

## Manual 4

### Norms set for discharge of functions

(Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below :

#### Illustration

S.No.	Activity	Time frame/Norm	Remarks
1.	Diary of Letter	3 Minutes	
2.	Dispatch of Letter	5 Minutes	Usually Done as and when received for despatch.
3.	Registration of Patient	2 Minutes	
4.	Admission of Patient	5 Minutes	
5.	Patient Examination	Average 5 Minutes per Patient	Ranges from 2 to 30 Minutes
6.	Blood Collection	Average 5 Minutes per Patient	
7.	X-Ray Film taking	15 Minutes including registration	Reporting is done later by Radiologist
8.	Ultrasonography	10 to 20 Minutes	
9.	Operation	15 to 120 Minutes	
10.	Refraction	15 Minutes	
11.	Dressing or plaster	15 Minutes	