

MANUAL- 1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES [Section 4(1)(b)(i)]¹

1.1

I. Name & Address of the Organization:

INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES (IHBAS)

**Hospital based Autonomous Academic Institute under the Govt. of NCT of Delhi
Dilshad**

Garden Delhi-110095,

Dealing with “Brain Mind Problems & their Solutions”.

NABH accredited Hospital for Patient Safety and Quality of Care No. H-2012-0123)

II. Head of the Organization: Dr. Nimesh G. Desai, Director IHBAS

III.

a. Vision

The vision of Institute of Human Behaviour and Allied Sciences is to be one of the leaders in the country and in the world for promoting mental health, neurosciences, behavioural and allied sciences through multidisciplinary patient care in partnership with communities, developing future group of professionals and paraprofessional leaders through formal and semiformal training programmes and expanding scientific knowledge and its application through frontline research.

b. Mission

The mission of Institute of Human Behaviour and Allied Sciences is to advance the mental and neurological health of populations by practicing evidence based multidisciplinary scientific health care approaches that are novel, adaptive, and ethical, conduct research of high standard and develop human resource in these fields. The institute adheres to quality assurance, integrating into practice the prevailing norms for human rights and diverse value systems of persons and populations while accomplishing this mission.

To accomplish its vision and mission, IHBAS will do the following :

- Form a strategic Review and planning Group (SRPG) which will include external group members (expert and people of repute from the field of administration, finance, research and academia) assisted by IHBAS personnel.

- Ensure that the institute amalgamates and synthesises a comprehensive vision document for the institute based on the vision of all the departments/sections of the institute.

- Work with various Govt., nongovernmental and voluntary health organizations and

other interested stakeholders to reduce the discrimination and prejudices associated with mental illnesses and neurological disorders.

- Promote the visibility and mandate of the institute and its contribution through effective communication with all sectors of civil society.

IV. Key Objective & Function and Duties:-

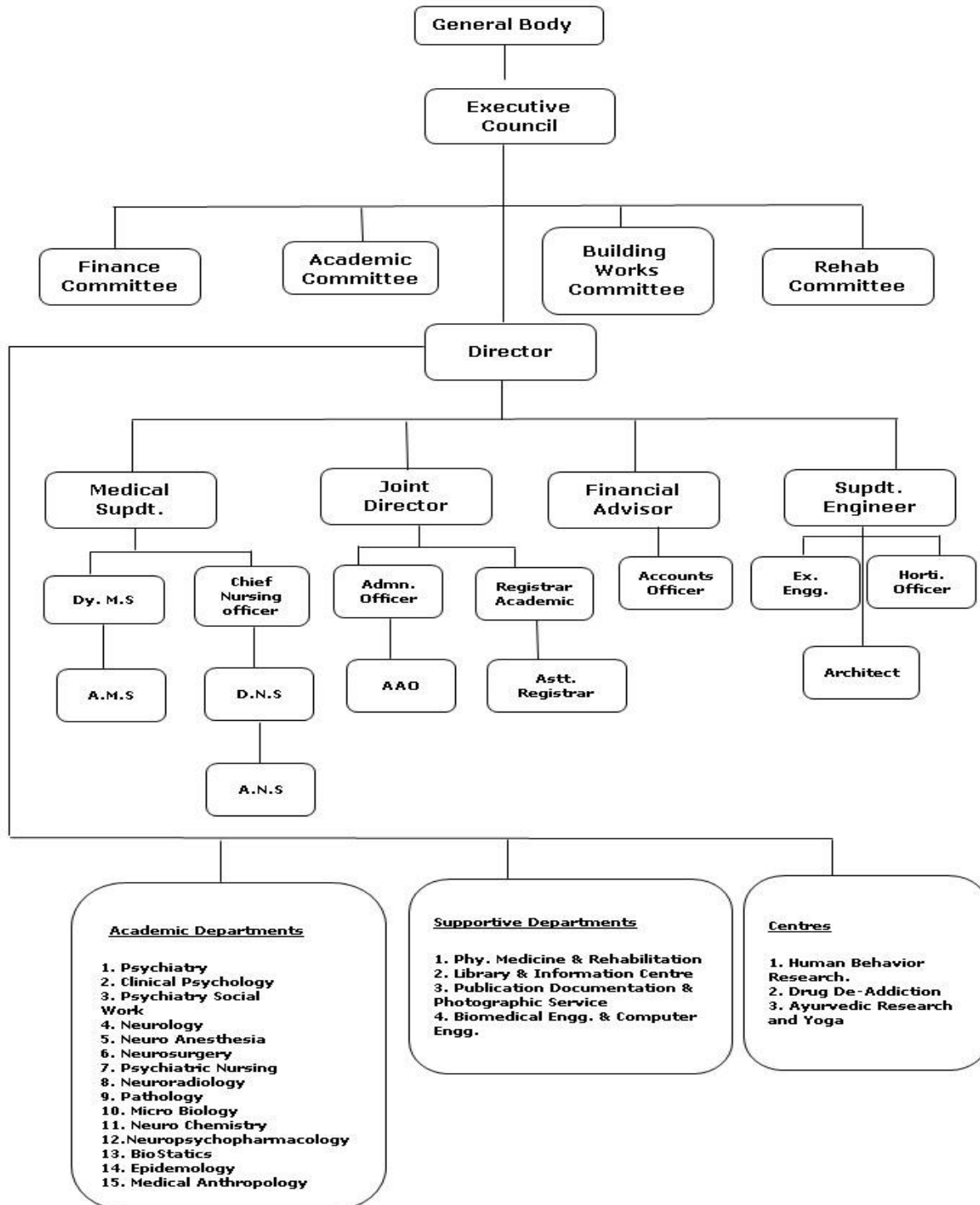
- To provide High Quality Super Specialty Health Care using State of Art Technology in Mental Health, Neuro-Sciences, Behavioural and Allied Sciences.
- To conduct research of High Standards in the field of Mental Health, neurosciences and Behavioural Sciences.
- To provide comprehensive Training for MD(Psychiatry) , M.Phil (Clinical Psychology) & DM (Neurology) in field of metal Health, neurosciences and Behavioural Sciences and Research activities on Current interest.
- To provide High Quality Super Specialty Health Care services using State of Art Technology in Mental Health, Neuro-Sciences, Behavioural and Allied Sciences to the patients visiting the hospital (in OPD on all working days.
- To provide specialized care through special clinics in afternoon OPD.
- **IHBAS Provides Emergency Services 24 hour and 7 days.**The Institute offers 24 hours Emergency services in Psychiatry, Neurology and Neurosurgery. A 10 bedded Short Observation Facility(SOF) is available for patients of psychiatry and neurology. There is an emergency laboratory providing routine investigations facility.

As IHBAS is not General Hospital so these services are not available at IHBAS.

1. **Road Traffic accident, polu-trauma & emergency neurosurgery services.**
2. **Gynecology, maternity care and general pediatric services.**
3. **General medical, general surgical conditions TB & chest illnesses.**
4. **Super specialty care in Cardiology, urology and endocrinology diseases.**
5. **Eye, ENT, Skin, Dental and Orthopedic care.**
6. **Mortuary services.**

- To provide indoor services to the patients admitted to this hospital

V. Organization Charts



VI. Brief history and background for its establishment

The Institute of Human Behaviour & Allied Sciences (IHBAS) is a multidisciplinary institute on three major fronts: patient care services i.e. caring for those with mental and neurological disorders, carrying out research, teaching and training in psychiatry, neurology, neurosurgery, behavioural and allied sciences.

The Hospital for Mental Diseases (HMD), Shahadara, was established in 1966 in the eastern outskirts of Delhi across the Yamuna River at a time when custodial care of mentally ill was order of the day. During this era, the society had lost hopes for recovery of such patients and kept them far away. It was a virtual dumping ground for society's unwanted people. The hospital was in a deplorable condition with inadequate facilities, paucity of trained staff and often ill-treatment meted out to inmates. It was converted into a multidisciplinary institute under the Societies Act 1991 and registered as a Society by Supreme Court order in response to a public interest litigation. Since its inception in 1993, it has served as a good example of how judicial intervention can bring about changes for the benefit of the patients. At present, it is functioning as an autonomous body with support from Central and Delhi Governments for its maintenance and developmental activities.

SCOPE AND FACILITIES

The Institute of Human Behavior & Allied Sciences (IHBAS), Delhi, is an apex institution of mental health, neurosciences, behavioural and allied sciences. The institute provides a range of services

- ☐ Hospital Based Services
- ☐ Community Based Services

The patient care involves a continuum of care starting from pre-hospital care to post-hospital care. A multidisciplinary approach is followed in patient care in all areas. The services are provided by the following departments at IHBAS:

- ☐ Psychiatry
- ☐ Neurology
- ☐ Neurosurgery
- ☐ Neuro-anesthesiology
- ☐ Clinical Psychology
- ☐ Psychiatric Social Work
- ☐ Pathology
- ☐ Microbiology
- ☐ Neurochemistry
- ☐ Neuro-psychopharmacology
- ☐ Neuro-radiology
- ☐ Epidemiology
- ☐ Biostatistics
- ☐ Medical Anthropology

Hospital based patient care at IHBAS involves outpatient, inpatient, emergency Services. Community based care involves clinical care, outreach activities and IEC activities. Education and counselling of patients and caregivers, pre admission and pre discharge counselling of patient are unique features of patient care at IHBAS.

Each defined service should have appropriate diagnostics and treatment facilities with suitably qualified personnel who provide out-patient, in-patient and emergency cover. At IHBAS appropriate and adequate clinical & diagnostic services are available with qualified personnel

Hospital Based Services

OUTPATIENT SERVICES

Services	Room No.	Days
Psychiatry OPD Walk-In- Clinic(New Patients)	4A, 4,5,11 and 12	Monday to Saturday
Psychiatry Follow-up & work-up	6,6A,7,8,9,10 & 10 A	Monday to Saturday
Neurology	18,20,21,24,25 & 26	Monday to Saturday
Neurosurgery	23	Monday to Saturday
Clinical Psychology	13,15,16 &17	Monday to Saturday
Psychiatric Social Worker	1, 4B	Monday to Saturday
Physiotherapy & occupational Therapy	22 & O.T Block 19, & OT Block	Monday to Saturday
Speech Therapy	19	Monday to Saturday
Yoga Therapy	28 B & O.T Block	Monday to Saturday
Sample collection Room	27	Monday to Saturday
Injection Room	28	Monday to Saturday
Pharmacy	29	Monday to Saturday
Help Desk	OPD Block	Monday to Saturday
Ayush Clinic(Homeopathy, Unani, Ayurveda)	13	Monday to Saturday Homeopathy : Monday & Thursday Ayurveda : Tuesday & Friday Unani : Wed & Saturday

Psychiatry Department, OPD Days

Unit – I Monday, Wednesday & Friday

Unit- II Tuesday, Thursday, Saturday

Neurology Department, OPD Days

Unit – I Monday, Wednesday & Friday

Unit- II Tuesday, Thursday, Saturday

Neurosurgery Department, OPD Days

Monday to Saturday

SPECIAL OPD SERVICES AT IHBAS (Afternoon Clinics):

Registration Timing: 1.30 P.M to 3.00 P.M

Name of Clinics	Room No.	Departments	Days
Mental Retardation Clinic (MRC)	1, 4 B, 4 A to 17	Psychiatry,Clinical Psychology & Psychiatric Social Work	Every Wednesday
Child and Adolescents Psychiatric Clinic (CAPC)	1, 4 B, 4 A to 17	Psychiatry,Clinical Psychology & Psychiatric Social Work	Every Monday afternoon
Drug De-addiction Treatment & Rehabilitation Clinic (DATRC)	1, 4 B, 4 A to 17	Psychiatry,Clinical Psychology & Psychiatric Social Work	Every Friday afternoon
Marital Psychosexual Clinic (MPC)	12	Psychiatry,Clinical Psychology & Psychiatric Social Work	Every Saturday (11.00 a.m to 12.00 noon)
Tobacco Cessation Clinic (TCC)	14	Psychiatry,Clinical Psychology & Psychiatric Social Work	Every Monday afternoon
Neuro Behaviour Clinic (NBC)	15, 18 to 21 and 25, 26	Neurology,Clinical Psychology & Medical Social Work	Every Friday afternoon
Movement Disorder Clinic	15, 18 to 21 and 25, 26	Neurology,Clinical Psychology & Medical Social Work	Every Wednesday afternoon
Epilepsy Clinic	15, 18 to 21 and 25, 26	Neurology,Clinical Psychology & Medical Social Work	Every Monday afternoon
*Pain Relief Clinic	23	Neuro-anaesthesiology Department	Every Monday and Friday afternoon.
*Pre-Anaesthetic Check-up Clinic	23	Neuro-anaesthesiology Department	Every Monday and Friday afternoon

*Patients attending this clinic are referred from department of Psychiatry, Neurology & Neurosurgery.

HELP DESK COUNTERS:-

There is provision of Help Desk counters in OPD area available both for patients in general and senior citizens. This operates from 8.30 AM to 4.00 PM on all working days. There is a reception counter in room No. 30 which is managed by Medical Record Officer and other reception staff.

COMMUNITY BASED SERVICES

COMMUNITY PSYCHIATRY SERVICES

Service	Days	Time
1. Clinic at Delhi Govt. Dispensary, Chattarpur	Monday, Thursday & Saturday	10:00 am to 1:00 pm
2. Clinic at Babu Jagjeevan Ram Hospital, Jahangirpuri	Wednesday & Friday	10:00 am to 1:00 pm
3. Clinic at Sec-12, Delhi Govt. dispensary, Dwarka	Wednesday, Friday & Saturday	10:00 am to 1:00 pm
4. Clinic at Acharya Bhikshu Hospital, Moti Nagar	Wednesday, Friday & Saturday	10:00 am to 1:00 pm
5. Clinic at Delhi Govt. dispensary, Timarpur	Monday, Thursday & Friday	10:00 am to 1:00 pm
6. Special clinic for homeless people at Jama Masjid	Monday & Thursday	07.00 pm to 9.00 pm

Psychiatry Department Scope of Services:-

The department provides wide ranges of services like hospital based patient services like outdoor, indoor, emergency Services and community based services in mental health as a part of District Mental Health Programme. Department provides comprehensive patient care facilities for the treatment of common mental disorders, severe mental illnesses and substance use disorders. Clinical Services are delivered keeping in view the standard ethical guidelines including confidentiality of medical records and protection of patient's rights. Integration/involvement of caregivers and family in the management is one of the key features of the treatment.

Hospital based Services

Outpatient: OPD Services are available from Monday to Saturday and patients are registered from 8.30 am to 12.00 noon. Specialty services clinics are provided in the afternoon on every Monday, Wednesday and Friday and patients are registered from 1.30 pm to 3.00 pm. There are two clinical units which provide their OPD services on alternate days. All new registered cases are initially assessed by a qualified Psychiatrist (senior resident) of the department in Walk-in Clinic. These cases are evaluated in further detail by doing focused work up by Junior Residents on priority basis as per their clinical needs and are discussed with consultants and senior residents. Duty Medical Officer, a qualified Psychiatrist (Senior Resident) on round the clock (24 x 7) duty is available in the emergency room.

Child & Adolescent Psychiatry Clinic: A weekly Child and Adolescent Psychiatry Clinic (CAPC) provide mental health care to the children and adolescents. It provides Services for the psychiatric and behavioral problems of the children and adolescents as well as counseling about school related problems. Common problems seen in the clinic include attention deficit hyperactivity disorder (ADHD), academic problems; conduct disorders, developmental delays, enuresis, etc. As per needs of the patients, parents are requested to involve themselves actively in the treatment process. Parents' counseling Services are a part of regular activities of this clinic.

Mental Retardation Clinic: It is being run on a weekly basis by a multidisciplinary team consisting of psychiatrists, clinical psychologists, and psychiatric social workers. Special parent training programmes are also organized for parents of children with mental retardation. Information is imparted regarding medical, family and social needs of these children. The clinic serves to fulfill an important need of such children for certification required for special

schooling and disability benefits.

Marital & Psychosexual Clinic: This is a weekly specialty clinic that offers Services to patients with marital and sexual problems. A joint team of psychiatrists and clinical psychologists is running it. A number of patients attending the Services have sexual misconceptions or myths related to sex which respond well to sex education and counseling. Common disorders include Dhat Syndrome, erectile dysfunction and premature ejaculation.

Tobacco Cessation Clinic: This clinic is part of a National Tobacco Initiative by Ministry of Health and Family Welfare, Government of India and World Health Organization. This clinic is held thrice a week on every Monday, Wednesday and Friday afternoon under the care of a multi-disciplinary team. The treatment modalities offered are both pharmacological and psychosocial with emphasis on counseling and behaviour management.

Drug Abuse Treatment and Rehabilitation Clinic (DATRC): It is being run twice a week on Wednesday and Friday afternoon. It offers Services to the patients with problems of drug abuse and alcoholism. Most of the clientele consists of patients abusing smack (heroin), alcohol, cannabis products (bhang, ganja, etc. A multidisciplinary team consisting of psychiatrist, clinical psychologists and psychiatric social workers is running the clinic.

Inpatient: The current bed strength is of 260 in psychiatry. There are adequate and spacious wards for the patients of all nature i.e. separate wards for male and female patients, children and adolescents, forensic psychiatry patients, long stay patients and drug abuse and dual diagnosis patients. There are both open as well as semi-open types of wards. Recreational facilities are provided in each ward. Private room (AC/Non-AC) facility is also available. It is the policy of the department to admit patients with family members and they are required to stay with the patients and are actively involved in the treatment process. Every effort is made to safeguard the basic human rights of the patients. There is a separate 20 bedded ward each for male & female long stay patients with focus on rehabilitation and 20 bedded ward for providing forensic psychiatry Services. There is a separate 10 bedded ward for children and adolescents. There are separate beds (6 beds) allocated for mother and child care available in open ward area.

Short Observation Facility (SOF): Psychiatry emergency Services are available round the clock. A 10 bedded Short Observation Facility (SOF) is available to cater to patients of psychiatry and neurology.

Facilities available:

- a. Triage Facility: It is carried out by nursing staff on duty.
- b. Short stay facility: For a period of 48 -72 hrs.
- c. Emergency evaluation including clinical assessment and assessment using rating scales
- d. Emergency interventions including pharmacological, psychological and psychosocial intervention/family support related interventions
- e. Medical monitoring i.e. Vitals monitoring, input/output monitoring and basic life support
- f. Emergency Laboratory Investigations support including routine blood investigations and some special investigations in the emergency laboratory facility.

Psychiatry ICU Facility

A state of the art 5 bedded psychiatry ICU facility is available for patients requiring close observation for behaviour with high risk of harm to self or others, patients with medical co morbidities requiring more frequent monitoring, drug toxicity, other patients requiring close observation for academic or medico legal purposes. Psychiatry ICU is also equipped with facility of 2 padded rooms for keeping highly violent and aggressive patients. These rooms have facility of CCTV to observe patient with their/family members' prior consent.

Child and Adolescent Psychiatry Inpatient Facility:

A 10 bedded indoor ward is available for observation and treatment of Children and Adolescents. Patients are admitted both on request of parents and through reception orders of Child Welfare Committees (CWCs) under the provisions of Juvenile Justice Act.

Mother and Child Care Unit

There is a 6 bedded unit which is specially meant for providing care to female patients having their children in the age group of up to 5 years and who are admitted through reception orders of the courts. It is the policy of the institute to keep both mother and child under same roof to secure the rights of such patients to take care of their children to the extent they can. When mother is not able to

take care of her child hospital provides housekeeping attendants to take care of the child. Every effort is made to protect the rights of both mothers and their children and their safety is ensured.

Medical Board and Disability Board: There is a standing Medical Board (weekly) and a special board to certify disability in psychiatry (weekly) with its well defined standard operating procedures

Treatment Modalities available:

- **Pharmacotherapy:** there is free dispensing of essential medicines for common psychiatric problems.
- **ECT:** Facilities for modified ECT are available.
- **Behaviour therapy:** Done in collaboration with Department of Clinical Psychology.
- **Recreational therapy:** Available separately in each ward; monthly eating out programme for patients and quarterly outdoor picnic are arranged for patients.
- **Group Exposure:** Caregivers' support Group in OPD; in DATRC Psycho-educative group sessions; Alcoholic Anonymous and PSGM (Patient Staff Group Meeting) in each ward are held regularly.
- **Occupational Therapy and Day Care Centre:** Facilities of day care and occupational therapy are available at Occupational Therapy block in the Institute between 9 AM and 4 PM on all working days.

Consultation - liaison Services: Institute has developed consultation- liaison Services linkage with the University College of Medical Sciences and Guru Teg Bahadur Hospital for consultation from other specialties, resident training and supervision.

Community Based Care

IHBAS has been identified as the nodal agency for implementation of District Mental Health Programme (DMHP) for the state of Delhi under National Mental Health Programme. A multidisciplinary mental health team provides a range of services including clinical care, outreach services, creating awareness about mental health and mental illnesses using IEC activities and liaisoning with other agencies like NGOs in carrying out these activities. In collaboration with NGO Ashrya Adhikar Abhiyan (AAA), Department also provides mental health as well

as general health services to homeless person in the Jama Masjid area of Delhi. The Delhi Legal Services Authority also provides its services for the involuntary treatment of homeless people. The details of Services have been provided under the title Community Psychiatry Services on page 15.

Department provides pre-hospital care in the form of Mobile Mental health Unit wherein services are provided by a multidisciplinary Mental health unit in a mobile van which rescues patients on the roadside, in the night shelters as well as in families which find it difficult to bring the patient to hospital for treatment. Such patients are brought to IHBAS for treatment.

Department also provides post-hospital care in the form DMHP clinics at various places in Delhi where patients can follow up after they are discharged from IHBAS. Day care facilities for rehabilitation are available at IHBAS.

Neurology Dept: The department of Neurology provides patient care, academic and research services.

Patient Care Services - The extensive patient care services are carried out through OPD (Out Patients department), Specialized Clinics, IPD (Indoor Patient Department), Neurology ICU and Stroke ward.

Neurology emergency is available 24 X 7 days.

The wide range of neurorehabilitation through physiotherapy, occupational therapy and speech therapy is a part of management of neurology patients.

OPD Schedule (Daily General Neurology OPD) Registration time – (8 – 11. 30)

Approximately 1200 patients are seen daily. 100 – 120 New registrations and 800 -1200 follow up.

All types of neurology patients are routinely seen.

Days	Consultant
Monday	Dr Aldrin Anthony
Tuesday	Dr Aldrin Anthony
Wednesday	Dr Suman Kushwaha
Thursday	Dr Siddhartha Maheswari
Friday	Dr Suman Kushwaha
Saturday	Dr Siddharth Maheswari

Specialty Clinic – 2- 4 PM (Registration 1. 30- 2 pm)

Monday <ul style="list-style-type: none"> • Dr Aldrin Anthony 	Epilepsy Clinic	<ul style="list-style-type: none"> • For refractory epilepsy patient's evaluation and management.
Wednesday <ul style="list-style-type: none"> • Dr Suman Kushwaha 	Movement Disorder Clinic	<ul style="list-style-type: none"> • The various types of movement disorders like Parkinson's disease, Parkinson's plus syndrome, Dystonia and other movement disorder. Comprehensive management, follow up and rehabilitation is done. • Facility of Botulinum toxin injection is available for specific indications like segmental dystonia and spasticity
Friday <ul style="list-style-type: none"> • Dr Suman Kushwaha 	Neurobehavioral Clinic	<ul style="list-style-type: none"> • The clinic has been successfully running since last 13 years. The patients of Alzheimer's disease and other dementias are managed by the experienced team of neurologist experienced in cognitive disorders, psychiatrist and clinical psychologists.

1. Neurology Emergency -

One of the few centers who offers 24 x 7 neurology emergency in Delhi and NCR. All types of neuro critical cases are managed regularly.

Acute Stroke Program (IV Thrombolysis) – IHBAS Neurology has facility for treatment of Acute Stroke. The patients of acute stroke who arrives in emergency in window period ie within 4.5 hrs of symptom onset are evaluated and thrombolysed.

2. Inpatients Department (IPD)-

The department of Neurology has 57 indoor beds including 10 ICU beds for critically ill patients. The neurological patients who require the comprehensive evaluation and investigation are admitted, diagnosed and managed accordingly.

3. Neurology ICU –

The 10-bedded state of art neurology ICU with bedside monitoring and ventilator support is available for the treatment of critically ill patients like meningoencephalitis, acute stroke, Gullian Barre Syndrome, Status epilepticus

etc. The ICU has trained nursing staff and other supporting staff required for the management of any neurological emergency.

Five bedded dedicated stroke unit managed by a team of neurologist, physiotherapist, occupational and speech therapist for effective early rehabilitation.

4. Neuro electrophysiology Lab

The neuroelectrophysiology lab is equipped with the state of art equipment's to perform all the investigations like Electroencephalography(EEG) – Video EEG, polysomnography, Nerve conduction Velocity(NCV), Electromyography(EMG) Visual evoked potential (VEP). Somatosensory evoked potential (SSEP).

Academic and Research –

Department of Neurology has MCI approved DM Neurology Super specialty course under Delhi University.

Three students are trained every year.

Funded and Non-funded projects are being conducted regularly in Department of Neurology.

Neurosurgery Services: Neurosurgery Department offering services like OPD & ward and routine surgical care. There are two equipped Operation Theater. Two OT per day for 6 days from Monday – Saturday. About 20 + 02 ICU Beds are available for admission all beds are free of charges. All kind of modern neurosurgical operations performed in routine operation in routine OT. Neurosurgery OT starts from 9.00 A.M to 4.00 P.M(Lunch 1 P.M – 1.30 PM) Monday to Friday and 9.00 A.M to 1.00 P.M Saturday. Operations are operated during these period viz. Brain (Cranium), Spine, Peripheral Neurosurgery etc.

Clinical Psychology Service

The department of clinical psychology provides psycho-diagnostic and psychotherapeutic services. The department provides child guidance services, neuropsychological assessment, behaviour therapy and counseling in the field of mental illnesses, addictive behaviors, marital discord, psychological disorders, psychosexual dysfunctions, intellectual & developmental disabilities, learning disorders and emotional & behavioural problems of children and adolescents. Early intervention and management of mentally handicapped and children with autism spectrum disorders are also done. Disability assessment and certification for

intellectual disability (mental retardation), specific learning disability, and cognitive impairment is one of the regular activities of the department.

Neuroanesthesia Service:

Department provides anaesthetic services for elective and emergency (for IPD patients) neurosurgical operations, neuroradiological investigations and electroconvulsive therapy. It is involved in the intensive care management of acutely ill neurological and neurosurgical patients. Also department is involve in code blue, CPR rescue and training of Doctors, staff & technician for BLS and ACLS.

Occupational Therapy services for chronic mentally ill :

1. Assessment: screening and standardized assessment. Screening done in the performance areas (ADL, Leisure and recreation, work) and in performance components (sensorimotor, cognitive-perceptual, neuromuscular, sensory-integration etc.) through Task skill checklist, Work Behaviour Assessment (WBA), leisure survey, ADL survey, group survey , interpersonal skills survey . Standardized assessments done through COPM, RTI, Comprehensive occupational therapy evaluation (COTE), ADL scales, sensory profile.

Intervention based services.

- Activity scheduling and Habit training
- Group activity therapy (includes ADL group, Wellness group, Topical group, Thematic group)
- Cognitive Activities (memory games, computer activities etc.)
- Social Interaction skills
- Motor remediation
- ADL training
- Pre-vocational and vocational skills training (various vocational trades available like stitching and tailoring, candle making etc.)
- Discharge planning and home management program

Scope of Diagnostic Services

Introduction

The diagnostic laboratories were established in IHBAS with the objective of providing routine and specialized investigation facilities in the management of Neuro-psychiatry disorders. They focus not only at providing the quality clinical diagnostic services coupled with Continuous Quality Improvement in order to meet all diagnostic needs, but also emphasises on research & training in collaboration with National & International institutions of repute in the field of

Neuro-sciences. The laboratories are equipped with the state of art equipments to perform quality testing. Besides routine tests, the hospital provides histopathology services for central nervous system (CNS) lesions, nerve and muscle biopsies, therapeutic drug monitoring for antiepileptic drugs, Real time PCR for HIV and tuberculosis and biochemical tests specific for neuropsychiatric set up like various assay e.g. ammonia, lactate, vitamin B12, folic acid and screening for aminoaciduria.

Service	Timing
Pathology Microbiology Neurochemistry Neuropsychopharmacology Neuroradiology Electrophysiology	Monday to Friday (Working days) 9.00 AM to 2.00 PM Saturday 9.00 AM to 1.00 PM Emergency Laboratory timing: Monday to Friday 2.00PM to 9.00AM Saturday 1.00 PM onwards Sunday & Gazette holidays- 24 hours

OTHER INFORMATION

Sample Collection Timings:

9.00 AM to 2.00 PM on all working days in Sample Collection Room (Room No. 27) in OPD

Neuro Electro Physiology

Various tests for patients with muscle disease, nerve diseases, multiple sclerosis, motor neuron disease and others. Investigation includes E.E.G., E.M.G. N.C.V., V.E.P., S.S.E.P., B.E.R.A. and Quantitative Sensory Testing on T.S.A.-II

Microbiology

Investigation Facilities

I. Direct Microscopy

1. Gram Stain for pyogenic organisms
2. Ziehl Neelson stain for AFB
3. Leishman/Giemsa stain for malaria parasites and microfilaria
4. India Ink preparation for Cryptococcus
5. Stool for Ova & Cysts
6. Stool for occult blood
7. KOH mount for fungal elements

II. Serological/ Immunological Tests

1. Anti Streptolysin O (ASO)
2. C-Reactive Protein (CRP)
3. Rheumatoid Factor (RF)
4. Tests for Syphilis – Card Test / VDRL/TRHA
5. Widal Test
6. Antigen detection for malarial parasites
7. Card test for HIV
8. Card test for HBsAg
9. Antigen detection for Cryptococcus neoformans
10. Antigen detection for Group B Streptococcus, H.influenzae type b, Strept. Pneumoniae, N. meningitidis groups A, B, C, Y, W135, and E.coli K1 in CSF

III. ELISA for

1. Hepatitis B surface antigen (HBs Ag)
2. HIV 1 and 2 antibodies
3. T. solium antibodies (Cysticercosis)
4. HSV 0 1 IgM antibodies
5. Anti ds DNA antibodies
6. HCV antibodies
7. Measles antibodies
8. IgG antibodies to Toxoplasma gondii

IV. Bacteriological cultures and antimicrobial susceptibility testing of pathogens from

1. Urine
2. Blood
3. CSF
4. Sputum
5. Throat swab
6. Pus, exudates and transudates
7. Stool

V. Culture for M. tuberculosis

1. Conventional
2. Bactec MGIT

Neurochemistry Investigation Facilities

I. Sugar

1. Fasting
Random
Post Prandial (PP)
2. GTT (100 gm of glucose load)
3. GCT (50 gm of glucose load)
4. Glycosylated Haemoglobin

II. Kidney Function Tests

1. Urea
2. 24 hrs urine protein
3. Creatinine
4. Creatinine Clearance
5. Uric Acid

III. Electrolytes

1. Sodium
2. Potassium
3. Calcium
4. Phosphorus
5. Magnesium

IV. Liver Function Tests

1. Bilirubin
2. SGOT
3. SGPT
4. ALP
5. Total Protein
6. Albumin
7. A/G Ratio
8. GGT

V. Lipid Profile

1. Total Cholesterol
2. Serum Triglycerides
3. HDL Cholesterol
4. VLDL Cholesterol
5. LDL Cholesterol
6. LDL/HDL Ratio

VI. CSF Chemistry

1. C.S.F. Sugar
2. C.S.F. Protein
3. C.S.F. Chloride

VII. Thyroid Function Tests

1. Free T3
2. Free T4
3. TSH

VIII. Enzymes

1. Amylase

IX. Others

2. Creatine Phosphokinase (CK)
3. CK – MB
4. Lactate
5. Copper – Serum & urine
6. Ceruloplasmin
7. Vitamin B12
8. Folic Acid
9. Ammonia, Screening for Aminoaciduria

Pathology

Investigation Facilities

I. Haematology

1. Haemogram with ESR
2. Total Leucocyte Count (TLC)
3. Differential Leucocyte Count (DLC)
4. Packed cell volume (PCV)
5. Red blood cell count (RBC)
6. Mean Corpuscular volume (MCV)
7. Mean Corpuscular Haemoglobin (MCH)
8. Mean Corpuscular Haemoglobin Concentration (MCHC)
9. Platelet count
10. Absolute Eosinophil count (AEC)
11. Absolute Neutrophil count (ANC)
12. ESR (Erythrocyte sedimentation rate)
13. Reticulocyte count
14. Nestroft (Naked Eye Single tube osmotic fragility test)
15. Blood group and Rh factor
16. LE cell (Lupus Erythematous)
17. PT (Prothrombin Time)
18. PTTK (Partial thromboplastin time)
19. BT (Bleeding Time)
20. CT (Clotting time)
21. Peripheral smear (P/S)
22. Bone marrow examination

II. Clinical Pathology

1. Urine R/M
2. Urine for bile salts
3. Urine for bile pigment
4. Urine for sugar
5. Urine for ketones
6. Urine for urobilinogen
7. Urine for porphobilinogen
8. Urine pregnancy test

III. Cytology

1. CSF (Cell count and cytology)
2. Body fluids (cell count and cytology)
3. FNAC

IV. Histopathology

1. Small Tissue biopsy
2. Nerve Bx
3. Muscle Bx
4. Frozen & crush smears
5. IHC (Immunohistochemistry)
6. Enzyme Histochemistry

Neuro-psychopharmacology

Investigation Facilities

1. Serum Carbamazepine Levels
2. Serum Phenytoin Levels
3. Serum Valproic Acid Levels
4. Serum Phenobarbital Levels
5. Serum Lithium Levels
6. Plasma Homocysteine Levels

Radiology

1. Conventional X RAY
2. Ultrasonography
3. Color Doppler
4. Echocardiography
5. CT Scan
6. MRI – **outsourced to M/S Focus Imaging and Research Centre Pvt. Ltd.**

Besides catering to IHBAS patients, Diagnostic Services are also available to patients of other government hospitals on payment basis as per the approved rate list.

Blood Storage Facility

Scope:

- ## Emergency Laboratory Services

Timings:

Working days 2.00 PM- 9.00 AM

Sunday & Gazette holidays 24 Hours

Tests Performed

Biochemistry tests

- Blood Glucose
- Serum Electrolytes- Sodium, Potassium & Total Calcium
- Blood Urea
- Serum Creatinine
- Serum Ammonia
- CSF Glucose & Protein
- Creatine Kinase- Total

Pathology Tests

- Hemoglobin
- Total Leucocytes Count (TLC)
- Differential Leucocytes Count (DLC)
- Platelet Count
- ESR

Other Services

Pharmacy

Occupational therapy & Day care centre

Physiotherapy

Dietetics

Yoga centre (in collaboration with Morarji Desai National Institute of Yoga)

Supportive Sections

Engineering Section (includes

Horticulture) Administration

Accounts section

Medical records

Library & Documentation

Housekeeping & Security Services

At IHBAS appropriate and adequate clinical, diagnostic and treatment facilities in out-patient, in-patient and emergency area are available with qualified personnel who are recruited through a defined procedure as per the CCS Rules.

Services proposed to be available at IHBAS in near future

- Geriatric Mental Health Clinic and inpatient Services
- Child Development Centre
- Family Therapy Unit
- Sleep Laboratory
- Genetic Laboratory

Services Not Commensurate with the Scope of Services IHBAS and Not available

- Road Traffic Accidents, poly-trauma Services and Emergency NeuroSurgery services
- Gynecology and Maternity care
- General Medical, general surgical conditions and TB & chest illnesses
- Super-specialty care in cardiology, Urology, and Endocrinology diseases
- Eye, ENT, Skin, Dental and Orthopedic Care
- Mortuary Services

Occupational Therapy and Day Care Center (OT/DCC)

- 1) Timing of occupational therapy and day care center is 9.00AM to 4.00 PM with half an hour lunch break at 1.30 PM.
- 2) Referred patients both outdoor and indoor from department of psychiatry and neurology attend occupation therapy/day care center department.
- 3) Clients staying outside IHBAS make their own transport arrangements. They bring their Tiffin for lunch and medicine dose (if any).
- 4) Each case is assessed by an occupational therapist and concerned mental health professionals for individual programme planning for training and placement.
- 5) Training is provided to the clients as per assessed rehabilitation needs and individual programme planning in the area of activities of daily living skills, social skills, leisure and recreation, prevocational skills and vocational skills. Principles of Token economy program are followed to facilitate and maintain positive behavioral outcomes.
- 6) Day care activities are based on activity scheduling. Individualized therapy goals are devised for each patient. Group sessions help provide opportunities for social interaction. Every Saturday sessions include break from daily activity scheduling and are exclusively of recreational nature. Regular

celebrations to mark various occasions are conducted. They help to exhibit the skills of the day care centre clients and act as great motivators too.

Teaching & Training

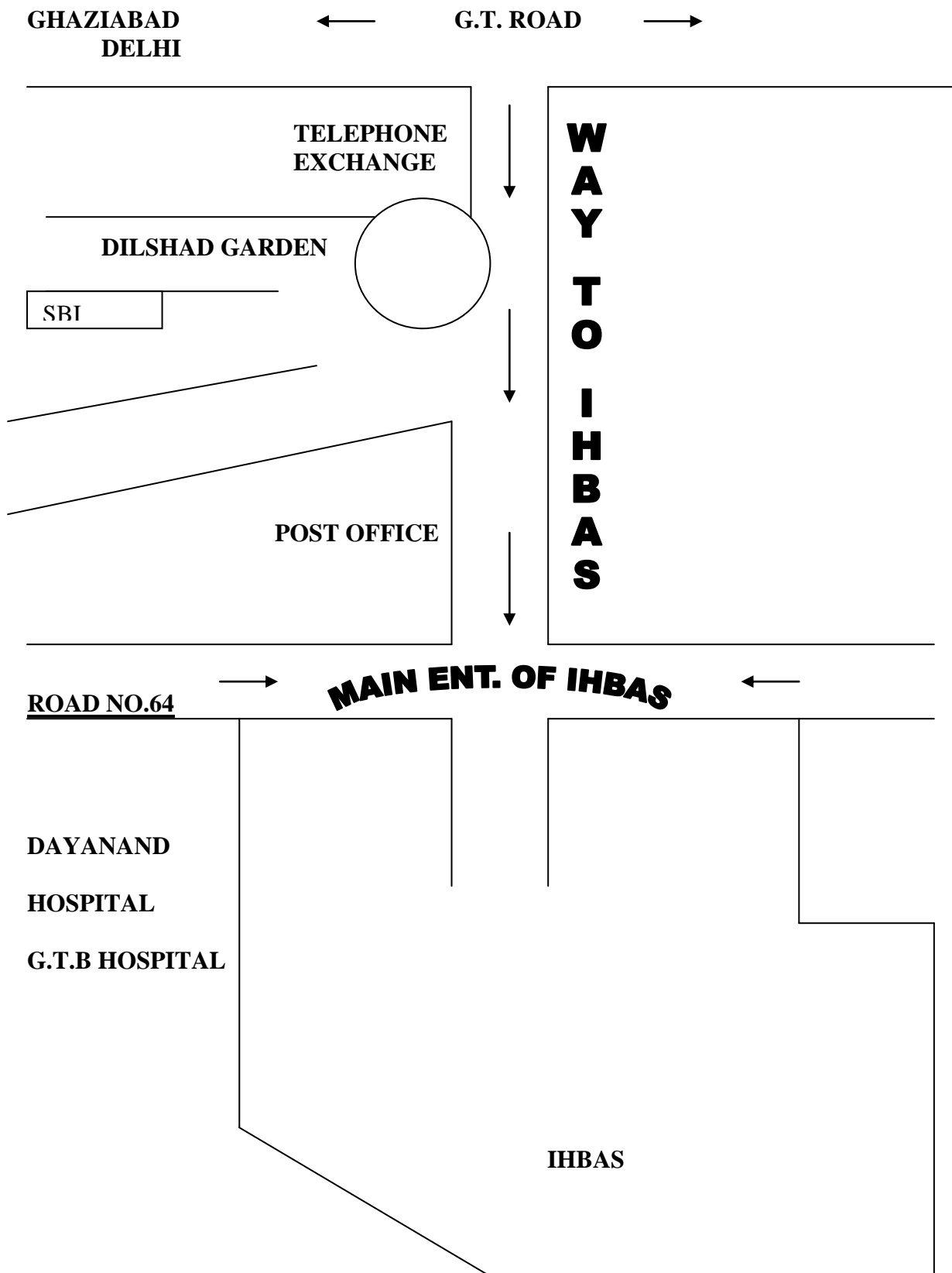
- I. **M.D. (Psychiatry)** course started from 2003 with Two students per year under the aegis of Delhi University. **Now it has been increased to 08 students. The degree recognized by MCI.**
- II. **DM (Neurology)** course started from 2008 with One candidate per year under the aegis of Delhi University. Now the seats have been increased to 3 candidates/per year from July, 2010 and degree recognized by MCI.
- III. **M .Phil in Clinical Psychology** course started from October 2004 under the aegis of Delhi University with 10 students per year at present. The degree recognized by Rehabilitation Council of India (RCI).
- IV. **DNB in Neurology** course has been suspended till further information.
- V. **Psychiatric Nursing** -Nursing care for neuropsychiatric patients is somewhat different from general nursing care that its nurses are trained and taught to deliver special care to the psychiatric patients. Nursing students from other hospitals namely Kasturba, Safdarjung, Sir Ganga Ram, Deen Dayal Upadhyay, Hindu Rao and GTB Hospital etc. undergo regular training at the Institute. Some of the nurses from the institute are also sent to other advanced institutions for specialized training.
- VI. **Training under DMHP Programme** - IHBAS is one of the selected institutions for this purpose by the Govt. of India. As part of implementation of District Mental Health Programme (DMHP) of Government of India the training programmes for medical officers, para-medical and non-medical personnel were organized. The objectives were to provide sustainable basic mental health services to the community and to integrate these services with other health services.
- VII. **Training in Clinical Psychology and PSW for post graduate students**
Post graduate students of Psychology and social work from various universities from Northern India are placed on the request of respective universities for practical training in clinical psychology and psychiatric social work.
- VIII. **Training in Pharmacy**
Pharmacists come for training as part of Diploma Pharmacy
- IX. **Laboratory trainings**
Students from various universities come to IHBAS for laboratory posting as part of their MLT training.

5. Citizens Interaction –

- (a) Public Awareness Programmes
- (b) Seminars/Symposia/Workshops/Conferences organized at IHBAS
- (c) Clinical Psychology
- (d) Interaction through Psychiatric Social Worker

6. Postal Address of the main office, attached/subordinate office/field units etc.
Institute of Human Behaviour and Allied Sciences (IHBAS), Near GTB
Hospital, Dilshad Garden, Delhi-110095.

7. Map of office location



8. Working hours both for office and public

GENERAL INFORMATION	
Office Timings	09.00 AM to 04.00 PM Monday to Friday 09.00 AM to 01.00 PM Saturday
Registration Timing	8.30 AM to 12.00 Noon for Morning OPD 1.30 PM to 3.00 PM for Special clinics
Hospital Charges	Rs. 10 as registration fee is charged from all patients on every visit. Patients of below poverty line are exempted.
Registration Counters	Eleven registration counters are available for new and old patients in OPD Block.
Emergency Services	Emergency registration in DMO Room 24 hours a day. (Ph 22114029)
Pharmacy Counters	Five counters are available within OPD premises for smooth distribution of the medicines.
Enquiry Counter	Room No. 30. (Ph 22114029 Extn. 228)
Facility for Senior Citizens and Freedom Fighters	Yellow Colour OPD cards are issued for easy identification and they are seen on top priority.
Medical Board	There is a standing Medical Board.
Psychiatric Social Worker	Services of Psychiatric Social workers are available in Room No. 1 during OPD timings for providing help and counseling to patients.
Sample collection timings	9.00 AM to 2.00 PM in the OPD Block (Routine) 2.00 PM to 4.00 PM directly in the respective labs.(Emergency)

9. Public interaction, if any

- (a) Public Awareness Programmes / Public Lectures.
- (b) Seminars/Symposia/Workshops/Conferences organized at IHBAS
- (c) Clinical Psychology
- (d) Interaction through Psychiatric Social Worker

10. Grievance redressal mechanism

PUBLIC GRIEVANCES REDRESSAL MACHINERY:

Nature of Grievances	Person to be Contacted for Redressal
MO-In Charge , (Mental Health Act)	Dr. N. G. Desai, Director Prof. Psychiatry
Deputy Medical Superintendent	Dr. Deepak Kumar, Assoc. Professor Psychiatry
Administration	Sh. S.K Singh Offg. Joint Director (Administration)
Security	Dr. Vijender Singh Associate Professor (Psychiatry)
Housekeeping & Sanitation	Dr. C. B. Tripathi Associate, Professor (Biostatistics)
Pharmacy	Dr. V.K.S Gautam Asst. Prof. (Neuro-Surgery)
Medical Store	Dr. V.K.S Gautam Asst. Prof. (Neuro-Surgery)
Accounting	Sh. P.S Rao Sr. Account officer
Nursing Care	Mr. Anil Kumar Rai A.N.S.
Quality of Food	Ms. Vibhuti Rastogi Dietician
Officer In-Charge Reception	Dr.Amit Khanna, Assistant Professor (Psychiatry)

Users charges for patient care services at I.H.B.A.S.

1. The family income as disclosed by the family members/relatives/patients will be considered income of the patient's family.
2. With patient's family income less than Rs.3000/- per month no charges shall be levied for investigations or admission in wards.
3. Charges for 20 days shall be recovered in advance at the time of admission to the special ward.
4. These charges will be applicable on all referred patients coming to IHBAS only for availing the following investigations/procedures.
5. With patient's family income above Rs.3000/- per month, the charges as proposed in the agenda will be levied. Indoor patients with income above Rs.3000/- per month shall be charged Rs.10/- per day in general ward.
6. For patients admitted to special ward, the charges as proposed shall be levied. All the other charges as proposed will be recovered.
7. All the charges shall be recoverable from employees of Central/State Govt./Autonomous/Public Sector undertakings etc. irrespective of income.
8. Charges shall also be recoverable from the Govt. for patients admitted on court orders or referred by Jail authorities.
9. The OPD Registration (Opening a case file) charges shall be Rs.10/- per card. .
10. The authority to waive off charges on genuine ground rests with the Medical Superintendent, IHBAS.

OPD Registration Charges:-

OPD Registration (New & Follow-up per visit)	Rs. 10/-
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All the user charges are free of cost only the patient who admits in the private ward charges are applicable. The details of the same given below:-

S.No.	Details	Amount (Rs.)
1.		
2.	Private Ward (A/c room with attached bath room)	600/-
Charges for Medical Certificates		
1.	Admission & Discharge	30/-
2.	Advise for Rest/Fitness	30/-
3.	Medical Certificate for Insurance claim	100/-
4.	Out-Patient treatment (Factual Certificate)	25/-
Diet Charges		
1.	General Diet	50/-
2.	Special Diet	-
Casualty & O.P.D. Services		
1.	Issue & Duplicate Registration Card	5/-
Physiotherapy & Occupational Therapy		
1.	In-patient & Out-patient	25/-
2.	In-patient and Out-patient (Assessment)	25/-
E.C.T. Services		
1.	ECT Charges (Each)	160/-
Special Investigation		
1.	Pentathlon Interview (Per Session)	60/-
2.	Alcohol Challenge (Per Session)	75/-
Psychiatric Social Work		
1.	Home Visit	-
2.	Up to 15 Kms.	50/-
3.	Beyond 15 Kms. (Within City Limits)	75/-

NEURO PSYCHO PHARMACOLOGY

S.No.	Investigations available	Charges (in Rs.)
1.	Carbamazepine	360.00
2.	Phenytoin	360.00
3.	Valproic Acid	300.00
4.	Phenobarbital	360.00
5.	Lithium	96.00
6.	Homocysteine	600.00
7.	Levetiracetam	360.00

PATHOLOGY

S.No.	<u>Investigations available</u>	Charges (in Rs.)
1.	Complete hemogram (Hb, TLC, DLC, RBC, and Plt. Count)	80
2.	ESR	15
3.	Peripheral smear examination	20
4.	Platelet count	25
5.	Reticulocyte count	25
6.	Absolute eosinophil count	25
7.	Absolute neutrophil count	25
8.	L.E. cell phenomenon	25
9.	PT/ PTTK/INR	50+50
10.	BT/CT	15+15
11.	Blood grouping (ABO RH)	40
12.	Osmotic fragility	25
13.	Sickling test	25
14.	Bone marrow Examination	100
15.	PAP Smear	80
16.	FNAC	50
17.	Hemoglobin	15
18.	TLC/DLC	25
19.	RBC Count	25
20.	PCV	25
21.	Clot retraction time	25
22.	Peripheral smear for MP	20
23.	Urinary Bence Jones Protein (Heat method - qualitative)	20
24.	Urine routine /microscopy	25
25.	Urine R/E	10
26.	Urine Pregnancy Test	50
27.	Urinary porphobilinogen/urobilinogen(qualitative)	15+15
28.	Urinary Bile salt/Bile pigment	20+20
29.	Urine for occult blood	20
30.	Urine Ketone	20
31.	Exfoliative cytology	50
32.	Histopathologic evaluation for formalin fixed small biopsy specimens	100
33.	Fresh biopsy sample frozen sections	50
34.	Enzyme histochemistry	100
35.	Immunohistochemistry (per antibody)	250

S.No.	<u>Investigations available</u>	Charges (in Rs.)
1.	Complete hemogram (Hb, TLC, DLC, RBC, and Plt. Count)	80
2.	ESR	15
3.	Peripheral smear examination	20
4.	Platelet count	25
5.	Reticulocyte count	25
6.	Absolute eosinophil count	25
7.	Absolute neutrophil count	25
8.	L.E. cell phenomenon	25
9.	PT/ PTTK/INR	50+50
10.	BT/CT	15+15
11.	Iron/TIBC (Iron profile)	50+50
12.	Blood grouping (ABO RH)	40
13.	HbF (alkali denaturation test)	20
14.	Osmotic fragility	25
15.	Sickling test	25
16.	Bone marrow Examination	100
17.	PAP Smear	80
18.	FNAC	50
19.	Hemoglobin	15
20.	TLC/DLC	25
21.	RBC Count	25
22.	PCV	25
23.	Clot retraction time	25
24.	Peripheral smear for MP	20
25.	Urinary Bence Jones Protein (Heat method - qualitative)	20
26.	Urine routine /microscopy	25
27.	UrinrR/E	10
28.	Urine Pregnancy Test	50
29.	Urinary porphobilinogen/urobilinogen(qualitative)	15+15
30.	Urinary Bile salt/Bile pigment	20+20
31.	Urine for occult blood	20
32.	Urine Ketone	20
33.	Exfoliative cytology	50
34.	Histopathologic evaluation for formalin fixed small biopsy specimens	100
35.	Fresh biopsy sample frozen sections	50
36.	Enzyme histochemistry	100
37.	Immunohistochemistry (per antibody)	250

NEUROCHEMISTRY

Chemistry Profile	S.No.	Tests Assay	Charge (in Rs.)
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Sugar	1	Fasting	25
		Random	25
		Post Prandial (pp)	25
	2	Gn 5 sample	120
	3	GCT	25
	4	Glycosylated Haemoglobin	130
Kidney Function Test	5	Blood Urea	30
	6	Serum Creatinine	35
	7	Uric Acid	40
Electrolyte	8	Sodium	50
	9	Potassium	50
	10	Calcium	40
	11	Phosphorus	40
	12	Magnesium	30
Liver Function Test	13	Serum Bilirubin	70
	14	SGOT	40
	15	SG PT	40
	16	ALP	80
	17	Total Protein	25
	18	Albumin	25
	19	A/G Ratio	
	20	GGT	100
Lipid Profile	21	Total Cholesterol	60
	22	Serum Triglycerides	80
	23	HDL Cholesterol	80
	24	LDL Cholesterol	
	25	VLDL Cholesterol	
	26	LDL/HDL Ratio	
	27	Total Lipid Profile	200
CSF Chemistry	28	C.S.F Sugar	25
	29	C.S.F Protein	35
	30	C.S.F Chloride	50
	31	C.S.F Lactate	30
Thyroid Chemistry	32	T3,T4 and TSH	275
	33	Free T3	100
	34	Free T 4	100
	35	TSH	150
Special investigation	36	Serum Lactate	30 30 100 150

Enzymes Test	40	Serum Amylase	70
	41	Creatine Phosphokinase(CK)	100
	42	CK-MB	120
Vitamin Chemistry	43	Vitamin B 12	200
	44	Folic Acid	200
Urine chemistry	45	Urine copper	50
	46	24hrs urine protein	35
	47	Creatinine clearance	70
	48	Spot urine (Sod. Pot., Cal. And Phos.)	85/85/75/75

NEUROLOGY

S.No.	Investigations available	Charges (in Rs.)
1.	E.E.G.	300.00
2.	E.E.G. with video monitoring	500.00
3.	N.C.V.	300.00
4.	E.M.G.	500.00
5.	VEP/BERA	200.00
6.	SSEP	300.00
7.	ABG Analysis	400.00
8.	ENMG (NCV+EMG)	600.00
9.	Blink/RNS/others	200.00
10.	Quantitative Sensory Analyzers	200.00
11.	Blood sugar (by Glucometer)	20.00
12.	Lumber Puncture	50.00
13. *	ICU charges	1000.00
14. *	ICU charges with cardiac monitoring	1200.00
15. *	Ventilator charges	700.00
16. *	Oxygen Therapy	500.00

* charges are per day

RADIOLOGY

S.No.	Investigation available	Charges (in Rs.)
1.	X-Rays a). "15x12" b) "10x12" c) "10x8"	50/- 50/- 50/-
2.	Carotid Doppler	400/-

3	Peripheral Vascular Doppler	400/-
4.	Ultrasonography (1) Upper abdomen (2) Lower Abdomen (3) Whole	250/- 250/- 400/-
5.	Upper & follow through with barium	400/-
6.	Upper & Follow through with Gastrografin contrast	500/-
7.	Barium swallow (heart) with Fluoroscopy	200/-
8.	Small bowel barium enema (enteroclysis)	800/-
9.	Barium enema (large bowel)	800/-
10.	Angiography (DSA)	1500/-

CLINICAL PSYCHOLOGY

S.No.	Investigations available	Charges (in Rs.)
1.	Cognitive functions	400.00
2.	Personality with Inter personal relationships	400.00
3.	Cognitive potentials	250.00
4.	Specific functions	150.00
5.	Diagnostic Clarification	400.00
6.	Neuro Psychological Assessment	500.00
7.	General Assessment	700.00
8.	Specific learning abilities	200.00
9.	Initial Therapeutic Session	200.00
10.	Subsequent Sessions	100.00

MICROBIOLOGY

S.No.	Investigations available	charges (in Rs.)
Direct microscopy		
1	Gram staining	30
2	Ziehl Neelson staining	30
3	India ink preparation	30
4	Leishman/ Giemsa staining	30
5	Stool for ova/cyst	25
6	Stool for occult blood	25
7	P/S for malaria parasite	25
Serological/ immunological test		
1	Anti streptolysin-O test	75
2	C-Reactive protein	50
3	Rheumatoid factor (RA factor) Test	50

4	WIDAL Test	60
5	Test for syphilis – VDRL/RPR test	50
6	Test for syphilis – TPHA	200
7	Antigen detection for malaria parasite	200
Culture for		
1	Urine / Pus	75
2	Stool/Sputum	100
3	CSF/Blood/ Body fluid	150
4	AFB culture	150
ELISA for		
1	HIV 1& 2 Antibodies	200
2	HBs Ag (Hepatitis B surface antigen	200
3	HCV antibodies	200
4	Measles antibodies	200
5	T-sodium antibodies	200
6	Anti ds DNA antibodies	200
7	CMV antibodies	200
8	HSV 1gM antibodies	200