

Government of West Bengal
Department of Health & Family Welfare
Swasthya Bhawan, GN-29, Sector-V
Salt Lake City, Kolkata-700091

Memo No. HF/PPP/18/2017/. 837

Dated. 29.08.2017

CIRCULAR

**Sub: Establishment of Audio Vestibular Clinic as per MCI Guidelines at ENT OPD
department of Medical College & Hospitals.**

As per MCI Guidelines setting of Audio-Vestibular Clinics in Medical Colleges is the need of the hour. The Clinics has to be preferably established in the area adjoining the ENT OPD complex of every Medical Colleges. Keeping this in mind a proposal has been initiated to establish such clinic as per guidelines issued by MCI under Public Private Partnership Model in every Medical College in line of the model of Audio-Vestibular Clinic presently functional at ENT OPD department SSKM Hospital.

Now the Principals of all Medical Colleges and respective HoDs of the ENT department may be requested to explore availability of space and rooms as specified in annexure along with this circular in the ENT OPD complex and sent a report to the undersigned within 7 days of issue of this circular. On receipt of the proposal with status of availability of space a visit by a state Level Expert Team headed by Prof Arunava Sengupta HoD ENT SSKM in presence of PWD department for confirmation of the available space as per specifications.

The department will take further decision regarding floating of EoI for Medical Colleges with ready to use space for the Audio-Vestibular Clinics and development of space including plan estimate as per specifications to make the space ready to use for other Medical Colleges after final visit report by the State Level Expert Team.

A copy of the initial feasibility report from the hospitals may be mailed to Prof Arunava Sengupta HoD ENT SSKM at arunabhasengupta2008@gmail.com. The matter may please be considered as most urgent.

Yours faithfully



**Director of Medical Education
& E.O. Secretary
Dept of H & FW, GoWB**

Annexure 1

Space Requirement for the Audio Vestibular Clinic

To set up the Audio Vestibular Clinic a space of approximately 350 to 400 sq. ft. (Carpet area) preferably adjoining the ENT OPD will be required to be identified. The clinic will consist of the following components:

- Vestibulometry Room (Acoustic Room) 2 Rooms - 80 Sq. ft.
- BERA, ASSR room- 50 to 75 Sq. ft.
- Area for Speech Therapy, Cochlear implant mapping, Counselling and rehabilitation services – 75 to 100 Sq. ft.
- Patient waiting area – 50 to 75 Sq. ft.
- Office area for billing, reporting and IT setup- 50 Sq. ft.

The above spaces can also be created by temporary wall partitioning of available space

SOUND PROOF AUDIOMETRY BOOTH

Two room audiometric Suite 10 X 8 FT is required.

- a. Construction
 - i) The enclosure is modular in construction with a patient's chair.
 - ii) BOOTH Size: 4 ft X 4 ft and height is minimum 7 ft.
 - iii) Outer Panel Surface 1.6 mm CRCA Sheet with complete powder coating.
 - iv) Inner panel surface: perforated sheet 0.6 mm thick with complete fire proof paper end finish on end and perforation on other end.
 - v) Floor shall be 100 mm thick with 3.0 mm MS Sheet upper surface and 1.6 mm MS sheet for lower Surface completely insulated with sound damping material
 - vi) All floor are to be carpeted.
- b. Acoustic Felt
 - i) Floor, walls, door and roof panels shall retardant, absorbing, inert and mildew resistant and vermin proof. Heat transfer shall be no more than 0.397 Wm C.
 - ii) High Density, Asfalt Free, Visco-Elastic, Sound Block Membrane to be applied for Sound Proofing in floor & panel.
 - iii) Covering with fire proof paper.
 - iv) Insulation material of density.

c. Window Construction

- i) Windows shall be 600mm x 600mm (sizes may vary in some orientations), double glazed toughened (6mm glass, 12mm air gap, 6mm glass).

d. Electrical

- i) All booths are provided with lighting operated from an adjacent switch. Power operation 240V, 50 Hz.
- ii) Led Maintenance free ceiling Recessed lights.

e. Jack Panel

- i) A jack panel consisting of twelve, 6.4 mm three - pole jack sockets shall be provided below the window. The jack panel shall be designed and installed to preserve the acoustic integrity of the booth.

f. Door Construction

- i) One 750 mm wide x 1780 mm high (clear opening) for complete safety and effective acoustic control, Magnetic compression seals are mounted on the top, bottom and sides of the door leaf with all necessary hardware.

g. Inner Finish (Acoustic Board)

- i) Imported Sound absorbing acoustic board for inner surface of the booth having 9mm thickness and having NRC of 0.8 Board will have fire resistance of 25 as approved by ASTM - E84 and having 100% polyester composition approved to be used in all kind of food and health industry. All kinds of colour available and designs made by technician as per customer request.

List of things and sketch of the room should be submitted before Technical bid evaluation.

Note: Hospital Authority will provide a damp proof room (having electrical connection up to the door step of the room).

Sd/-

Director of Medical Education E.O. Secretary
Health & Family Welfare, Government of West Bengal