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#### NOTIFICATION

No. D. 33012/3/19-HFW(MH), the 31<sup>st</sup> May, 2023. In exercise of the powers conferred by sub-section (6) of section 65 of the Mental Healthcare Act, 2017 and in the interest of public service, the State Mental Health Authority, Government of Mizoram is pleased to notify the Minimum Standard for different categories of mental health establishment in Mizoram except those that are under the control of the Central Government as given in the appended Annexure - A with immediate effect and until further order.

Esther Lal Ruatkimi,  
Principal Secretary to the Government of Mizoram,  
Health & Family Welfare Department  
Cum  
Chairman, State Mental Health Authority.

ANNEXURE -A

#### Minimum Standards for Mental Health Establishments

The following shall be the minimum standards for registration of mental health establishment under all categories:

*Standard I: The premises should be well maintained and kept in good livable condition:-*

- The building should be in good condition, strong enough to withstand heavy rains and moderate natural calamities
- The building should be equipped with functional windows.
- The whole structure should be barrier free for all persons with disabilities.
- Sufficient ventilation and natural light within the building
- Sufficient illumination after sunset, good enough for reading without causing strain to the eyes.
- Illuminated passages leading to toilets and emergency exits.
- Have power back-ups for emergency lights during power failures and load shedding.
- Periodic maintenance of the establishment.

*Standard 2: The living conditions should be comfortable:-*

- a. Separate cots with mattresses, pillows, bed sheets and blankets should be provided.
- b. Provision of mosquito repellants or control measures in sleeping areas.
- c. Maintain hygiene in all rooms and the premises.
- d. There should be a minimum of two exits where the number of beds in a dormitory is more than twelve (12).

*Standard 3: Hygiene, cleanliness and sanitation should be maintained:-*

- a. Daily sweeping, swabbing and dusting of the entire premises.
- b. Sanitation maintained in all the areas including toilets and bathrooms using disinfectants.
- c. Number of toilets per inpatients should not be less than in the ratio of 1:5 and bathrooms should not be less than in the ratio of 1:10. There should be separate toilets and bathrooms for male and female inpatients. Facility for disposing sanitary napkins should be provided.
- d. Number of wash basins should not be less than 1:12 outside the toilets/bath rooms and in the dining area.
- e. The Mental Health Establishment should provide facilities for pest control like mosquito repellents.
- f. Bed linen should be regularly changed on a weekly basis.
- g. Provide facilities for washing of soiled linen in a clean and hygienic environment.
- h. Periodic pest control treatment within the premises - especially kitchen must be free of cockroaches, rodents etc.
- i. Waste bins in waste generating areas and disposal of waste in collaboration with local authorities.
- j. Washing and dishing of plates, dishes and cutlery used for eating, cooking vessels and other soiled vessels/containers.

*Standard 4: Wholesome, sumptuous and nutritive food and potable drinking water should be provided in comfortable settings:-*

- a. Well cooked, fresh, hot and hygienic food, appropriate to local food habits should be provided in the Mental Health Establishment without any restriction on quantity of the food served.
- b. No adulteration and no contamination in food and its provisions.
- c. Two meals and a midday snack should be provided at proper timings.
- d. Clean drinking water should be available at all times.

*Standard 5: Facilities should be provided for social, cultural, leisure and recreational activities:-*

- a. Entertainment programmes should be organised for inpatients.
- b. There should be a visiting policy with laid down rules and procedures. There must be a furnished visitors' room for families coming to meet the inpatients.

*Standard 6: Maintenance of Records:-*

It should be mandatory for all the Mental Health establishments to maintain personal and treatment record of all the patients. All records must be kept at least for ten (10) years. These records should be confidential and available only to the person/persons authorized by the State Mental Health Authority (SMHA) or by the Mental Health Review Board (MHRB) on request. Some records should be readily available, even on the surprise visits e.g.

- a. Attendance Register
- b. Counseling Register
- c. Case Registry files: a uniform format of Case Registry files as given in the TabSe 1.
- d. Records of Medicine Purchased and Consumed
- e. Stock Register
- f. Fee Collection Receipts
- g. Any other record as deemed necessary to be maintained by the Mental Health Establishment as specified by the State Mental Health Authority or Mental Health Review- Board from time to time.

Table 1

Registration No ..... District ..... Year.....

Type of admission : 1. Dependent (involuntary)  2. Independent (Voluntary)

Name of MHE .....

1. Name .....
2. Age .....
3. Marital status .....
4. Sex: Male/ Female/ Others
5. Religion .....
6. Occupation .....
7. Parent's/ Spouse's name .....
8. Permanent Address .....
9. Local address .....
10. Educational qualification .....
11. Family type : 1. Nuclear 2. Joint 3. Re-constituted family  
4. Staying alone 5. Others .....
12. Capacity Assessment for Treatment decisions ..... Yes  No   
If no, reasons thereof.....
13. Informant: i) Patient ii) Family member iii) Others.....
14. Date of assessment .....
15. Place of assessment .....
16. Assessed by .....
17. Date of admission and time .....
18. Date and time of Discharge .....
19. No. of days of stay .....
20. Co-morbidity .....
21. Medico Legal Cases (MLC) .....
22. Final diagnosis .....
23. Advance Directive ..... (Present/ Absent)
24. ....

**Standard 7: The premises should have adequate floor space available:-**

- a. Separate wards for mentally ill female and male inpatients.
- b. Minimum distance between two beds of not less than 1 meter.
- c. The width of the door and corridors should have enough space for comfortable passage.
- d. Comfortable passage should be maintained on the sides of the beds.
- e. Kitchen/dining area and toilet/bath block shall not be located in close proximity.
- f. Common room should have facilities such as TV, newspapers, magazines and indoor games, chairs etc.
- g. Examination/ check-up Room should be provided for patients if necessary.

**Standard 8: Equipment and articles should be procured and used for inpatients as per requirements:-**

- a. Medical equipment and instruments should commensurate with the scope of services provided and the number of beds.
- b. Inventories should be kept updated and in good condition.
- c. Sufficient sets of basic equipment consisting of blood pressure apparatus, stethoscope, weighing machine, thermometer etc.

- d. Sufficient stock of drugs, medical devices and consumables.
- e. First aid box with standard contents should be provided.
- f. An examination table with 'foot step' should be available.
- g. Provide lockers/space to patients to keep their personal belongings.
- h. Separate toilets for men and women and Sign boards displaying 'For men only' and 'For women only' in local language.
- i. All windows must have built in grills.
- j. Emergency and safety exits should be available.
- k. Fire exit signage should be displayed in two languages, one of which is local language.

*Standard 9: In establishments providing OPD facilities, the OPD facilities should be provided for the treatment of persons with mental illness as out-patients:-*

- a. Facilities for treating mentally ill out-patients should be provided.
- b. Out-patients consultation should be provided by one or more mental health professionals.
- c. Registration/help desks and billing counters should be managed by a person who is also well conversant with local language.
- d. Prescriptions containing names of the patients, dates, names of medication, dosages, frequency, duration, name, signature and registration number of the psychiatrist should be in legible writing
- e. Billing done as per the tariff fixed shall be made available for patients and their families to see.
- f. There should be arrangements for potable drinking water.
- g. Separate toilets for men and women should be provided.

*Standard 10: Miscellaneous Standards:-*

All the Mental Health Establishments should display the following at a conspicuous place of the complex :-

- a. A board with name, address and contact number of the owner of the private mental health establishment.
- b. Registration/ Certificate and contact number of the concerned Mental Health Review Board (MHRB) to whom any complaint can be made.
- c. Complaint box must be installed.