

SECTION E. RECORD MAINTENANCE

Primary Responsibility of Evaluation: Technical Expert

Grading for Staff category			Methodology for Assessment
S No	Observation	Grading	Physical inspection of records for the last 6 months in case of registers and randomly selected 20 files in case of client files
1	Record does not exist	1	
2	Record exists, but is not well-maintained	2	
3	Record exists and is well-maintained but not in the prescribed format	3	
4	Record exists and is well-maintained in the prescribed format	4	

S. No.	Staff Designation	Minimum Qualification			
1	Awareness programme register	Register maintained to record the awareness generation activities conducted			
2	Outpatient register	Register maintained to record the outpatient activities conducted			
3	Admission register (*)	Register maintained to record the admissions made			
4	Client file (*)	File should be made for each patient admitted in the centre			

5	Patient identification number in admission register	Each patient is given an unique identification number in admission register – check admission register / discuss with staff			
6	Patient history form	The counsellor should carry out a detailed assessment for every patient which must be recorded in the prescribed format for patient history			
7	Medical form	The counsellor should carry out a detailed assessment for every patient which must be recorded in the prescribed format for medical assessment			
8	Individual counselling register	The counsellor maintains individual counselling register			
9	Group therapy register	The counsellor maintains a group counselling register			
10	Follow-up register	The counsellor maintains a register for all patients following-up with the IRCA after discharge.			
11	Medicine stock records/registers (*)	The nurse should maintain records pertaining to the stock of medicines			