, aetiology, acute effects, chronic effects, treatment principles, pharmacotherapy, maintenance treatment, community based treatment, monitoring of drug use, prevention, role of laboratory services and blood. The course includes training on knowledge of BT & components. There is also focus on special populations such as injection Drug Users, Drug use and HIV/AIDS, dual-diagnosis, women and adolescent. The course also includes training on small procedures such as insertion of central lines, irregular catheter, intubation biopsies guided by CT. The course is modified based on the needs perceived by the trainees and sessions are added or removed based on their inputs.

Besides lectures/ presentations, the methodology of the training includes case- demonstrations, case discussions and group discussions. The group discussions focus on conducting a training programme. A more detailed curriculum for a four month training as part of a WHO fellowship has also been developed. This includes conducting a research study (planning a research study, collection of data and report writing) and also includes hands-on training on searching internet for literature, lectures on research methodology and statistics.

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IMCIR

Dr. Bushra Khanam  
Medicine  
Associate Professor  
Reg. No. - MP-5504/25



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**Minimum standards of care at De-Addiction centres: MONITORING and EVALUATION**

**Dr. Ram Ghulam Razdan**  
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**Department of Psychiatry**  
**Indira Medical College & Hospital**  
**Reg. No. 25924**

**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**

# INTRODUCTION

In India, The drug dependence treatment sector is still developing and undergoing refinement. The treatment services for substance use disorder in India are delivered by three major players<sup>1</sup>. The first major player is the Non-Governmental Organisation (NGO) sector. There are around 430 drug dependence treatment centres throughout the country, which are being run by NGOs, supported by the Ministry of Social Justice and Empowerment, Government of India (MSJE, 2008). Another major group is the private sector; many doctors including a large number of psychiatrists are providing services to people for substance use related problems. The third major group is the government de-addiction centres. The Ministry of Health and Family Welfare (MOH&FW), Government of India, has established about 122 drug dependence treatment centres throughout the length and breadth of the country(Panda, 2007). Most of these government centres are associated with either general hospitals at the district levels or with departments of Psychiatry at certain medical colleges.

  
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# Minimum standards of care at


## De-Addiction centres: SERVICES

### List of services which should be available at Government De-Addiction centres

- a. Registration
- b. Outpatient Treatment
- c. Inpatient Treatment
- d. Emergency services
- e. Dispensing of medications (pharmacotherapy)
- f. Psychosocial interventions
- g. Laboratory services
- h. Referral / Consultation / Linkages
- i. Record maintenance

### Overarching Issues and Principles

- a. Licensing / Accreditation
- b. Compatibility with existing health services framework
- c. Sensitivity and adaptability to local culture
- d. Promoting service utilization
- e. A patient-friendly atmosphere
- f. Ongoing efforts for improvement
- g. Systems for accountability

  
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# Minimum standards of care at

## De-Addiction centres:


### INFRASTRUCTURE

#### **CENTRE BUILDING**

1. Outpatient Area
2. Doctor's chambers
3. Counselling room
4. Waiting area
5. Toilets:
6. Pharmacy
7. Drug dispensing room
8. Records and registration room
9. Administrative area and stores
10. Urine sample collection room
11. Staff room
12. In- Patient Area
13. **Wards:**
  - 10 Beds – two cubicles of 4 beds each and 2 bed room with restraints
  - Nursing station
  - Doctor's Duty room
  - Interview room
  - Nurses changing room
  - Ward store
  - Sluice room
  - Visitor's room
  - Staff toilet male and female
  - Toilet complex for male and female patients separate
  - Janitors closet
  - Group D room



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- pantry

| <b>Table 1: Space calculation for the centre</b>                             |                            |
|--|----------------------------|
| Name of the area   | Space (In m <sup>2</sup> ) |
| <b>Out Patient Area</b>  |                            |
| Consultation chambers  | 18                         |
| Counselling room   | 18                         |
| Waiting area   | 40                         |
| Staff toilets  | 12                         |
| Patient toilet complex   | 36                         |
| <b>Pharmacy</b>  | 24                         |
| <b>Drug dispensing room</b>  | 12                         |
| <b>Records and registration room</b>   |                            |
| Outpatient registration  | 12                         |
| Admission office   | 12                         |
| Medical records office   | 24                         |
| Storage room   | 12                         |
| <b>Administrative area and stores (only if not shared with the hospital)</b> |                            |
| Room for Officer / Sister in charge  | 12                         |
| Room for accounts personnel  | 12                         |
| Store room   | 36                         |
| <b>Wards</b>   |                            |
| Beds (8 m <sup>2</sup> per bed X 10 beds)                                    | 80                         |
| Nursing station with toilet  | 18                         |
| Interview / treatment room   | 12                         |
| Doctor's Duty room   | 18                         |
| Nurses Changing room   | 12                         |
| Ward store   | 24                         |
| Patients relatives waiting area with toilet                                  | 18                         |
| Sluice room  | 12                         |
| Group D room   | 12                         |
| Ward pantry with drinking water facility                                     | 12                         |
| Staff toilets  | 12                         |
| Patient toilet complex   | 36                         |
| Recreation/rehabilitation/activity room                                      | 24                         |
| Sub total  | 606                        |
| <b>Add 30% extra for circulation space</b>                                   | 182                        |
| Sub total  | 788                        |
| <b>Add 10% for walls</b>   | 80                         |
| <b>Total covered Area</b>  | 866                        |

#### Other special requirements of the centre

Water supply:  
 Waste management  
 Security services:  
 Signage and publicity

  
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## Shared services:

The following services are proposed to be shared with the main hospital:

- Emergency
- Laboratory and Radio diagnostic services
- Kitchen / dietary services
- Laundry services
- Housekeeping and other support services

| Table 2: Suggested list of furniture required |    |
|---|----|
| Writing tables with table sheets              | 12 |
| Plastic chairs (for in-patients' attendants)  | 60 |
| Armless chairs                                | 36 |
| Full size steel almirah                       | 6  |
| Almirah double lockable                       | 2  |
| Arm board for adult and child                 | 4  |
| Wheel chair                                   | 2  |
| Stretcher on trolley                          | 2  |
| Instrument trolley                            | 2  |


  
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|                                  |                           |
|----------------------------------|---------------------------|
| Wooden screen                    | 6                         |
| Foot step                        | 5                         |
| Coat rack                        | 2                         |
| Bed side table                   | 10                        |
| Bedstead iron (for in-patients)  | 10                        |
| Stool                            | 10                        |
| Medicine chest                   | 3                         |
| Locker chests                    | 6                         |
| Fans                             | 36                        |
| Tube light                       | 36                        |
| Sundry Articles including Linen: |                           |
| Buckets                          | 4                         |
| Mugs                             | 4                         |
| LPG stove                        | 1                         |
| LPG cylinder                     | 2                         |
| Sauce pan with lid               | 2                         |
| Water receptacle                 | 2                         |
| Rubber/plastic shutting          | 2 meters                  |
| Drum with tap for storing water  | 2                         |
| I/ V stands                      | 4                         |
| Mattress for beds                | 10                        |
| Bed sheets                       | 10 + 30                   |
| Pillows with covers              | 10 + 10                   |
| Blankets                         | 10 + 10                   |
| Baby blankets                    | 2                         |
| Towels                           | 10                        |
| Curtains with rods               | To be kept as appropriate |



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# Minimum standards of care at De- Addiction centres: **STAFF**

Staffing pattern for any health-care organization or institution would largely be determined by

1. Services being planned
2. Physical location – stand alone or part of a larger hospital
3. Expected patient load


## **MOST ESSENTIAL staff for the De-Addiction Centre**

1. General Physician / General Duty Medical Officer (GDMO)
2. Nursing personnel
3. Social workers/counsellors
4. Security staff

## **SHARED Staff for the De-Addiction Centre suggestive list)**

- A. Laboratory staff
- B. Pharmacist

  
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- C. Nursing attendants
- D. Store-keeper
- E. Administrative staff
- F. Safai karmachari
- G. Security
- H. Engineering
- I. Catering
- J. Laundry

  
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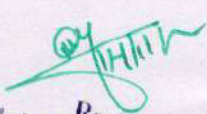
  
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## CAPACITY BUILDING :Proposal for a National Training Master Plan

### i) Various Training Courses

Over the period, there has been a substantial expansion in both the nature and content of available training courses. This expansion has taken various forms. The course programme and contents have been developed as a module of four month, two weeks, six days and three days duration respectively. Over the period, training courses have undergone changes and new courses have been introduced (summarised in the table below).

| Description  | participants  | Duration    |
|--|---|-------------|
| Comprehensive training in identification & management of drug users                                    | Medical doctors (GDMO's)/psychiatrists                                    | Four months |
| Comprehensive training in identification & management of drug users                                    | Medical doctors (GDMO's)/psychiatrists                                    | Two weeks   |
| Conducted by regional medical colleges with a resource person from NDDTC,                              | Medical doctors (GDMO's)/psychiatrists                                    | One week    |
| Provides continuing education and updating of knowledge  | Medical doctors (GDMO's)/psychiatrists                                    | Three days  |
| Comprehensive training in identification & management of drug users                                    | Nurses  | Two weeks   |
| Training in identification , motivation for treatment, assist medical team and aftercare of drug users | Pharmacist, Lab personnel   | Four days   |
| Comprehensive training in appropriate use with adjunct behavioural intervention                        | Psychiatrist / Medical doctors (GDMO's) Nurses, Pharmacist, Lab personnel | Five days   |

  
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# Minimum Standards of Care: *Monitoring and Evaluation*

## Monitoring and Evaluation: Basic Issues

1. M&E must not be seen as an additional burden, but built into the routine systems
2. simple, unequivocal and objective indicators should be used
3. M&E must be an ongoing, periodic activity
4. M&E should be seen as opportunity to improve capacity
5. Necessary resources should be allocated for M&E
6. Perspective of the service beneficiaries (patients) is an essential component

### CHECK-LISTS AND RECORD-REVIEWS

For routine monitoring, a simple checklist can be administered by the medical officer in charge. This can be done on a three monthly basis and is best done by an initial review of randomly selected case files. This depends on a functioning system of making and storing individual client files - case files must be properly updated and organized. All case files should be traceable with a unique registration / code number. Each case file should have the following documentation as a minimum:

- 1) Consent form – client and family members
- 2) Medical case sheet, including a history of any referrals
- 3) Case history or assessment sheet
- 4) Summary of issues raised in counselling sessions
- 5) Summary of information about the clients participation in the programme and his/her progress
- 6) Individual treatment plan
- 7) Discharge counselling form

  
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