

**CHECK LIST FOR THE INSPECTION OF THE SUBSTANCE ABUSE AND REHABILITATION
CENTRES IN HIMACHAL PRADESH**

Name of the Substance use disorder center	
Address of the Substance use disorder center	

Date of Inspection	Date of registration	No of beds approved as per HPSMHA registration certificate

Sr. No.		YES / NO
	PHYSICAL INFRASTRUCTURE	
1.	Is it located at easily accessible place?	
2.	Are the patients safe and secure ?	
3.	Does the facility have adequate space as specified (2000sq. feet for 20 patient)?	
4.	Is there adequate space for recreational and counselling of patients ?	
5.	Are the adolescents and adults segregated?	
	HUMAN RESOURCE	
6.	Does the facility has medical officer ? (Attach details with mobile No.)	
7.	Does the facility has visiting / on call psychiatrist ? (Attach details with mobile No.)	
8.	Are qualified counsellors available in the centre ? (Attach details with mobile No.)	
9 .	Does the centre has social workers ? (Attach details with mobile No.)	
10.	Number of staff nurses employed in the centre ? At least one staff nurse should be available round the clock.	
11.	Are there vocational trainers employed by the centre ?	
12.	Are there Yoga trainers employed by the centre ?	
13.	Is sanitation staff engaged in the facility adequate to maintain sanitation ?	
14.	Is security staff engaged in the facility adequate?	
15.	Does the centre have lab. facilities (In house / outsource)	
	SERVICES	
16.	Is every patient admitted registered has unique Id?	
17.	Is every patient seen by the doctor every day (at least once a day / SoS basis)	
18.	Is the centre linked with General hospital for emergency services ?	
19.	Are the medicines prescribed by the doctor with proper record of the prescription ?	
20.	Are the patients getting adequate wholesome diet?	

	RECORD MAINTENANCE (Ask for the following records)	
21.	Patient register	
22 .	Patient assessment formats.	
23 .	Signed consent forms .	
24.	Doctor's prescriptions	
25.	Medication related records	
26.	Discharge slips / summaries	
27.	Attach details of the procurement of the drugs by the centre.	
28.	Does the purchase , expenses and stock of medicine properly reconcile ?	

Deficiencies noticed

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Observation whether centre fulfils the conditions for the permanent registration under section 65 of MHCA

Chief Medical Officer

SDM

DSP

Psychiatrist / Clinical psychologist