6

Governance, Leadership and Management

6.3

Faculty Empowerment Strategies

6.3.3

Average number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2018-2023

6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2022-2023

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2022-23

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	Admission and discharge process in hospital	08-Jul-22	14
2.	Training on patient safety	22-Jul-22	18
3.	BLS Training To Technicians	30-Jul-22	10
4.	How To Avoid Prescription Errors	05-Aug-22	12
5.	Prevention Of Child Abduction In Hospital	15-Sep-22	17
6.	Sterility And Cleanliness In SRMC	30-Sep-22	20
7.	Ethical And Legal Implications Of Prescribing Drugs	13-Oct-22	15
8.	MRD- How To Perform Medical Work And Filing	31-Oct-22	17
9.	CSSD : Improving Quality	04-Nov-22	13
10.	How To Handle Medico Legal Cases	17-Nov-22	20
11.	Laundry : Improving Quality	25-Nov-22	11
12.	Blood Bank Services	30-Nov-22	16
13.	Hospital Information Management Systems training Session	09-Dec-22	19
14.	Maintenance of Oxygen Plant	09-Dec-22	11
15.	Bio Medical Equipment's Handling	23-Dec-22	17
16.	Code Of Conduct – SRMC Non-Teaching Staff	27-Dec-22	19
17.	Fire And Safety Training	29-Dec-22	14
18.	CPR Training – Emergency Handling	30-Dec-22	16

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19.	How To Be Polite With Patients	17-Jan-23	10
20.	Patient Care And Its Significance In SRMC Care	23-Jan-23	15
21.	BLS Training To Nursing Staff	31-Jan-23	20
22.	BLS Training To Technicians	08-Feb-23	13
23.	Sterility And Cleanliness In SRMC	11-Feb-23	17
24.	MRD- How To Perform Medical Work And Filing	15-Feb-23	10
25.	CSSD : Improving Quality	20-Feb-23	13
26.	Laundry : Improving Quality	28-Feb-23	18
27.	Blood Bank Services	05-Mar-23	14
28.	Hospital Information Management Systems training Session	12-Mar-23	11
29.	Bio Medical Equipment's Handling	09-Apr-23	16
30.	Code Of Conduct – SRMC Non-Teaching Staff	24-Apr-23	15
31.	Cpr Training – Emergency Handling	14-May-23	19
32.	Fire And Safety Training	10-Jun-23	23
33.	How To Use Vaccutainers	16-Jun-23	20
34.	Bio Medical Waste Segregation	10-Aug-23	10
35.	Case Sheet Presentation	12-Sep-23	12
36.	Needle Stick Injury	11-Oct-23	18
37.	Bio Medical Waste Segregation	26-Oct-23	13
38.	Iv Cannulisation Process	16-Nov-23	19
39.	Emergency Codes	12-Dec-23	10
40.	Bio Medical Waste Segregation	22-Dec-23	22

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/154 Date: 05/07/2022

Circular

The below topic will be held on 08 July 2022 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Discharge process in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/155 Date: 19/07/2022

Circular

The below topic will be held on 22 July 2022 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Patient safety in hospital in SRMC .

"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/156 Date: 25/07/2022

Circular

The below topic will be held on 30 July 2022 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

This is a Mandatory session by HRD.

HR Manager

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr SarathChandra ,MD General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.

- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.

- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.

- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.

- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.

- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/157 Date: 02/08/2022

Circular

The below topic will be held on 05 Aug 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on how to avoid prescription errors in hospital in SRMC .

"How to avoid prescription errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal DT. A.P. NH-40 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by B.Madhavi , Nurse of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/158 Date: 12/09/2022

Circular

The below topic will be held on 15 Sep 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Child abduction in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by M.Divya jyothi , Nurse of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/159

Date: 25/09/2022

Circular

The below topic will be held on 30 September 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mrs Sheela , Nursing Educator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
  - **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
  - **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
  - **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
  - **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
  - **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
  - **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

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Nandyal, Andhra Pradesh



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SRMC/TP/L&D/2022/160 Date: 10/10/2022

Circular

The below topic will be held on 13 Oct 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on legal implications of prescribing drugs in hospital in SRMC .

"Ethical and legal implications of prescribing drugs"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/161 Date: 28/10/2022

Circular

The below topic will be held on 31October 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staffand Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mr Ravi Verma, HOD –MRD Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

- **Maintaining Confidentiality**:
  - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
  - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.

- **Record Retrieval and Release**:

- When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
- MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
- Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

- **Record Maintenance and Storage**:
  - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
  - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
  - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.

- **Record Transcription and Coding**:
  - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
  - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/162 Date: 01/11/2022

Circular

The below topic will be held on 04 November 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CSSD : IMPROVING QUALITY "

All the CSSD Staff, Nursing Staffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).

- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.

- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.

- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.

- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/163 Date: 14/11/2022

Circular

The below topic will be held on 17 Nov 2022 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to handle medico legal cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/164 Date: 21/11/2022

Circular

The below topic will be held on 25 November 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dastagiri ,Incharge –Laundry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/165 Date: 28/11/2022

Circular

The below topic will be held on 30 November 2022 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Deepthi, Professor Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

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Nandyal, Andhra Pradesh

- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Copy to :

HOD –Pathology
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/166 Date: 01/12/2022

Circular

The below topic will be held on 9 December 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab ,Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Yafeed ,ITIncharge of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMSinterface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.
- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMSfor tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.

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- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMSin a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMStraining sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS –Incharge
File

Santhiram Medical College

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/167 Date: 06/12/2022

Circular

The below topic will be held on 09 Dec 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to maintenance of oxygen plant in hospital in SRMC .

"Maintenance of oxygen plant "

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Ramakrishna , Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/168 Date: 20/12/2022

Circular

The below topic will be held on 23rd December 2022 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BIO MEDICAL EQUIPTMENTS HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh, BME of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education**: Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions**: Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing**: Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection**: Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport**: Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification**: Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping**: Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.

- **Emergency Procedures**: Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

- **Collaboration with Biomedical Engineering**: Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.

- **User Feedback and Improvement**: Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/169 Date: 22/12/2022

Circular

The below topic will be held on 27 December 2022 , at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

This Topic will improve the communication skill in your career.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr V.A Sherwin Paul , HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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Nandyal, Andhra Pradesh

- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations**:
  - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
  - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
  - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution**:
  - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
  - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence**:
  - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
  - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/170

Date: 27/12/2022

Circular

The below topic will be held on 29th December 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr KhajaMoinuddin , Fire and Safety Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training focusing on fire extinguisher use is essential for ensuring that hospital staff can respond effectively to fire emergencies. Here's a structured approach to conducting such training:

1. **Identify Training Objectives**: Define the specific learning objectives of the training session, such as understanding the types of fires, knowing when to use a fire extinguisher, and demonstrating proper extinguisher operation techniques.
2. **Understanding Fire Basics**: Begin the training by explaining the basics of fire, including the fire triangle (fuel, heat, oxygen), classes of fires (A, B, C, D, and K), and common fire hazards found in hospitals.
3. **Types of Fire Extinguishers**: Introduce the different types of fire extinguishers commonly used in hospitals, including water, CO2, dry chemical, and foam extinguishers. Explain the classes of fires each extinguisher is suitable for and any limitations or precautions associated with their use.
4. **Extinguisher Components and Operation**: Provide a detailed overview of the components of a fire extinguisher, including the nozzle, pressure gauge, pin, and handle. Demonstrate how to operate each type of extinguisher effectively, emphasizing the P.A.S.S. technique:
    - Pull the pin.
    - Aim at the base of the fire.
    - Squeeze the handle.
    - Sweep from side to side.
5. **Hands-On Practice**: Conduct practical exercises where participants can practice using fire extinguishers in a controlled environment. Set up simulated fire scenarios and provide participants with the opportunity to extinguish small fires using training extinguishers. Ensure safety measures are in place and supervision is provided.
6. **Safety Precautions and Considerations**: Emphasize safety precautions that must be followed when using fire extinguishers, such as maintaining a safe distance from the fire, wearing appropriate personal protective equipment, and evacuating if the fire becomes uncontrollable.
7. **Proper Maintenance and Inspection**: Educate participants on the importance of regularly inspecting and maintaining fire extinguishers to ensure they are in good working condition. Provide guidance on how to perform visual inspections and report any issues or deficiencies.
8. **Emergency Response Procedures**: Review hospital emergency response procedures related to fire incidents, including activating fire alarms, notifying emergency services, evacuating patients and staff, and following designated evacuation routes and assembly points.

9. **Documentation and Reporting**: Stress the importance of documenting fire extinguisher use and any fire-related incidents. Provide guidance on how to complete incident reports and document training participation for recordkeeping purposes.
10. **Review and Assessment**: Conclude the training session with a review of key concepts covered and a brief assessment to gauge participants' understanding. Encourage participants to ask questions and seek clarification on any topics they find challenging.
11. **Follow-Up and Ongoing Training**: Schedule periodic refresher training sessions and drills to reinforce fire safety knowledge and skills among hospital staff. Keep staff informed about updates to fire safety protocols and procedures.

By providing comprehensive fire and safety training on fire extinguisher use, hospitals can empower staff to respond confidently and effectively to fire emergencies, minimizing the risk of injury and damage to property

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/171 Date: 28/12/2022

Circular

The below topic will be held on 30th December 2022 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff and Non TeachingStaff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Anil Kumar, MD –Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that ourhealthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

- **Recognition of Cardiac Arrest**:
  - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
  - Training emphasizes the importance of early recognition and activation of the emergency response system.

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Nandyal, Andhra Pradesh

- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/172 Date : 13 /01/2023

Circular

The below topic will be held on 17th January 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requestedto attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: How to be polite with patients –Report of the Meeting – circulated – reg.,

****

The above said meeting was held on 30.01.2023 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC.

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.

- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Santhiram Medical College

Nandyal, Andhra Pradesh

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to :
PRD office
Marketing office
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/173 Date : 20 /01/2023

Circular

The below topic will be held on 23 January 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Vijay Kumar ,HOD General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care**: Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.

- **Patient Satisfaction**: Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.

- **Health Outcomes**: Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.

- **Safety and Risk Reduction**: Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration**: Patient care involves effective communication and collaboration a*mong healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.

- **Patient Education**: Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.

- **Emotional Support**: SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

- **Ethical Considerations**: Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

- **Continuity of Care**: Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.

- **Professionalism and Accountability**: Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, **NANDYAL - 518 501**, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేది:.....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. హాస్పిటల్ రిసెప్షన్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఓపి రిజిస్ట్రేషన్ విధానం : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) ఆస్పత్రిలో ఎడ్మిషన్ విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) డాక్టర్ మీ రోగము గురించి వివరించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇవ్వుట మరియు వివరించుట : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను నివృత్తి చేసిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మసీ సేవలు

ఎ) మందులు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మెలుకువలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

7. హాస్ కేటరింగ్ సర్వీసులు

ఎ) ఆయమ్మా / వార్డు బాయ్ లు మీతో ప్రవర్తించిన విధానము : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

బి) రూము/వార్డు/బాత్ రూమ్ శుభ్రత : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

సి) క్రీమి కీటకములు విహరణ సేవలు : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

8. ఇతర సేవలు

ఎ) లాండరీ/క్లాత్ సేవలు : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

బి) వేడి నైర్ లు/స్వెటర్లు లభ్యత : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

సి) పేషెంట్లకి పిల్లింది సేవలు : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

డి) హాస్పటల్ నుండి టీక్ష్ణారి ప్రక్రియ / విధానము : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

ఇ) బిల్లింగ్ కౌంటర్ సేవలు : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

యస్) ఇది వరకు అడ్మిషన్ అయినట్లయితే ,అప్పటికి మా హాస్పటల్ సేవలు బాగా అభివృద్ధి పెందాయి/అభివృద్ధి చెందాయి/లేదు/అభివృద్ధి చందలేదు

ఈ) మొత్తం మీద ఉపాధి మీ అనుభవము : బాగా వుంది/ వుంది/ లేదు/ లేదు/ అసలు లేదు

పైవి) మీరు మీ బంధువులను గాని స్నేహితులను గాని ఇంకా మా హాస్పటల్ సైద్యంకొరకు పోన్మమని సలహా : ఇస్తాము / ఇవ్వను

ఐ) మీకు మంచి సేవలు అందించిన మా హాస్పటల్ సిబ్బంది పేర్లు:

డాక్టర్.....

నర్సు.....

ఇతరులు.....

I) మా హాస్పటల్ సేవలు మెరుగుపరుచుట కొరకు మీరు ఇచ్చు సలహాలు/సిర్మాణాలు అభివృద్ధి కి మీ సలహాలు తెలుపండి

.....

.....

పేషంట్ పేరు: .....వార్డు/యూనిట్:..... ఐ.పి.నం.....

ట్రీట్ మెంట్ చేసిన డాక్టర్ పేరు:..... హాస్పిటల్ పేరు మరియులొకేషన్:.....

రిలేషన్షిప్:.....హోమ్ నెంబర్:.....

ఈ మెయిల్.....

మా హాస్పటల్ ను ఇంకను అభివృద్ధి చేయుటకు మీరుసహాయపడుటకున్నందుకు మా ధన్యవాదములు

మీ అభిప్రాయాలపై చేసుకున్న హాస్పటల్ డైరక్టర్ బృందం తీసుకోవాల్సిన నిర్ణయాలు

వార్డు నర్సు వివరములు

వార్డు నర్సు పేరు/ఐడి నం :.....

వార్డు /సెక్షన్ :.....

పేషంట్ కేటగిరి : EHS/బిపిఎల్.టి.ఆర్ వైద్య సేవ/క్లినిక్/ఇవరలి

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/174

Date: 27/01/2023

Circular

The below topic will be held on 31 January 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
HospitalAdministrator
Nursing Department
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Dr Karthiki , HOD Gynaecology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.

- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.

- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.

- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.

- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.

- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
HospitalAdministrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/175 Date: 05/02/2023

Circular

The below topic will be held on 8th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Dr Siva Rami Reddy, MS Neuro Surgeon of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.

- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.

- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.

- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.

- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.

- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.

- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. 518 502

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/176 Date: 09/02/2023

Circular

The below topic will be held on 11th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division)are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
  - **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
  - **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
  - **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
  - **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
  - **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
  - **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

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- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/177 Date: 13/02/2023

Circular

The below topic will be held on 15thFebaury 2023at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staffand Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Yafeed, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.

- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

- **Maintaining Confidentiality**:
  - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.

- Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.

- **Record Retrieval and Release**:
  - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
  - MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
  - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

- **Record Maintenance and Storage**:
  - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
  - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
  - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.

- **Record Transcription and Coding**:

  - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
  - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –Incharge
Central Lab- Incharge
File

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/178 Date: 17/02/2023

Circular

The below topic will be held on 20th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CSSD : IMPROVING QUALITY "

All the CSSD Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal DL A.P. NH-40 NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Seshapani. MD Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).

- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.

- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.

- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

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Nandyal, Andhra Pradesh

- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.

- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

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SRMC/TP/L&D/2023/179 Date: 24/02/2023

Circular

The below topic will be held on 28 Febuary2023, Tuesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr SrikanthMidde, Hospital Administrator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

HR Manager

Copy to :

HOD – Anesthesia

Medical Superintendent

Hospital Administrator

RMO

Nursing Superintendent

LAUNDRY – Incharge

OT – Incharge

File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/180 Date: 01/03/2023

Circular

The below topic will be held on 5th March 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff ,Nursing Staffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Hashem, Professor Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/181 Date: 10/03/2023

Circular

The below topic will be held on 12th March 2023 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab ,Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMSinterface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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Nandyal, Andhra Pradesh

- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMSfor tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.

- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMSin a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMStraining sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/182 Date: 02/04/2023

Circular

The below topic will be held on 9 April 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BIO MEDICAL EQUIPTMENTS HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BIOMEDICAL EQUIPMENT HANDLING "–Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar,HOD Biomedical Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education**: Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions**: Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing**: Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection**: Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport**: Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification**: Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping**: Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures**: Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

- **Collaboration with Biomedical Engineering**: Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.

- **User Feedback and Improvement**: Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

HR Manager

Copy to :

Medical Superintendent
HopsitalAdministrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/183 Date: 18/04/2023

Circular

The below topic will be held on 24th April 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dega Kishore babu , PRO Head of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution**:
  - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
  - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence**:
  - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
  - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/184 Date: 10/05/2023

Circular

The below topic will be held on 14 May 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent

Hospital Administrator

RMO

Nursing Superintendent

Incharges –All DEPTS

File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that ourhealthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

- **Recognition of Cardiac Arrest**:

- Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
- Training emphasizes the importance of early recognition and activation of the emergency response system.

- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

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SRMC/TP/L&D/2023/185 Date: 06/06/2023

Circular

The below topic will be held on 10th June 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Fire Incharge
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Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment**: Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance**: Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan**: Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training**: Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills**: Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment**: Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems**: Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.
- **Specialized Training**: Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

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- **Continuing Education**: Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.

- **Collaboration with Local Authorities**: Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program,SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

HR Manager

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Fire Incharge
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SRMC/TP/L&D/2023/186

Date : 12 /06/2023

Circular

The below topic will be held on 16 June 2023 , Friday at Training Room between 10.00 am to 11.00am . This mentioned topic is to have information on Biomedical Management in SRMC.

" HOW TO USE VACCUTAINERS "

All the BME team, Nursing Staff and Central lab Staff , OT Staff are requested to attend the meeting without fail.

This is the most important topic for developing the latest medical technology.

HR Manager

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Report of the Meeting

Sub:" HOW TO USE VACCUTAINERS IN SRGH " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Janaki, HOD Pathology of Santhiram Hospital and she delivered the following points on Vacutainers in SRGH and suggested the staff to follow them.

Vacutainers, also known as vacuum blood collection tubes, are widely used in hospitals and healthcare settings for the collection and transportation of blood specimens for diagnostic testing. Here's how vacutainers are used in hospitals:

1. **Selection of Tubes**: Different types of vacutainer tubes are available, each containing specific additives designed for different types of blood tests. The choice of tube depends on the tests ordered by the healthcare provider.

2. **Patient Preparation**: Before blood collection, healthcare providers verify the patient's identity, explain the procedure, and obtain informed consent if necessary. They may also assess the patient's medical history and any medications that could affect the test results.

3. **Venipuncture**: A trained phlebotomist or healthcare provider performs the venipuncture procedure using a sterile needle and vacutainer holder. The selected vacutainer tube is attached to the holder.

4. **Blood Collection**: Once the needle is inserted into the patient's vein, the vacuum in the vacutainer tube automatically draws blood into the tube. Multiple tubes may be collected for different tests, with each tube filled in a specific order to prevent cross-contamination.

5. **Mixing Additives**: After blood collection, the vacutainer tubes are gently inverted or mixed according to manufacturer instructions to ensure proper mixing of blood with any additives present in the tube. This is essential for accurate test results.

6. **Labeling and Identification**: Each vacutainer tube is labeled with the patient's name, identification number, date, time of collection, and other relevant information. Proper labeling ensures accurate identification of specimens and traceability throughout the testing process.

7. **Transportation to the Laboratory**: Once the blood collection is complete, the vacutainer tubes are securely capped and transported to the laboratory for processing and analysis. Specimens may be transported manually or via pneumatic tube systems, depending on the hospital's protocols.

8. **Specimen Processing**: In the laboratory, trained laboratory technicians process the blood specimens according to standardized procedures. This may involve centrifugation to separate blood components, aliquoting samples for different tests, and performing analytical procedures.

9. **Result Reporting**: After testing is completed, the laboratory generates test results and reports them to the ordering healthcare provider through the hospital's information system. Accurate and timely reporting of results is crucial for clinical decision-making and patient care.

10. **Specimen Disposal**: Once testing is complete, vacutainer tubes are disposed of according to biohazardous waste disposal protocols. Proper disposal helps prevent exposure to infectious materials and ensures compliance with safety regulations.

Overall, the use of vaccutainers in hospitals streamlines the blood collection process, minimizes the risk of contamination, and facilitates accurate diagnostic testing, ultimately contributing to improved patient care and outcomes.

V. Sheeni
HR Manager

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NH-40, NANDYAL

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SRMC/TP/L&D/2023/187 Date: 07/08/2023

Circular

The below topic will be held on 10 August 2023 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Bio Medical Management in SRMC Teaching Hospital .

"BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff , Central Lab Technicians and housekeeping team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Report of the Meeting

Sub:" BIOMEDICAL SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar, ,Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Bio Medical Waste Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

1. **Identification of Biomedical Waste**: Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
2. **Color-Coding and Labeling**: Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
    - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
    - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
    - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
    - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
3. **Segregation Guidelines**: Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
4. **Segregation by Type**: Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
    - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
    - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
    - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

- Hazardous Waste: Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.

5. **Training and Education**: Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
6. **Regular Monitoring and Audits**: Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

HR Manager

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SRMC/TP/L&D/2023/188 Date: 07/08/2023

Circular

The below topic will be held on 12 September 2023 , Tuesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient monitoring in SRMC Teaching Hospital .

" CASE SHEET PRESENTATION "

All the Nursing Staff of all the Departments including ICU and Emergency team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Report of the Meeting

Sub:" CASE SHEET PRESENTATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Ravi Verma ,MRD Head of Santhiram Hospital and he delivered the following points on Case Sheet Presentation in SRGH and suggested the staff to follow them.

Case sheet presentation in a hospital involves summarizing and presenting relevant information about a patient's medical history, current condition, diagnosis, treatment plan, and progress to healthcare providers during rounds, consultations, or handovers. Here's a structured approach to case sheet presentation:

1. **Introduction**:
   - Introduce yourself, including your name, role, and department.
   - Provide a brief overview of the patient you're presenting, including their name, age, gender, and relevant demographic information.
2. **Chief Complaint or Presenting Problem**:
   - Describe the reason the patient sought medical attention or was admitted to the hospital.
   - Include any pertinent details about the onset, duration, severity, and progression of symptoms.
3. **History of Present Illness (HPI)**:
   - Provide a chronological narrative of the patient's current illness or medical condition.
   - Include relevant details about symptoms, associated factors, aggravating or alleviating factors, and any prior treatments.
4. **Past Medical History (PMH)**:
   - Summarize the patient's past medical history, including any chronic medical conditions, surgeries, hospitalizations, or significant medical events.
   - Highlight relevant medical conditions that may impact the current presentation or treatment plan.
5. **Medication History**:
   - List all current medications the patient is taking, including prescription medications, over-the-counter drugs, supplements, and herbal remedies.
   - Include dosage, frequency, route of administration, and any recent changes to medication regimens.
6. **Allergies and Adverse Reactions**:
   - Document any known allergies or adverse drug reactions the patient has experienced.
   - Specify the type of reaction and the offending agent(s) to avoid potential medication errors or adverse events.
7. **Social History**:
   - Provide information about the patient's lifestyle, habits, social support system, and environmental factors that may impact their health or treatment plan.
   - Include details about occupation, living situation, tobacco or alcohol use, and any relevant social determinants of health.
8. **Family History**:

- Summarize the patient's family medical history, focusing on hereditary conditions, genetic disorders, or significant illnesses among close relatives.
- Highlight any family history of chronic diseases, cardiovascular conditions, cancer, or other relevant conditions.

9. **Review of Systems (ROS)**:
   - Systematically review each major organ system and document any pertinent positive or negative findings.
   - Include relevant symptoms or signs that may indicate underlying pathology or contribute to the patient's clinical presentation.
10. **Physical Examination Findings**:
   - Summarize key findings from the patient's physical examination, including vital signs, general appearance, cardiovascular, respiratory, gastrointestinal, neurological, and other relevant systems.
   - Highlight abnormal findings, pertinent positives, or pertinent negatives relevant to the patient's condition.
11. **Diagnostic Studies and Results**:
   - Review the results of diagnostic tests, imaging studies, laboratory investigations, and other diagnostic procedures.
   - Summarize key findings, abnormalities, or pertinent negatives that inform the patient's diagnosis or treatment plan.
12. **Assessment and Diagnosis**:
   - Provide a concise assessment of the patient's current medical condition, including differential diagnoses, if applicable.
   - Summarize the primary diagnosis or working diagnosis based on the available clinical information and diagnostic findings.
13. **Plan of Care**:
   - Outline the proposed plan of care, including immediate interventions, ongoing treatments, and long-term management strategies.
   - Specify medications, procedures, therapies, consultations, referrals, and follow-up plans as appropriate.
14. **Prognosis and Disposition**:
   - Discuss the patient's prognosis, anticipated course of illness, and expected outcomes based on the current clinical status and treatment plan.
   - Consider factors influencing the patient's discharge planning, transfer to another facility, or continued hospitalization.
15. **Summary and Conclusion**:
   - Summarize the key points of the case presentation, highlighting important clinical findings, diagnostic considerations, and treatment recommendations.
   - Invite questions or discussion from other healthcare providers and ensure clarity on the patient's management plan.

By following a structured approach to case sheet presentation, healthcare providers can effectively communicate relevant clinical information, facilitate interdisciplinary collaboration, and optimize patient care outcomes in hospital settings.

HR Manager

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SRMC/TP/L&D/2023/189 Date: 07/08/2023

Circular

The below topic will be held on 11 October 2023 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Patient care in SRMC Teaching Hospital .

" NEEDLE STICK INJURY "

All the Nursing Staff , Central Lab Technicians and interested staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" NEEDLE STICK INJURY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Madhusudhan Reddy , HOD Anaesthesiology Department of Santhiram Hospital and he delivered the following points on Needle Stick Injury in SRGH and suggested the staff to follow them.

A needlestick injury in a hospital setting occurs when a healthcare worker accidentally punctures their skin with a needle or other sharp object contaminated with blood or bodily fluids. These injuries pose a risk of exposure to bloodborne pathogens such as HIV, hepatitis B, and hepatitis C. Here's a guide to managing needlestick injuries in hospitals:

1. **Immediate Response**:
   - Wash the affected area with soap and water immediately after the injury.
   - Allow the wound to bleed freely to help flush out any contaminants.
   - Do not squeeze the wound or apply antiseptics, as this may increase the risk of infection.
2. **Seek Medical Attention**:
   - Report the needlestick injury to your supervisor or occupational health department as soon as possible.
   - Seek medical evaluation and treatment promptly to assess the risk of bloodborne pathogen transmission and initiate appropriate interventions.
3. **Risk Assessment**:
   - Healthcare providers will conduct a risk assessment to determine the potential exposure to bloodborne pathogens based on factors such as the type of needle or sharp object involved, the source patient's infectious status, and the depth of the injury.
   - Factors such as the presence of visible blood on the needle, the type of procedure being performed, and the type of needle involved also influence the risk assessment.
4. **Testing and Counseling**:
   - The exposed healthcare worker may undergo testing for bloodborne pathogens, including HIV, hepatitis B, and hepatitis C.
   - Counseling and support services should be provided to address the emotional and psychological impact of the needlestick injury.
5. **Post-Exposure Prophylaxis (PEP)**:
   - Depending on the risk assessment and the source patient's infectious status, the exposed healthcare worker may be offered post-exposure prophylaxis (PEP) to reduce the risk of HIV or hepatitis transmission.
   - PEP involves taking antiretroviral medications or hepatitis B immunoglobulin within a specified time frame after exposure.
6. **Follow-Up Monitoring**:
   - Healthcare providers will monitor the exposed healthcare worker for signs and symptoms of bloodborne infections and conduct follow-up testing as necessary.

- Follow-up appointments may be scheduled to assess the efficacy of PEP and provide ongoing support and care.

7. **Documentation and Reporting**:
   - Document the needlestick injury thoroughly, including details such as the date and time of the injury, circumstances surrounding the incident, the type of sharp object involved, and any medical interventions provided.
   - Report the needlestick injury to the hospital's occupational health department or employee health services for recordkeeping and tracking purposes.
8. **Prevention Strategies**:
   - Implement measures to prevent needlestick injuries in the future, such as using safety-engineered devices, adhering to safe work practices, and providing appropriate training and education to healthcare workers on needlestick injury prevention.

By promptly addressing needlestick injuries and implementing comprehensive prevention strategies, hospitals can protect healthcare workers from bloodborne infections and promote a safe and healthy work environment.

HR Manager

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/190 Date: 20/10/2023

Circular

The below topic will be held on 26 October 2023 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Bio Medical Management in SRMC Teaching Hospital .

" BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff , Central Lab Technicians and House Keeping Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Nandyal, Andhra Pradesh

Sub:" BIOMEDICAL WASTE SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Nagendra Kumar ,Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Bio Medical Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

1. **Identification of Biomedical Waste**: Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
2. **Color-Coding and Labeling**: Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
    - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
    - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
    - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
    - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
3. **Segregation Guidelines**: Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
4. **Segregation by Type**: Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
    - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
    - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
    - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

- Hazardous Waste: Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.

5. **Training and Education**: Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
6. **Regular Monitoring and Audits**: Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

HR Manager

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SRMC/TP/L&D/2023/191 Date: 13/11/2023

Circular

The below topic will be held on 16 November 2023 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Patient care in SRMC Teaching Hospital .

" IV CANNULISATION PROCESS "

All the Nursing Staff , Central Lab Technicians and interested staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

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Report of the Meeting

Sub:" IV CANNULISATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Madhusudhan Reddy , HOD Anaesthesiology Department of Santhiram Hospital and he delivered the following points on I.V Cannulisation in SRGH and suggested the staff to follow them.

Intravenous (IV) cannulation in a hospital setting involves the insertion of a thin, flexible tube (cannula) into a patient's vein to administer medications, fluids, blood products, or other treatments directly into the bloodstream. Here's a guide to IV cannulation in hospitals:

1. **Preparation**:
   - Gather all necessary supplies, including the IV cannula, sterile dressing, antiseptic solution (e.g., chlorhexidine or alcohol), tourniquet, adhesive tape, and gloves.
   - Verify the patient's identity and explain the procedure to them, addressing any concerns or questions they may have.
2. **Patient Assessment**:
   - Assess the patient's veins to determine the most suitable site for cannulation. Look for visible veins that are straight, easily accessible, and free from signs of inflammation or infection.
   - Consider factors such as the patient's medical history, previous IV access, and any underlying conditions that may affect vein integrity or accessibility.
3. **Positioning**:
   - Position the patient comfortably, with the selected arm extended and supported to promote venous distension and accessibility.
   - Use a pillow or rolled towel to support the patient's arm at the desired level, typically at or slightly below heart level.
4. **Vein Selection**:
   - Apply a tourniquet proximal to the intended cannulation site to engorge the veins and make them more visible.
   - Palpate the veins to assess their size, depth, and resilience. Choose a vein that feels firm, pliable, and resilient to minimize the risk of collapse during cannulation.
5. **Site Preparation**:
   - Cleanse the skin over the selected cannulation site using an antiseptic solution, starting at the center and working outward in a circular motion.
   - Allow the antiseptic solution to dry completely to ensure optimal skin disinfection and minimize the risk of contamination.
6. **Cannulation Technique**:
   - Stabilize the vein by applying gentle traction below the intended insertion site.
   - Hold the cannula at a shallow angle (approximately 10-30 degrees) to the skin and insert it into the vein with a swift, controlled motion.
   - Once blood return is observed in the flashback chamber of the cannula, advance the catheter a short distance into the vein and then stabilize it in place.

- Release the tourniquet and secure the cannula with adhesive tape or a securement device, ensuring proper alignment and stability.

7. **Confirmation and Documentation**:
   - Confirm proper cannula placement by aspirating blood and flushing the catheter with saline or heparin solution.
   - Document the procedure in the patient's medical record, including the site of cannulation, catheter size, date and time of insertion, and any relevant observations or complications.
8. **Post-Cannulation Care**:
   - Apply a sterile dressing over the cannula insertion site to maintain cleanliness and prevent contamination.
   - Monitor the patient regularly for signs of complications, such as bleeding, infiltration, phlebitis, or infection.
   - Provide appropriate patient education on care and maintenance of the IV site, including signs of complications to watch for and when to seek medical attention.

By following these steps and adhering to best practices for IV cannulation, healthcare providers can ensure safe and effective vascular access for patients receiving intravenous therapy in hospital settings.

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/192 Date: 08/12/2023

Circular

The below topic will be held on 12 December 2023 , Tuesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Patient care in SRMC Teaching Hospital .

" EMERGENCY CODES "

All the Nursing Staff , Central Lab Technicians and House Keeping team interested staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" EMERGENCY CODES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Raghunath Reddy , HOD Emergency Department of Santhiram Hospital and he delivered the following points on Emergency Codes in SRGH and suggested the staff to follow them.

Emergency codes in hospitals are standardized alert systems used to communicate specific types of emergencies or critical situations to hospital staff, patients, and visitors. These codes help ensure a coordinated response to emergencies, facilitate rapid mobilization of resources, and promote patient safety. While specific codes may vary between healthcare facilities, here are some common emergency codes and their meanings:

1. **Code Blue (Medical Emergency)**:
   - Indicates a medical emergency such as cardiac arrest, respiratory arrest, or other life-threatening events requiring immediate resuscitation.
   - Triggers a rapid response team to provide advanced life support interventions, including cardiopulmonary resuscitation (CPR), defibrillation, and airway management.
2. **Code Red (Fire Emergency)**:
   - Signals the presence of a fire or smoke within the hospital premises.
   - Initiates evacuation procedures, activates fire alarms, and mobilizes firefighting personnel to extinguish the fire and ensure the safety of patients, staff, and visitors.
3. **Code Gray (Security Threat)**:
   - Indicates a security threat or violent situation, such as an active shooter, assault, or hostage situation.
   - Prompts security personnel to respond, implement lockdown procedures, and coordinate with law enforcement agencies to neutralize the threat and protect individuals in the hospital.
4. **Code Yellow (Bomb Threat)**:
   - Indicates a credible threat of a bomb or explosive device within the hospital or on the premises.
   - Triggers evacuation protocols, searches of the facility, and coordination with law enforcement agencies to assess and mitigate the threat.
5. **Code Green (Mass Casualty Incident)**:
   - Declares a mass casualty incident involving a large number of injured or critically ill patients, such as a natural disaster, mass casualty event, or terrorist attack.
   - Mobilizes hospital resources, activates surge capacity plans, and coordinates with emergency medical services to triage, treat, and transport patients effectively.
6. **Code Orange (Hazardous Material Spill)**:
   - Indicates a hazardous material spill or release, such as chemical, biological, radiological, or nuclear (CBRN) hazards.

- Initiates containment measures, decontamination procedures, and evacuation of affected areas to minimize exposure and protect individuals from harm.

7. **Code White (Aggression or Violence)**:
   - Indicates a situation involving aggressive or violent behavior from a patient, visitor, or staff member.
   - Prompts intervention by security personnel and healthcare staff trained in de-escalation techniques to manage the situation safely and prevent harm to individuals involved.
8. **Code Black (Infrastructure Failure)**:
   - Indicates a significant infrastructure failure or facility-wide disruption, such as a power outage, water supply failure, or structural damage.
   - Triggers emergency response protocols to address the underlying issue, ensure patient safety, and maintain continuity of care.
9. **Code Pink (Pediatric Emergency)**:
   - Indicates a pediatric medical emergency or abduction of an infant or child.
   - Prompts a coordinated response to provide specialized pediatric care, initiate search procedures, and implement security measures to protect children in the hospital.

It's important for hospital staff to be familiar with the emergency codes used in their facility, understand their roles and responsibilities during each type of emergency, and participate in regular drills and training exercises to ensure readiness and effectiveness in responding to emergencies.

V. Sheeraj
HR Manager

Santhiram Medical College
Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
House Keeping –Incharge
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/193 Date: 18/12/2023

Circular

The below topic will be held on 22 December 2023 , Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the Patient care in SRMC Teaching Hospital .

" BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff , Central Lab Technicians and House Keeping team interested staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BIOMEDICAL SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Chenna Keshavulu, ,HOD OT of Santhiram Hospital and he delivered the following points on Bio Medical Waste Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

1. **Identification of Biomedical Waste**: Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
2. **Color-Coding and Labeling**: Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
    - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
    - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
    - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
    - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
3. **Segregation Guidelines**: Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
4. **Segregation by Type**: Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
    - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
    - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
    - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

- Hazardous Waste: Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.

5. **Training and Education**: Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
6. **Regular Monitoring and Audits**: Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –InCharge
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6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2021-2022

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193

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Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2021-22

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	Patient Care And Its Significance In SRMC Care	10-Jul-21	15
2.	BLS Training To Nursing Staff	30-Jul-21	14
3.	Training on CODE BLUE	29-Jul-21	19
4.	Taking care of Vulnerable patients	05-Aug-21	10
5.	Patient Confidentiality and privacy	26-Aug-21	21
6.	Training on Incidental reporting	04-Sep-21	14
7.	BLS Training To Technicians	12-Sep-21	18
8.	Training on Disaster Management	17-Sep-21	14
9.	Sterility And Cleanliness In SRMC	30-Sep-21	18
10.	How to prevent reporting errors	30-Sep-21	15
11.	Admission and discharge process in hospital	07-Oct-21	20
12.	Training on patient safety	23-Oct-21	18
13.	How to avoid prescription errors	05-Nov-21	20
14.	Prevention of child abduction in hospital	18-Nov-21	17
15.	Ethical and legal implications of prescribing drugs	26-Nov-21	14
16.	Fire And Safety Training – Extinguisher	04-Dec-21	12
17.	How to handle Medico legal Cases	10-Dec-21	15
18.	Maintenance of oxygen plant	23-Dec-21	11
19.	CSSD : Improving Quality	21-Dec-21	16

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20.	Laundry : Improving Quality	22-Dec-21	13
21.	Blood Bank Services	23-Dec-21	15
22.	Hospital Information Management Systems training Session	23-Dec-21	15
23.	MRD- How To Perform Medical Work And Filing	30-Dec-21	18
24.	Bio Medical Segregation	27-Dec-22	14
25.	Code of Conduct – SRMC Non-Teaching Staff	10-Jan-22	10
26.	CPR Training – Emergency Handling	06-Jan-22	15
27.	Proper Drug Administration to patients	21-Jan-22	18
28.	How To Be Polite With Patients	30-Jan-22	14
29.	Safe Handling of Oxygen Cylinders	04-Feb-22	11
30.	Pharmacy Dispensing Process	18-Feb-22	22
31.	Asset coding of equipment	25-Feb-22	17
32.	Training on Bed making	10-Mar-22	20
33.	Effective handling on pharmacy & stock movement	24-Mar-22	15
34.	Patient Care And Its Significance In SRMC Care	30-Mar-22	13
35.	Training on CODE BLUE	08-Apr-22	19
36.	Taking care of Vulnerable patients	22-Apr-22	20
37.	Patient Confidentiality and privacy	13-May-22	10
38.	Training on Incidental reporting	27-May-22	14
39.	Training on Disaster Management	16-Jun-22	18
40.	How to prevent reporting errors	24-Jun-22	13
41.	BLS Training To Nursing Staff	30-Jun-22	11

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Santhiram Medical College

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SRMC/TP/L&D/2021/113 Date : 05 /07/2021

Circular

The below topic will be held on 10 JULY 2021 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

****

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care**: Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction**: Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes**: Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction**: Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration**: Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education**: Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support**: SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.
- **Ethical Considerations**: Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

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- **Continuity of Care**: Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.

- **Professionalism and Accountability**: Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



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SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేది:.....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. హాస్పిటల్ రిసెప్షన్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఓ.పి రిజిస్ట్రేషన్ విధానం : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి)ఆస్పత్రిలో ఎడ్మిషన్ విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)డాక్టర్ మీ రోగము గురించి వివరించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇచ్చుట మరియు వివరించుట : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను నివృత్తి చేసిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మశి సేవలు

ఎ)మందులు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరి సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మెలుకువలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

7. హౌస్ కీపింగ్ సర్వీసులు

ఎ) ఆయమ్మ / వార్డు బాయ్ లు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) రూము/వార్డు/బాత్ రూమ్ శుభ్రత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) క్లీనింగ్ లిక్విడములు విధానం సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

8. ఇతర సేవలు

ఎ) లాండ్రీ/ఐరనింగ్ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) వీల్ చైర్ లు/స్ట్రెచ్చర్లు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) పేషెంట్లకి పిల్లింది సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

డి) హాస్పటల్ నుండి డిశ్చార్జి ప్రక్రియ / విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

ఇ) బిల్లింగ్ కౌంటర్ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

(ముఖ్య: ఇది వరకు అడ్మిషన్ అయినట్లయితే అప్పటికి ,ఇప్పటికి మా హాస్పటల్ సేవలు ఎలా అభివృద్ధి చెందాయి/అభివృద్ధి చెందాయి/పర్వాలేదు/అభివృద్ధి చెందలేదు

ఎఫ్) మొత్తం మీద ఉపాధి మీ అనుభవము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

హెచ్) మీరు మీ బంధువులను గాని స్నేహితులను గాని ఇంతి రామ్ హాస్పటల్ వైద్యంకోరకు వెళ్ళమని సలహా : ఇస్తాను / ఇవ్వను

ఐ) మీకు మంచి సేవలు అందించిన మా హాస్పటల్ సిబ్బంది పేర్లు:

డాక్టర్.....

నర్సు.....

ఇతరులు.....

J) మా హాస్పటల్ సేవలు మెరుగుపరుచుట కొరకు మీరు ఇచ్చే సలహాలు/సూచనలు అభివృద్ధి కి మీ సలహాలు తెలపండి

.....

.....

పేషెంట్ పేరు: .....వార్డు/రూమ్:..... ఐ.పి.నెం.....

క్రింది మెంటి చేసిన డాక్టర్ పేరు:..... పైన సంతృప్తి పేరు మరియుఅందుతున్నను:.....

చిరునామా:.....ఫోన్ నెంబర్:.....

ఈ మెయిల్.....

మా హాస్పటల్ ను ఇంకను అభివృద్ధి చేయుటకు మీరుసహాయపడుతున్నందుకు మా ధన్యవాదములు

మీ అభిప్రాయాలపై వీసుకున్న హాస్పటల్ డైరక్టర్ బృందం తీసుకోవాల్సిన చర్యలు

వార్డు సర్వు వివరములు

వార్డు సర్వు పేరు/ఐడి నెం :.....

వార్డు /చిరునామా :.....

పేషంట్ తీసుకొని : EHS/రాజీవ్.ఆ.శ్రీ వైద్య సేవ/క్లినిక్/అనంత

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/114

Date : 25/07/2021

Circular

The below topic will be held on 30 July 2021,Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Karthuki, MS Gynaecology of Santhiram Hospital and she delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.

- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.

- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.

- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.

- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.

- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/115 Date: 26 /07/2021

Circular

The below topic will be held on 29 July 2021 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Code Blue in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by P.Sarala, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/116 Date: 02 /08/2021

Circular

The below topic will be held on 05 Aug 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Vulnerable patients in hospital in SRMC .

"Taking care of Vulnerable patients"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/117 Date: 23 /08/2021

Circular

The below topic will be held on 26 Aug 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on patient confidentiality and privacy in hospital in SRMC .

"Patient Confidentiality and privacy"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by B.Sowjanya, Nurse of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/118 Date: 01 /09/2021

Circular

The below topic will be held on 04 Sep 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on incidental reporting in hospital in SRMC .

"Training on Incidental reporting."

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by M.Lakshmi Prasanna, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/119 Date: 10/09/2021

Circular

The below topic will be held on 12th September2021 at Training Room between 02.00 pm to 04.00pm.This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

V. Sheelmin

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

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Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.

- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.

- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.

- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.

- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.

- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC .We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :
HOD – Pathology
Incharge- Central Lab
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/120 Date: 14 /09/2021

Circular

The below topic will be held on 17 Sep 2021 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Disaster Management in hospital in SRMC .

"Training on Disaster Management"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/121

Date: 25/09/2021

Circular

The below topic will be held on 30 September 2021 , Thursday at Training Room between 4.00pm to 6.00 pm .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/122

Date: 27 /09/2021

Circular

The below topic will be held on 30 Sep 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/123 Date: 04 /10/2021

Circular

The below topic will be held on 07 Oct 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Admission and discharge process in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/124 Date: 20 /10/2021

Circular

The below topic will be held on 23 Oct 2021 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on patient safety in hospital in SRMC .

"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/125 Date: 02 /11/2021

Circular

The below topic will be held on 05 Nov 2021 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC .

"How to avoid prescription errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/126 Date: 15 /11/2021

Circular

The below topic will be held on 18 Nov 2021 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Child abduction in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/127 Date: 23/11/2021

Circular

The below topic will be held on 26 Nov 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Hethical and legal implications of prescribing drugs in hospital in SRMC .

"Ethical and legal implications of prescribing drugs"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/128 Date: 01/12/2021

Circular

The below topic will be held on 4 December 2021 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING – EXTINGUISHER "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Shiva Prasad, Safety and Complaince officer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training focusing on fire extinguisher use is essential for ensuring that hospital staff can respond effectively to fire emergencies. Here's a structured approach to conducting such training:

1. **Identify Training Objectives**: Define the specific learning objectives of the training session, such as understanding the types of fires, knowing when to use a fire extinguisher, and demonstrating proper extinguisher operation techniques.
2. **Understanding Fire Basics**: Begin the training by explaining the basics of fire, including the fire triangle (fuel, heat, oxygen), classes of fires (A, B, C, D, and K), and common fire hazards found in hospitals.
3. **Types of Fire Extinguishers**: Introduce the different types of fire extinguishers commonly used in hospitals, including water, CO2, dry chemical, and foam extinguishers. Explain the classes of fires each extinguisher is suitable for and any limitations or precautions associated with their use.
4. **Extinguisher Components and Operation**: Provide a detailed overview of the components of a fire extinguisher, including the nozzle, pressure gauge, pin, and handle. Demonstrate how to operate each type of extinguisher effectively, emphasizing the P.A.S.S. technique:
    - Pull the pin.
    - Aim at the base of the fire.
    - Squeeze the handle.
    - Sweep from side to side.
5. **Hands-On Practice**: Conduct practical exercises where participants can practice using fire extinguishers in a controlled environment. Set up simulated fire scenarios and provide participants with the opportunity to extinguish small fires using training extinguishers. Ensure safety measures are in place and supervision is provided.
6. **Safety Precautions and Considerations**: Emphasize safety precautions that must be followed when using fire extinguishers, such as maintaining a safe distance from the fire, wearing appropriate personal protective equipment, and evacuating if the fire becomes uncontrollable.
7. **Proper Maintenance and Inspection**: Educate participants on the importance of regularly inspecting and maintaining fire extinguishers to ensure they are in good working condition. Provide guidance on how to perform visual inspections and report any issues or deficiencies.
8. **Emergency Response Procedures**: Review hospital emergency response procedures related to fire incidents, including activating fire alarms, notifying emergency services, evacuating patients and staff, and following designated evacuation routes and assembly points.
9. **Documentation and Reporting**: Stress the importance of documenting fire extinguisher use and any fire-related incidents. Provide guidance on how to complete incident reports and document training participation for recordkeeping purposes.
10. **Review and Assessment**: Conclude the training session with a review of key concepts covered and a brief assessment to gauge participants' understanding. Encourage participants to ask questions and seek clarification on any topics they find challenging.

Santhiram Medical College

Nandyal, Andhra Pradesh

11. **Follow-Up and Ongoing Training**: Schedule periodic refresher training sessions and drills to reinforce fire safety knowledge and skills among hospital staff. Keep staff informed about updates to fire safety protocols and procedures.

By providing comprehensive fire and safety training on fire extinguisher use, hospitals can empower staff to respond confidently and effectively to fire emergencies, minimizing the risk of injury and damage to property

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mr Dr Sridevi , HOD Microbiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
  - **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
  - **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
  - **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
  - **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
  - **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
  - **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Santhiram Medical College Nandyal Dt A.P.

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/129 Date: 07/12/2021

Circular

The below topic will be held on 10 Dec 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on medico legal cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/130 Date: 20/12/2021

Circular

The below topic will be held on 23 Dec 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Oxygen plant in hospital in SRMC.

"Maintenance of oxygen plant "

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/131 Date: 19/12/2021

Circular

The below topic will be held on 21 December 2021 , Tuesday at Training Room between 03.00 pm to 05.00pm .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CSSD : IMPROVING QUALITY "

All the CSSD Staff,Nursing Staffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr SaiKrishna ,MD Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).

- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.

- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.

- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

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- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.

- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/132 Date: 20/12/2021

Circular

The below topic will be held on 22 December 2021 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Murali Harish, CTVS Surgeon of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.

- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.

- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.

- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.

- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

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Nandyal, Andhra Pradesh

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

V. Shetty

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/133 Date: 20/12/2021

Circular

The below topic will be held on 23 December 2021 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD –Pathology
Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Santhiram Medical College
Nandyal Dt.
A.P.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/134 Date: 20/12/2021

Circular

The below topic will be held on 23 December 2021 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab ,Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr MiddeSrikanth, Hospital Administrator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMSinterface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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Nandyal, Andhra Pradesh

- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMSfor tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.

- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMSin a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMStraining sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/135 Date: 21/12/2021

Circular

The below topic will be held on 30 December 2021 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staffand Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
HospitalAdministrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mr Imran Basha, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

- **Maintaining Confidentiality**:
  - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
  - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.

- **Record Retrieval and Release**:

- When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
- MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
- Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

- **Record Maintenance and Storage**:
  - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
  - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
  - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.

- **Record Transcription and Coding**:
  - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
  - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/136 Date: 24/12/2021

Circular

The below topic will be held on 27TH DECEMBER 2022, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the efficiency of Bio Medical Waste .

" BIO MEDICAL SEGREGATION "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

This is most important for your medical career .

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
BME – Incharge
NURSING SUPERINTENDENT
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"" BIO MEDICAL SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar , HOD Bio Medical Department of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Biomedical waste management is crucial in healthcare facilities to ensure the safety of patients, staff, and the environment. Proper segregation of biomedical waste is a fundamental aspect of this management process. An orientation program was conducted in Santhiram Medical College and General hospital to educate staff about the importance of biomedical waste segregation and to train them on the correct methods of segregation.

Objectives: The primary objective of the orientation program was to create awareness among hospital staff regarding the significance of proper biomedical waste segregation and to provide them with practical training on segregation techniques.

1. Introduction to Bio Medical waste: The session began with an overview of biomedical waste, explaining its definition, categories, and potential hazards if not managed properly. This segment aimed to familiarize the participants with the types of waste generated in healthcare settings.
2. Importance of segregation: Emphasis was placed on the importance of segregation in biomedical waste management. Participants were informed about how proper segregation minimizes the risk of infection transmission, protects the environment, and ensures compliance with regulatory requirements.
3. Segregation Guidelines: Detailed guidelines for segregating biomedical waste were provided, including the use of color-coded bins and segregation based on waste category (e.g., infectious, sharps, chemical, pharmaceutical, etc.). Practical demonstrations were conducted to illustrate the correct segregation techniques.
4. Handling and Storage: Proper handling and storage practices were discussed to prevent spillage, contamination, and injuries. Participants were educated on the use of personal protective equipment (PPE) and the importance of maintaining cleanliness in waste storage areas.
5. Legal and Regulatory Compliance: The program highlighted relevant regulations and guidelines pertaining to biomedical waste management, including those issued by local health authorities and environmental agencies. Participants were informed about their legal responsibilities in waste management.
6. Monitoring and Documentation: The importance of monitoring and documenting waste generation, segregation, and disposal activities was emphasized. Participants were briefed on the documentation procedures to ensure accountability and regulatory compliance.

Santhiram Medical College

Nandyal, Andhra Pradesh

Outcomes:

The orientation program yielded several positive outcomes:

- Increased awareness among hospital staff about the significance of proper biomedical waste segregation.
- Improved understanding of segregation guidelines and techniques.
- Enhanced compliance with regulatory requirements.
- Reduced risk of infection transmission and environmental contamination.
- Strengthened commitment to safe and responsible waste management practices.

Conclusion:

The orientation program on biomedical waste segregation proved to be highly beneficial in promoting safe and effective waste management practices within the hospital. Continuous education and training initiatives will be essential to sustain these outcomes and ensure ongoing compliance with waste management regulations. By prioritizing proper segregation and management of biomedical waste, our hospital is committed to safeguarding the health and well-being of both patients and healthcare workers while minimizing environmental impact.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/137

Date: 07/01/2022

Circular

The below topic will be held on 10 JANUARY 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Tea and Snacks will be provided in the meeting .

V. Shekar

HR Manager

Santhiram Medical College Nandyal DL A.P. NH-40 NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sherwin Paul, HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.

  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.
- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations**:
  - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
  - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
  - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution**:
  - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
  - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence**:
  - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
  - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/138

Date: 03/01/2022

Circular

The below topic will be held on 6th January 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that ourhealthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

- **Recognition of Cardiac Arrest**:
  - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.

- Training emphasizes the importance of early recognition and activation of the emergency response system.

- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/139 Date: 18/01/2022

Circular

The below topic will be held on 21 Jan 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Proper Drug Administration in hospital in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

PR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Bandi Shireesha , OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/140

Date : 25 /01/2022

Circular

The below topic will be held on 30 Jan 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requestedto attend the meeting without fail.

Thank you one and all .

HR Manager

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: How to be polite with patients –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Dr Kishore , MD Psychiatry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2022 at the Training Room from 10 am to 11 am
Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Santhiram Medical College

Nandyal, Andhra Pradesh

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/141 Date: 01/02/2022

Circular

The below topic will be held on 04 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Safe Handling OfOxygen Cylinders in hospital in SRMC .

"Safe Handling of Oxygen Cylinders."

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/142 Date: 15/02/2022

Circular

The below topic will be held on 18 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/143 Date: 22/02/2022

Circular

The below topic will be held on 25 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset Coding Of Equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/144 Date: 07/03/2022

Circular

The below topic will be held on 10 March 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training On Bed Making in hospital in SRMC .

"Training on Bed making"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/145 Date: 21/03/2022

Circular

The below topic will be held on 24 March 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Effective handling of ppharmacy & stock movement in hospital in SRMC .

"Effective handling on pharmacy & stock movement"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal DL
A.P.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/146 Date : 25 /03/2022

Circular

The below topic will be held on 30 March 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing Staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Tea and Snacks will be provided.

HR Manager

Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Raghunath Reddy, Head – Emergency Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care**: Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction**: Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes**: Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction**: Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration**: Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education**: Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support**: SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

- **Ethical Considerations**: Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

- **Continuity of Care**: Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.

- **Professionalism and Accountability**: Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, **NANDYAL - 518 501**, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేది:.....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. హాస్పిటల్ రిసెప్షన్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఓపి రిజిస్ట్రేషన్ విధానం : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి)ఆస్పత్రిలో ఎడ్మిషన్ విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)డాక్టర్ మీ రోగము గురించి వివరించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇవ్వుట మరియు వివరించుట : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను నివృత్తి చేసిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మశి సేవలు

ఎ)మందులు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరి సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మెలుకువలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

7. హాస్పిటల్ సర్వీసులు

ఎ) ఆయమ్మ / వార్డు బాయ్ లు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) రూము/వార్డు/బాత్ రూమ్ శుభ్రత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) క్లీనింగ్ లిక్విడ్స్ వివరణ పేపర్లు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

8. ఇతర పేపర్లు

ఎ) లోషన్లు/క్రీములు పేపర్లు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పేపర్ ప్లేట్ లు/స్పూన్లు ఫోర్క్ : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) పెర్ఫ్యూమ్ సిబ్బంది పేపర్లు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

డి) హాస్పిటల్ నుండి డిశ్చార్జ్ ప్రక్రియ / విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

ఇ) బిల్లింగ్ కౌంటర్ పేపర్లు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

యస్) ఇది పేపర్లు అడ్మిట్ అయినట్లుతే అప్పటికి ,అప్పటికి మా హాస్పిటల్ పేపర్లు చాలా అభివృద్ధి చెందాయి/అభివృద్ధి చెందాయి/పర్వాలేదు/అభివృద్ధి చెందలేదు

ఎఫ్) మొత్తం మీద ఉపాధి మీ అనుభవము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

హెచ్) మీరు మీ బంధువులను గానీ స్నేహితులను గానీ ఇంతి రామ్ హాస్పిటల్ సైన్యంకొరకు పెళ్ళమని సలహా : ఇస్తాను / ఇవ్వను

ఐ) మీకు మంచి పేపర్లు అందించిన మా హాస్పిటల్ సిబ్బంది పేర్లు:

డాక్టర్.....

నర్సు.....

ఇతరులు.....

I) మా హాస్పిటల్ పేపర్లు మెరుగుపరుచుటకు కొరకు మీరు ఇచ్చే సలహాలు/సిద్ధాంతాలు అభివృద్ధి కి మీ సలహాలు తెలపండి

.....

.....

పేషెంట్ పేరు: .....వార్డు/రూమ్:..... ఐ.పి.నం.....

క్రింద మంటి చేసిన డాక్టర్ పేరు:..... పారం నింపుచారి పేరు మరియులుంయ్యము:.....

చిరునామా:.....ఫోన్ నెంబర్: .....

ఈ మెయిల్.....

మా హాస్పిటల్ ను ఇంకను అభివృద్ధి చేయులకు మీరుసహాయపడుటున్నందుకు మా ధన్యవాదములు

మీ అభిప్రాయాలపై తీసుకున్న హాస్పిటల్ డైరక్టర్ బృందం తీసుకోవాల్సిన నిర్ణయాలు

వార్డు నర్సు వివరములు

వార్డు నర్సు పేరు/ఐడి నెం :.....

వార్డు /సెక్షన్ :.....

పేషంట్ కేటగిరి : EHS/క్యాష్/ఎ.పి.ఆర్ వైద్య సేవ/క్లినిక్/ఓపిడి

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/147 Date: 05/04/2022

Circular

The below topic will be held on 08 April 2022 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Code Blue in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

V. Sheema

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by S.Ravali, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/148 Date: 19/04/2022

Circular

The below topic will be held on 22 April 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Vulnerable Patients in hospital in SRMC .

"Taking care of Vulnerable patients"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



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SRMC/TP/L&D/2022/149 Date: 10/05/2022

Circular

The below topic will be held on 13 May 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

"Patient Confidentiality and privacy"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/150 Date: 24/05/2022

Circular

The below topic will be held on 27 May 2022 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Incidental reporting in hospital in SRMC .

"Training on Incidental reporting."

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/151 Date: 13/06/2022

Circular

The below topic will be held on 16 June 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Disaster Management in hospital in SRMC .

"Training on Disaster Management"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2022/152 Date: 21/06/2022

Circular

The below topic will be held on 24 June 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/153 Date : 25/06/2022

Circular

The below topic will be held on 30June 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.

- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.

- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.

- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.

- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.

- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2020-2021

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2020-21

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How to handle patient shifting in hospital	07-Jul-20	12
2.	Proper Drug Administration to patients	11-Jul-20	15
3.	How To Be Polite With Patients	13-Jul-20	10
4.	Safe Handling of Oxygen Cylinders	16-Jul-20	11
5.	Pharmacy Dispensing Process	23-Jul-20	12
6.	Asset coding of equipment	27-Jul-20	14
7.	Training on Bed making	08-Aug-20	16
8.	Admission and discharge process in hospital	13-Aug-20	19
9.	BLS Training To Nursing Staff	17-Aug-20	10
10.	BLS Training To Technicians	10-Sep-20	20
11.	Effective handling on pharmacy & stock movement	12-Sep-20	18
12.	Training on CODE BLUE	04-Oct-20	14
13.	Taking care of Vulnerable patients	08-Oct-20	16
14.	Sterility And Cleanliness In SRMC	16-Oct-20	10
15.	Patient Confidentiality and privacy	15-Oct-20	16
16.	Training on Incidental reporting	17-Oct-20	18
17.	Training on Disaster Management	20-Oct-20	12
18.	How to prevent reporting errors	26-Oct-20	15
19.	Admission and discharge process in hospital	31-Oct-20	14
20.	Training on patient safety	05-Nov-20	19

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21.	How to avoid prescription errors	12-Nov-20	18
22.	Prevention of child abduction in hospital	26-Nov-20	20
23.	Ethical and legal implications of prescribing drugs	10-Dec-20	10
24.	MRD- How To Perform Medical Work And Filing	14-Dec-20	11
25.	How to handle Medico legal Cases	24-Dec-20	18
26.	Maintenance of oxygen plant	31-Dec-20	13
27.	How to handle patient shifting in hospital	07-Jan-21	20
28.	Proper Drug Administration to patients	21-Jan-21	17
29.	Bio Medical Waste Segregation	20-Jan-21	13
30.	CSSD : Improving Quality	22-Jan-21	18
31.	LAUNDRY : Improving Quality	25-Jan-21	11
32.	Safe Handling of Oxygen Cylinders	06-Feb-21	15
33.	BLOOD BANK SERVICES	08-Feb-21	13
34.	Hospital Information Management Systems Training Session	22-Feb-21	17
35.	CODE OF CONDUCT – SRMC Non-Teaching Staff	12-Mar-21	20
36.	Pharmacy Dispensing Process	12-Mar-21	15
37.	Asset coding of equipment	25-Mar-21	19
38.	CPR TRAINING – Emergency Handling	04-Jun-21	12
39.	Fire And Safety Training	12-Jun-21	15
40.	How To Be Polite With Patients	30-Jun-21	20

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/73 Date: 04 /07/2020

Circular

The below topic will be held on 07 July 2020 at Training Room between 12.00 Pm to 01.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal DL. A.P. MH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shabolu Prathyusha, Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/74 Date: 08/07/2020

Circular

The below topic will be held on 11 July 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Proper Drug Administration to patients in hospital in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-18, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Nagamani, nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/75 Date : 10 /07/2020

Circular

The below topic will be held on 13 July 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team ,Front Office Team and Marketing team are requested to attend the meeting without fail.
Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: How to be polite with patients –Report of the Meeting – circulated – reg.,

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The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC .

The meeting was addressed by Mr Pullaiah,Asst Manager HR of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Santhiram Medical College

Nandyal, Andhra Pradesh

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/77 Date: 20 /07/2020

Circular

The below topic will be held on 23 July 2020 at Training Room between 10.00 am to 12.00 pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/78 Date: 24/07/2020

Circular

The below topic will be held on 27 July 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. MH-30. NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba , Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College Nandyal Dt. A.P.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/79 Date: 05/08/2020

Circular

The below topic will be held on 08 Aug 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC .

"Training on Bed making"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. PH-10, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40 NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/80 Date: 10 /08/2020

Circular

The below topic will be held on 13 Aug 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by I.Siva sankar , Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College Nandyal DL. A.P. NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/81 Date :14/08/2020

Circular

The below topic will be held on 17 August 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

V. Thelvin

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Phaneendra , HOD –CCM of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Santhiram Medical College Nandyal DL A.P. NH-40 NANDYAL

Copy to :
Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/82 Date: 04/09/2020

Circular

The below topic will be held on 10 September 2020 , Thursday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr Raghu Sri Charan , MS Surgical Gastro of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.
- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

V. Sheeba

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/83 Date: 09 /09/2020

Circular

The below topic will be held on 12 Sep 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

"Effective handling on pharmacy & stock movement"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/84 Date: 01 /10/2020

Circular

The below topic will be held on 04 Oct 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by G.Prashanthi, Deputy Nursing Superindent of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.
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Santhiram Medical College

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/85 Date: 05 /10/2020

Circular

The below topic will be held on 08 Oct 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Taking care of Vulnerable patients in SRMC .

"Taking care of Vulnerable patients"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by K.Sulochana, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/86 Date: 09/10/2020

Circular

The below topic will be held on 16 October 2020 , Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by MrSreenivasulu, Incharge – House Keeping of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
  - **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
  - **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
  - **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
  - **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
  - **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
  - **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-18 NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/87 Date: 12 /10/2020

Circular

The below topic will be held on 15 Oct 2020 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

"Patient Confidentiality and privacy"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. 518 502

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Y.Shivaji Raju, Nursine of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/88 Date: 14 /10/2020

Circular

The below topic will be held on 17 Oct 2020 at Training Room between 01.00 pm to 02.00 pm This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

"Training on Incidental reporting."

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by B.Govardhan Reddy, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/89 Date: 17 /10/2020

Circular

The below topic will be held on 20 Oct 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

"Training on Disaster Management"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/90 Date: 22 /10/2020

Circular

The below topic will be held on 26 Oct 2020 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/91 Date: 28 /10/2020

Circular

The below topic will be held on 31 Oct 2020 at Training Room between 12.00 pm to 01.00 pm . This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by M.Aparna, Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/92 Date: 02 /11/2020

Circular

The below topic will be held on 05 Nov 2020 at Training Room between 10.00 am to 11.00 am . This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/93 Date: 09 /11/2020

Circular

The below topic will be held on 12 Nov 2020 at Training Room between 01.00 pm to 02.00 pm . This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC

.

"How to avoid prescription errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/94 Date: 23 /11/2020

Circular

The below topic will be held on 26 Nov 2020 at Training Room between 02.00 pm to 03.00 pm . This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/95 Date: 07 /12/2020

Circular

The below topic will be held on 10 Dec 2020 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC .

"Ethical and legal implications of prescribing drugs"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/96

Date: 10/12/2020

Circular

The below topic will be held on 14 December 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staffand Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.
- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.
- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.
- **Maintaining Confidentiality**:
  - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
  - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release**:
  - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.

- MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
- Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

- **Record Maintenance and Storage**:
  - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
  - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
  - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
- **Record Transcription and Coding**:
  - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
  - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

HR Manager

Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/97 Date: 21 /12/2020

Circular

The below topic will be held on 24 Dec 2020 at Training Room between 02.00 pm to 03.00 pm. This mentioned topic is to have information on How to handle Medico legal Cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/98 Date: 28 /12/2020

Circular

The below topic will be held on 31 Dec 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"Maintenance of oxygen plant "

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by S.Sarala Kumari, Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/99 Date: 04 /01/2021

Circular

The below topic will be held on 07 Jan 2021 at Training Room between 2.00 Pm to 03.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by S.Prathyusha , Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/100 Date: 18 /01/2021

Circular

The below topic will be held on 21 Jan 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on proper drug administracton to patients in hospital in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by A.Sheela, OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/101

Date: 18/01/2021

Circular

The below topic will be held on 20 January 2021, Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BIO MEDICAL WASTE SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr NagendraGykwad, BME of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Proper segregation of biomedical waste in hospitals is essential for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

1. **Segregation at the Point of Generation**: Biomedical waste should be segregated at the point of generation, ideally where it is produced. This means that healthcare workers should separate different types of waste as they generate it during patient care activities.

2. **Color-Coding**: Use color-coded containers or bags to segregate different categories of biomedical waste. Each color corresponds to a specific type of waste, making it easy for staff to identify and handle them properly. Common color-coding schemes include:
    - Yellow: Infectious waste, including materials contaminated with blood, bodily fluids, or other potentially infectious materials.
    - Red: Sharps waste, such as needles, syringes, scalpels, and other sharp objects.
    - Blue: Pharmaceutical waste, including expired or unused medications, drugs, and pharmaceutical products.
    - Black: Hazardous waste, such as chemicals, solvents, and other hazardous materials that pose a risk to human health or the environment.
    - White or clear: Non-hazardous or general waste, such as paper, cardboard, food waste, and other non-infectious materials.

3. **Segregation Guidelines**: Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.

4. **Segregation by Type**: Biomedical waste should be segregated by type based on its characteristics and potential hazards. Common categories of biomedical waste include:
    - Infectious waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
    - Sharps waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
    - Pharmaceutical waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

- Hazardous waste: Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.

5. **Training and Education**: Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.

6. **Regular Monitoring and Audits**: Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/102 Date: 20/01/2021

Circular

The below topic will be held on 22 January 2021, Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CSSD : IMPROVING QUALITY "

All the CSSD Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-18 NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
HOD – Anesthesia
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Sanjeev Kumar MS Ophthalmology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.
- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.
- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Copy to :
HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/103 Date: 22/01/2021

Circular

The below topic will be held on 25 January 2021, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.

- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.

- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.

- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.

- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

HR Manager

Santhiram Medical College Nandyal DL. A.P. NH-40, NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/104

Date: 02 /02/2021

Circular

The below topic will be held on 06 Feb 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on safe handeling of oxygen cylinders in hospital in SRMC .

"Safe Handling of Oxygen Cylinders."

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

V. Sheeran

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-18, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by K.Kishore Kumar, Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/105 Date: 05/02/2021

Circular

The below topic will be held on 8 Febuary 2021, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

This session will teach you the importance of Blood in healing a person.

HR Manager

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Midde , Blood bank Incharge of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Cross matching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Cross matching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.
- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

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- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/106

Date: 19/02/2021

Circular

The below topic will be held on 22 February 2021 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" HOSPITAL INFORMATION MANAGEMENT SYSTEMS TRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab ,Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by PanduRanga , Incharge EDP (Electronic Data Processing) of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMSinterface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analysing trends in patient care.

- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/107 Date: 8/03/2021

Circular

The below topic will be held on 12 March 2021 , Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

This session will teach you how to grow in life and career too.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Kola Rajesh , HRD Staff of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations**:
  - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
  - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
  - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/108 Date: 09/03/2021

Circular

The below topic will be held on 12 March 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing process in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/109 Date: 22 /03/2021

Circular

The below topic will be held on 25 March 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Indira.E, Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2021/110 Date: 01/06/2021

Circular

The below topic will be held on 4 June 2021, Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff andNon Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

V. Sreemin

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Raj Kumar of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring ourhealthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

- **Recognition of Cardiac Arrest**:
  - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.

- Training emphasizes the importance of early recognition and activation of the emergency response system.

- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/111 Date: 09/06/2021

Circular

The below topic will be held on 12 June 2021, Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment**: Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.

- **Regulatory Compliance**: Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).

- **Emergency Response Plan**: Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.

- **Staff Training**: Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.

- **Evacuation Drills**: Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.

- **Fire Safety Equipment**: Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.

- **Communication Systems**: Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.

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- **Specialized Training**: Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

- **Continuing Education**: Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.

- **Collaboration with Local Authorities**: Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program,SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/112 Date : 25 /06/2021

Circular

The below topic will be held on 30 June 2021 , wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requestedto attend the meeting without fail.

Thank you one and all .

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to :

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Sub: How to be polite with patients –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.

Santhiram Medical College

Nandyal, Andhra Pradesh

- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.
Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

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PRD office
Marketing office
Medical Superintendent
HospitalAdministrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2019-2020

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2019-20

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How To Prevent Reporting Errors	05-Jul-19	11
2.	Training On Incidental Reporting	06-Jul-19	16
3.	Training On Disaster Management	28-Jul-19	18
4.	How To Be Polite With Patients	09-Aug-19	12
5.	Admission And Discharge Process In Hospital	13-Aug-19	14
6.	Training On Patient Safety	31-Aug-19	11
7.	Patient Care And Its Significance In SRMC Care	09-Sep-19	14
8.	How To Avoid Prescription Errors	19-Sep-19	15
9.	Prevention Of Child Abduction In Hospital	06-Oct-19	14
10.	BLS Training To Nursing Staff	07-Oct-19	18
11.	Ethical And Legal Implications Of Prescribing Drugs	10-Oct-19	20
12.	How To Handle Medico Legal Cases	05-Nov-19	20
13.	BLS Training To Technicians	11-Nov-19	10
14.	Sterility And Cleanliness In SRMC	09-Dec-19	12
15.	Maintenance Of Oxygen Plant	30-Dec-19	18
16.	MRD- How To Perform Medical Work And Filing	06-Jan-20	22
17.	How To Handle Patient Shifting In Hospital	22-Jan-20	14

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18.	Proper Drug Administration To Patients	08-Feb-20	16
19.	CSSD: Improving Quality	10-Feb-20	12
20.	Safe Handling Of Oxygen Cylinders	05-Mar-20	10
21.	Laundry : Improving Quality	23-Mar-20	15
22.	Pharmacy Dispensing Process	30-Mar-20	17
23.	Asset Coding Of Equipment	11-Apr-20	11
24.	Blood Bank Services	13-Apr-20	15
25.	Training On Bed Making	30-Apr-20	13
26.	Effective Handling On Pharmacy & Stock Movement	06-May-20	10
27.	Hospital Information Management Systems training Session	11-May-20	14
28.	Training On CODE BLUE	31-May-20	19
29.	Taking Care Of Vulnerable Patients	06-Jun-20	14
30.	Bio Medical Equipment's Handling	08-Jun-20	17
31.	Code Of Conduct – SRMC Non-Teaching Staff	15-Jun-20	14
32.	CPR Training – Emergency Handling	22-Jun-20	11
33.	Patient Confidentiality And Privacy	29-Jun-20	13
34.	Fire And Safety Training	30-Jun-20	17

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/39 Date: 02 /07/2019

Circular

The below topic will be held on 05 Jul 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/40 Date: 03 /07/2019

Circular

The below topic will be held on 06 Jul 2019 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

"Training on Incidental reporting. "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by B.Govardhan Reddy, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal Dt.
A.P.
NH-40, NANDYAL

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/41 Date: 25 /07/2019

Circular

The below topic will be held on 28 Jul 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

"Training on Disaster Management"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. MH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shelvin

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/42

Date : 06 /08/2019

Circular

The below topic will be held on 9 August 2019 , Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requested to attend the meeting without fail.
HRD invites all the above mentioned to kindly attend the topic as it is useful for your career.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: How to be polite with patients –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mr Sreenivasulu,CFO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am
Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.

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Nandyal, Andhra Pradesh

- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.

- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

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PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/43 Date: 10 /08/2019

Circular

The below topic will be held on 13 Aug 2019 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by I.Siva sankar , Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non-Teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/44 Date: 28 /08/2019

Circular

The below topic will be held on 31 Aug 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

"Training on patient safety"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

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Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/45

Date : 06 /09/2019

Circular

The below topic will be held on 9thseptember 2019 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC.

"PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff, Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. MY-49, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
PRD office
Incharge - Central Lab
Frount desk –Incharge(billing OP,IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Mrs SwarnaKumari , Nursing Superintendent of Santhiram Hospital and she delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care**: Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.

- **Patient Satisfaction**: Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.

- **Health Outcomes**: Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.

- **Safety and Risk Reduction**: Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.

- **Communication and Collaboration**: Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.

- **Patient Education**: Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.

- **Emotional Support**: SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

- **Ethical Considerations**: Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

- **Continuity of Care**: Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.

- **Professionalism and Accountability**: Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

V. Sreenivasulu

HR Manager

Santhiram Medical College ★ Nandyal Dt. A.P. ★ NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
PRD office
Incharge - Central Lab
Frount desk –In charge (billing OP, IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, **NANDYAL - 518 501**, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేది: .....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము తెలుచుచున్నాము. ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. హాస్పిటల్ రిసెప్షన్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఓ.పి రిజిస్ట్రేషన్ విధానం : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) ఆస్పత్రిలో ఎడ్మిషన్ విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) డాక్టర్ మీ రోగము గురించి వివరించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇవ్వుట మరియు వివరించుట : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను నివృత్తి చేసిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మశి సేవలు

ఎ) మందులు లభ్యత : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరి సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మెలుకువలు : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : బాగా వుంది/ వుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

7. హౌస్ కీపింగ్ సర్వీసులు

ఎ) ఆయుష్మా / వార్డు బాయ్ లు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) రూము/వార్డు/బాత్ రూమ్ శుభ్రత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) క్రిమి కీటకములు నివారణ పనులు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

8. ఇతర సేవలు

ఎ) లాండరీ/ఆల్టరేషన్ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సీలీ ఫైర్ లు/సైరన్లు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) పెస్ట్ కంట్రోల్ సిబ్బంది సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

డి) హాస్పటల్ నుండి డిశ్చార్జ్ ప్రక్రియ / విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

ఇ) బిల్లింగ్ కౌంటర్ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

యస్) ఇవి వరకు అడ్మిషన్ అయినట్లు అప్పటికి ,ఇప్పటికి మా హాస్పటల్ సేవలు చాలా అభివృద్ధి పొందాయి/అభివృద్ధి పొందాయి/పర్వాలేదు/అభివృద్ధి పొందలేదు

ఎఫ్) మొత్తం మీద ఉపాధి మీ అనుభవము : చాలా బావుంది / బావుంది/ పర్వాలేదు / బాగాలేదు/ అసలు బాగాలేదు

నోట్: మీరు మీ బంధువులను గాని స్నేహితులను గాని ఖాళీ రూమ్ హాస్పటల్ సైద్ధాంతికులకు పోస్టుమని సలహా : ఇష్టాము / ఇష్టము

ఐ) మీకు మంచి సేవలు అందించిన మా హాస్పటల్ సిబ్బంది పేర్లు:

డాక్టర్.....

నర్సు.....

ఇతరులు.....

I) మా హాస్పటల్ సేవలు మెరుగుపరుచుటకు కొరకు మీరు ఇచ్చే సలహాలు/విధానాలు అభివృద్ధి కి మీ సలహాలు తెలపండి

.....

.....

పేషెంట్ పేరు: .....వార్డు/రూమ్:..... ఐ.పి.నెం.....

క్రితం సారి తీసిన బిల్లింగ్ పేరు:..... ఫోటో సిబ్బంది పేరు మరియులుచూస్తాము:.....

చిరునామా:.....ఫోన్ నెంబర్:.....

ఈ మెయిల్.....

మా హాస్పటల్ ని ఇంకను అభివృద్ధి చేయుటకు మీరుఇవ్వదలుచుకున్నటువంటి మా దస్కతాదములు

మీ అభిప్రాయాలపై తీసుకున్న హాస్పటల్ డైరక్టర్ బృందం తీసుకోవాల్సిన నిర్ణయాలు

వార్డు నర్సు వివరములు

వార్డు నర్సు పేరు/అటెండెన్స్ నెం :.....

వార్డు /సెక్షన్ :.....

పేషెంట్ కేటగిరి : EHS/రాజీవ్ ఆరోగ్యశ్రీ/క్లినిక్/ఇతరులు

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/46 Date: 16 /09/2019

Circular

The below topic will be held on 19 Sep 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC .

"How to avoid prescription errors"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/47 Date: 03 /10/2019

Circular

The below topic will be held on 06 Oct 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/48 Date: 04/10/2019

Circular

The below topic will be held on 7 October 2019 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

"BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr ChakradharReddy ,HOD- Pulmonology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.

- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.

- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.

- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.

- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.

- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/49 Date: 07 /10/2019

Circular

The below topic will be held on 10 Oct 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC .

"Ethical and legal implications of prescribing drugs"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –In Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/50 Date: 02 /11/2019

Circular

The below topic will be held on 05 Nov 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to handle Medico legal Cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

V. Sharma

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/51 Date: 08/11/2019

Circular

The below topic will be held on 11 November 2019 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

"BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt A.P.

Copy to:

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS "–Report of the Meeting – circulated – reg.,

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The meeting was addressed by Dr Krishna Rao, HOD – Forensic Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.

- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.

- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.

- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.

- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

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- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.

- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/52 Date: 06/12/2019

Circular

The below topic will be held on 9December 2019 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"STERILITY AND CLEANLINESS IN SRMC "

All the Non-Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

The above session is most important and kindly do not miss the opportunity!

HR Manager

Santhiram Medical College ★ Nandyal Dt. A.P. ★ NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

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The meeting was addressed by DrMadhusudhanReddy , HOD – Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
  - **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
  - **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
  - **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
  - **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
  - **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
  - **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or

alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/53 Date: 27 /12/2019

Circular

The below topic will be held on 30 Dec 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"Maintenance of oxygen plant "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Y Kamala, Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/54 Date: 03/01/2020

Circular

The below topic will be held on 6 January 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

This is the most important and crucial topic in your career. So, kindly do not miss!!

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING "–Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mrs Parvathi, Incharge -MRD of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

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Nandyal, Andhra Pradesh

- **Maintaining Confidentiality**:
    - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
    - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.

- **Record Retrieval and Release**:
    - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
    - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

- **Record Maintenance and Storage**:
    - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
    - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.

- **Record Transcription and Coding**:
    - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
    - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

V. Sreenu

HR Manager

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/55 Date: 18 /01/2020

Circular

The below topic will be held on 22 Jan 2020 at Training Room between 12.00 Pm to 01.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

V. Sheeba

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –Incharge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Anusha.S, Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/56 Date: 05 /02/2020

Circular

The below topic will be held on 08 Feb 2020 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Proper Drug Administration to patients in hospital in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College ★ Nandyal Dt. A.P. ★ NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Nagamani, nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
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NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/57 Date: 07/02/2020

Circular

The below topic will be held on 10Febuary 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CSSD: IMPROVING QUALITY "

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD: IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr ChennaKeshava, HOD -OT of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).

- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.

- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.

- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.

- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/58 Date: 02 /03/2020

Circular

The below topic will be held on 05 Mar 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Safe Handling of Oxygen Cylinders in hospital in SRMC .

"Safe Handling of Oxygen Cylinders. "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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A.P.
NH-40, NANDYAL

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/59 Date: 20/03/2020

Circular

The below topic will be held on 23 March 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,Nursing Staffand OT Staff are requested to attend the meeting without fail.

HRD is a planning a Leaning and Development initiative to all the employees through these meetings.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sreenivasulu, Incharge –Laundry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.

- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.

- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.

- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.

- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/60 Date: 27 /03/2020

Circular

The below topic will be held on 30 Mar 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/61 Date: 08/04/2020

Circular

The below topic will be held on 11 Apr 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Anusha. S , Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shyam

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/62 Date: 10/04/2020

Circular

The below topic will be held on 13 April 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BLOOD BANK SERVICES "

All the Blood Bank Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Naveen, Professor - Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.

- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.

- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.

- **Blood Typing and Crossmatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.

- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.

- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.

- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies.

SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/63 Date: 27 /04/2020

Circular

The below topic will be held on 30 Apr 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC .

"Training on Bed making"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari, Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/64 Date: 03 /05/2020

Circular

The below topic will be held on 06 May 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

"Effective handling on pharmacy & stock movement"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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A.P.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/65 Date: 08/05/2020

Circular

The below topic will be held on 11 May 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION "

All the Front Desk and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

The above topic is most important for all to understand the software of our hospital.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEMSTRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Francis, General Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analysing trends in patient care.

- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEM Sin a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEM Straining sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

HR Manager

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Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/66 Date: 28 /05/2020

Circular

The below topic will be held on 31 May 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Savithri Preethi, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/67 Date: 03 /06/2020

Circular

The below topic will be held on 06 Jun 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Taking care of Vulnerable patients in hospital in SRMC .

"Taking care of Vulnerable patients "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

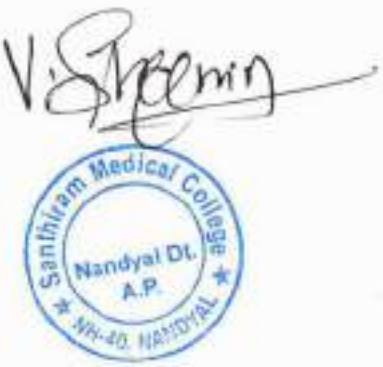
Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/68 Date: 05/06/2020

Circular

The below topic will be held on 8 June 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BIO MEDICAL EQUIPTMENTS HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY, ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College ★ NH-40, NANDYAL ★ Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education**: Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions**: Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing**: Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection**: Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport**: Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification**: Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping**: Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures**: Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.
- **Collaboration with Biomedical Engineering**: Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
- **User Feedback and Improvement**: Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

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Nandyal, Andhra Pradesh

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

HR Manager

Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

Santhiram Medical College

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/69 Date: 12/06/2020

Circular

The below topic will be held on 15 June 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CODE OF CONDUCT – SRMC NON-TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non-Teaching Staff are requested to attend the meeting without fail.
Thank you one and all.

HR Manager

Santhiram Medical College Nandyal DT. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent

Hospital Administrator

RMO

NURSING SUPERINTENDENT

Incharges –All DEPTS

File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Pullaiah, Asst Manager HR of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations**:
  - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
  - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
  - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution**:
  - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
  - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence**:
  - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
  - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/70 Date: 19/06/2020

Circular

The below topic will be held on 22 June 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non-Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College
Nandyal DT.
A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Hari Krishna, Asst HOD –Emergency Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

- **Recognition of Cardiac Arrest**:
  - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
  - Training emphasizes the importance of early recognition and activation of the emergency response system.

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- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College

Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/71 Date: 26 /06/2020

Circular

The below topic will be held on 29 Jun 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

"Patient Confidentiality and privacy"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Manoj Reddy, Nursine of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal Dt.
A.P.
NH-40, NANDYAL

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/72 Date: 26/06/2020

Circular

The below topic will be held on 30 June 2020, Tuesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Praveen Kumar ,In charge – Maintenance and Safety of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment**: Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.

- **Regulatory Compliance**: Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).

- **Emergency Response Plan**: Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.

- **Staff Training**: Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills**: Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.

- **Fire Safety Equipment**: Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.

- **Communication Systems**: Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.

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- **Specialized Training**: Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

- **Continuing Education**: Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.

- **Collaboration with Local Authorities**: Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program, SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

HR Manager

Santhiram Medical College Nandyal Dt. A.P.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.

- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.

- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.

- **Blood Typing and Crosshatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crosshatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.

- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.

- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.

- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

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Nandyal, Andhra Pradesh

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2018-2019

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193

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SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2018-19

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How to handle patient shifting in hospital	14-Jul-18	20
2.	BIO MEDICAL MANAGEMENT	23-Jul-18	13
3.	Proper Drug Administration to patients	27-Jul-18	17
4.	How To Be Polite With Patients	30-Jul-18	12
5.	How To Use Vaccutainers	08-Aug-18	18
6.	BLS Training To Nursing Staff	10-Aug-18	11
7.	Safe Handling of Oxygen Cylinders	08-Aug-18	16
8.	Patient Care And Its Significance In SRMC Care	30-Aug-18	13
9.	Pharmacy Dispensing Process	31-Aug-18	10
10.	BLS Training To Technicians	20-Aug-18	12
11.	Asset coding of equipment	05-Sep-18	11
12.	Effective handling on pharmacy & stock movement	13-Sep-18	18
13.	Training on Bed making	21-Sep-18	15
14.	Training on CODE BLUE	25-Sep-18	13
15.	Sterility And Cleanliness In SRMC	29-Sep-18	19
16.	Taking care of Vulnerable patients	05-Oct-18	16
17.	Patient Confidentiality and privacy	22-Oct-18	12
18.	MRD- HOW TO PERFORM MEDICAL RECORD WORK AND FILING	27-Oct-18	16

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19.	ORIENTATION OF THE HOSPITAL	03-Nov-18	11
20.	Training on Incidental reporting	09-Nov-18	13
21.	Training on Disaster Management	15-Nov-18	17
22.	CSSD : Improving Quality	22-Nov-18	15
23.	Laundry Services And Its Importance In Patient Care	06-Dec-18	19
24.	How to prevent reporting errors	14-Dec-18	14
25.	Admission and discharge process in hospital	31-Dec-18	10
26.	Blood Bank Services	07-Jan-19	12
27.	Training on patient safety	21-Jan-19	17
28.	How to avoid prescription errors	24-Jan-19	11
29.	Handling Of Bio Medical Waste Management	28-Jan-19	13
30.	Handling Of Bio Medical Equipment's In SRMC	28-Jan-19	14
31.	Prevention of child abduction in hospital	07-Feb-19	16
32.	Hospital Information Management System Training Session	11-02-2019	11
33.	Ethical and legal implications of prescribing drugs	18-Feb-19	19
34.	How to handle Medico legal Cases	08-Mar-19	13
35.	Maintenance of oxygen plant	22-Mar-19	15
36.	CODE OF CONDUCT – SRMC Non-Teaching staff	10-Apr-19	18
37.	CPR Training – Emergency Handling	13-May-19	10
38.	Fire and Safety Training	25-May-19	14

PRINCIPAL
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NH-40, NANDYAL-518 501, Nandyal Dt. A.P.

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/01 Date: 11 /07/2018

Circular

The below topic will be held on 14 July 2018 at Training Room between 2.00 Pm to 03.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/02 Date: 20 /07/2018

Circular

The below topic will be held on 23 July 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to have information on Biomedical Management in SRMC .

"BIO MEDICAL MANAGEMENT "

All the BME team, Nursing Staff and OT Staff are requested to attend the meeting without fail.

This Topic will improve your knowledge on the equipment.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –In charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING "–Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Prasad Babu, Bio Medical Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education**: Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions**: Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing**: Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection**: Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport**: Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification**: Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping**: Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures**: Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Collaboration with Biomedical Engineering**: Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.

- **User Feedback and Improvement**: Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/03 Date: 24 /07/2018

Circular

The below topic will be held on 27 July 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Proper Drug Administration to patients in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. MH-48, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Bandi Shireesha, OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt. A.P.
MH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/04 Date: 25 /07/2018

Circular

The below topic will be held on 30 July 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the Department PRO team, Nursing Staff Front Office team and Marketing team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "How to be polite with patients "–Report of the Meeting – circulated – reg.,

****

The above said meeting was held on 30.07.2018 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC. The meeting was addressed by M .Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- Be Empathetic: Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.

Santhiram Medical College

Nandyal, Andhra Pradesh

- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/06 Date :03/08/2018

Circular

The below topic will be held on 10August 2018 at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC.

"BLS TRAINING TO NURSING STAFF "

All the Nursing staff of all the departments are requested to attend the meeting without fail.

Thank your one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.

The meeting was addressed by M.Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum**: The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice**: Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency**: Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics**: BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies**: Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills**: BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.
- **Scenario-based Training**: Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.
- **Review and Recertification**: BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

- **Documentation and Reporting**: Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.

- **Cultural Sensitivity**: BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/05 Date: 05 /08/2018

Circular

The below topic will be held on 8 August 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to have information on Biomedical Management in SRMC.

"HOW TO USE VACCUTAINERS "

All the BME team, Nursing Staff and Central lab Staff, OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOW TO USE VACCUTAINERS IN SRGH "–Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Prasad Babu, Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Vacutainers in SRGH and suggested the staff to follow them.

Vacutainers, also known as vacuum blood collection tubes, are widely used in hospitals and healthcare settings for the collection and transportation of blood specimens for diagnostic testing. Here's how vacutainers are used in hospitals:

1. **Selection of Tubes**: Different types of vacutainer tubes are available, each containing specific additives designed for different types of blood tests. The choice of tube depends on the tests ordered by the healthcare provider.

2. **Patient Preparation**: Before blood collection, healthcare providers verify the patient's identity, explain the procedure, and obtain informed consent if necessary. They may also assess the patient's medical history and any medications that could affect the test results.

3. **Venipuncture**: A trained phlebotomist or healthcare provider performs the venipuncture procedure using a sterile needle and vacutainer holder. The selected vacutainer tube is attached to the holder.

4. **Blood Collection**: Once the needle is inserted into the patient's vein, the vacuum in the vacutainer tube automatically draws blood into the tube. Multiple tubes may be collected for different tests, with each tube filled in a specific order to prevent cross-contamination.

5. **Mixing Additives**: After blood collection, the vacutainer tubes are gently inverted or mixed according to manufacturer instructions to ensure proper mixing of blood with any additives present in the tube. This is essential for accurate test results.

6. **Labeling and Identification**: Each vacutainer tube is labeled with the patient's name, identification number, date, time of collection, and other relevant information. Proper labeling ensures accurate identification of specimens and traceability throughout the testing process.

7. **Transportation to the Laboratory**: Once the blood collection is complete, the vacutainer tubes are securely capped and transported to the laboratory for processing and analysis. Specimens may be transported manually or via pneumatic tube systems, depending on the hospital's protocols.

8. **Specimen Processing**: In the laboratory, trained laboratory technicians process the blood specimens according to standardized procedures. This may involve centrifugation to separate blood components, liquating samples for different tests, and performing analytical procedures.

9. **Result Reporting**: After testing is completed, the laboratory generates test results and reports them to the ordering healthcare provider through the hospital's information system. Accurate and timely reporting of results is crucial for clinical decision-making and patient care.

Santhiram Medical College

Nandyal, Andhra Pradesh

10. **Specimen Disposal**: Once testing is complete, vacutainer tubes are disposed of according to biohazardous waste disposal protocols. Proper disposal helps prevent exposure to infectious materials and ensures compliance with safety regulations.

    Overall, the use of vacutainers in hospitals streamlines the blood collection process, minimizes the risk of contamination, and facilitates accurate diagnostic testing, ultimately contributing to improved patient care and outcomes.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Central Lab -
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/07 Date: 05 /08/2018

Circular

The below topic will be held on 08 Aug 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Safe Handling of Oxygen Cylinders in SRMC .

"Safe Handling of Oxygen Cylinders. "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal DL
A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/10 Date: 16/08/2018

Circular

The below topic will be held on 20 August 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

"BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians and the In-charges of Pathology, Bio Chemistry and Microbiology departments are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
HOD – Pathology, Biochemistry, Microbiology
In charge- Central Lab
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

****

The meeting was addressed by Dr RaghunathReddy , MD Anesthesia and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum**: The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.

- **Basic CPR and AED Skills**: Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.

- **Recognition of Emergencies**: Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.

- **Emergency Equipment Familiarization**: Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.

- **Scenario-based Training**: Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.

- **Teamwork and Communication**: Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.

- **Documentation and Reporting**: Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the

importance of clear and timely documentation for accountability and quality improvement purposes.

- **Regular Review and Practice**: Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

- **Cultural Sensitivity**: Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.

- **Certification and Recertification**: Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

HOD – Pathology
In charge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/08

Date: 25 /08/2018

Circular

The below topic will be held on 30 August 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

"PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff, Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent.
PRD office
In charge - Central Lab
Front desk –In charge (billing OP, IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "–Report of the Meeting – circulated – reg.,

****

The meeting was addressed by M .Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care**: Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.

- **Patient Satisfaction**: Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.

- **Health Outcomes**: Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.

- **Safety and Risk Reduction**: Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.

- **Communication and Collaboration**: Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.

- **Patient Education**: Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.

- **Emotional Support**: Hospitalization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Ethical Considerations**: Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

- **Continuity of Care**: Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.

- **Professionalism and Accountability**: Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
PRD office
In charge - Central Lab
Front desk –In charge (billing OP, IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేది: .....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము తోరుచున్నాము. ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. హాస్పిటల్ రిసెప్షన్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఓ.పి రిజిస్ట్రేషన్ విధానం : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) ఆస్పత్రిలో ఎడ్మిషన్ విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) డాక్టర్ మీ రోగము గురించి వివరించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇవ్వుట మరియు వివరించుట : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను విపులపర్చి తీసిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మశి సేవలు

ఎ) మందులు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/ మెలుకువలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) తీసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

7. హౌస్ కీపింగ్ సర్వీసులు

ఎ) ఆయమ్మ / వార్డు బాయ్ లు మీతో ప్రవర్తించిన విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) రూము/వార్డు/బాత్ రూమ్ శుభ్రత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) క్రిమి కీటకములు నివారణ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

8. ఇతర సేవలు

ఎ) లాబరేటరీ/ఇమ్యూనిటీ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పేథ్ లైన్ లు/ప్లేదర్లు లభ్యత : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) సెక్యూరిటీ సిబ్బంది సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

డి) హాస్పటల్ నుండి డిశ్చార్జి ప్రక్రియ / విధానము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

ఇ) బిల్లింగ్ కౌంటర్ సేవలు : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

యస్) ఇవి వరకు అడ్మిట్ అయినట్లయితే ,అప్పటికి మా హాస్పటల్ సేవలు ఎలా అభివృద్ధి చెందాయి/అభివృద్ధి చెందాయి/పర్వాలేదు/అభివృద్ధి చెందలేదు

జి) మొత్తం మీద ఈసారి మీ అనుభవము : చాలా బావుంది/ బావుంది/ పర్వాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

హెచ్) మీరు మీ బంధువులను గాని స్నేహితులను గాని శాంతి రామ్ హాస్పటల్ సైద్ధాంతికత వెళ్ళమని అలహో : ఇస్తాను / ఇవ్వను

ఐ) మీకు మంచి సేవలు అందించిన మా హాస్పటల్ సిబ్బంది పేర్లు:

డాక్టర్.....

నర్సు.....

ఇతరులు.....

I) మా హాస్పటల్ సేవలు మెరుగుపరుచుటకు కోరకు మీరు ఇచ్చే సలహాలు/సిద్ధాంతులు అభివృద్ధి కి మీ సలహాలు తెలపండి

.....

.....

పేషెంట్ పేరు: .....వార్డు/రూమ్:..... ఐ.పి.నెం.....

ట్రీట్ మెంట్ చేసిన డాక్టర్ పేరు:..... హాదం మెప్పుపొరి పేరు మరియుబంధుత్వము:.....

రిలేషన్:..... ఫోన్ నెంబర్:.....

ఈ మెయిల్.....

మా హాస్పటల్ ను ఇంకను అభివృద్ధి చేయుటకు మీరుసహాయపడుతున్నందుకు మా ధన్యవాదములు

మీ అభిప్రాయాలపై తీసుకున్న హాస్పటల్ డైరక్టర్ బృందం తీసుకోవాల్సిన నిర్ణయాలు

వార్డు నర్సు వివరములు

వార్డు నర్సు పేరు/ఐడి నెం :.....

వార్డు /విభాగం :.....

పేషంట్ కేటగిరి : EHS/ఆరోగ్యశ్రీ/ఆర్ పైద్య సేవ/క్లినిక్/ఇతరత్

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/09 Date: 28 /08/2018

Circular

The below topic will be held on 31 Aug 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy In charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
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A.P.
NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/11 Date: 01/09/2018

Circular

The below topic will be held on 05 Sep 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-18, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
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A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/12 Date: 10 /09/2018

Circular

The below topic will be held on 13 Sep 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

"Effective handling on pharmacy & stock movement"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/13 Date: 18 /09/2018

Circular

The below topic will be held on 21 Sep 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC .

"Training on Bed making"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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MH-40, NANDYAL

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/14 Date: 22 /09/2018

Circular

The below topic will be held on 25 Sep 2018 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal DL A.P. NH-40 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by S.Ravali, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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MH-48, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/15 Date: 25/09/2018

Circular

The below topic will be held on 29th September 2018 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"STERILITY AND CLEANLINESS IN SRMC "

All the Non-Teaching staff of SRMC &GH are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept.
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS "–Report of the Meeting – circulated – reg.,

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The meeting was addressed by Mr Moinuddin, Quality Head of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility**: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC, especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:

- **Sterilization Procedures**: Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.

- **Aseptic Techniques**: Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.

- **Environmental Controls**: SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

- **Cleanliness**: Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety.

  Key components of maintaining cleanliness in SRMC include:

- **Routine Cleaning Protocols**: SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Use of Disinfectants**: Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.

- **Hand Hygiene**: Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

- **Environmental Hygiene**: SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.

- **Education and Training**: Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept.
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/16 Date: 02 /10/2018

Circular

The below topic will be held on 05 Oct 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Taking care of Vulnerable patients in hospital in SRMC .

"Taking care of Vulnerable patients "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/17 Date: 17 /10/2018

Circular

The below topic will be held on 22 Oct 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

"Patient Confidentiality and privacy"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/18 Date: 21/10/2018

Circular

The below topic will be held on 27th October 2018 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"MRD- HOW TO PERFORM MEDICAL RECORD WORK AND FILING "

All the MRD staff, Nursing Staff, and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –In charge
Central Lab- In charge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING "–Report of the Meeting – circulated – reg.,

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The meeting was addressed by M .Ravi Varma, HOD –MRD of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation**:
  - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
  - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information**:
  - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
  - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records**:
  - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
  - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing**:
  - Once medical information is documented, it is filed appropriately within the patient's medical record.
  - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
  - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

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Nandyal, Andhra Pradesh

- **Maintaining Confidentiality**:
    - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
    - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release**:
    - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
    - MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
    - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage**:
    - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
    - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
    - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
- **Record Transcription and Coding**:
    - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
    - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

V. Sreelu

HR Manager

Santhiram Medical College
Nandyal Dt. A.P.
HH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/19 Date :30/10/2018

Circular

The below topic will be held on 03 November 2018 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is know about the hierarchy and information of Santhiram Hospital .

"ORIENTATION OF THE HOSPITAL "

All the New on boarded Non-teaching staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
All Dept –Incharges
File

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/20 Date: 06 /11/2018

Circular

The below topic will be held on 09 Nov 2018 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

"Training on Incidental reporting "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Incidental reporting. to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt. A.P
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/21 Date: 12/11/2018

Circular

The below topic will be held on 15 Nov 2018 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

"Training on Disaster Management"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/22 Date: 18/11/2018

Circular

The below topic will be held on 22 November 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CSSD : IMPROVING QUALITY "

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – In charge
OT – In charge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD: IMPROVING QUALITY "–Report of the Meeting – circulated – reg.

The meeting was addressed by DrMadhu Sudan Reddy, HOD - Anesthesia of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards**: Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).

- **Training and Education**: Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Quality Assurance Programs**: Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.

- **Documentation and Recordkeeping**: Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.

- **Process Standardization**: Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

- **Environmental Controls**: Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

- **Staffing and Workload Management**: Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.

- **Communication and Collaboration**: Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :
HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge

File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/23 Date: 03/12/2018

Circular

The below topic will be held on 6 December 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"LAUNDRY SERVICES AND ITS IMPORTANCE IN PATIENT CARE "

All the LAUNDRY Staff, NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY: IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations**: Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.

- **Staff Training and Education**: Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.

- **Quality Control Measures**: Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.

- **Use of Appropriate Detergents and Disinfectants**: Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.

- **Equipment Maintenance and Calibration**: Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.

- **Temperature and Chemical Controls**: Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.

- **Separation and Segregation**: Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

- **Environmental Controls**: Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.

- **Recordkeeping and Documentation**: Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.

- **Continuous Improvement**: Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

HR Manager

Santhiram Medical College ★ Nandyal Dt. A.P. ★ NH-40, NANDYAL

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/24 Date: 11/12/2018

Circular

The below topic will be held on 14 Dec 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC.

"How to prevent reporting errors"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/25 Date: 27 /12/2018

Circular

The below topic will be held on 31 Dec 2018 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/26 Date: 04/01/2019

Circular

The below topic will be held on 7 January 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BLOOD BANK SERVICES "

All the Blood Bank Staff , Nursing Staff,Central LAB Technicians and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal A.P. MH-40, NANDYAL

Copy to :

HOD –Pathology
Medical Superintendent
HospitalAdministrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Suresh ,Transfusion Expert for Blood Bank of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection**: Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening**: After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation**: Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching**: Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management**: Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services**: Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response**: Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.
- **Quality Assurance and Accreditation**: Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

- **Education and Training**: Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

- **Donor Recruitment and Community Engagement**: Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

HR Manager

Santhiram Medical College Nandyal Dt A.P. NH-40, NANDYAL

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/27 Date: 18 /01/2019

Circular

The below topic will be held on 21 Jan 2019 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

"Training on patient safety"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal Dt. A.P.
NH-40, NANDYAL

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/28 Date: 22 /01/2019

Circular

The below topic will be held on 24 Jan 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC .

"How to avoid prescription errors"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. HP-49, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/29 Date: 25/01/2019

Circular

The below topic will be held on 28 January 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HANDLING OF BIO MEDICAL WASTE MANAGEMENT "

All the Nursing Staff ,OT Team, RADIOLOGY Technicians , ALL ICU Team along with Emergency Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BIOMEDICALWASTE MANAGEMENT " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Moin,Quality Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/30 Date: 25/01/2019

Circular

The below topic will be held on 28 January 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HANDLING OF BIO MEDICAL EQUIPMENTS IN SRMC "

All the Nursing Staff, OT Team, RADIOLOGY Technicians , ALL ICU Team along with Emergency Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:"BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh ,Bio Medical Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education**: Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions**: Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing**: Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection**: Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport**: Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification**: Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping**: Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures**: Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

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- **Collaboration with Biomedical Engineering**: Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.

- **User Feedback and Improvement**: Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

HR Manager

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Copy to :

Medical Superintendent
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HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/31 Date: 04/02/2019

Circular

The below topic will be held on 7th Feb 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2019/32 Date: 08/02/2019

Circular

The below topic will be held on 11 Febaury 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front Desk and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

V. Sheeraj

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing-Incharge
AHS -Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "
–Report of the Meeting – circulated – reg.,

The meeting was addressed by M Ramanjaneyulu, Head -EDP of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS**: Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface**: Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMSinterface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling**: Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting**: Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management**: Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support**: Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security**: Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics**: Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMSfor tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.

- **Troubleshooting and Support**: Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.

- **Hands-on Practice and Q&A**: Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMSin a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.

- **Ongoing Training and Support**: Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMStraining sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care.

V. Sheema

HR Manager

Santhiram Medical College Nandyal Dt. A.P. IH-40, NANDYAL

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AHS -Incharge
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SRMC/TP/L&D/2019/33 Date: 14/02/2019

Circular

The below topic will be held on 18 Feb 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC .

"Ethical and legal implications of prescribing drugs"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. MH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy incharge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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SRMC/TP/L&D/2019/34 Date: 04 /03/2019

Circular

The below topic will be held on 08 Mar 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to How to handle Medico legal Cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-9 NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2019/35 Date: 19 /03/2019

Circular

The below topic will be held on 22 Mar 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Maintenance of oxygen plant in hospital in SRMC .

"Maintenance of oxygen plant "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2019/36 Date: 05/04/2019

Circular

The below topic will be held on 10th April 2019, Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF "

All the Nursing Staff andNon-TeachingStaff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

Santhiram Medical College

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Report of the Meeting

Sub: "CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sherwin Paul, HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity**:
  - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
  - Uphold the highest standards of professional conduct and integrity in all interactions.
  - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy**:
  - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
  - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
  - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety**:
  - Prioritize patient safety and well-being in all clinical and non-clinical activities.
  - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
  - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration**:
  - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
  - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
  - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development**:
  - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
  - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
  - Take responsibility for maintaining licensure, certifications, and credentials required for the position.
  -

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- **Ethical Conduct**:
  - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
  - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
  - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations**:
  - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
  - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
  - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene**:
  - Maintain a professional appearance and adhere to dress code policies while on duty.
  - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution**:
  - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
  - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence**:
  - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
  - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care.

HR Manager

Santhiram Medical College ★ Nandyal Dt. A.P. ★ NH-40, NANDYAL

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Medical Superintendent
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Nursing Superintedent
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SRMC/TP/L&D/2019/37 Date: 10/05/2019

Circular

The below topic will be held on 13 May 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff andNon-TeachingStaff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

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Medical Superintendent
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RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
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Report of the Meeting

Sub:" CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Vijay Kumar , HOD – General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification**:
  - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
  - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

- **Hands-on Practice**:
  - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
  - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

- **Adult, Child, and Infant CPR**:
  - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
  - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

- **AED Training**:
  - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
  - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

- **Team Dynamics**:
  - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
  - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

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- **Recognition of Cardiac Arrest**:
  - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
  - Training emphasizes the importance of early recognition and activation of the emergency response system.

- **Post-Resuscitation Care**:
  - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.

- **Documentation and Debriefing**:
  - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
  - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.

- **Recertification and Ongoing Training**:
  - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
  - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

HR Manager

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SRMC/TP/L&D/2019/38 Date: 20/05/2019

Circular

The below topic will be held on 25 May 2019 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff are requested to attend the meeting without fail.

Thank you one and all.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:" FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh, Incharge -Fire and Safety of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment**: Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance**: Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan**: Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training**: Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills**: Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment**: Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems**: Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.
- **Specialized Training**: Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

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- **Continuing Education**: Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.

- **Collaboration with Local Authorities**: Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program,SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

HR Manager

Santhiram Medical College Nandyal Dt. A.P. NH-40 NANDYAL

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Medical Superintendent
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Nursing Superintendent
Incharges –All DEPTS
Fire Incharge
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