

PH4-91665/2013/DHS

Directorate of Health Services
Thiruvananthapuram, dated. 1 .3.2014

From
The Director of Health Services
Thiruvananthapuram

To
The District Medical Officer
Trivandrum/Kollam/Pathanamthitta/Kottayam/Idukki/Alappuzha/Ernakulam
Thrissur/Palakkad/Malappuram/Kozhikode/Wayanad/Kannur/Kasargode

Sir,

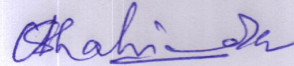
Sub:-HSD- Guidelines for the implementation of Comprehensive Mental Health
Programme 2013-14

Ref:- G.O(Rt) No.4049/2013/H&FWD dated 5.12.2013

I am forwarding herewith the Guidelines for the implementation of
Comprehensive Mental Health Programme 2013-14 for necessary action.

District Medical Officer of Health is requested to circulate this guidelines to all
Nodal Officers, Superintendents and Programme Officers under District Mental Health
Programme.

Yours Faithfully



For Directorate of Health Services

Copy to ,

1. Directorate of Medical Education, Medical College P.O, Thiruvananthapuram
2. Kerala State Mental Health Authority, Thiruvananthapuram
3. District Programme Officers

Guidelines for the implementation of
'Comprehensive Mental Health Programme' 2013-14

Under Plan Head of Account 2210-01-110-23

The following guidelines are to be followed for the implementation of 'Comprehensive Mental Health Programme' (New Scheme) 2013-'14. The administrative sanction GO (Rt) No: 4049/2013/H&FWD dtd 5/12/13 has already been communicated.

Implementation

1. The Comprehensive Mental Health Programme is an integral part of DMHP/CMHP and will be implemented by DMHP/CMHP in the concerned district with the support of District programme managers of NRHM.
2. It is to be implemented in strict adherence to the provisions in the Administrative sanction and in the most effective manner.
3. Venue for setting up the centres can be selected by the implementation committee of the concerned DMHP/CMHP.
4. The building for setting up the centre can be hired. The maximum rent allowed is Rs. 25,000/- per month including water and electricity charges. **The rent fixed should be in concordance with the state PWD rates.** If vacant buildings are available attached to PHC/CHC or local Panchayath, it can be selected for setting up the centre.

Functioning of the centre

5. Organisations like Kudumbasree or other reliable agencies in the locality may be entrusted with catering of food to the beneficiaries of patients in each centre.
6. Vehicle for the project will be outsourced. The present procedure followed for outsourcing vehicle by DMHP/CMHP will be adopted here also.
7. The working time of the centre will be from 10 am to 4 pm. The vehicle will start from the centre to pick up patients from their residents by 7.30 am and start back to their home by 4 pm.

8. All details of the patient and his/her relative and a passport size photo of the patient have to be kept in the office of the centre.

Appointment of Staff

9. Appointment of the staff will be on contract basis for one year subject to the general norms for contract appointment. Appointment of the staff will be done by the implementation committee of DMHP/CMHP in the concerned district.
10. Only female candidates will be selected for female centres except for the post of occupational therapist.
11. Occupational therapist: - Persons with Degree/Diploma/Training in occupational therapy from an accredited institution will be appointed as occupational therapist. In the absence of qualified candidates for occupational therapist post, MSW candidates with Medical and Psychiatric Social Work as special paper will be selected, subject to the condition that they have to get trained in minimum occupational therapy skills relevant to the type of occupational activities selected for the concerned centre.
12. Staff Nurse: - Candidates with M.Sc Psychiatric Nursing, Diploma in Psychiatric Nursing or Retd Staff nurses who have adequate experience in mental health centres will be given preference in appointment.
13. Cleaners :- Persons who can read and write Malayalam will be appointed as cleaners.

Duties and Responsibilities

14. The Occupational Therapist will also be in over all charge of the administrative supervision of the centre in addition to the occupational therapy activities.
15. One of the staff nurses will be given overall charge of patient care in the centre.
16. Cleaning staff will be responsible for all cleaning activities and other casual requirements in the centre.

17. One of the staff nurses will be in charge of the transportation of patients by accompanying them in the same vehicle on pick up and another staff nurse to take them back to their house in rotation. Service of cleaning staff may also be used for this at the discretion of the Nodal Officer/Implementing Committee.

Treatment

18. DMHP/CMHP will conduct monthly clinics in the centre. Psychiatric drugs will be supplied by DMHP/CMHP. Any other psychiatric drugs required can be obtained from Kerala Medical Services Corporation Ltd (KMSCL) through annual intend.
19. Other drugs except psychiatric drugs can be procured from the near by Karunya Pharmacy/Community Pharmacy or Supplyco run Medical Store (Neethi) by local purchase, based on actual requirement.
20. The expenditure for drug procurement shall be met from the fund allotted for medicines.

Setting up of Occupational Therapy Unit

21. Office furnitures, equipments and items required for setting up simple Occupational Therapy Units like paper cover making, soap making, candle making or small scale farming based on the feasibility in each centre, can be procured from the fund earmarked for chair, bench etc (item No.17 of the Administrative sanction).

Acceptance of gift/sponsored items

22. The centre will have the freedom to accept sponsored items like building or occupational therapy unit for setting up of the centre from NGOs or other credible agencies.

Release and utilization of Fund

23. Fund will be released to the Nodal Officers through DPM of the concerned district based on request from the Nodal Officers. The fund released to the DMHP may be kept in the TSB Account/Bank Account of the concerned

DMHP/CMHP. Separate accounts have to be opened to keep the fund for this project to avoid mixing up with the fund received from Government of India for DMHP.

24. Necessary arrangements for procurement of materials required for the centre will be arranged by the DPM based on the request from the concerned Nodal Officer and payment will be made by the Nodal Officer.

Monitoring of Activities

25. Monitoring of the activities of the centres will be by the institutional level implementation committee constituted for the corresponding DMHP/CMHP and the state level monitoring committee.

Documentation and Reporting

26. Documentation of activities will be the responsibility of the occupational therapist and maintenance of accounts will be the responsibility of the Nodal Officer assisted by DEO of the concerned DMHP/CMHP.
27. Monthly activity report of each unit will be forwarded to Deputy Director of Health Services who is in charge of Mental Health, Secretary, Kerala State Mental Health Authority, DPM/DMO of concerned districts (CMHP programme to DPM and DMHP programme to DMO) on or before the 10th working day of the next month. Reporting format will be forwarded to DMHP/CMHP by Secretary, Kerala State Mental Health Authority.

Eligible Leave

28. Staff selected will be eligible for weekly off on every Sunday and 12 days casual leave in one calendar year irrespective of holidays or working days. Sunday will be a holiday for the centre. Granting of holiday/leave will be at the discretion of the Nodal Officer without interrupting smooth functioning of the centre.

Involving LSGD and NGOs

29. Nodal Officer has to keep contact with the administrators and leaders of the District/Block/Grama Panchayath and shall try to involve them also in the activities of the centre.
30. CMHP/DMHP will try to involve credible NGOs in their locality in the conduct of the programme.

Proposal for the next financial year - is to be prepared by the Nodal Officers of the concerned DMHP/CMHP based on their requirements and must be forwarded to DHS through the State Nodal Officer in the **first week of April 2014** with out fail.

Implementation of School Mental Health Programme

- (1) Resource persons for conducting awareness programme in schools will be selected by the implementation committee of the CMHP/DMHP. The number of resource persons selected will be 4 - 6 persons per district.
- (2) Qualification of the resource person will be any of the following.
- (i) MA/MSc Psychology from a recognized university and
- a) M.Phil or PhD in Clinical Psychology acquired after a two-year course from an accredited institution
- or
- b) Post Graduate Diploma in Clinical Psychology conducted in Medical College, Thiruvananthapuram by Directorate of Medical Education, Kerala.
- (ii) MA/MSc Psychology from a recognized university and
- a) M. Phil in Counselling Psychology, or M.Phil in Consulting Psychology from an accredited institution
- and
- b) Training in the care of mentally ill persons.
- (iii) M.S.W from a recognized university with M.Phil or Ph.D in Psychiatric Social Work acquired after a two-year course from an accredited institution.

(iv) Postgraduate degree from a recognized university in Social Work with Medical and Psychiatric Social Work or Mental Health & Social Work as a separate paper and training in the care of mentally ill persons.

(3) The selected resource persons will be given trained by DMHP Thiruvananthapuram. The training will be organised preferably in April 2014, at the Kerala State Institute of H&FW, Thycaud, Thiruvananthapuram and accommodation to out side district candidates will be arranged in the training institution itself. DHS training co-coordinator will make necessary arrangements for this.

(4) Interested and dedicated High School teachers of Thiruvananthapuram district also will be allowed to attend the training. Principals/Head Masters of the school have to nominate 2 dedicated High School teachers from their Schools to attend the training. The service of these trained Teachers will also be utilized for implementation of the programme.

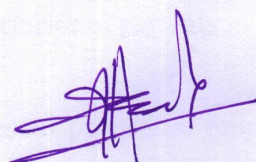
The DHS will submit necessary proposal to the Secretary, Health and Family Welfare Department in this regard which can in turn be forwarded to DPI to direct the Principals/Head Masters to depute Teachers.

(5) The trained resource persons will conduct separate awareness programmes on mental illness to the teachers, parents and students at High School level and will render counseling services and referral to DMHP/CMHP for the needy students.

(6) Trained resource person will be eligible for a remuneration of Rs. 200/hr and can conduct more than one awareness programme in the same day in the same school.

(7) The School JPHNs who are involved in School Health Programme and School Councillors in Thiruvananthapuram district will also be given training subject to request from DPI.

- (8) Training module will be prepared by DMHP, Thiruvananthapuram and the copy of the same will be forwarded to the office of Kerala State Mental Health Authority for approval in advance.
- (9) Duration of the training programme for resource persons will be 3 days. The training will be on early identification of common mental health problems among High School students, stress management and basic counselling skills.
- (10) Setting up of Counselling rooms in schools: - Counselling rooms will be set up in selected schools subject to the condition that the school authorities provide a room for this. The DMHP/CMHP will submit guidelines for setting up the room based on actual requirements. The room will be set up by the concerned school authorities and the expenditure will be reimbursed to the school by the Nodal Officer subject to a maximum of Rs. 20,000/- per school on satisfactory completion of the work. The centre will be set up only in Govt. and aided schools.
- (11) The school JPHN will act as the liaison person among the team of resource persons, the school authorities and students.
- (12) Expense for training of selected teachers in Thiruvananthapuram district will be met from training /IEC fund of DMHP Thiruvananthapuram.
- (13) The list of schools for setting up counselling centers will be made available by Dr. Prabhachandran Nair, Deputy DHS (Retd).



Director of Health Services