

Guideline for completing Quarterly Return by Medical Officer/Mental Health (Focal Point)

This return should be prepared and sent quarterly to Mental Health Directorate at Ministry of Health by each Medical Officer/Mental Health (Focal Point) on or before the 7th day of next quarter.

A. Infrastructure

1. Infrastructure

Health Institutions	No.	Number with Psychiatric ward	Total Bed Strength	
			M	F
1.1. Teaching Hospitals				
1.2. Provincial General Hospitals				
1.3. District General Hospitals				
1.4. Base Hospitals				
1.5. Specialized Hospitals				
1.6. Divisional Hospitals				
1.7. Primary Medical Care Units				

- ✓ No. – Total number of Health Institutions available under each category within the RDHS area
- ✓ Number with Psychiatric ward – Total number of Health Institutions, facilitated with Psychiatric ward, available under each category within the RDHS area
- ✓ Total Bed Strength – Cumulative number of bed strength of all Psychiatric wards within the RDHS area

Clinics	Number
1.8. Psychiatric Outpatient clinics	Total number of clinics available under each category within the RDHS area
1.9. Psychiatric Outreach clinics	
1.10. Child guidance	
1.11. Substance abuse	
1.12. Mithuru Pivasa	
Special Centres	Number
1.13. Long Stay Units	Total number of special centres available under each category within the RDHS area
1.14. Medium Stay Units	
1.15. Alcohol Rehabilitation Centres	
1.16. Community Support Centres	
Other Institutions/Societies	Number
1.17. Schools	Total number of other institutions/societies available under each category within the RDHS area
1.18. Pre-Schools	
1.19. Children's homes	
1.20. Elderly homes	

B. Human Resource

2. Human Resource

Category	Approved cadre	No. in position at the end of quarter	No. vacant	Vacant stations
2.1. Consultant Psychiatrists	Cadre approved under each category	Number of positions filled under each category at the end of quarter	Number of vacant positions under each category	Name the stations where the relevant positions are vacant
2.2. Forensic Psychiatrists				
2.3. Child & Adolescent Psychiatrists				
2.4. MO/MH (FP)				
2.5. MO/Psychiatry (Diploma Holders)				
2.6. MO/MH				
2.7. Clinical Psychologists				
2.8. Occupational Therapists (MH)				
2.9. Staff Nurses				
2.10. Community Psychiatry Nurses				
2.11. Speech Therapists				
2.12. Psychiatry Social Workers				
2.13. Other (Counselors, CSO etc)				

C. Assessment of MO/Mental Health (FP) activity

3. Meetings/Conferences/Programmes/Activities attended (by MO-Focal point)

Meetings/Conferences/Programmes attended	No.
3.1. Monthly Conference at MOH Office	Number of Meetings/Conferences/Programmes attended by MO/MH (Focal Point)
3.2. Monthly MOH meeting at RDHS Office	
3.3. District/National MH Reviews	
3.4. School Medical Inspection (SMI)	
3.5. District Coordinating Committee	
3.6. Consumer & Carer Societies	
3.7. Other	

✓ This includes the number of Meetings/Conferences/Programmes/Activities attended in the areas where MO/Mental Health (Focal Point) conducts clinics

4. Number of Mental Health Promotion/Training/Awareness Programmes Conducted (by MO/Focal Point)

Programme Type	No. of Programmes conducted								
	Hospital staff	Public health staff	School teachers	Preschool teachers	School children	Work places	Children homes	Elderly Homes	Others
4.1. Promotion of Mental Wellbeing									
4.2. Prevention & control of Alcohol & other Substance use	Number of Mental Health promotions, Trainings & Awareness Programmes conducted by MO/Mental Health (Focal Point)								
4.3. Suicide Prevention									
4.4. Prevention of Violence									
4.5. Child & Adolescent Mental Health									
4.6. Other									

✓ This includes the number of Mental Health promotions, Trainings & Awareness Programmes conducted in the areas where MO/Mental Health (Focal Point) performs clinics